

SCHOOL OF SCIENCE MEMORANDUM

TO: School of Science Full-time and Part-time Faculty and Department Chair

DATE: December 2018

SUBJECT: Information for Students for the Spring 2019 Session

Your help is requested for the following items:

- A. Remember to provide your students with a syllabus pertinent to your course. Especially include information as to how grades will be determined and information about campus policies (like the Administrative Withdrawal Policy, (see below). A copy of the syllabus should be available in the department office.
- B. Exam policy related to final exam week: “Except for laboratory, clinical, studio, and other activity-based sections, final exams – whether comprehensive or not – are to be given at the appropriately scheduled time during the formal final examination week. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the dean of the particular school involved.”
- C. FLAGS Early Student Performance Alert – This policy applies to undergraduate students only. Language to be included in the syllabus: <https://facultystaffcentral.iupui.edu/grades/flags-system.html>
This semester I will be using the 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. You will be able to access this information via the View Grades app in One.IU.
- D. Administrative Withdrawal Policy – Language to be included in the syllabus: https://facultycouncil.iupui.edu/FCCContent/Html/Media/FCCContent/documents/policies/Student%20Policies/administrative_withdrawal_policy_final_3-6-2012.pdf

Administrative Withdrawal: A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. Example: *Our course meets once/twice per week; thus if you miss more than two/four classes in the first four weeks**, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

*Note: Faculty should tailor the italicized statement and indicate the number of class meetings or required activities that fit the syllabus for their section.

(Revised and Approved by IFC Academic Affairs Committee March 6, 2012. Approved by IUPUI Faculty Council, March 6, 2012)

- E. No Class Attendance without Official Enrollment – Language to be included in syllabus:
After the conclusion of the 100% refund period for the relevant term or session (<https://facultystaffcentral.iupui.edu/enrollment/>), all individuals attending classes on a regular basis MUST be officially enrolled in the class, attending the class based on formal arrangements to make up a prior grade of Incomplete, or enrolled as an auditor. One time visitors to classes may be allowed only on an exception basis with prior permission of the instructor. This policy does not apply to individuals who provide assistance to a student with a documented disability, such as Adaptive Educational Services sign language interpreters, individuals who are involved in the course in an instructional role, or administrative personnel.
(Approved by APPC 10/3/2014.)
- F. Canvas course management tool.
Since policy documents required by law or those expected to be communicated to students through syllabi have now been embedded into Canvas, together with a directory of academic support service, it is expected that all faculty utilize Canvas, at a minimum, to post course syllabi. Canvas should also be used for grade books and to facilitate communication with students. The School of Science expects all instructors to use Canvas.
(Endorsed by Council on Retention and Graduation and Enrollment Management Advisory Council May 2017.)
- G. Please ensure that your classes are aware of the following dates for withdrawal during the Spring 2019 session:
- i. Withdrawal from classes requires only an advisor’s approval from **MONDAY, JANUARY 14, 2019 through SUNDAY, MARCH 10, 2019**. In-person transactions must be completed by 5:00 p.m. on Friday, March 8.
 - ii. Withdrawal from classes requires approval of the advisor, the instructor, and the student’s dean or director **after SUNDAY, MARCH 10, 2019 (after Friday, March 8 at 5:00 p.m. for in-person transactions)**. The School of Science Dean’s Office will NOT endorse a withdrawal after MARCH 10 for School of Science majors unless a documentable excuse is established.
Refer to LATE WITHDRAWAL POLICY document.
 - iii. **NOTE:** To maintain integrity as to how students are treated in this area, the policy for School of Science students is considered to be the policy for all students served by our school.
 - iv. **IN ORDER TO FACILITATE THE REVIEW PROCESS, NO REQUESTS FOR WITHDRAWAL FROM CLASSES WILL BE ACCEPTED AFTER TUESDAY, APRIL 23.**

Thank you for your assistance in providing this information to your students.

Joseph L. Thompson
Executive Director of Academic and Student Affairs

IUPUI SCHOOL OF SCIENCE
Spring 2019 ACADEMIC CALENDAR
<https://facultystaffcentral.iupui.edu/calendars/index.html>

Monday, January 7	Weekday CLASSES BEGIN.
Monday, January 7	100% refund period begins.
Monday, January 7 through Sunday, January 13	Withdrawal with the course deleted from record; no advisor or instructor approval required.
Sunday, January 13	100% refund period ends.
Sunday, January 13	Last day to withdraw with course deleted from record and no grade assigned; no advisor or instructor approval required.
Monday, January 14	If registered for other courses already, added courses require approval of advisor and instructor.
Monday, January 14	FLAGS early alert system rosters available for faculty.
Monday, January 14 through Sunday, March 10	Withdrawal from classes requires only an advisor's approval; student receives an automatic W. NOTE: In-Person transactions must be completed by Friday, March 8 at 5:00 p.m.
Sunday, January 20	75% refund period ends at midnight using online eDrop/eAdd. In-Person transactions must be processed by 5:00 p.m. on prior Friday.
Monday, January 21	MARTIN LUTHER KING JR. HOLIDAY – NO CLASSES ALL OFFICES CLOSED
Friday, January 25	Last day to file for Pass/Fail or Audit option (by 5:00 p.m.). NOTE: This date is the same for all Spring 2019 sessions.
Sunday, January 27	50% refund period ends at midnight using online eDrop/eAdd. In-Person transactions must be processed by 5:00 p.m. on prior Friday.
Sunday, February 3	25% refund period ends at midnight using online eDrop/eAdd. In-Person transactions must be processed by 5:00 p.m. on prior Friday.
Monday, February 4 through Tuesday, Feb. 26	FLAGS – Notify Registrar to administratively withdraw students based on non-attendance.
Monday, March 4	1 st 8-weeks classes end.
Tuesday, March 5	2 nd 8-weeks classes begin. EXCEPTION: Due to Spring Break, “Monday Only” classes begin March 18.
Sunday, March 10	Through this date withdrawal from classes requires only an advisor's approval using the online eDrop/eAdd link in ONE.IU; student receives an automatic grade of W. NOTE: In-Person transactions must be completed by Friday, March 8 at 5:00 p.m.

Sunday, March 10

After this date, withdrawal from classes requires approval of the advisor, the instructor, and the student's Dean. The policy of the School of Science is that a grade of W will NOT be approved after this date unless a documentable excuse can be verified.

**Monday, March 11 through
Sunday, March 17**

SPRING BREAK – NO CLASSES

Monday, March 18

2nd 8-weeks "Monday Only" classes begin.

Monday, March 18 through
Friday, March 29

Fall/Summer 2019 priority registration – by appointment –
for students enrolled during Spring 2019.

Saturday, March 30

Open Registration and drop/add for Fall/Summer 2019 by computer
continues (see Schedule of Classes for ongoing registration days).
Refer to Schedule Confirmation for fee due dates.

Tuesday, April 23

**NO REQUESTS FOR WITHDRAWAL FROM CLASSES
WILL BE ACCEPTED AFTER THIS DATE IN ORDER TO
FACILITATE THE REVIEW PROCESS.**

Monday, April 29

Last Day of Classes.

Friday, April 26 through
Sunday, May 5

Final Exams.

SATURDAY, MAY 4

**Due to the Mini-Marathon – extra travel and parking time
may be needed for students and faculty.**

Sunday, May 5

Final Exams end.

Your final for this course is on (date): _____

At (time): _____

In (building and room number): _____

Tuesday, May 7

Faculty deadline for submitting Spring 2019 grades
(submit by 8:00 p.m.).

Thursday, May 9

Spring 2019 final grades are available on transcripts at noon and
viewable through ONE. (<https://one.iu.edu>).

SATURDAY, MAY 11

COMMENCEMENT

Important Dates – First 8-Week Session

Monday, January 7	1 st Day of Classes.
Sunday, January 13	100% Refund Period Ends.
Friday, January 25	Last day to file for Pass/Fail or Audit option (by 5:00 p.m.).
Thursday, February 7	Through this date withdrawal from classes requires only an advisor's approval using the online eDrop/eAdd link in ONE.IU; student receives an automatic grade of W.
Thursday, February 7	<u>After this date</u>, withdrawal from classes requires approval of the advisor, the instructor, and the student's Dean. The policy of the School of Science is that a grade of W will NOT be approved after this date unless a documentable excuse can be verified.
Friday, March 1	NO REQUESTS FOR LATE WITHDRAWAL FROM FIRST 8-WEEK CLASSES WILL BE ACCEPTED AFTER THIS DATE.
Sunday, March 3	Last Day of Classes. Exception: Monday only classes end Monday, March 4.

Important Dates – Second 8-Week Session

Friday, January 25	Last day to file for Pass/Fail or Audit option (by 5:00 p.m.).
Tuesday, March 5	1 st Day of Classes. EXCEPTION: Due to Spring Break, "Monday Only" classes begin March 18.
Monday, March 11	100% Refund Period Ends.
Monday, March 11 through Sunday, March 17	SPRING BREAK – NO CLASSES
Monday, April 8	Through this date withdrawal from classes requires only an advisor's approval using the online eDrop/eAdd link in ONE.IU; student receives an automatic grade of W.
Monday, April 8	<u>After this date</u>, withdrawal from classes requires approval of the advisor, the instructor, and the student's Dean. The policy of the School of Science is that a grade of W will NOT be approved after this date unless a documentable excuse can be verified.
Tuesday, April 23	NO REQUESTS FOR WITHDRAWAL FROM CLASSES WILL BE ACCEPTED AFTER THIS DATE IN ORDER TO FACILITATE THE REVIEW PROCESS.
Friday, April 26	Last Day of Classes Exception: Monday, Monday/Wednesday, & Monday/Wednesday/Friday classes end Monday, April 29.

Important Dates – 10-Week Session

Monday, January 7	1 st Day of Classes.
Sunday, January 13	100% Refund Period Ends.
Friday, January 25	Last day to file for Pass/Fail or Audit option (by 5:00 p.m.).
Tuesday, February 19	Through this date withdrawal from classes requires only an advisor's approval using the online eDrop/eAdd link in ONE.IU; student receives an automatic grade of W.
Tuesday, February 19	<u>After this date</u>, withdrawal from classes requires approval of the advisor, the instructor, and the student's Dean. The policy of the School of Science is that a grade of W will NOT be approved after this date unless a documentable excuse can be verified.
Friday, March 22	NO REQUESTS FOR LATE WITHDRAWAL FROM 10-WEEK CLASSES WILL BE ACCEPTED AFTER THIS DATE.
Monday, March 25	Last Day of Classes.

Important Dates – 12-Week Session

Friday, January 25	Last day to file for Pass/Fail or Audit option (by 5:00 p.m.).
Monday, February 4	1 st Day of Classes.
Sunday, February 10	100% Refund Period Ends.
Tuesday, March 26	Through this date withdrawal from classes requires only an advisor's approval using the online eDrop/eAdd link in ONE.IU; student receives an automatic grade of W.
Tuesday, March 26	<u>After this date</u>, withdrawal from classes requires approval of the advisor, the instructor, and the student's Dean. The policy of the School of Science is that a grade of W will NOT be approved after this date unless a documentable excuse can be verified.
Tuesday, April 23	NO REQUESTS FOR WITHDRAWAL FROM CLASSES WILL BE ACCEPTED AFTER THIS DATE IN ORDER TO FACILITATE THE REVIEW PROCESS.
Sunday, May 5	Last Day of Classes.