

## NEW FACULTY RESOURCE GUIDE 2009-10

To view online version see:

<http://www.iusb.edu/~acadaff/handbooks/resource.pdf>

### WHOM TO CALL AND WHERE TO FIND IT

#### ACADEMIC AFFAIRS

Vice Chancellor	Alfred J. Guillaume, Jr. ....	4183
Associate Vice Chancellor	John L. McIntosh .....	4343
Advance College Project (ACP)	Mary Anna C. Dimitrakopoulos-Violi.....	4409
Contracts and Grants Coordinator	Erika L. Zynda .....	4181
Extended Learning Services	Jackie A. Neuman .....	4167
Faculty Records	Summer L. Ditsch .....	4298
Graduate Programs	Gilbert L. Martin .....	4585
Honors Program	Frank Fujita .....	5593
Instructional Media Services	Jim R. Yocom.....	4806
Institutional Research	John M. Novak .....	4117
International Programs	Scott R. Sernau.....	4402
Library	Michele C. Russo .....	4448
Off-Campus Programs	Gale L. Wood-Ward.....	4002
UCET	Tammy Fong-Morgan .....	4597

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Chancellor	Una Mae Reck.....	4220
Affirmative Action	Deidre Dennie .....	4524

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Vice Chancellor	Pat C. Ames.....	4463
Help Desk/Classroom Technology Support	Support Staff .....	5555
User Support and IT Communications	Beverly J. Church.....	4471

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Vice Chancellor for Public Affairs and University Advancement	Ilene G. Sheffer .....	4579
Director of Development	Dina S. Harris.....	4131
Alumni Affairs and Campus Ceremonies	Cyndy A. Searfoss.....	4383
Special Events/Reservations	Maureen J. Muldoon .....	5111

#### FINANCE AND ADMINISTRATION

Vice Chancellor	William J. O'Donnell .....	4462
Bookstore	Jeff Dunwoody .....	4315
Bursar	Linda Lucas .....	4489
Campus Housing	Karl A. Stetler .....	4588
Custodial Services	Karl A. Stetler .....	4588
Facilities Management	Michael A. Prater .....	4319

#### FINANCE AND ADMINISTRATION (cont.)

Human Resources	Sara J. Ermeti .....	4398
Payroll	Lise A. Prestine .....	4437
Payroll	Jennifer Green .....	4581
Purchasing	Deborah J. Richards .....	4580
Safety and Security	Martin L. Gersey .....	5522

**STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

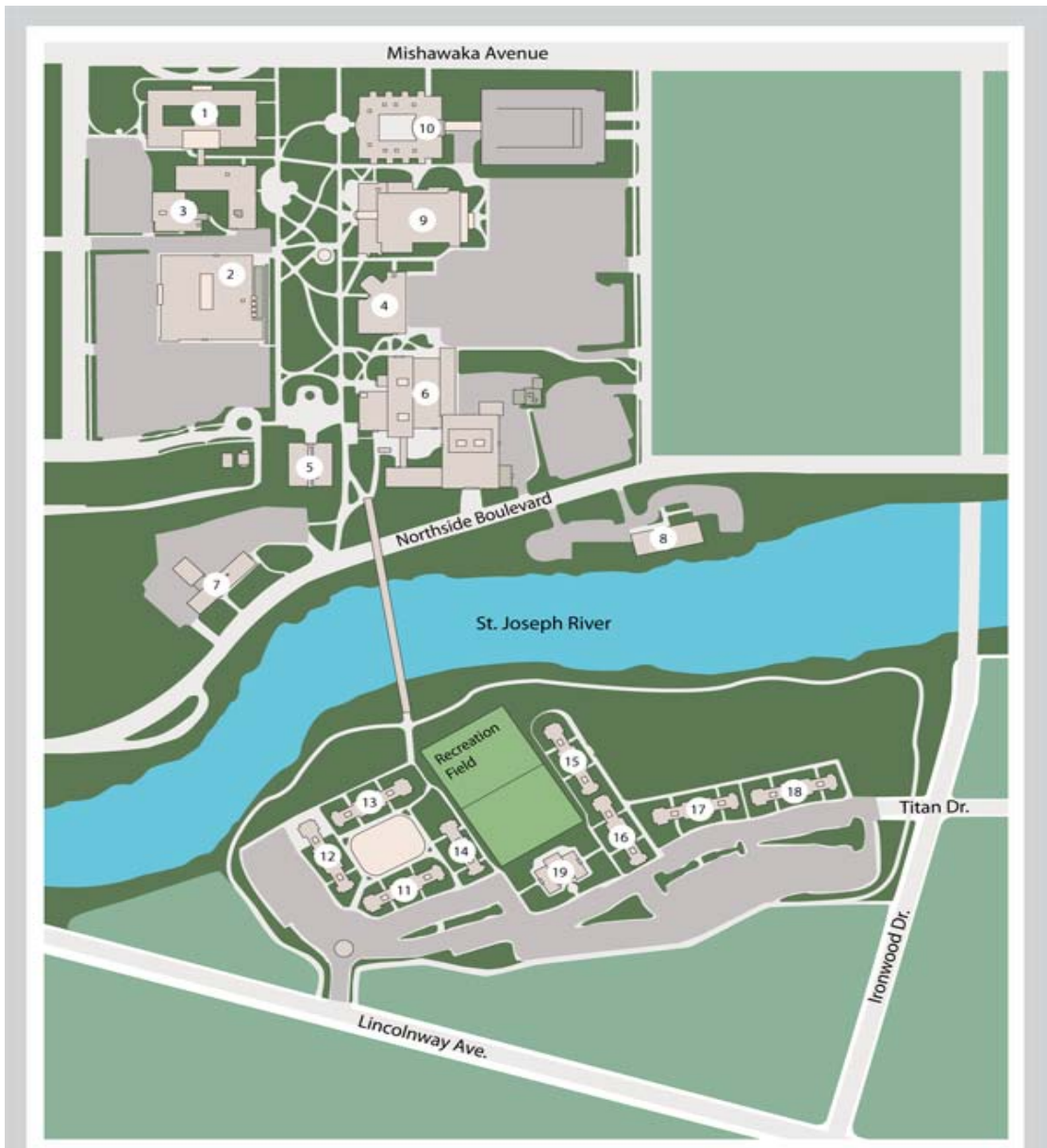
Vice Chancellor	Jeff Jones.....	4252
Associate Vice Chancellor, Student Services	Karen L. White.....	4477
Academic Learning Services & Writing Center	Joanne B. Detlef.....	4251
Interim Director, Admissions	Cathy Buckman.....	4454
Athletics & Activities, Executive Director	Gary Demski .....	4457
Athletics & Activities, Assistant Director	Amy Henkelman .....	4594
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Career Services	Jeff L. Jackson.....	4438
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**DEANS/DIRECTORS/CHAIRS**

Arts	Marvin V. Curtis, Dean.....	4390
Biological Sciences	Andrew F. Schnabel, Chair.....	4413
Business and Economics	Robert H. Ducoffe, Dean.....	4228
Business and Economics	Asghar Sabbaghi, Associate Dean.....	4387
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Business and Economics	Ganesh Vaidyanathan, Director.....	4453
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Chemistry	William G. Feighery, Chair.....	4311
Computer and Information Sciences	Dave Surma, Chair.....	4412
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Education	Michael Horvath, Dean.....	4339
Education	Karen B. Clark, Associate Dean.....	4350
Education, Center for Global Education	Kwadwo A. Okrah, Director.....	5517
English	Elaine Roth, Chair.....	4224
English	Karen C. Gindele, Associate Chair.....	4230
ELS	Anne Magnan-Park.....	4559
General Studies	David Vollrath, Director.....	4288
History	Monica M. Tetzlaff, Chair.....	5515
Informatics Program	Hossein Hakimzadeh.....	4517
Liberal Arts and Sciences	Lynn R. Williams, Dean.....	4322
Liberal Arts and Sciences	Rebecca L. Torstrick, Associate Dean.....	4534
Liberal Arts and Sciences	Douglas M. McMillen, Assistant Dean.....	4222
Liberal Arts and Science Advising	Monica Lynker, Director.....	5513
Master of Liberal Studies Program	Ken Smith, Director.....	4173
Mathematical Sciences	Yu Song, Chair.....	4299
Mathematical Sciences	Anne Brown, Associate Chair.....	4427
Nursing and Health Professions	Mary Jo Regan-Kubinski, Dean.....	5511
Philosophy	Lyle Zynda, Chair.....	5512
Physics and Astronomy	Jerry D. Hinnefeld, Chair.....	4467
Political Science	Linda Chen, Chair.....	4520
Psychology	Gwynn Mettetal, Chair.....	4507
Radiography Program	James H. Howard, Director.....	5569
Sociology and Anthropology	Gail McGuire, Chair.....	4572
Social Work	Marilynne Ramsey, Director.....	4881
Women's Studies	Cathy Borshuk, Director.....	4122
World Language Studies	Lesley H. Walker, Chair.....	4199
Writing Program	Rebecca Brittenham, Director.....	4826

# MAP

## IU SOUTH BEND CAMPUS



### Main Campus

- 1) Administration Building
- 2) Education & Arts Building
- 3) Fine Arts Building
- 4) Greenlawn Hall
- 5) Franklin D. Schurz Library
- 6) Northside Hall
- 7) Purdue Technology Building
- 8) Riverside Hall
- 9) Student Activities Center
- 10) Wiekamp Hall

### River Crossing Campus Apartments

- 11) Building A
- 12) Building B
- 13) Building C
- 14) Building D
- 15) Building E
- 16) Building F
- 17) Building G
- 18) Building H
- 19) Community Building

# IU SOUTH BEND ELKHART CENTER



**125 East Franklin Street  
Elkhart, Indiana  
Phone: 574.294.5550**

See <http://www.iusb.edu/~ocp/NewElkhartCenter.shtml> for AREA MAP.

- Begin at Main Street in downtown Elkhart, using the route most appropriate for you.
- If driving south on Main Street, turn left on E. Franklin Street.
- If driving north on Main Street, turn right on E. Franklin Street.

The Elkhart Center front entrance will be on your right. Park in the lot across from the front entrance or on the second floor of the parking garage on East Mission Street, across from the back entrance of the Elkhart Center. Street parking is also available.

## ESSENTIALS FOR GETTING STARTED

### **Pay Dates**

Pay dates for newly appointed faculty are August 31, September 30, October 31, November 30, and December 31 for the fall semester, and January 31, February 28, March 31, April 30, and May 31 for the spring semester. If the first of the month falls on a weekend or holiday, checks will be distributed on the last working day prior to that day, except that the January check is always issued the first working day following January 1. All new employees will be required to have direct deposit for payroll checks.

Returning faculty receive their first check on August 31.

Payroll or tax information may be obtained from the Payroll Records Specialist, 520-4437 or 520-4581.

### **Benefits**

Enrollment in the various insurances and other benefits are managed by the Office of Human Resources (<http://www.indiana.edu/~uhrs/benefits/>), 520-4850. A summary of insurance and retirement benefits is given at the end of this section. Insurance coverage for new faculty goes into effect one week prior to the start of classes.

### **Reappointment**

Faculty hired for the academic year 2008/2009, for a two year tenure-track appointment, will be notified of reappointment or non-reappointment by the following dates, up to and including the tenure decision year.

Faculty and lecturers hired on one-year renewable contracts will be notified of their second-year status by February 1, 2009, after which they will be on the same schedule as above. For tenure-track faculty, notification about granting of tenure will be no later than May 1, 2014, except for those who have been granted year(s) of credit toward tenure for prior years of teaching at another institution. In the case of a positive decision, tenure becomes effective in July, 2015.

### **Handbooks**

The *Indiana University South Bend Academic Handbook* (<http://www.iusb.edu/~acadaff/handbooks/academichandbook2007.pdf>), the *Code of Student Rights, Responsibilities, and Conduct* (<http://dsa.indiana.edu/Code/>), and the *Indiana University Academic Handbook* (<http://www.indiana.edu/~deanfac/acadhbk/>) are available on the IU South Bend website for your review. One copy of the *IU South Bend Bulletin* (<http://www.iusb.edu/~sbullet/>) will be provided by the unit.

### **Office Furnishings and Equipment**

Each new faculty member is entitled to a specific allotment of furniture and equipment for an individual office. The chairman or departmental Secretary will help with office furnishing matters.

### **Secretarial Services**

Secretarial services are available through the unit. Consult with that office on procedures for utilizing Secretarial support.

### **Mailboxes**

Mailbox assignments are made through your unit's office.

### **Mail Services**

U.S. and campus mail is picked-up and delivered on campus twice a day. Postage is provided for official business. Mail can be sent on campus and throughout the IU system free of charge. Special mailing envelopes are available for campus and system mail.

### **Telephone**

To call on-campus to another campus number, dial the four-digit extension. Various campus telephone directories are available in unit offices and also online.

When making a local off-campus call, dial “9” first.

The IU South Bend Internet home page at <http://www.iusb.edu> should also be consulted for telephone information.

Contact your department Secretary for location and procedures on using FAX machines on campus. Except for applicable long-distance charges, there is no charge to send a fax.

### **Purchases Using University Funds**

All goods and services to be purchased with university funds must be ordered or bought via a purchase requisition submitted to the Purchasing Office, 520-4399 or by using a university-issued credit card (Procard). Information may be obtained from the Unit Secretary.

### **Copying and Duplicating**

Facilities for duplicating small-batch examinations and classroom materials are available to all faculty. Contact your Secretary for procedures and assistance.

More extensive duplicating is arranged through the unit Secretary, who will submit the work to the IU South Bend Copy Center. Allow adequate time for duplication of class materials. Request two-sided copies whenever possible.

### **Parking**

Faculty are required to purchase and display a current IU South Bend parking permit to park in IU South Bend parking lots. Faculty may park in any student or faculty/staff area except those signed as restricted. The parking fee, which may be paid through payroll deduction, is indexed to salary for full time faculty. Adjunct faculty pay a fee each semester based on the number of credit hours taught. Permits may be purchased from the Parking Services office, room A123A, 520-5528. Parking Services Office hours are Monday-Thursday 8:00 a.m. to 5:30 p.m., and Friday 8:00 a.m. to 4:00 p.m.

The IU South Bend parking permit is honored at other IU campuses, but care should be taken to observe the local signs and regulations. Faculty planning to park on other Michiana campuses are encouraged to contact the parking offices on those campuses for details concerning parking privileges and regulations.

### **Bookstore**

The IU South Bend Bookstore, a Barnes & Noble bookstore, is located on the first floor of Northside Hall. In addition to textbooks for classes, the bookstore sells computers, software, trade books, magazines and many different types of classroom and computer supplies. It also carries IU and IU South Bend clothing and gifts. Textbook requisitions due dates are as follows: Spring - October 1, Summer I & II - March 1st, Fall - April 15. Bookstore hours are listed in the *Schedule of Classes* for each semester.

**FULL-TIME FACULTY**

<b>PLAN</b>	<b>YOU PAY</b>	<b>UNIVERSITY PAYS</b>	<b>DESCRIPTION</b>
IU Retirement Plan	0%	100%	Option of TIAA-CREF or Fidelity. 10% of your base salary which you can allocate among TIAA-CREF and Fidelity investment account options. You are 100% vested in these contributions.
Social Security	50%	50%	Both you and the university contribute 7.65% of your base salary up to \$106,000.
Group Life Insurance A. Basic Coverage	0%	100%	Benefit equal to 2 times your whole thousand dollar annual salary up to \$50,000 maximum.
B. Dependent Life	0%	100%	\$3,000 for your spouse/or same sex domestic partner; \$1,000 for each dependent
C. Accidental Death & Dismemberment	0%	100%	ADD benefits up to your basic life insurance amount.
D. Option Life Coverage	100%	0%	Additional group life insurance equal to 1,2,3 or 4 times your base annual salary.
IUPPO \$900 deductible Health Care Plan (Optional)	Depends on dependent coverage	Major Portion	\$900 individual (\$2,700 family maximum combined). After deductible, 10% until payments equal \$1,000 (\$3,000 family). \$100 emergency room co-pay.
A. Pharmacy Insurance	Included in health	Care Plans	\$6 generic; \$17 low cost brand; \$35 high cost brand. Out of network: 50% of usual and reasonable
B. Organ & Tissue Transplant	Included in health	Care Plans	\$1 million maximum lifetime limit per covered person IU Medical Center is Preferred Provider.
IU HDHP PPO & Medical Savings Plan	Depends on Dependent coverage	Major Portion	\$1150 employee only/\$2300 when family members are covered (applies to all services except wellness.)
Blue Preferred Primary POS (Anthem)	Depends on coverage selection	Major portion	Co-pays: \$25 per office visit; \$250 per hospital admission, \$100 per outpatient facility visit until payments equal \$2,000 (\$5,000 family max); \$100 emergency room. No deductible. \$8 formulary generic Rx, \$20 formulary brand Rx, \$40 non-formulary Rx
CIGNA Dental (Optional)	Depends on coverage selection	Major portion	In-network and out-of-network benefits.
Tax Saver Benefit Plan (Optional)	100%	0%	Enables purchase of non-covered health care and dependent care benefits with pre-tax dollars
Long Term Disability (Optional)	100%	0%	Choice of 90, 180 day waiting period with monthly annuity premium option. Monthly income benefit up to 60% of monthly wage base minus benefits payable under certain other plans.
Tax Deferred Annuity (Optional)	100%	0%	Optional retirement savings program - minimum 1% per month, maximum set by IRS. Choice of 4 vendors.
Personal Accident Insurance (Optional)	100%	0%	Choice of coverage from \$30,000 to \$500,000. Family eligible.
IU Employee Assistance Program	0%	100%	Counseling for personal problems. Services available via telephone or face-to-face (up to 3 sessions per issue).

**Note: Faculty benefits are effective first day of contract as of 01/01/09** [h:/forms/FTFacbenefits](http://forms/FTFacbenefits).

## CLASSROOM AND TEACHING

### **Textbooks**

The Secretary assigned to you has the responsibility for submission of textbook orders. Unless otherwise instructed, you have the responsibility for placing orders with the Secretary by the announced deadline. The Secretary will provide you with the appropriate form. You must tell the Secretary if you require a complimentary copy of a textbook. The Secretary will order the complimentary copy for you.

### **Supplies for Classrooms and Laboratories**

Office supplies may be obtained from the unit Secretary. Once approval for purchase has been obtained, necessary classroom and laboratory supplies and other goods and services are ordered through the Secretary. Anticipate approximately three weeks lead time for processing a request.

### **Special Software for Computing Labs**

Special software that is needed in computing labs should be requested at least six weeks prior to the beginning of the semester. Send requests to [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu). You will need to supply the software media and licensing information.

### **Mobile Classroom Equipment**

Instructional Media Services (IMS) dispatches most common mobile audiovisual equipment to any non-standard classroom or those without permanently installed technology. To reserve equipment call 520-5578 no less than 48 hours (two business days) in advance of the scheduled class time. Training on the use of equipment may be scheduled by contacting Instructional Media Services. Confirmations will be sent to requestors to verify availability.

### **Check-Out Equipment**

Instructional Media Services has laptops and portable projectors for off-campus use. The usual checkout time for equipment is three days, but longer periods can sometimes be arranged. Call 520-5578 to reserve these items.

### **Technology Classrooms**

All generally scheduled classrooms have been outfitted with a technology desk, which includes a computer, DVD/VHS player, and a ceiling-mounted projector. These rooms are supported by IT/Classroom Technology Support Staff. For assistance with problems in technology classrooms, use the classroom telephone to contact the IT Help line at 520-5555 and press "1". When classes are in session, technical support is available Monday-Thursday from 8:00 a.m. to 9:30 p.m., and Friday from 8 a.m. to 5 p.m. It is crucial to log-off the computer and turn-off the projector before leaving the classroom.

### **Distance Learning** (Please see the following website for complete information: [www.distance.iusb.edu](http://www.distance.iusb.edu))

IU South Bend has maintained facilities for both distance education instruction and videoconferencing. The three basic systems in operation are: Virtual Indiana Classroom (VIC), Indiana Higher Education Telecommunications System (IHETS), and satellite downlinks. There may be a charge to IU South Bend departments or organizations to down link. Most programs require a license fee and this is the responsibility of the requesting department or organization. To schedule a teleconference, call Instructional Media Services at 520-5558

### **Recording and Duplication**

Instructional Media Services supports the recording and duplication of audio and video recordings for classroom instructional use, and assists in the procurement of films and videos. See the IU policy regarding copyright at <http://informationpolicy.iu.edu/about/copyright.shtml> and intellectual property at [http://www.indiana.edu/~deanfac/acadhbk/IPPolicy\\_Adopted\\_050208.pdf](http://www.indiana.edu/~deanfac/acadhbk/IPPolicy_Adopted_050208.pdf)

## **Films**

Instructional Media Services can assist in the procurement of films. Catalogs for the Bloomington Film Library are available online at <http://media2.iss.indiana.edu/htbin/wwform/188/wwk770> . When you have selected a film(s), place your order through the IMS office. IU South Bend faculty may reserve up to 10 titles per class, per semester.

## **Other Services**

Instructional Media Services provides consultation service to the staff, students, and faculty of IU South Bend regarding specialized audio visual equipment and multi-media production.

## **Educational Resource Commons** (<http://www.iusb.edu/~libg/erc/>)

As a unit of the Schurz Library, the Educational Resource Commons provides specialized resources and services for faculty and students. Located in Greenlawn Hall - Room 111, the ERC serves as a fundamental information provider for the university.

During the academic year the hours are:

Monday - Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 1:00 p.m.

Special hours in effect between semesters, during the summer, and during holiday breaks are posted and are available from the ERC voice mail at 520-4120.

## **Resources**

The curriculum library provides materials for preschool through grade twelve. Materials may be borrowed for 14 days, with provisions for renewal. An Indiana University Libraries Borrower's card is needed to check items out of the ERC. A driver's license or other valid picture ID must be presented at the ERC circulation desk to obtain the card. The ERC has access to the IU Libraries' Information Online (IO) system.

The media production area provides assistance to faculty and students in producing curriculum related materials. Training in the use of the equipment and supplies are provided by the ERC staff. Access is available to computers with color printers. There is a charge for materials used.

The ERC welcomes faculty to introduce the students to the ERC services and library. You may arrange tours or instruction sessions for your class on topics ranging from a general introduction to the ERC or instruction on specific class needs. A tour of the ERC takes twenty minutes with the assistance of an ERC staff guide. You may contact the ERC supervisor at 520-4120 or 520-5548 to schedule a time. An advance notice of one week is required.

## **University Center for Excellence in Teaching (UCET)** (<http://www.iusb.edu/~ucet/>)

A member of the full-time faculty is appointed with release time to serve as the Director of the [University Center for Excellence in Teaching](#). The services provided by UCET include a mentor program; peer visits and teaching consultations intended to improve an individual's teaching; new faculty orientations; a library of pedagogical books and software for faculty review; assistance with integrating technology into teaching; workshops and seminars related to teaching; and support for a number of faculty discussion groups. The Center is located at Northside Hall, Room 244, and can be reached at 520-4894. UCET provides faculty support for Oncourse CL, the Indiana University course management system.

## CLASSROOM POLICIES AND INFORMATION

### **Student Profile**

IU South Bend has a student population of about 7,700 (plus about 150-175 Purdue University) students, differentiated into at least three broad categories: (1) full-time traditional-aged students; (2) nontraditional students (i.e., those attending part-time and/or older than twenty); and (3) graduate students. IU South Bend students have the following characteristics:

- 66% fulltime and 34% part time degree-seeking undergraduates
- 70% of undergraduates are recent high school graduates and 30% age 25 and older
- 88% undergraduate and 12% graduate
- 63% women and 37% men
- 94% Indiana residents
- 13% minorities (African American, Asian American, Hispanic, Native American)
- Over 200 international students from 80 countries

Many IU South Bend students are members of low- to middle-income families and many are the first generation of their families to attend college. Fewer than half of the first-year students (43 percent) of those responding to a 2008 student survey reported having a father who attended any college, and a little over half (52 percent) reported having a mother who attended any college. Most are as capable and well-prepared as students anywhere, but some are deficient in basic skills or are under-prepared by their prior learning experiences for success at Indiana University South Bend. Perhaps the single most important characteristic of the IU South Bend student body is its diversity.

### **Academic Rules and Regulations**

Academic rules and regulations of Indiana University, as well as divisional requirements, can be found in the current edition of the *IU South Bend Bulletin* (<http://www.iusb.edu/~sbullet/>) and/or the current *Schedule of Classes* (<http://www.iusb.edu/~regr/>).

### **Admission to Class**

Students whose names appear on any class roster are duly registered and subject to department/division policies. Faculty are responsible for ensuring that students have met prerequisite requirements. Section and course numbers should be announced at the first class meeting to make certain students are attending the proper section. Students who wish to change sections must follow the procedure outlined in the *Schedule of Classes*. Unofficial section changes are not allowed.

### **Class Rosters**

The most current information regarding your roster is available via OneStart.

About mid-way through the regular semester you will receive an enrollment verification roster. Follow the instructions which accompany that roster and return as directed.

Students are expected to view their final grades online via OneStart or Oncourse CL. Grades are not mailed to students.

Final grades for each class are due no later than forty-eight (48) hours after the respective final examination.

### **Consortium Students**

Indiana University South Bend, Bethel College, Goshen College, St. Mary's College, Holy Cross Junior College, and IVY Tech State College are members of the Northern Indiana Consortium for Education (NICE).

To enroll in a consortium course, a student must:

1. Be enrolled full-time in a member school,
2. be an undergraduate student,
3. Take a class which is not available at the home institution,
4. Take a class only during the fall and spring semesters,
5. Take a class only on a space available basis.

A student who applies for admission to a class through the consortium must present a *NICE Application Form*, obtained from the Office of the Registrar, to the instructor. If space is available, the instructor signs the form signifying approval for enrollment in the class.

An IU South Bend faculty member who has given permission for a NICE student to take an IU South Bend class will receive a special CONSORTIUM STUDENT FINAL GRADE ROSTER for the consortium student(s) in his or her class.

### **Closed Sections**

At the instructor's discretion, additional students may be allowed to enroll in sections closed to further enrollment. The student will need a form, *Enrollment in a Closed Class*, signed by the instructor, to register for the class. If the section is waitlist eligible, the student should be referred to sign-up for the waitlist using the online registration system. Enrollment in a Closed Class forms will not be processed prior to expiration of the waitlist (consult the academic calendar) if the section is waitlist eligible.

### **Adding Courses**

No student may add a course after the first week of the regular semester or a summer session without the signature of the instructor. After the second week of a semester (first week of a summer session), students must also provide a **written statement indicating the reason for the late registration or late course addition, and how the coursework which has been missed will be completed.** This statement, along with the necessary registration card or schedule adjustment form, must be signed by:

1. The Dean of the student's major unit,
2. The instructor(s) for the added course(s),
3. The Dean of the unit(s) offering the course(s), and
4. The Vice Chancellor for Academic Affairs.

Please exercise caution when giving permission to late enroll because you are, in effect, indicating that a student may miss 15 percent or more of your course without encountering any problems.

### **Audit Policy**

Instructors must give signed permission for students to audit classes. Any work that may be required of auditors must be agreed upon by the instructor and the auditor prior to registration. Changes from audit status to credit status and vice versa can be made only with the permission of the instructor and no later than the date identified in the *Schedule of Classes*. Any unit has the option to exclude auditors from a particular course. The standard fee rate per credit hour is assessed for a course taken on an audit basis. No credit will be given for the course, but the audited course will be indicated on the student's transcript with a grade of "NC".

### **Grading Code**

The official grading code of the university is as follows: A (highest passing grade), B, C, D (lowest passing grade), F (failed), FN (failed due to nonattendance – last date of attendance required), I (incomplete), P (pass), and W (withdrawn). Plus and minus grades are permitted. See the IU South Bend bulletin for detail on quality points assigned for each grade.

### **Deferred Grades (R)**

The deferred grade of R is assigned for research courses in which the student's work is evaluated when the research is completed. It may also be used at the end of the first term of a two-term course or a course that overlaps two terms if the course is announced as a deferred grade course in the *Schedule of Classes*.

If work is interrupted due to extenuating circumstances, a special arrangement between student and instructor must be made on a term-to-term basis. If a student drops out of a course before the work is complete, the instructor will assign a regular grade (A, B, C, W, etc.) for the course.

Other restrictions apply to the use of the "R" grade. Further information or clarification can be obtained from the Office of the Registrar (<http://www.iusb.edu/~regr/>).

### **Incompletes (I)**

A grade of "I" (Incomplete) may be given when a substantial amount (approximately three-fourths) of coursework is satisfactorily completed as of the semester's end. Note: The completed portion of the student's work must be of passing quality.

The grade of "I" should be awarded only under circumstances of hardship - when it would be unjust to hold a student to the time limits ordinarily fixed for completion of course work. Whenever possible, instructors should make sure that students receiving Incompletes have a clear understanding of work to be completed, deadlines to be met, and any other conditions which apply.

By assigning an Incomplete, an instructor implicitly authorizes and requires the "I" to be changed to an "F" at the end of a specified time period, not to exceed one year. If the instructor does not otherwise act to remove the "I", the registrar will automatically change the "I" to an "F" at the end of the time period. Both the student and the instructor in whose course the student received the Incomplete shall be notified of this change in grade.

The Incomplete must be removed within one calendar year from the date of its recording, unless the unit Dean authorizes adjustments.

### **Method for Removing Incompletes**

An "I" may be removed by the student completing the course within the time limits and the instructor sending the appropriate "Removal of Incomplete" form to the unit office.

Each unit should maintain a card-file record of incomplete grades recorded in courses of that unit. This record, on a specially designed card completed by the instructor, should include (1) the name of the student, (2) the course number and hours of credit, (3) semester and year of enrollment, (4) the signature of the instructor, (5) a brief statement of the reason for the Incomplete, and (6) an adequate guide for the removal of the Incomplete grade (with a suggested final grade) in the event of the departure or extended absence of the instructor from campus. Under conditions of absence as stated in (6) above, the department chair or unit Dean is responsible for evaluating additional work completed by the student, reassessing the work done for the course as necessary, and assigning the final grade.

### **Withdrawals**

A grade of "W" (Withdrawal) is given automatically on the date of withdrawal to the student who withdraws during the first four weeks of a regular semester or during the first two weeks of a summer session. Through the end of the 10<sup>th</sup> week of the semester, it is given only when the student withdraws with the approval of the instructor. After the 10<sup>th</sup> week the approval of both the instructor and the unit Dean is required. A grade of "W" or "F" is required after the 4<sup>th</sup> week. Refer to the academic calendar for specific dates (available online at <http://www.iusb.edu/~regr/calendars.shtml>).

If the student is failing on the date of withdrawal, the grade recorded on the form shall be "F". Appropriate forms for processing withdrawals must be obtained by the student from the office of his or her department chair or unit dean. Termination of class attendance does not constitute official withdrawal and will result in a grade of "F".

### **Posting of Grades and Privacy Laws**

Grades shall not be posted in a fashion that allows one to identify the student (e.g. by name). Posting by Social Security number is prohibited. If you desire to post grades, you must use a code other than the Social Security number. In addition, the order of posted grades should not follow the alphabetical order found on grade rosters. Also do not return graded examinations to students by placing them in a public place if the student can be identified by others. Except for posting grades on grade rosters, you may not share with or indicate to others (which includes parents and guardians) the grade a student earned without the permission of that student.

### **Change of Grade**

The grade assigned by the course instructor at the end of a term is the student's grade for that course. Only in exceptional cases will this final grade be changed. Such requests are initiated by the instructor by using a *Request for Change of Grade* form obtainable from the Office of the Registrar. Requests for a change of grade must be reviewed by the Academic Senate Academic Affairs Committee and the Vice Chancellor for Academic Affairs.

Grade change requests arising from clerical errors made by the instructor will be considered only if accompanied by detailed explanations of how the errors occurred. Work completed after the end of a course is not an acceptable reason for a grade change. If the student is unable to finish the assigned work by the end of the term, the instructor should consider whether or not the grade of Incomplete (I) is the appropriate grade. Errors in judgment will be considered only if any reevaluation done by the faculty member applies to all members of the class. On occasion a student may request the instructor to change a grade. Again, only in exceptional cases will this final grade be changed. If you, the instructor, ascertain that a change in grade is unwarranted, the student may appeal in writing to the chairperson of your department, the Dean, the Vice Chancellor for Academic Affairs, and finally to the Academic Senate Academic Affairs Committee.

### **Student Evaluations**

Student evaluation of instruction is normally required by each unit. Procedures vary by unit.

### **Instructor Absence**

To meet university and accrediting agencies' standards, instructors should hold class meetings as officially scheduled. Every effort should be made to avoid absence from scheduled classes. Necessary absences for reasons other than illness should be approved in advance by the chair/director/dean. The faculty member should arrange for a qualified substitute to meet with the class, or arrange with students to make up the lost time. In the case of illness or an emergency situation, the students should be notified prior to the scheduled class meeting, if possible. Also, the unit must be notified immediately to allow posting of a notice outside the classroom.

### **Student Absence**

Policies on student absences from scheduled classes are generally determined by the individual instructor. However, students should be encouraged to attend class. Cases of extended or repeated absence should be referred to the Vice Chancellor for Academic Affairs.

No member of the faculty shall have the right to require participation by a student in an activity that requires the absence of the student from regularly scheduled classes, except when the Vice Chancellor for Academic Affairs has approved such absence.

### **Campus Closing**

Monitor local radio, television stations, and the IU South Bend website for closing announcements. Off-campus classes will be cancelled when the off-campus site is closed for weather emergencies. IU South Bend on-campus emergency closing will not necessarily be the same as an off-campus closing.

### **Academic Misconduct: Cheating and Plagiarism**

The faculty member has a responsibility to foster the intellectual honesty of the students. If faculty members detect signs of plagiarism or cheating, it is their duty to investigate thoroughly, take appropriate action with respect to the grades of the students, and report the matter to the Office of the Vice Chancellor for Academic Affairs.

For detailed information concerning the procedure to be followed in the case of cheating or plagiarism, the student's right of appeal, and the penalties to be assessed, see the *Code of Student Rights, Responsibilities, and Conduct Indiana University* (<http://www.dsa.indiana.edu/Code/>).

### **Examinations**

No examinations (including take-home exams) shall be given during the seven calendar days prior to the last scheduled day of class. Two-hour final examination periods are scheduled to be held after the last day of class in the fall and spring semesters. Summer session final examinations are to be administered on the last class meeting day.

The office staff cannot proctor examinations. Each instructor is responsible for proctoring his/her own examinations or providing a qualified substitute.

### **IU South Bend Policy on Final Examinations**

A student who fails to attend the final examination of a course and who has a passing grade up to that time may be given a grade of Incomplete.

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

1. Take all final examinations as they are scheduled.
2. Consult with the instructors or the units giving the final examinations to determine if any make-up examination(s) is or can be scheduled. If no make-up examination is available, the student must notify the instructor or unit of the course scheduled for his/her third (and additional) final examination of the day. That instructor or unit will be obligated to adjust the student's final examination schedule, provided the student has notified that instructor or unit thirty calendar days or more prior to the date on which the final examination scheduling conflict exists.

The instructor must notify students of any deviation from the published final examination schedule no later than six weeks prior to the beginning of the final examination period.

## HELP FOR YOUR STUDENTS

### Academic Learning Services (<http://www.iusb.edu/~sbalc/>)

- Supplemental Instruction (SI) (<http://www.iusb.edu/~sbtutor/si.shtml>)
- Tutoring (<http://www.iusb.edu/~sbtutor/tutoring.shtml>)

Located in AI 120 and 122, the Academic Learning Center offers academic help for courses at all levels from developmental to graduate and in all disciplines. Services offered include: individual, group and class tutoring; supplemental instruction (SI) sessions; workshops on a variety of topics; and conversation groups for American students studying foreign languages with international students who are native speakers of French, German, Spanish, Japanese and Chinese. Regularly-scheduled tutoring for multi-section classes, supplemental instruction (SI), and conversation groups is available, as well as walk-in tutoring.

Hours are:

Monday-Wednesday	9:00 a.m. – 8:00 p.m.
Thursday	9:00 a.m. – 4:00 p.m.
Friday and Saturday	9:00 a.m. – 1:00 p.m.
Sunday	(noon) – 8:00 p.m.

### Academic Advising

Academic advising goes beyond the clerical functions of scheduling classes and preparing degree plans. Good academic advising assists students in clarifying personal and career goals, developing consistent educational goals, and evaluating the progress toward established goals. Academic advising utilizes the resources of the University and refers students to the appropriate academic support services. It is a decision-making process in which the sharing of information between student and advisor promotes responsible and appropriate choices and facilitates a successful academic experience. Campus contacts are listed below:

### College of Liberal Arts & Sciences

<b>Undeclared Majors:</b>	DW 3300B	520-4537
<b>CLAS Majors:</b>		
Biological Sciences / Pre-Med	Dr. Grens	<a href="mailto:agrens@iusb.edu">agrens@iusb.edu</a>
Chemistry	NS 341	520-4278
Computer & Information Sciences	NS 301A	520-5521
Economics	AI 202B	520-4303
English	DW 3127	520-4304
History	DW 3248	520-4491
Mathematical Sciences	NS 301B	520-4335
Philosophy	DW 3248	520-4491
Physics & Astronomy / Pre-Engineering	NS 341	520-4278
Political Science / Pre-Law	DW 2188	520-4334
Psychology	DW 2119	520-4393
Sociology & Anthropology	DW 2288	520-5509
Women's Studies	DW 2188	520-4334
World Language Studies	DW3115	520-4332

For more information: [sbadvise@iusb.edu](mailto:sbadvise@iusb.edu) or [www.iusb.edu/~lasi](http://www.iusb.edu/~lasi)

### College of Health Sciences: – (Visit our website at <http://www.iusb.edu/~sbnurse/>)

- **Dental Education & Pre-Nursing** - Janet Gilroy/NS 458 and Stephanie Maxwell/NS 454.  
To make an appointment, call 520-4571.
- **Radiography/Allied Health** - Teri Joy, 520-5570/NS 403 or Jim Howard, Program Director.  
To make an appointment, call 520-5569.

### Ernestine M. Raclin School of the Arts:

- **Communication Arts** – Mass Communication, Speech Communication;  
(Alec Hosterman, 520-4883/NS 033K, [ahosterm@iusb.edu](mailto:ahosterm@iusb.edu))
- **Music** – Voice, Instrumental  
(Jorge Muniz, 520-4458/NS 0068L, [jormuniz@iusb.edu](mailto:jormuniz@iusb.edu))
- **Theatre** – Performance, Technical;  
(Timothy Hanson, 520-4385/NS 0118E, [tphanson@iusb.edu](mailto:tphanson@iusb.edu))
- **Visual Arts** – Painting/Drawing, Photography, Printmaking, Sculpture;  
(Michael Lasater, 520-4265/NS 031A, [mlasater@iusb.edu](mailto:mlasater@iusb.edu))
- **New Media** – Graphic Design, Music, Video & Motion Media;  
(Michael Lasater, 520-4265/NS 031A, [mlasater@iusb.edu](mailto:mlasater@iusb.edu))
- **Student Services** –  
(Tamea Rector, 520-4814/NS 115C, [tarector@iusb.edu](mailto:tarector@iusb.edu))

### **General Studies** ([www.iusb.edu/~sbgens](http://www.iusb.edu/~sbgens))

Advisors work in partnership with students to assist in developing an appropriate academic program. Contact us at 520-4260/DW2216, [intouch@iusb.edu](mailto:intouch@iusb.edu)

### **Paralegal Studies**

Contact Extended Learning Services at 520-4261/AI 128B, or visit our website: <http://www.iusb.edu/~cted/paralegal.shtml>

### **Labor Studies** ([www.iusb.edu/~sblabor](http://www.iusb.edu/~sblabor))

For information contact Shirley Klein at 520-4595/RS 127. For academic advising, contact Paul Mishler at 520-4469/RS123; or visit our website:

### **School of Business & Economics** ([www.iusb.edu/~buse](http://www.iusb.edu/~buse))

We invite you to contact our office for more information and to visit our website: Undergraduate Business Program Office, 520-4450/Administration Bldg. (2<sup>nd</sup> Floor).

### **School of Education**

Contact our office to schedule an appointment with an academic advisor: 520-4845/GR 120.

\***Christal Atkins** – Director, Education Student Services/Cert. Officer/GR 120

\***Christine Behrend** - Academic Advisor, GR 120B

\***Darrell Sanders** - Academic Advisor, GR 120A

Visit our website at <http://www.iusb.edu/~edud/offices/services/>

### **Career Services Office** (<http://www.iusb.edu/~sbcareer/>)

Career counselors assist students in developing comprehensive career plans. Areas that may be addressed include choosing an academic major, career exploration, job search techniques, resume writing, and interview preparation. Additional services include a career information laboratory, computerized career planning, choosing a major night, on-campus recruiting, resume referral, job fair, and job listings. Evening appointments are available upon request. To obtain additional information, arrange for an appointment, or make a referral, please call 520-4425.

### **Disability Support Services** (<http://www.iusb.edu/~sbdss/>)

The Disability Support Services (DSS) office at IU South Bend assists students with disabilities to achieve their academic potential. The office works with students with varying disabilities, including learning, visual and hearing impairments, psychological, and medical. Accommodations are provided to the student based upon the functional

impact of the disability and the specific need of the student. Services that are provided to the student can include testing accommodations, class capturing, alternate format materials, adaptive technology, and adaptive furniture.

The Disability Support Services staff provides disability-related counseling and advising. The focus is on addressing issues impacting the student's academic performance and their general college experience at Indiana University South Bend. This includes assisting students with strategies, resources, and advice to enable them to be successful. DSS also acts as a liaison between the student and faculty and staff, in addition to providing information on any community resources that are available.

**Student Counseling Center** (<http://www.iusb.edu/~sbscc/>)

The IU South Bend Student Counseling Center provides comprehensive counseling services for students by qualified mental health professionals and supervised graduate students. Consultation services are provided to faculty and staff, (such services are typically sought when an instructor has mental health concerns about one of their students and is seeking suggestions on how best to help their student.) The center offers short-term individual, couples, group, and crisis counseling for life adjustment problems, interpersonal problems and psychological problems. Counseling Center staff are available to give class presentations on a wide range of mental health related topics. Anyone seeking counseling services is encouraged to contact the Center by phone, (520-4125.) The center is located in the Administration building, Room 130.

**Health and Wellness Center**

Located in the Student Activity Center (SAC) First floor, Room 130P

Services include: physical examinations, health maintenance and promotion, routine blood pressure monitoring, Assessment of minor illnesses, answering questions related to health, wellness, medications, low cost pap smears, referral to other health care providers, immunization & TB screening.

Appointments are preferred. Walk-ins are welcomed only if there are no clients waiting who have appointments.

For appointments call: (574) 520-5557 - Fax: (574) 239-5042;

Contact by email: [iuhealth@iusb.edu](mailto:iuhealth@iusb.edu)

**Writing Center** (<http://www.iusb.edu/~sbwrite/>)

The Writing Center offers free tutoring, 7 days a week on a walk-in basis. Located in the Administration Building #124, the Center offers students individual help with any phase of their writing from understanding the assignment and discovering ideas to write about, to final revision and proofreading. A computer lab and print resources for writing and research are available. Podcasts on a variety of topics can be accessed from the web site. Faculty involvement is welcome.

Hours are:	Monday-Wednesday	9:00 a.m. - 8:00 p.m.
	Thursday	9:00 a.m. - 5:00 p.m.
	Friday and Saturday	9:00 a.m. - 1:00 p.m.
	Sunday	(Noon) - 8:00 p.m.

[\(http://www.iusb.edu/~libg/\)](http://www.iusb.edu/~libg/)

During the academic year, the hours are:

Monday - Thursday	8:00 a.m. - 12:00 a.m. (Midnight)
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 8:00 p.m.
Sunday	11:00 a.m. - 12:00 a.m. (Midnight)

Special hours in effect between semesters, during the summer, and during holiday breaks are posted at the entrance to the library and on the library home page.

A Reference Librarian is available for assistance during most hours the library is open and is located in the Hammes Information Commons on the first floor. Reference assistance is also available via phone, email, Instant Messaging, or by appointment. The Dean of the Schurz Library can be reached at 520-4448.

### **Faculty Borrowing Privileges**

Books may be borrowed for 120 days, with provisions for renewal. Other library materials circulate for varied times. An information sheet detailing borrowing privileges is available at the circulation desk (first floor of the library) or at the library's Web site. An Indiana University Faculty Identification card, with the IU Libraries library card number printed on the back, is needed to check items out of the library. Although fines are not normally assessed for overdue materials held by faculty members, it is expected that all library materials will be returned in a timely fashion.

IU South Bend faculty also have access and borrowing privileges to all academic libraries in Indiana through the Academic Libraries of Indiana (ALI) Reciprocal Borrowing Program. Faculty must obtain an ALI card from the reference librarian or the Schurz Library Dean

### **Reserve System**

The primary purpose of the Reserve System (<http://www.iusb.edu/~libg/reserve/>) is to provide access to required outside reading and other support materials for students. The library offers both traditional (print) reserves and electronic reserves. **Print Reserve Materials:** You may provide the library with copies of materials that you want on reserve. The library cannot guarantee security for personal copies of books or articles but will make every effort to ensure that materials are handled in such a way as to prevent their loss or damage. You may request that library personnel retrieve books, journal articles, and other materials to be placed on reserve; however, be aware that additional time is needed for this service. Interlibrary materials may not be put on reserve due to possibility of damage, different loan periods, and copyright issues.

### **Electronic Reserves**

The electronic reserves system allows access to reserve readings 24 hours a day. Faculty members can submit material (articles, handouts, class notes, etc.) to the reserves coordinator who will then scan the material and make it available on the Web site. Due to copyright issues, these Web sites will be password protected. Please contact the reserves coordinator for instructions and forms for this service. **Procedures:** Instruction and forms for submitting either print or electronic reserves materials can be found at the library's Web site or by calling the Reserves Department at 520-4377. Please allow a minimum of 24 hours for processing print reserves material and 3 days for electronic reserves.

### **Interlibrary Loan**

The library is firmly committed to the support of the research activities of IU South Bend faculty and students and provides access to materials not in the local collection through our Interlibrary Loan (ILL) service. To initiate an interlibrary loan request, users must first set up an online account found on our homepage. Requests for items are

also completed online and users may specify if they wish to receive journal articles electronically. For more information, contact the Interlibrary Loan Office at 520-4433.

### **Hammes Information Commons**

The Hammes Information Commons, located on the first floor of the Library, is a collaborative effort by the Library, Instructional Media Services, and Information Technologies. It provides the Schurz Library's print reference collection, along with workstations to access to the Library's digital collection and the productivity software students need to complete projects. Additionally there are areas designed to allow students to work collaboratively and for faculty to coach them. There is also an Adaptive Technology Room for students with disabilities. Assistance is available in the Hammes Information Commons from reference librarians, technology assistants, and multimedia specialists.

### **Electronic Sources of Information and the World Wide Web**

The library offers a wide array of computer-based services. The library's home page (<http://www.iusb.edu/~libg>) includes links to the IU Libraries' catalog (IUCAT) and a wide variety of other online resources, including electronic indexes, journals, select reference sources, and other Internet sites classified by subject. In addition, online forms are provided to allow users to send e-mail questions to the reference desk, order materials through interlibrary loan, request library instruction sessions, etc.

Call the reference desk at 520-4441 or e-mail [refquest@iusb.edu](mailto:refquest@iusb.edu) for more information about the library's electronic sources and services.

### **Ordering Library Material**

Each academic unit appoints a library liaison to facilitate communication between the library and the department and to aid the ordering process. The liaison is responsible for collection development for the academic unit, and coordinating all library acquisition requests made by colleagues. Please check with your unit regarding procedures for requesting materials for the library's collection.

### **Educational Resource Commons** *(See pages 10, 21 also.)*

The Educational Resource Commons is a specialized library which contains education oriented materials ranging from preschool to high school level and is housed in Greenlawn Hall with the School of Education. It also has a wide assortment of media equipment typically found in public schools which aid in the creation of visuals. The use of this equipment and the expertise of the Educational Resource Commons staff are extended to all students and faculty on campus so that they can also create visuals for classroom and professional conference presentations.

### **Library Instruction**

The library offers instruction in the use of the library to IU South Bend classes. Instruction sessions are tailored to the needs of the class, and may range from an overview of basic library resources to the use of advanced subject-specific research materials and techniques. To be of most value to the student, sessions should be scheduled just prior to a class assignment requiring use of the library. A minimum of one week's advance notice is required. The library Instruction request form (included in the Appendix) may be filled out online or at the Hammes Information Commons service desk. For further information, call the service desk (520-4441).

### **Library Tours**

Thirty minute tours using an MP3 player can be taken anytime the library is open. The players are available at the service desk in the Hammes Information Commons.

### **Educational Resource Commons** (<http://www.iusb.edu/~libg/erc/>)

As a unit of the Schurz Library, the Educational Resource Commons provides specialized resources and services for faculty and students. Located in Greenlawn Hall, room 111, the ERC serves as a fundamental information provider for the university.

During the academic year the hours are:

Monday - Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 1:00 p.m.

Special hours in effect between semesters, during the summer, and during holiday breaks are posted and are available from the ERC voice mail at 520-4120.

### **Resources**

The curriculum library provides materials for preschool through grade twelve. Materials may be borrowed for 14 days, with provisions for renewal. An Indiana University Libraries Borrower's card is needed to check items out of the ERC. A driver's license or other valid picture ID must be presented at the ERC circulation desk to obtain the card. The ERC has access to all electronic resources available from the Schurz Library, including IUCAT, the IU Libraries' Information online catalog.

The media production area provides assistance to faculty and students in producing curriculum related visual materials. Training in the use of the equipment and supplies are provided by the ERC staff. Access is available to computers with color printers. There is a minimal charge for materials used and pricing information is available from the ERC's website.

The ERC welcomes faculty to introduce the students to the ERC services and library. You may arrange tours or instruction sessions for your class on topics ranging from a general introduction to the ERC or instruction on specific class needs. A tour of the ERC takes twenty minutes with the assistance of an ERC staff guide. You may contact the ERC supervisor at 520-4120 or 520-5548 to schedule a time. An advance notice of one week is required.

## INFORMATION TECHNOLOGIES

[\(http://www.iusb.edu/~sbit/\)](http://www.iusb.edu/~sbit/)

Information Technologies (IT) is a service unit established to support the professional activities/responsibilities of faculty members, in addition to the normal support for administrative and student technology utilization. Resources, in so far as available, are directed toward providing current technology for instruction and office technology activities.

### **Classroom Technology Support**

Classroom Technology Support (CTS) supplies and maintains the installed instructional equipment in all generally scheduled classrooms in addition to developing specifications for instructional technology. The equipment includes a ceiling mounted projector, tech desk, computer, DVD/VHS player, and overhead projector or document camera. Any reports of non-technology problems relating to these classrooms can also be reported to CTS and will be funneled to the appropriate department for action.

### **Faculty Computers/Printing**

IT supplies faculty offices with a standard issue computer and provides replacements on a 3-year lifecycle schedule. Standard issue computers are regarded as quite capable, contemporarily. If there are special needs required in research activity or usage behavior, faculty should seek consideration from IT through their unit heads. The computers and printers are university property under the IT inventory and as such, no equipment should be modified or relocated by faculty or staff at any time without IT involvement.

### **Faculty Computer Accounts**

Once the faculty member's hiring information has been entered into the Human Resource's system, faculty can activate their university computing account by visiting the URL: <http://itaccounts.iu.edu> . This account is used for e-mail, authentication on campus computers, OnCourse, and other IU systems. The departmental secretary should place a request to the Helpdesk for the new faculty member's access to the departmental network drive (H:).

### **Software Licenses**

IT maintains an extensive portfolio of software for use on our campus computers. Heading the list are the Microsoft and Adobe products available to IU South Bend through IU licensing agreements. Information on these license agreements and others can be obtained on the WEB through the URL: <http://iuware.iu.edu/license/> . This software is available for free download and use on your home computer from <http://iuware.iu.edu> , or for a nominal fee from the bookstore so long as you remain employed by the university. Software which is specific to particular instruction is often acquired either by the department in concern or through collaboration between the department and IT. SPSS is made available to all users, as well as an assortment of statistical and mathematical software. IU South Bend does not condone the use of unlicensed software on IU South Bend computer hardware and faculty are strongly discouraged from considering local installations where licensing is at question.

### **Network, E-Mail and Backup Services**

All faculty workstations are provided with peer-level connectivity to the campus network which is connected through I-light to the Internet. IT provides network file systems and resources available including network application software, user owned area (O:), unit share areas (H:), and campus-wide share areas (W:). Users are strongly encouraged to save all critical files to the network areas and utilize the local drive (C:) only for those files which could easily be replaced in the event the local drive fails. Network file systems are subject to backup on a nightly basis.

Given the number of accounts being maintained, the network backup is not to be regarded as that resource which allows individuals to reverse the inadvertent deletion of files, but rather for those catastrophes where disk drives are

physically lost. IU South Bend is a member of the IU e-mail system. Faculty and staff use Microsoft Exchange with the Outlook client, and the students use outsourced Imail or Gmail.

### **HelpDesk Support**

IT maintains a HelpDesk from 8:00 a.m.- 8:30 p.m., Monday through Thursday, and 8:00 a.m.- 5:00 p.m. on Fridays. You may contact the Helpdesk via phone (520-5555), email ([helpdesk@iusb.edu](mailto:helpdesk@iusb.edu)) or walk-in (DW1245). Phone support is provided 24/7. Calls which can be handled by the frontline support are serviced as they come in. If the HelpDesk is busy or unable to be of immediate help, entries are recorded into an incident management system which is then serviced through the IT staff on a priority basis, whose principles are driven by instruction down, computer down, application down and general questions, in that order. In the event of after hour network/hardware crises, persons should contact IU South Bend security who will then contact on-call IT staff.

### **Computer Use Training**

IT supports student noncredit computer use training through "Startup Classes". These sessions can be requested from IT by faculty for presentation before their classes. In the absence of requests for special sessions, faculty should encourage their students to partake in individually scheduled, "Startup Classes" available during the academic year by appointment.

IT also supports the training of faculty and staff in the use of computers and some software through the proscription of training services from the Division of Extended Learning Services. IT will fund reasonable and professional related training in computer related courses from Extended Learning Services and faculty are encouraged to take advantage of the professional development support. UCET provides training in academic-specific courses for faculty, such as Ocourse.

### **Telephones**

Telephone services are also supported as an auxiliary enterprise through this division of IT. Normally, departments or administrative units are responsible for ordering particular telephone services since accounts are charged for setup. Typical services available to faculty, as authorized by their unit, include a standard telephone instrument for use for telephone and the accompanying voice mail system. Long-distance calling requires assignment of charges to faculty departmental accounts. The use of these systems can be found more fully described in the IU South Bend Faculty/Staff Telephone Directory which is located in pdf format on the network drive, W:\Phonebook, or on the IT website. Telephone equipment must not be relocated or modified by anyone but authorized IT staff and not without a prior HelpDesk request.

## **RESEARCH SUPPORT**

[\(http://www.iusb.edu/~sbres/\)](http://www.iusb.edu/~sbres/)

The Office of Research, A247, 520-4181, [sbres@iusb.edu](mailto:sbres@iusb.edu), handles all aspects of both internal and external funding of research at IU South Bend. This office circulates information about funding opportunities, assists faculty in locating appropriate sources of support, reviews proposals and assists in the preparation of budgets. The Office of Research also sponsors faculty development activities designed to enhance grant writing skills, provides information about IU contract and grant policies, and assists with the routing of complete proposals. The office maintains an extensive web site at <http://www.iusb.edu/~sbres/> which serves as the campus research manual. Faculty members are encouraged to consult with this office whenever they are considering applying for internal or external funding and to maintain contact throughout the application and post-award process.

### **Internal Funding Opportunities**

Faculty Research Grants were established to support research, creative work, and the professional development of IU South Bend faculty. Awards are for up to \$8,000 for one project for any combination of summer salary and expenses.

Curriculum Development Grants were established to support development of new courses or significant revisions to existing IU South Bend courses, which cannot be funded from existing divisional or departmental budgets. This grant may not be used for professional development or operating expenses of existing courses. Awards are for up to \$3,000 for one project for any combination of summer salary and expenses.

The Seed Grant Program was established to support efforts by faculty to seek external funding for their scholarly work. Awards are for up to \$3,000 and may be used for expenses critical to development of a major external support proposal.

For details on these and other programs, see the Office of Research web site at <http://www.iusb.edu/~sbres/> or contact the Contracts and Grants Coordinator at 520-4181.

## CAMPUS SERVICES/PROGRAMS

### **Affirmative Action** (<http://www.iusb.edu/~aaoffice/>)

The Affirmative Action Officer is responsible for ensuring that all persons at IU South Bend receive fair treatment regardless of race, color, religion, sex, sexual orientation, national origin, age, ethnicity, veteran status, or disability.

Affirmative Action applies to all job applicants, faculty, staff, and students. The officer is also responsible for enforcing university policies that encourage efforts to recruit women and minorities, and for prohibiting sexual or racial harassment, or harassment based on sexual orientation.

The Affirmative Action Officer can be reached at 520-4384, or by e-mail at [aaoffice@iusb.edu](mailto:aaoffice@iusb.edu)

- **Nondiscrimination Policy**

Indiana University complies with all federal regulations prohibiting discrimination on the basis of race, religion, color, national origin, sex, age, disability, ethnicity, or veteran status in matters pertaining to admission, employment, and access to programs. Indiana University has an Affirmative Action Program and an Affirmative Action Office on each campus to ensure compliance with these regulations. Anyone with questions regarding discrimination should contact the Affirmative Action Office, 520-4384, [aaoffice@iusb.edu](mailto:aaoffice@iusb.edu).

- **IU Policy on Sexual Harassment**

IU South Bend students, faculty, and staff have the right to be free from sexual harassment. Depending on the circumstances, the penalties for sexual harassment could include the disenrollment of a student, or the dismissal of the staff member, adjunct faculty member, or untenured/tenured faculty member. Guilty parties may also be subject to personal lawsuits from their alleged victims.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

- **IU Policy on Relations with Students**

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

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

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. All amorous or sexual relationships between faculty members and students are unacceptable when the faculty member has any professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamental asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and

implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the university will view it as a violation of the Code of Academic Ethics if faculty members engage in amorous or sexual relations with students for whom they have professional responsibility, as defined in number 1 or 2 below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

1. Relationships in the Instructional Context. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.
2. Relationships Outside the Instructional Context. A faculty member should be careful to distance him or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty member and student are in the same academic unit or in units that are allied academically.

Allegations of amorous relationships between faculty or academic professional staff and students under their supervision are not Affirmative Action issues. These issues fall under the jurisdiction of the Vice Chancellor for Academic Affairs. Allegations regarding professional staff in the Division of Student Services and students fall under the jurisdiction of the Sr. Associate Vice Chancellor for Student Affairs.

However, questions regarding either sexual harassment or relationships between faculty or staff and students may be directed to the IU South Bend Affirmative Action Office, 520-4384, e-mail: [aaoffice@iusb.edu](mailto:aaoffice@iusb.edu). Please feel free to call or e-mail the Affirmative Action Office for confidential advice on any matter related to Affirmative Action.

#### **Childcare** (<http://www.iusb.edu/~sbchild/>)

The IU South Bend Children's Development Center is a valuable service, offering quality developmental and educational programs for children from the age at which they begin walking through kindergarten. This service is available to children of IU South Bend students, faculty, staff, alumni, and community. The center's educational program is provided Monday through Friday from 7:30 a.m. to 5:30 p.m. For more information, call 520-4485.

#### **Credit Union** (<https://www.iucu.org/>)

Membership in the Indiana University Employees Credit Union is available to faculty, staff, students, and alumni and their families. In addition, anyone that lives or works in the State of Indiana can join. The campus Credit Union office is located in the Administration Building, Room 183.

IUCU has gone "Nationwide" and is more convenient than ever! They have over 4,000 surcharge-free ATM's and have joined the shared branching network with over 2,600 branches. The campus ATM machines are located near the parking garage entrance on the main floor of Wiekamp Hall. Also, automatic deposit is accepted by the credit union. IUCU started as a credit union and created a community!

#### **Dental Hygiene Clinic** (<http://www.iusb.edu/~sbdental/Dentalhygieneclinic.shtml>)

Preventive procedures such as teeth cleaning, topical fluoride treatments, sealants, and x-ray services are available to all staff and students through the Dental Hygiene Clinic. There is a nominal charge for all services.

The Clinic, located in Riverside Hall 103, telephone 520-4156, is open five days a week during the fall and spring semesters, and first four weeks of Summer Session I.

#### **Dining Services** (<http://www.iusb.edu/~dining/>)

The Grille and Courtside Cafe, which are operated by IU South Bend Dining Services, are located in the Administration Building and Student Activities Center. They are open to all faculty, staff, and students. Dining Services is also available for a wide variety of catered events.

Dining Services offers a Prepaid Dining Card at both of its locations. You may add to your balance using your credit or debit card, or apply cash to the card at either food service location. There are frequent promotional activities throughout the year for card holders.

Hours for the fall in The Grille will be 8:00 a.m. until 2:00 p.m., Monday through Friday. Hours for the Courtside Cafe will be 7:30 a.m. until 8:00 p.m., Monday through Thursday and 8:00 a.m. until 4:00 p.m. on Friday, closed weekends.

Vending: In addition, there are several vending machine areas on campus. The areas are located in the Northside Hall student lounge, the Wiekamp Hall student lounge on the second floor, the Greenlawn Hall lounge, Riverside Hall, the tunnel between Northside Hall and Schurz Library, the Purdue Technology Building, and the north end of The Grille.

### **Professional Development and Lifelong Learning** (<http://iusb.edu/~cted/>)

Professional Development and Lifelong Learning provides timely noncredit educational opportunities and services to members of the university and regional community. Services are provided through public courses and seminars, custom-designed in-house training programs, and conferences. A discount of 20% (for most programs) is available to full-time employees.

Computer Training: Under a special arrangement with Information Technologies (IT), computer training is provided at no cost to faculty. Visit the Information Technologies Web site (<http://www.iusb.edu/~sbit/training-and-workshops.shtml>) for approved classes and details on how to register. Visit the Continuing Education web site (<http://iusb.edu/~cted/>) for current course schedules.

Conferences: Faculty who are interested in hosting a conference at IU South Bend should contact 520-4261.

### **Fee Courtesy**

Indiana University provides reduced fees for full-time employees, their spouse, and dependent children, taking courses at the university. The application form for fee courtesy for a for-credit program is available from the Office of Human Resources, 520-4358.

The policy provides a waiver of one-half the resident credit hour rate for up to six credit hours per semester for the employee. The fees are paid for the first three credit hours at 100%, and 50% for the remaining credits per semester or summer sessions (the latter combined count as one semester), provided the credit hours are completed with a grade of C or higher.

A spouse is entitled to a fee courtesy credit of one-half of the resident undergraduate credit hour rate for a maximum of three credit hours per semester. The credit will be applied against the full fees at the appropriate resident or nonresident rate.

Dependent children attending any IU campus will be entitled to a fee courtesy benefit consisting of one-half of the resident undergraduate rate until the child obtains the first baccalaureate degree or exceeds 140 credit hours or 23 years of age.

### **IU South Bend Fund Raising**

All fund raising for the campus is coordinated by the Office of Public Affairs and University Advancement (PAUA), which conducts an on-going program of gift solicitation. The Indiana University Foundation (IUF) has been designated by the Trustees to receive all gifts for the benefit of university programs. The Development Office in PAUA serves as the primary liaison to the IU Foundation. Information about fund raising, including requests to conduct fund-raising activities, should be directed to the Director of Development. The IU Foundation must **approve all fundraising material before it is printed or prepared** to ensure compliance with all tax laws and IU Foundation policies. The names of all individuals and businesses campus units who wish to solicit, need to be reviewed by the Development Director **before contact**, to coordinate fundraising activities for the campus.

### **Publicity/Publications/ IU South Bend News**

The Office of Communications and Marketing is charged with presenting to external audiences an IU South Bend image that emphasizes the campus's dedication to academic excellence, student service, and community partnerships. Fostering internal communication is considered one of the keys to presenting a positive external image.

The Office of Communications and Marketing oversees the publication and dissemination of the alumni magazine, an internal newsletter, faculty resource directories, divisional newsletters, brochures, pamphlets, and marketing activities involving IU South Bend's image.

The office also manages external publicity for faculty achievements and campus activities that have potential news value. To discuss media opportunities for an upcoming event, contact the Office of Communications and Marketing at 520-4560. In most cases, IU South Bend earns media coverage by sending out press releases well in advance of an event or activity. The odds for successful coverage of an activity are greatly improved by adequate lead time of at least two weeks.

### **Campus Police Non-Emergency** (<http://www.iusb.edu/~sbsafety>)

The campus provides around-the-clock security services each day of the year. As resources permit, the following services are provided: escort, lost and found, access to locked areas, information, accident/crime reports, assistance with unlocking cars, jump starting vehicles, parking services, and other services as needed. The department 24-hour telephone number is 4239 on campus and 520-4239 when dialing from off-campus. The office telephone number is 4499 from campus phones and 520-4499 from off-campus phones. The Security Office is located in the Education and Arts building, Room AS101E.

### **Clery Safety Information**

At Indiana University South Bend the safety and well being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures & responses, access to campus facilities, enforcement & arrest authority of campus police officers, and campus crime statistics for the most recent three year period. The report also contains information on the University's policy on alcohol and other drugs, and on other security related University policies. The information and service report is available on the web at <http://www.iusb.edu/~sbsafety/clerysecurityreport.shtml>. A hard copy of the report is available by writing to Indiana University South Bend, Police Department, 1720 Ruskin Street, Education and Arts building, Room AS101E, South Bend, IN 46634-7111. The printed report may also be obtained by calling the department at 574-520-4499, or by stopping by the office.

### **Emergencies**

In cases of an emergency, call 9-1-1 (City of South Bend Emergency Communications) from any campus phone or dial 9-1-1 from a pay phone (no coin needed). Next, call 4239 to advise IU South Bend Safety and Security of the emergency situation.

Emergency phones can be found at various locations around campus and on each floor of the parking garage adjacent to the elevator lobby. Each phone has a blue light and an emergency phone sign. For an emergency, dial 9-9-1-1 or press the emergency button for automatic dialing. The phone keypad may also be used to contact police or security for non-emergency assistance by dialing 4239.

Each unit designates a unit contact person to assist us in disseminating information about our campus Emergency Action Plan. Our plan provides information about what to do in the event of specific types of emergencies. See your contact person for additional information. Our Emergency Action Plan may also be found at our department web site located at <http://www.iusb.edu/~iupdsb/>.

## **Fire**

In case of fire there are fire pull boxes located at all building exits. If you encounter a fire, and the fire alarm is not sounding, pull the nearest alarm box and leave the building. If a fire alarm sounds in your building leave the building immediately. Evacuation maps are located in all buildings and should be consulted for evacuation routes in your building. Do not enter the building until IU South Bend police or security personnel notify you that it is safe to do so.

## **Medical**

All IU South Bend campus police and security officers receive training in first aid, cardiopulmonary resuscitation and life saving techniques. Some officers have more extensive training and are Indiana Certified Emergency Medical Technicians. We respond to medical emergencies. Dial **9-1-1**.

## **Health and Wellness Center**

Located in the Student Activity Center (SAC) First floor, Room 130P

Services include: physical examinations, health maintenance and promotion, routine blood pressure monitoring, Assessment of minor illnesses, answering questions related to health, wellness, medications, low cost pap smears, referral to other health care providers, immunization & TB screening.

Appointments are preferred. Walk-ins are welcomed only if there are no clients waiting who have appointments.

For appointments call: (574) 520-5557 - Fax: (574) 239-5042;  
Contact by email: [iuhealth@iusb.edu](mailto:iuhealth@iusb.edu)

## **Travel Support** (<http://www.indiana.edu/~travel/>)

Allowances supporting travel to professional meetings outside the state of Indiana and within the contiguous 48 states are available within the limits of travel sums budgeted by each unit. Per Diem and lodging are normally allowed only for travel involving official university business. Round trip rail fare, tourist air fare, auto mileage, or actual transportation costs (whichever is least) will be reimbursed in accordance with approved procedures within the academic unit.

## ASSESSMENT AT INDIANA UNIVERSITY SOUTH BEND

**ASSESSMENT COMMITTEE** - Effective assessment of student learning is a high priority of both the campus and IU South Bend's accrediting body, the Higher Learning Commission.

**Background** - Along with most institutions of higher learning, IU South Bend has been wrestling with developing, refining and improving student assessment for well over a decade. IU South Bend's academic programs, led by the campus assessment committee, have stayed abreast of changes, implemented new strategies and improved programs based on good assessment practice. The IU South Bend Assessment Committee is a joint committee of the Academic Senate and Academic Affairs.

**Philosophy** - The assessment process at IU South Bend is program and faculty driven. All IU South Bend academic programs have identified learning goals for their students, and implemented appropriate assessment strategies to assess the attainment of those goals. This information is encapsulated in departmental assessment plans.

**The role of the IU South Bend Assessment Committee** - The assessment committee promotes supports and monitors academic program assessment activities at the university.

- Each academic program submits a brief annual report to the assessment committee describing any changes in the assessment plan, including changes in educational goals and assessment techniques.
- Every third year, the committee asks for a more detailed report, and meets with a representative from the program. The committee provides feedback to programs showing areas of excellence, and areas which need improvement.
- The assessment committee offers grants to faculty for program assessment projects.
- The assessment committee sponsors attendance at assessment conferences and workshops.
- The committee maintains a webpage of committee documents, online assessment resources, forms and reports: <http://www.iusb.edu/~sbassess>
- They also maintain a library of print assessment resources which is available to the campus.

**Assessment Grants** - The assessment committee offers competitive grants, for up to \$3000, to assist programs in developing educational goals, in developing and implementing assessment techniques and instruments, and in finding forums to share assessment results. All IU South Bend faculty are eligible for these grants.

**Your role** - As a new faculty member, you will be asked to contribute to the assessment of students learning in a number of ways.

- You will teach and mentor students in a way that will help them realize the educational goals for your department.
- You will include clear learning outcome goals on the course syllabi you use.
- You will take part in the assessment techniques and instruments your program uses.
- You may be asked to analyze information for assessment reports, help prepare reports or serve on a departmental assessment committee.
- You may be asked to serve as your program's assessment liaison to the assessment committee.
- You may apply for an assessment grant to help identify and test new assessment techniques for your program.
- You may join the campus assessment committee.

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**\*Note:** For updates, please visit [www.iusb.edu](http://www.iusb.edu)