



## **INDIANA UNIVERSITY NORTHWEST**

### **Associate/Adjunct Faculty Handbook**

Associate/Adjunct faculty members play a key role in the central mission of IU Northwest. This *Associate/Adjunct Faculty Academic Handbook* is designed to provide the information about academic policies and procedures and administrative matters that are most relevant to the work of associate/adjunct faculty. Information about other aspects of the university can be found in the [IU Academic Handbook](#), and [the IU Northwest Bulletin](#). If you have questions about IU Northwest policies and procedures, you should direct them to the dean of the school or division in which you are teaching. Please see additional links on the Associate/Adjunct Faculty [webpage](#) for more detailed information.

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# INDIANA UNIVERSITY NORTHWEST

## ASSOCIATE/ADJUNCT FACULTY HANDBOOK

### IU NORTHWEST MISSION

As one of the regional campuses of Indiana University, our mission is to provide a high quality and relevant education to the citizens of northwest Indiana, the most diverse and industrialized area of the state. The institution strives to create a community dedicated to the pursuit of knowledge and intellectual development, leading to undergraduate and selected graduate degrees in the liberal arts, sciences and professional disciplines. The campus is strongly dedicated to the value of education, lifelong learning, diversity, celebration of cultures and opportunity for all, as well as to participating in the sustainable economic development of the region and of the state. Indiana University Northwest is committed to the health and well-being of the communities it serves.

The Board of Trustees, the University Faculty Council, and/or administrative bodies and officers may develop new policies or modify these existing policies, when acting in accordance with authority conferred upon them by the laws of the State of Indiana, the Board of Trustees, and the Faculty Constitution. New policies, duly approved, shall supersede the statements in this *Handbook*. The policies and procedures contained in the [IU Academic Handbook](#) apply to the entire University. When acting in accordance with authority, appropriate bodies and officers of each campus may develop campus-specific policies and procedures, provided they are not in conflict with those of the University. Such campus-specific policies and procedures are published by each campus. In case of conflict, University policies and procedures naturally govern. Faculty and staff who

### HISTORY

Established in Gary, Indiana, in 1963, [IU Northwest](#) is located on a 36-acre campus in the northwest corner of the state. We are a focal point for our students and the region offering nationally recognized degree programs, a diverse student body, a supportive environment, and unique cultural opportunities.

have suggestions for the correction and improvement of the Indiana University *Academic Handbook* should communicate these directly to the Vice Provost for Faculty and Academic Affairs or Vice Chancellor for Academic Affairs on their campus. A full list of all IU policies can be found at <http://policies.iu.edu/policies/a-z-index.shtml>.

Questions regarding administrative responsibility for specific policies and procedures should be directed to the Vice Chancellor for Academic Affairs on each campus. Updates to the *Handbook* are posted regularly. Statements and policies in this *Handbook* do not create a contract and do not create any legal rights. In the event of differences between this document and the original documents cited therein, the wording in the original documents or master contracts shall prevail.

## DUTIES OF PRINCIPAL ADMINISTRATORS

The following descriptions of responsibilities of some of the principal administrative positions may help you decide with whom you should discuss a particular matter.

### **1. Chancellor**

As the chief executive officer of an IU campus, the chancellor is responsible for the total operation of the campus and is accountable to the Board of Trustees through the president. The chancellor assures that campus affairs are conducted in accordance with the policies and procedures of Indiana University and all relevant state statutes; oversees the development and enforcement of all campus policies, plans, and regulations; and develops and supervises the administrative organization. Communications between the Office of the President and the campus, and between IU Northwest and its public in the geopolitical region are a special concern. Among the chancellor's duties are overseeing the recruitment, appointment, and promotion of all persons employed by the campus; preparation, review, approval and implementation of budgets, fiscal plans, and academic programs; and the development and utilization of the physical facilities. The chancellor presides over the [IU Northwest Council](#), the Senior Leadership Team, and the Chancellor's Society.

### **2. Executive Vice Chancellor for Academic Affairs**

As the chief academic officer of an IU campus, the vice chancellor for academic affairs is accountable to the chancellor for the quality, development, coordination, and promotion of all academic and noncredit programs and courses on the campus. The vice chancellor oversees and makes recommendations to the chancellor on the recruitment, selection, evaluation, compensation, promotion, tenure, termination, granting of leaves, and assignments of faculty members and other academic personnel. The vice chancellor has overall responsibility for periodic review of academic programs and for regular assessment of student academic achievement and institutional effectiveness for the purpose of program improvement. The Associate Vice Chancellors, Assistant Vice Chancellor for Institutional Effectiveness & Research, Director of the Center for Urban and Regional Excellence (CURE), Director of the Library, and all Deans report directly to the vice chancellor. Along with the associate vice chancellors, the vice chancellor oversees the

development and utilization of learning resources, including the Library, and develops programs to improve the quality of teaching and learning, to encourage and support faculty research and creative work, and to promote the cultural and intellectual growth of the academic community through community engagement. The executive vice chancellor chairs the Deans Council and the Academic CORE Group.

### **3. Associate Executive Vice Chancellors for Academic Affairs**

The associate vice chancellors work as part of a leadership team to advance the campus's strategic agenda in the key areas of graduate and undergraduate programming, fiscal management, faculty development, promotion and tenure, assessing student learning outcomes, and related academic initiatives. Direct reporting units include the Center for Innovation and Scholarship in Teaching and Learning (CISTL), and the Office of Sponsored Programs and Research Compliance. The associate vice chancellor edits the [\*IU Northwest Bulletin\*](#) and other Academic Affairs publications, supports the development of institutional grants, and serves as the AQIP/HLC co-liaison and on the statewide STAC Commission, among other duties.

### **4. Academic Deans**

As the administrative officer in charge of an academic school, the dean is responsible for its educational programs and related activities and is accountable to the vice chancellor for academic affairs. There is a dean for each of the following schools/colleges: College of Arts & Sciences, School of Education, College of Health & Human Services, and the School of Business & Economics. It is the dean's responsibility to ensure the affairs of the school are conducted in accordance with the policies and procedures of Indiana University and IU Northwest, and relevant state statutes. After consultation with the faculty, deans develop and administer policies, plans, and regulations for their schools. With the assistance of the faculty, they prepare academic program proposals and implement them after approval. They are responsible for implementation of periodic reviews of academic programs within their units and for regular assessment of student academic achievement for the purpose of program improvement. They recruit, evaluate and administer personnel in the school, including recommending appointment, promotion, tenure, termination, salary, office assignments, and teaching or other work assignments after appropriate consultation with the faculty. The school deans prepare the school's operating budget and administer its fiscal affairs. They call and chair faculty meetings, appointing committees when needed to assist in the administration of the school. They represent the school and work with external stakeholders as appropriate. Maintaining communications within the school and with other units, supervising academic advising of students, handling complaints from students, encouraging excellence in teaching and research, and assisting in the professional development of the faculty are other important responsibilities.

## APPOINTMENT OF ASSOCIATE/ADJUNCT FACULTY

The associate/adjunct faculty consists of those persons appointed to teach part-time. Associate/Adjunct appointees normally do not enjoy all the rights and privileges of full-time faculty. Associate/Adjunct faculty members are appointed on a semester-by-semester basis, depending on the needs of the academic programs as identified by the appropriate

administrators. Appointments are subject to cancellation if enrollment is inadequate. In addition, if teaching schedules need to be reassigned because of low enrollment, priority will be given to full-time faculty. Except in very rare situations, adjunct faculty members who teach undergraduate courses will have at least a master's degree in the discipline (as required by the regional accrediting body the *Higher Learning Commission*), and those who teach graduate courses will have an appropriate terminal degree.

While the primary assignment of associate/adjunct faculty members is teaching in the classroom and laboratory, they are also expected to participate in the student evaluation of teaching, use student success tools like FLAGS, to hold conferences with students by appointment, to attend meetings when requested, and to participate in cultural and social activities at the university if their time permits. They have an obligation to continue to read, study, and do research in the discipline they teach so that they keep abreast of new knowledge and developments in their fields.

### *Equal Employment Opportunity*

#### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women and Vietnam-era veterans.

(Board of Trustees, Nov. 21, 1969; Amended: Board of Trustees, December 4, 1992). The University administration and faculty governance regularly review policy to maintain compliance with current EEOC regulations and guidelines.

For more information, see the Office of Equal Opportunity/Affirmative Action at <http://www.iun.edu/eoaa-programs/>.

### **Compensation and Contracts**

#### 1. Appointment Dates

Adjunct faculty members are appointed on a semester-by-semester basis. Appointments for the fall semester begin officially on August 1 and end on December 31. Appointments for the spring semester begin officially on January 1 and end on May 31. Appointments for the summer sessions begin on the first day of classes and end on the day on which final grades are due. Resignations or terminations prior to the above termination dates shall result in proration of pay and fringe benefits as determined by the payroll department. Prompt action is necessary in signing and returning your contracts. You cannot be placed

on the payroll until the forms have been processed by Faculty Human Resources.

## 2. Pay Dates

University employees are usually paid on the following schedule: Adjunct/Associate faculty members are employed on a semester basis and are paid at the end of each month during the school semester. Paycheck stubs are only available electronically through One.IU.edu. Faculty members must have their paychecks deposited directly to a financial institution of their choice. Forms for this purpose are available in the Office of Human Resources. Any questions regarding gross pay, deductions, fringe benefits, or net pay should be directed to Human Resources.

## 3. Immigration Reform and Control Act of 1986: I-9 Form and Criminal Background Check

The Immigration Reform and Control Act of 1986 requires the University to verify and retain a record showing that each individual hired is a United States citizen or an alien authorized to work in the United States. Before you begin work, you must complete the employee section of the Immigration and Naturalization Form (I-9) and produce original documents for inspection by the University to show your employment eligibility. *An employee cannot begin work if the verification does not take place.* This process is now done electronically using GIS (General Information Services, Inc.). This integrated process will also carry out a background check. You will be provided with instruction on this process at the time of hire.

## 4. Username

After you receive your Indiana University employment identification number, you are also required to:

- Create an IU username and passphrase at: ONE.IU. EDU

## 5. Payroll Documents

- Using your newly created IU username and passphrase, set up the following payroll-related documents:
  - Direct Deposit for your paycheck
  - Complete the W-4 Federal Tax Withholding Certificate
  - Complete the WH-4 State/Local Tax Withholding Certificate
  - Consent for electronic W2 tax form by entering ONE.IU.edu, and searching/selecting the “Employee Center” category.

All payroll documents must be completed online, as no paper, copies will be accepted. Payroll-related information can be found at [www.iun.edu/hr/employee-relations/payroll](http://www.iun.edu/hr/employee-relations/payroll).

## 6. Email

Faculty members should set up their email address through ONE.IU.edu. For more information on how to do so see <http://www.iun.edu/technology/index.htm> or contact UITS NW at [Computer Services](#) (981-4357). There are various areas throughout campus for your computer needs. Please check with your department secretary for specific information.



## 7. Duo Two-factor Authentication

In response to phishing attacks and in an effort to better secure IU data, you will now be required to follow a two-step login process called Duo Authentication in order to view or change personal or financial information in IU systems. Two-factor authentication is an extra layer of security that requires information in addition to the passphrase to log in to CAS. This ensures that if a passphrase is stolen, the criminal cannot use it alone to access your information. For information on signing up for Duo, visit the IU Knowledge Base ([www.kb.iu.edu](http://www.kb.iu.edu)) and search for "Getting started with Duo at IU". To enroll in Duo, go to ONE.IU.edu and search for and click on "Duo Authentication". Duo provides several authentication methods for use with mobile devices, telephones, and more. Setup is quick and straightforward using the mobile application, via the mobile app (the recommended method) or phone call. Users needing help with Duo registration may contact the Support Center for assistance.

## 8. Identification Cards for Discounted Software, Gym and Library

CrimsonCard is the new official photo ID card for all Indiana University campuses. It provides access to essential university services, including printing, libraries, and secure entry to campus buildings. CrimsonCard is accepted as payment on campus. You can obtain your CrimsonCard at the Support Center in Hawthorn Hall Room 108 (219-981-4357).

- *IUware*: You can purchase select Microsoft software at huge price reductions at the IU Northwest Bookstore, including *Office*. Some of the programs can simply be [downloaded for free](#) using your regular email username and password.
- *Fitness center*: Available facilities include the gym, a fitness/weight room, locker room, and a walking track. Prices for gym usage vary. Please call 219-981-4299 for more information.
- *Library*: If a book that you need is not on IU Northwest Library bookshelves but another library from IU system has it, our librarians will be glad to order it for you. You can check availability of a book [online](#).

## ACADEMIC FREEDOM AND ETHICS

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's professional conduct. Teachers shall have full freedom of investigation, subject to adequate fulfillment of academic duties. No limitation shall be placed upon teachers' freedom of exposition of their subjects inside or outside of the classroom. Teachers should not subject students to discussion in the classroom of topics irrelevant to the content of the course. In public utterances, teachers shall be free of institutional control, but when writing or speaking as citizens, they should endeavor to avoid the appearance of speaking for the university. Teachers should recognize the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views. The *Code of Academic Ethics* in the *Indiana University Academic Handbook* describes in detail the rights and responsibilities of faculty members at all IU campuses and the procedures for enforcement of the code. It should be studied closely by all members of the faculty. IU maintains the highest ethical standards for faculty research and creative activities and adheres to federal policies regarding research with live human and animal subjects and hazardous materials, as well as those policies regarding research misconduct and fraud.

## GRIEVANCE PROCEDURES

Faculty members with a problem or complaint should present it first to the chair or director of their department/program and, if appropriate, the dean of their school. This may be done orally, or in writing if either the faculty member or the dean thinks this is preferable. Individual academic units may have procedures they request you to follow within their units. If the faculty member is not satisfied with the decision of the dean, he or she may appeal the decision in writing to the Office of Academic Affairs.

## DISCRIMINATION GRIEVANCE PROCEDURES

These procedures are drawn up solely for cases involving discrimination grievances related to gender, race, minority status, national origin, sexual orientation, religion, age, handicap, or status as a disabled or Vietnam-era veteran. A discrimination grievance review should be viewed as a final attempt to settle a complaint. It is generally expected that an employee requesting a review will have previously attempted to work out a solution through discussions with the appropriate supervisors and/or through the mediation efforts of Human Resources made or the Affirmative Action Officer. For more details regarding the procedures, contact Anessah Ali, the Director of the [Office of Affirmative Action](#).

## SEXUAL HARASSMENT/SEXUAL MISCONDUCT

Indiana University prohibits discrimination on the basis of sex or gender in its educational programs and activities. Discrimination on the basis of sex or gender is also prohibited by federal laws, including Title VII and Title IX. This policy governs the University's response to discrimination based on sex or gender, and all forms of sexual misconduct (which includes sexual harassment, sexual assault, other forms of sexual violence, dating violence, domestic violence, sexual exploitation and stalking (see Definitions below). Such behaviors are against the law and are unacceptable behaviors under Indiana University policy. (See the Indiana University Non-Discrimination Policy here.) These unacceptable behaviors are hereafter referred to as "Sexual Misconduct." The University does not tolerate sexual misconduct and it will take action to prevent and address such misconduct. The University has jurisdiction over all Title IX and related complaints. Questions about Title IX may be directed to Indiana University's Title IX Coordinator, or the Office of Civil Rights (See Additional Contacts below). Individuals who have experienced sexual misconduct are strongly urged to promptly report such incidents. Indiana University will respond promptly to all reports of sexual misconduct. According to the procedures below, the University will provide a fair and impartial investigation and resolution for complaints and, where appropriate, issue sanctions and remedial measures. The severity of the corrective action, up to and including termination or expulsion of the offender, will depend on the circumstances of the particular case. Any person who is a responsible employee (as defined below), at the University, such as administrators, supervisors, managers or faculty members, and who has received information or has knowledge of sexual misconduct, must make a report to designated University officials or be subject to disciplinary action (see section on Responsible Employees below). Retaliation against anyone who makes a report of sexual misconduct is prohibited by University policy as well as Title IX and other state and federal laws. Procedures for reporting incidents of sexual misconduct, and investigating and adjudicating sexual misconduct complaints are part of this policy and are included or linked below. In appropriate cases, and upon consultation with the Vice President and General Counsel, the University reserves the right to take prompt action in accordance with other university procedures.

The full IU Policy on Sexual Misconduct can be found at <http://policies.iu.edu/policies/categories/administration-operations/equal-opportunity/sexual-misconduct.shtml#policyStatement>.

The IU Northwest policy and procedures can be found at [http://www.iun.edu/eoaa-programs/docs/AA-policies-procedures/IUNW\\_Complaint%20Procedure%20Guidelines\\_FINAL\\_PUB-2013.pdf](http://www.iun.edu/eoaa-programs/docs/AA-policies-procedures/IUNW_Complaint%20Procedure%20Guidelines_FINAL_PUB-2013.pdf).

## SEXUAL OR AMOROUS RELATIONSHIPS

### 1. Relations with Other Employees

In the interest of avoiding actual or perceived conflict of interest, academic personnel should not directly supervise employees with whom they are having sexual or amorous

relationships. Academic supervisors shall disqualify themselves from employment-related decisions concerning such employees and, in consultation with the employee involved and other appropriate persons, the vice chancellor for academic affairs or other equivalent campus administrator shall take steps for the appointment of a surrogate supervisor.

## 2. 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, lecturers, 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 fundamentally 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 a. or b. 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.

### a. 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 class being taught by the faculty member or whose performance is being supervised or evaluated by the faculty member.

### b. Relationships outside the Instructional Context

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

# INSTRUCTION

## Calendar and Schedule of Classes

### 1. Holidays:

New Year's Day, Martin Luther King, Jr., Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day will all be recognized holidays with no classes.

2. The spring recess and fall break/Thanksgiving will be listed as "to be announced." The Academic Calendar for each semester is published in the *Schedule of Classes*. Instructors are expected to hold classes upon the basis of the regular schedule of classes. **The number of class meetings and the length of each class period have been set to meet university and accrediting standards. They should not be altered without prior clearance with the dean of the appropriate school or the vice chancellor for academic affairs.** The first class meeting of any course should run for the major part of the scheduled period.

3. Final Exams – The final exam does not have to be comprehensive. The final exam schedule is **determined by the registrar's office, provided in the *Schedule of Classes*, and must be followed explicitly.**

**Course Cancellations** Whenever registration for a section is considered insufficient, the university reserves the right to cancel that section. When it is necessary to cancel a section taught by a full-time faculty member because of low enrollment, the university reserves the right to replace part-time instructors in other sections with full-time faculty.

**Syllabi and Assignments** Instructors are expected to develop a course syllabus (calendar and assignment sheet) for each course. Such syllabi should include learning objective, instructions to the students as to assignments, library references, term reports, examinations, make-up policy, and other course requirements, and policies. Faculty members are encouraged to send copies of each course syllabus to the department chair/director/dean for files maintained in the office of each school, and to post their syllabi on the internet via Canvas.

Suggested and required syllabus language can be found at <http://www.iun.edu/academic-affairs/curriculum-processes/syllabus.htm> and includes information on sexual misconduct, accommodation for individuals with disabilities, expectations of classroom behavior, etc. Also included is an ADA compliant syllabus template for your use in developing the syllabus for your class.

Library assignments and reading lists should be developed with the advice and assistance of the library faculty. Most students in courses on the 100- and 200-level need assistance in the development of efficient study procedures. Students should be given a clear sense of how well they are progressing before the last day to withdraw from courses.

## **Office Hours**

All part-time faculty members are required to make themselves available for 60 minutes of office time, per week, for each 3-credit course that one teaches, and 80 minutes office time per week for each 4-credit course that one teaches. This time is usually immediately before or after the class, or as otherwise convenient to students. Office hours should be held in the Adjunct/Associate Faculty office in your department for classes meeting on the IU Northwest campus. Office hours for off-campus classes must be held at the off-campus site. Office hours must be submitted to the department no later than the Friday of the first week of classes.

## **Course Evaluations**

The campus has adopted Explorance Blue for online course evaluation for **ALL** courses. Please let your students know that the course evaluations are available in Canvas through the left navigation link entitled "Course Questionnaire". Please check with your academic unit to make sure they are using Explorance Blue but by the end of Fall 2017 all academic units should be using this course evaluation system.

## **Textbooks**

Please contact your academic unit/school for information on textbook orders. Generally, the administrative assistants assist faculty in placing their textbook orders. Sometimes you may be teaching a course in which the academic unit/school may pre-select the textbook. In other cases, you have some autonomy in selecting texts for your class. Textbooks must be selected in a timely fashion in order to be posted at the Barnes and Noble website at <http://iun.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&angId=-1&storeId=35560> prior to student registration for classes.

## **Delay or Cancellation of Class Meetings/Weather Closing**

Unless a decision to the contrary is announced by the Office of the Chancellor, IU Northwest will operate as scheduled and all instructors are expected to meet every scheduled class. If the chancellor or a designated representative decides that weather conditions are so hazardous that morning classes should be delayed, an announcement will be made on the campus web site by 6 AM , <http://www.iun.edu/>, and area radio and television stations. If conditions are so hazardous that classes cannot be held, it will be announced via the web site and radio and television stations that the campus is CLOSED and faculty members should not report. Please see <http://www.iun.edu/emergency/closing-information/index.htm> for a list of media sources that will report on campus closings. Your students will appreciate you sending them a message about the class cancellation using the learning management system [Canvas](#).

IF IT IS NECESSARY TO MISS A SCHEDULED CLASS BECAUSE OF ILLNESS, DEATH IN THE FAMILY, OR OTHER URGENT MATTER, THE FACULTY MEMBER SHOULD:

1. Notify the registrar and the secretary in the office of the instructor's school, who will notify the students.
2. The sessions should be made up by special meetings or by the assignment of additional academic work, if possible.

## **Make Up Examinations**

If a student misses an exam, it is the **instructor's** decision as to whether or not they are allowed to make up the missed exam. Typically, the only reason a student should miss a midterm or final exam is if there are reasonable, extenuating circumstances that can be verified; i.e., sickness, death in family, automotive mishap, etc. Any student who misses a midterm or final exam for any reason must reschedule their make-up through an appointment with the instructor.

## **Final Examinations**

The final assessment activity for a course should be conducted during the week set aside for final examinations. This period is part of the 16-week semester and should be utilized to be fair to students and to meet standards acceptable to accrediting agencies. A final examination schedule appears in the *Schedule of Classes* for each semester. To assist in planning your course schedule, view the [academic calendar](#) online. You need to schedule the final exam exactly on the day and at the time posted in Schedule of Classes in undergraduate courses. Tests and final examinations **shall not** be given in the last week of classes.

## **Examinations and Proctoring**

Copy for examinations which are to be duplicated should be given to the appropriate secretary at least one week before they are needed. If a faculty member wishes to give an examination during a class period when he or she must be absent, the faculty member should arrange to have a faculty colleague supervise that examination. Clerical employees or student assistants should not be asked to proctor examinations, as neither has the authority to handle cheating cases.

## **Academic Dishonesty**

All members of the faculty have a responsibility to foster the intellectual honesty as well as the intellectual development of students. They should carefully scrutinize their methods of teaching and assignments in order to be sure that they encourage students to be honest. If necessary, the faculty member should explain clearly the meaning of cheating and plagiarism as they apply to the course. The following suggestions and comments should be applied by instructors in order to minimize the incidence of cheating:

1. Ensure security of examinations while they are being prepared.
2. Provide for adequate and thorough proctoring of examinations.
3. Consider the possibility that students may have the teacher's guide to the texts currently being used.
4. Avoid the use of the same form of an examination for succeeding sections and for makeup examinations.

Should the faculty member detect signs of plagiarism or cheating, it is a most serious obligation to investigate these thoroughly and to take appropriate action as discussed in the Code of Student Rights, Responsibilities, and Conduct. The Code contains definitions of

cheating, plagiarism, possible penalties, and procedures for handling cases. Students' attention should be called to the appropriate pages in the *Code*. The procedures to follow for academic misconduct are detailed at <http://studentcode.iu.edu/doc/iunprocedures.pdf>. If you have any questions about the process please contact the Dean of Students at 219-981-5660.

## LIBRARY

The John W. Anderson Library and Conference Center houses a collection of nearly half a million books, periodical volumes and 200,000 government publications. Named after philanthropist John W. Anderson, the library is a state of the art building with modern technology, ergonomic seating, designated study and research areas, and a small café.

Special purpose areas include the [Calumet Regional Archives](#), the [Northwest Indiana Center for Data and Analysis](#), the Lake County Central Law Library, and facilities for the visually impaired. The library is supported by the 7 million bound volumes and over 25 million periodicals other materials in the Indiana University Libraries system. Books and periodical articles in the Bloomington, Indianapolis, and other regional campus libraries can be obtained quickly for students and faculty through the IUN System Services Office.

The building is also houses the university's conference center and the office of the Chancellor. For more information, including current hours please see <http://www.iun.edu/library/contact/index.htm>.

## STUDENT RECORDS AND SERVICES

### **Student Support Services**

The goals of the Office of Student Support Services (OSSS) include, but are not limited to, facilitating and increasing the retention, graduation, and professional and graduate school enrollment rates for qualified IU Northwest student participants. Qualified participants include students who are low-income and first-generation college students and students with disabilities. The OSSS is funded under Title IV of the Higher Education Act of 1965. Services include tutoring, academic advising, scholarship grant aid counseling, supplemental classroom instruction, and academic workshops. In addition to these services, OSSS also has a program for students with disabilities. Special Services for ADA eligible participants in this program include the following:

- Reader and note-taker services
- Test proctoring
- Campus orientation
- Resource information and referral

For more information see <http://www.iun.edu/student-support/> or call 980-6798.



## Attendance

Attendance policies are at the discretion of the instructor. Illness or religious observances are usually the only acceptable excuses for absences from class. Absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up. A student who fails to attend class or officially withdraw from class after having been warned should be given an FN grade in the course. A grade of FNN is given for a student who has never attended class.

## University Email Communication Policy

The university reserves the right to send official communications to students and faculty by e-mail with the full expectation that students and faculty will receive and read these messages in a timely fashion. You are expected to check your e-mail on a frequent and consistent basis in order to stay current with university-related communications. In addition to monitoring your university e-mail account, you may want to check for course-related e-mail within [Canvas](#). If you choose to have your e-mail forwarded from your official university e-mail address to another address, you do so at your own risk. The university is not responsible for any issues that may impact the proper or timely transmission of--or access to--e-mail forwarded to any other address. Any such problems will not absolve you of your responsibility to know and comply with the content of official communications sent to your official IU e-mail address. Instructions on setting up or cancelling the forwarding of e-mail are available at [itaccounts.iu.edu](http://itaccounts.iu.edu). All email communication to students should be through IU email.

## Withdrawals and Changes in Enrollment

A student may withdraw from a course during the first 10 weeks of the semester (fifth week of a summer session) and will automatically receive a grade of W. After the tenth week (fifth week of a summer session), the grade shall be W or F as determined by the instructor. ...After the automatic withdrawal period, a student may withdraw only with the permission of his or her dean or director. *This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F.*

## Submitting Final Grades

According to the guidelines established by the University Faculty Council, final grades are due to the Office of the Registrar 48 hours after the final examination. Final grades are submitted by faculty through an online process.

1. Grades submitted via Canvas: Must be approved/saved/submitted no later than 8:00 pm to guarantee overnight posting to SIS with availability the next morning on One.IU.
2. Grades submitted via One.IU must be approved/saved/submitted no later than 10:00 pm to guarantee overnight posting to SIS with availability the next morning on One.IU.

\*Note: Once grades have been submitted, grade changes may be submitted via email through the faculty member's IUN email account or by completing the Grade Change Form in the Office of the Registrar. After the Corrected Grades period, all grade changes must be submitted in accordance with our Change of Grade policy.

### **1. Grade Point Average**

A student's grade point average is determined by dividing the sum of the grade points (credit hours of each course multiplied by the numerical equivalent of the grade) by the number of credit hours completed. Grade points per semester hour are:

A+ or A = 4 points, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0 points.

A minimum cumulative grade point average of 2.0 is required for graduation. See specific degree program requirements for more detailed information.

Students who maintain an overall grade point average of 2.0 are considered to be in good standing in most programs.

### **2. Grading policy**

The faculty of each department or school shall, for the guidance of individual faculty members, establish a policy for the awarding of letter grades, and the policy shall be filed in the office of the Vice Chancellor for Academic Affairs (IU Board of Trustees policy). Faculty members shall provide students with written criteria for grading course assignments and include written grading criteria in their course syllabi.

### **3. Incompletes**

The grade of I (Incomplete) indicates that the student has completed satisfactorily the major portion of a course but is prevented by extraordinary circumstances from completing the balance of the course. The grade of I will only be given if the instructor has sufficient reason to believe that the failure to complete the requirements of the course was due to factors beyond the student's control, and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I will not be awarded simply to exempt a student from paying tuition for a repeated course. In order to assign a grade of I, an instructor records the grade on the Official Grade Sheet and completes a "Documentation of Assignment of an Incomplete Grade." The instructor must indicate the conditions for removal of the I. A copy is sent to the student. 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 one calendar year. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

### **4. Extended X Policy**

Undergraduate students who receive a grade lower than an A may be eligible, upon retaking the course, to remove the earlier grade from their grade point average (GPA). The original grade will be replaced on the transcript with the letter grade followed by an X (e.g., a D would be

replaced with a DX, a C with a CX, etc.) and the new grade will be recorded in the semester the course was retaken. Students wishing to exercise this option must request the change from their academic unit who will complete the appropriate form and send to the Registrar.

**Please note the following restrictions:**

- Students may apply for an Extended-X for a maximum of 3 courses or 10 credits, whichever comes first.
- A student may use the Extended-X option only once for a given course.
- A student receiving a grade of W or I will not qualify for removal of the original grade.
- Courses repeatable with different content are not eligible for replacement under this policy unless an academic unit chooses to permit this by means of a specific authorization procedure.
- Students must complete the Extended-X process prior to graduation.
- Graduate students are not eligible for an Extended-X. (This applies to solely graduate students, not to graduate courses)
- A student who has failed a course due to academic dishonesty may not retake that course for grade replacement under this policy.
- *Not all schools recognize the Extended-X policy in the same manner.* Students should refer to their school's web site, advisors or records office to determine their eligibility for application of this policy.
- *Students planning to apply to professional or graduate schools should consult their advisor as many programs manually recalculate applicants' GPAs, and the originally received grade will still be published on the student's transcript.*

## 5. Change of Grade

Listed below are the steps to initiate an eGrade change request (corrected grades period and after the corrected grades period):

Using One.IU

1. Login to One.IU
2. Search:"eGrade change" and select the application
3. Following the remaining prompts

## FLAGS/EARLY ALERT INFORMATION

In support of campus efforts to increase student retention and 4-year graduation, all faculty teaching undergraduate students are asked to provide feedback early and often on student attendance/performance in their class. This feedback from the faculty is being accomplished online using the Student Performance Roster as part of the FLAGS System.

Feedback from the faculty using these rosters allows for quick and intentional intervention with those students who may need assistance. Based on faculty roster feedback, reports will be readily available to advisors and other school officials to take action.

The Student Performance Roster will also be the mechanism for reporting attendance for Financial Aid compliance as well as providing enrollment information to the Registrar. **All sections/classes must report attendance at the end of week 2 of the regular term in order for the university to remain in compliance with Department of Education standards.**

### *COURSE SYLLABUS/CANVAS CLASS ANNOUNCEMENT*

Faculty are encouraged to provide an explanation on the class syllabus and/or via a Canvas announcement. A sample notice is provided here:

This semester I will be using IU's FLAGS System to provide real-time feedback on your performance in this course. Periodically throughout the semester, I will be entering data on factors such as your class attendance, participation, and success with coursework among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance.

Access this information using: [One.IU](#) > Search: Student Center, select Student Center application > click the link for "My Academics & Grades"

### *Instructions for use*

- From One.IU, Search: Faculty center, click on the Faculty center application > click link for "My Teaching Schedule" (NOTE: A Performance Roster link will also be available directly from Canvas).
- There will be four areas of assessment for undergraduate students: Attendance, Trends, FLAGS, and Recommended Student Actions. Only attendance information will be requested for graduate students as part of the Financial Aid audit prior to final grade rosters.
- Attendance (Attending) may be set for all students on a roster by selecting the **"Set blank attendance to attending"** default box. Faculty members may then update only those who are not attending before submitting.
- Faculty may save as often as convenient. However, until the submit button is clicked, the information provided for each student will not be available to others.
- Each time a roster is submitted, any faculty changes are recorded and available to advisors, support center staff, and students.
- [FLAG Early Alert System Job Aids](#)

If you have students who are "attending your class, but are not on the roster," please call the Office of the Registrar at 219-980-6815 or email [regisnw@iun.edu](mailto:regisnw@iun.edu) with the class information, student's name, and University ID. They will work with the student to resolve this situation.

## IU NORTHWEST ATTENDANCE AND COURSE COMMITMENT POLICY

Some courses have been approved to enforce the [IU Northwest Attendance and Course Commitment Policy](#). Students are expected to attend scheduled class meetings and actively participate in all class activities. Students who miss the first week of the semester or who do not attend 50% of the scheduled class meetings before the end of the fourth week of the semester may be subject to administrative withdrawal. Regardless of attendance, students who do not actively participate in this class by not submitting a majority of their assignments by the posted due date are subject to administrative withdrawal. Students who are administratively withdrawn from this class after the fourth week will not be eligible for a tuition refund. Administrative withdrawals may have an impact on the student's financial aid awards and visa status.

Please check with your department/program chair to determine whether your class is subject to this policy.

## ADDITIONAL IMPORTANT INFORMATION

### PARKING

Parking permits may be purchased online at <https://parking.iu.edu/>. Cost information can be found at [Parking Services](#). Your IU Northwest parking permit should be displayed in your front window and hung from the rear view mirror. You may park in any area designated "Employee."

### OFFICES AND KEYS

All part-time faculty members will have access to office space. This space is generally shared with other adjunct or associate faculty. All faculty are required to establish office hours. Office hours for off-campus classes must be held at the off-campus site. Office hours must be submitted to the department no later than the Friday of the first week of classes. The department secretary will help you apply for a key for the adjuncts' office.

### EQUIPMENT AND SUPPLIES

Commonly used items such as examination books, paper clips, and other classroom and office supplies may be obtained from the secretary in each academic unit. The unit budgets are charged for these items and only they are authorized to order them. Requisitions for supplies, materials, and equipment are to be prepared by the secretary of each unit and approved by the dean. Due to university policy, you must order from approved vendors. Please check with the department secretary before purchasing any items.

### CANVAS – THE LEARNING MANAGEMENT SYSTEM FOR IU

IU's online collaboration and learning environment supports teaching and learning, committees, projects, research, and portfolios for Indiana University's community of students, faculty, and staff.

Click the [Canvas](#) Login link in the top right corner of the homepage. When prompted, type in your IU username and passphrase.

Documentation: To get started using Canvas, see:

- [Getting Started with Canvas as an Instructor](#)
- [Getting Started with Canvas as a Student](#)

Additional guides intended for students, instructors, instructional designers, and system administrators, as well as guides for using Canvas mobile apps, are available at Canvas Guides.

Several self-paced tutorials are available within Canvas at IU. To complete a tutorial, click Join this Course in the upper right corner of the page:

- [Canvas Instructor Tour](#)
- [Canvas Instructor Orientation](#)
- [Canvas Student Tour](#)

## CLASSROOM KEY CODE

Most of the classrooms are locked. Obtain your own classroom key code by completing the form online to the [physical plant](#). Your new ID card will have a swipe strip on the back for classroom entry. The form for the key code still needs to be completed at the website listed above.

## CLASSROOM TECHNOLOGY/INSTRUCTIONAL MEDIA

The latest addition to our classroom technology is LECTERN (the big black electronic devices box with a computer on it). Among other things, LECTERN contains a document camera that will pick a picture from your book/paper and project it on the wall. Additionally, you can project powerpoint slides, show dvds and access the internet from the computer in the LECTERN. Instructions on how to use the equipment are found in the LECTERN and here <http://www.iun.edu/technology/docs/lectern-general.pdf>. There is also a Help button that can be pushed from the LECTERN that will connect you directly to IT for assistance. Audio-visual equipment is available through the [Instructional Media Center](#). There is a minimum 48-hour advance notice to reserve equipment. The different types of projection, audio, video, and microcomputer equipment available are listed on the AV equipment request forms, which are available in the IMC office (Hawthorn 310).

## MAIL HANDLING

Mail will be disbursed into the mailboxes located in the department secretary's office. Your payroll statement is available online through [One.IU](#), type Employee Center into the search box.

## VOICE MAIL

All Adjunct faculty members have their own voice mailbox set up on the phone in the

adjuncts' office. The default pass code for voice mail is 1234. Mailbox numbers will be assigned by the department secretary. Please ask the department secretary to assist you with setting up your voice mail and instructions for retrieving your messages.

## CAMPUS SECURITY

Campus security personnel are available to assist you in a variety of ways. If you need assistance accessing a classroom, have problems with your vehicle, or would like to be escorted to your automobile, do not hesitate to call 980-6501.

## BUILDING SECURITY

Normally, campus buildings will be open from 7:00 a.m. to 10:00 p.m. during the period of time when classes are in session. On weekends and days that classes are not in session, buildings will normally be locked at 6:00 p.m. In the interest of security, buildings may be closed earlier if scheduled activities terminate at an earlier time or there are no scheduled activities. Buildings will remain closed and locked until 7:00 a.m. of the day on which regularly scheduled activities resume. The Library and Student Computing Labs will be open in accordance with the schedules established by those departments. Copies of those schedules are to be sent to the University Police Department. If a building must be open for a specific University-sanctioned event, the University Police Department should be notified at least 48 hours in advance. All buildings will be closed and locked on holidays and other announced days that the campus is officially closed.

## TOBACCO-FREE CAMPUS

Effective July 1, 2007, tobacco (all types) is strictly prohibited on all University grounds and University-owned or leased buildings, including offices, hallways, lounges, rest rooms, elevators, classrooms, meeting rooms, dining areas, and all community areas. Tobacco is permitted only in one's personal vehicle (University-owned or leased automobiles remain tobacco-free). This policy applies to all employees, students and visitors. The complete University policy on this subject is available in the Office of Human Resources.

## CREDIT UNION MEMBERSHIP

The Indiana University Employees Federal Credit Union is available to you as an adjunct faculty member. The Credit Union telephone number is 980-6850 and is located in the Moraine Student Center.

## PERSONAL COUNSELING

In addition to the counseling available from the faculty and staff, a professional counselor is on campus to assist students with their personal problems. This person can help students resolve conflicts and problems associated with college attendance, family life, or personal development. There is no charge for the services and all counseling is completely confidential. Please do not advise students having a personal crisis like alcohol abuse, domestic violence, or something similar. Instead, kindly recommend [free counseling](#)

offered by IU Northwest professionals at Hawthorn Hall 201, phone 981-6741.

## CAMPUS MAP



### Parking Map

#### Building Directory

- CH Cedar Hall
- CP Chiller Plant
- HH Hawthorn Hall
- LC Anderson Library/Conference Center
- LH Lindenwood Hall
- MH Marram Hall
- MP Dunes/Medical Professional
- MR Mailroom
- MS Moraine Student Center
- PP Physical Plant
- RH Raintree Hall
- SC Savannah Center
- VH Arts on Grant (37th and Grant St.)
- VG Theatre Northwest (37th and Grant St.)

#### Parking Directory

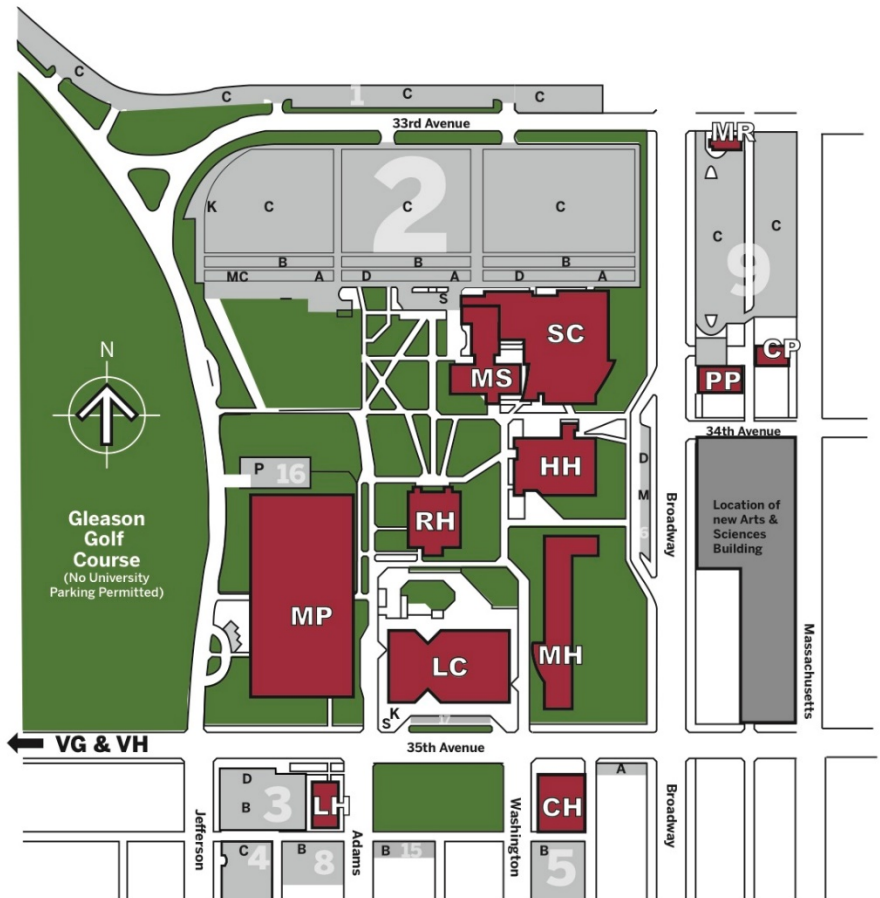
- A Faculty/Staff Only Parking
- B Faculty/Staff-Students after 5:30 p.m.
- C IUN Permit Parking (All Permits)
- D Disability Parking
- K Parking Kiosk
- M Metered Parking
- MC Motorcycle Parking
- P Patient Only Parking
- S RedHawk Shuttle

VG & VH: Theatre and Arts on Grant

VG and VH Buildings are located at 37th Avenue and Grant Street.

**Free RedHawk Shuttle** available with university ID. Guests can ride with a temporary pass that can be obtained from Security inside of VH building.

The RedHawk Shuttle does not run during summer semesters.



Please use cross walks when crossing Broadway



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