

**III. ACADEMIC POLICIES AND PROCEDURES
FOR QUICK REFERENCE**

A. Transcript Information.....	75
B. Class Standing.....	81
C. Code of Rights, Responsibilities, and Conduct (Student).....	81
D. Deleting Grades on Purdue and “FX” Grades on IU Transcripts.....	81
E. GPA Calculations.....	81
F. Academic Renewal.....	81
G. Probation and Dismissal.....	81
H. Readmissions.....	82
I. Re-entry.....	83
J. Privacy Act (FERPA - Release of student Information).....	83
K. Registration Holds.....	83
L. The Registration Process (Banner and OASIS).....	85
M. Placement Testing.....	87
N. Transfer Policies (Students and Credits).....	89
O. Changing Undistributed Credit to Specific Course Credit.....	91
P. Advanced Credit.....	90
Q. Correspondence Credit.....	98
R. For Credit Courses through Continuing Studies.....	98
S. Refunds and Withdrawals.....	98
T. Incomplete Courses and ‘I’ Grades.....	99
U. Graduation.....	99
V. Degree-Only Status.....	99
W. Overlapping Courses.....	100
X. Academic Load.....	103
Y. Minors.....	103
Z. Double Majors and Double Degrees.....	103
AA. Change of P/NP or Auditing Options.....	104

A. TRANSCRIPT INFORMATION

At the end of an IU transcript you will find the total number of hours attempted and the total number of hours completed. The number of transfer hours is not included in the total number of hours completed - they are listed separately.

On a Purdue transcript there is no listing of total hours completed. The total includes all courses attempted, even if they were not successfully completed. The advisor must go through the transcript and count the number of "F"s to be subtracted to figure the number of hours completed. Transfer credit or departmental credit hours are not included in the total. The advisor must go through the transcript and count these to be added to the total hours.

On a Purdue transcript, when a student receives transfer credit from another university it will simply appear as "CR". However, IU transcripts actually list the grade the student received in the course. These grades are listed for the advisor's use only and are not figured in the student's IPFW GPA. To the left of these courses you will see a "T" if the course transferred or a "TN" if it did not transfer.

On a Purdue transcript, if a course and its corresponding grade have been deleted from the GPA a "-" will appear between the subject name and the course number. For example: "BUS -A201 Intro to Accounting." If a course has been deleted then the "F" hours and points are removed. Be careful not to count these deleted "F"s when subtracting "F"s from the total credits.

See the following sample transcripts as examples.

Indiana University Purdue University Fort Wayne

Name :
Student ID :

Print Date : 01-17-2006
Request Nbr : 00165532

Academic Program History

Fort Wayne Program : Pub & Envir Aff Undergraduate
2005-08-21 : Pre-Public Affairs - Bach Preparation

Transfer Credits

Transfer Credit from US Marines
Applied Toward Pub & Envir Aff Undergraduate Program Fort Wayne

Incoming Course
MIL 01 Practicum in Basic Mil Skills
Transferred to Term Fall 2005 as
MIL-UN 100 MIL UNDISTRIBUTED-100 LEVEL 0.00 3.00 T

Incoming Course
MILBAS 0 Basis of Mil Service
Transferred to Term Fall 2005 as
MIL-UN 100 MIL UNDISTRIBUTED-100 LEVEL 0.00 8.00 T

Incoming Course
MIL 119 Conditioning
Transferred to Term Fall 2005 as
HPR-E 119 PERSONAL FITNESS 0.00 3.00 T

Incoming Course
MIL 160 First Aid & Emer Care
Transferred to Term Fall 2005 as
HPR-H 160 FIRST AID AND EMERGENCY CARE 0.00 1.00 T

Incoming Course
MIL 161 First Aid
Transferred to Term Fall 2005 as
HPR-UN 100 HPR UNDISTRIBUTED-100 LEVEL 0.00 2.00 T

Incoming Course
MIL/MD 0 Outdoor Skills-Prac/Pets Hlth/Hygn
Transferred to Term Fall 2005 as
HPR-UN 100 HPR UNDISTRIBUTED-100 LEVEL 0.00 2.00 T

Incoming Course
SPBA 01 Criminal Justice/Security
Transferred to Term Fall 2005 as

SPBA-UN 100 SPBA UNDISTRIBUTED-100 LEVEL 0.00 6.00 T
Beginning of Undergraduate Record
Fall 2005 Fort Wayne

Course	Description	GPA Hours	Earned	Grade	Points
HMT-M 131	INTERMEDIATE ALGEBRA	3.00	3.00	A	12.000
MA 113	INTERMEDIATE ALGEBRA	3.00	3.00	C	6.000
POLS-Y 103	INTRO TO AMERICAN POLITICS	3.00	3.00	C	6.000
SPBA-J 101	AMERICAN CRIMINAL JUSTICE SYS	3.00	3.00	A	12.000
PROGRAM GPA: 3.000		TERM TOTALS :	12.00		36.000
PROGRAM CUM GPA: 3.000		CUM TOTALS :	12.00		36.000

Spr 2006 Fort Wayne

Course	Description	GPA Hours	Earned	Grade	Points
HIST-H 106	American History II	3.00	3.00	NR	0.000
MA 168	MATH FOR LIBERAL ARTS	3.00	3.00	NR	0.000
REL 301	ISLAM	3.00	3.00	NR	0.000
SPBA-Y 170	INTRO TO PUBLIC AFFAIRS	3.00	3.00	NR	0.000
PROGRAM GPA: 3.000		TERM TOTALS :	0.00		0.000
PROGRAM CUM GPA: 3.000		CUM TOTALS :	12.00		36.000

Student Undergraduate Program Summary

GPA Hours: 12.00 Transfer/Test Hours Passed: 25.00
 Hours Earned: 37.00 Points: 36.000 GPA: 3.000

Indiana University Undergraduate Summary

IU GPA Hours: 12.00 Transfer/Test Hours Passed: 25.00
 Hours Earned: 37.00 Points: 36.000 GPA: 3.000

Academic Objective as of Last Enrollment

Pub & Envir Aff Undergraduate
Pre-Public Affairs - Bach

1980-1981 1ST SEMESTER 0 SCI ZNS FORT WAYNE
 COM 250F MASS COM & SOCIETY 3.0 D 9.0
 SPV 268F ELEMENTS OF LAW 3.0 A 18.0
 THTR 201F THEATRE APPRECIATION 3.0 D 9.0

CREDIT FROM INDIANA UNIVERSITY/BLOOMINGTON
 1972
 BUS M204 BUSINESS & ENVIRONMENT 3.0 CR
 ENG M131 ENG COMPOSITION I 3.0 CR
 POLS Y103 INTRO TO AMER POLITICS 3.0 CR
 PSY 120 ELEMENTARY PSYCHOLOGY 3.0 CR

Must be added to
total credit hours.

Must be subtracted from
total credit hours.

CREDIT FROM INDIANA UNIVERSITY/FORT WAYNE
 COM 114 FUNDAMENT OF SPEECH 3.0 B 15.0
 ECOM E104 INTRO TO MACROECON 3.0 F 6.0
 SOC S161 PRIN OF SOCIOLOGY 3.0 D 9.0

1991-1992 2ND SEMESTER
 SPV 252 HUMAN RELATIONS SUPV 1 BMS PFT FORT WAYNE
 GRD 3.85 21.0 SEN 5.00 3.0 B 15.0

Cumulative GPA
 Total credit hours
 Total points
 Semester GPA

B. CLASS STANDING

A chart showing how many hours are needed for each classification is listed under "Academic Regulations" in the Bulletin. Most departments include the number of hours in which a student is currently enrolled when figuring class standing for the purpose of registration. For example, if a student has completed 51 hours and is enrolled in nine hours currently he or she would be considered to have 60 hours and would be allowed to register with the juniors.

Keep in mind that you may not be able to simply look at the "total hours" on a Purdue transcript to determine a student's class standing - you will have to add in "CR"'s and delete 'F' hours.

Student classification: a system for classifying undergraduate students who have been regularly admitted to IPFW. Classification is determined by your advisor, and should reflect the credits you have accumulated or your progress toward completing the specific requirements of the degree program in which you are enrolled. When your classification is being determined for a future academic session, your advisor will also include courses and credits that you expect to complete by the time that session begins.

	Credits Completed
Classification	Toward Degree
Freshman	Normally, fewer than 30
Sophomore	Normally, 30–59
Junior	Normally, 60–89
Senior	Normally, 90 or more

C. CODE OF RIGHTS, RESPONSIBILITIES, AND CONDUCT, STUDENT

The student code of rights, responsibilities, and conduct can be found on the web site of the Dean of Students Office at www.ipfw.edu/dos and on the Fort Wayne Senate's web site at http://www.ipfw.edu/senate/STU_CODE.HTM This can also be found printed in the Bulletins and in the Student Handbook Planner.

D. DELETING GRADES ON PURDUE AND "FX" GRADES ON IU TRANSCRIPTS

Purdue students may turn in a request to have certain course grades deleted from their GPA. An academic record change, Form 350, (See Section VI) should be filled out and submitted to the registrar's office at IPFW. From there it will be sent to West Lafayette for approval. Approval is usually given for any course a student is not required to have for his/her degree, if the course was taken before the student declared the current major. **No course can be deleted once a degree has been conferred.** So if a student has received an associate's degree and is now working towards a bachelor's degree and wants to delete a course that was taken before the associate's degree was awarded, it cannot be done. However, he/she can still delete courses taken since the associate's degree was awarded as long as the course meets the guidelines listed above.

If a Purdue student repeats a course the new grade automatically replaces the old grade in the GPA. When a grade is deleted, the course still appears on the student's academic record, but the grade is simply not used in figuring the GPA. The course will appear on the academic record with a “—” between the subject and the course number. Example: "PSY – 120 Elementary Psychology."

An IU student who has failed a class may repeat the course and apply with form R434 (see Section VI) to have the original grade removed from the GPA calculation. The original F will still appear on the transcript with an "X" beside it. The same can be done for repeated courses with any grade using the same form per IPFW policy, if both the original and repeated courses were completed at IPFW. If another IU campus is involved, it may not be approved by that campus.

E. GPA CALCULATIONS

GPA calculations are discussed under "Academic Regulations" in the Bulletin. For all internal purposes IPFW uses a 4.0 scale. Effective Summer Session I 1993, both IU and PU use a 4.0 scale; but previous to that date Purdue used a 6.0 scale.

The GPA scales are shown below. The INDIANA +/- scale is included in case you need to compute a GPA using grades from Bloomington where they use + and -. No + or - are awarded at IPFW.

<u>INDIANA</u>	<u>PURDUE</u>	<u>INDIANA +/-</u>
A = 4	A = 6	A+ or A = 4.0
B = 3	B = 5	A- = 3.7
C = 2	C = 4	B+ = 3.3
D = 1	D = 3	B = 3.0
F = 0	F = 2	B- = 2.7
		C+ = 2.3
		C = 2.0
		C- = 1.7
		D+ = 1.3
		D = 1.0
		D- = 0.7
		F = 0

GPA = total points/total credits

	Course	Grade	Points	Credits	Total Points
Example (4.0 scale):	COM 114	B	3	x 3	= 9

MA 153	C	2	x	3	=	6
PSY 120	F	0	x	3	=	0
BIOL 100	A	4	x	<u>3</u>	=	<u>12</u>
Total				12		27

GPA = 27/12 = 2.25

F. ACADEMIC RENEWAL

Students who were previously admitted to and completed classes at IPFW, and have not registered for classes at IPFW or any other campus of IU or Purdue for five or more calendar years, may be considered for Academic Renewal. It is up to the school/division through which they re-enter IPFW to provide this option. If offered by the school/division, grades below “passing” may be excluded from the graduation GPA. However, both these grades and courses will remain on the official academic transcript. This option must be exercised during the re-entry semester and can be employed only one time per student. If offered by your school/division, the forms should be available in the departmental or school/division office.

G. PROBATION AND DISMISSAL

GPA levels causing probation or dismissal are shown under "Academic Regulations" in the Bulletin. **A student cannot be dismissed unless he/she is currently on academic probation.** Any dismissed student who since his/her admission or readmission has completed 11 or fewer credits to which grades were assigned (including grades of "I" or "W") may be eligible for immediate readmission to the school/division/department from which they were dismissed. Any other student who has been dismissed from IPFW or any other campus of IU or PU may not apply for readmission at IPFW until one fall or spring semester has passed since the dismissal.

Purdue students are notified on their grade cards from West Lafayette that they have been dismissed. IU students are notified by a letter from their department at IPFW. (Departments will generate a list of students eligible for probation following each regular semester identifying students who may need to be dismissed. Advisors should review this list to verify dismissal status.) PU students who are dismissed will have their records encumbered by the Registrar's office. For IU students, the school/division/department must place an Academic Drop hold on each student's registration and notify the Registrar to inactivate the student in the IPFW computer system. The division/department must drop dismissed PU or IU students from their classes if they were already registered.

H. READMISSION

Readmission is discussed under "Academic Regulations" in the Bulletin and in the "Second Chance" brochure available in all IPFW offices. Students seeking readmission must sit out for one regular fall or spring semester and fill out a readmission application (see Section VI). (General Studies

students must sit out one year). The application must be turned in by July 1 for enrollment in a fall semester and by November 1 for enrollment in a spring semester. If the student's department will accept a readmission during the summer sessions, the application must be in by April 1. (Departments may make exceptions to the deadline -- for instance if a student had been out of school for several years and was not aware of the deadline.) A \$100 fee for readmission is charged. The receipt from the bursar for paid readmission fees and one copy of the student's transcript must be attached to the readmission application before it is turned in to the admissions office. The school/division/department must lift the academic drop hold in the computer system.

Upon readmission, departmental advisors may place any necessary restrictions on the student to ensure his or her success. Readmitted students are usually admitted on probation and remain on probation until they raise their cumulative GPA above the IPFW or academic unit minimum. It is usually best for a student being readmitted to take only 3-6 hours. If the student says he needs 12 hours for financial aid reasons, assure him that most federal aid can be reduced proportionately for part-time status. If the student still pushes the financial aid issue, remind him that what you are doing is in his best interest if he wants to be successful at college. If he enrolls in 12 hours and does poorly, he may be dismissed again and will have made no progress towards a degree.

I. RE-ENTRY

Students who have been away from IPFW for one year (or away from any other Purdue or Indiana campus for more than one semester) must apply for re-entry (see Section VI), by paper application or online. Any student transferring to IPFW from another IU or Purdue campus should also fill out this application, specifying temporary or permanent intercampus transfer.

J. PRIVACY ACT (RELEASE OF STUDENT INFORMATION)

The release of student information is discussed under "Academic Regulations" in the Bulletin. In brief, the following information is considered "public information" and may be provided upon request:

1. student's name
2. class standing
3. school/division
4. major field of study
5. dates of attendance
6. current enrollment status
7. degrees, academic recognition, and awards
8. university-recognized student activities
9. sports and athletics information
10. address and telephone number (unless the student has formally requested that these remain private)

State law prohibits the release of lists of students' names to most off-campus individuals and organizations. Should you receive a request for a list of students or graduates, please forward it to the Registrar's Office. This provides better control of information being given out. The Registrar's office is the only university office authorized to issue official transcripts and certify students' enrollment status. All requests for such documentation must be directed to that office.

The Family Educational Rights and Privacy Act (FERPA) was passed by Congress in 1974. The basic rules of FERPA are:

1. Student educational records are considered confidential and may not be released without the written consent of the student.
2. As a faculty or staff member, you have a responsibility to protect educational records in your possession.
3. Some information is considered (see above). This information can be released without the student's written permission. However, the student may opt to consider this information confidential as well.
4. You have access to information only for legitimate use in completion of your responsibilities as a university employee. "Need-to-know" is the basic principle.
5. If you are ever in doubt, do not release any information until you contact the Registrar's office at 16815 or mclaughp@ipfw.edu. The Registrar is responsible for student record information.

K. REGISTRATION HOLDS

A student's records or registration activities may be on hold (restricted) for a variety of reasons including owing fines to Police and Safety or the Library. A student's records may also be on hold for academic reasons; for instance, if the student is academically dismissed. If a student's records are on hold, he/she may not receive his/her diploma or receive copies of his/her transcripts or register for classes.

Registration holds are placed on and cleared from a student's record on Banner (SOAHOLD). The office placing the hold on the record is the only office that can clear the hold, unless the release box (rel) is unchecked. To add or clear a hold, please contact your departmental secretary for the proper log-in information.

L. REGISTRATION PROCESS

Before an advisor can use the computer student information system (Banner) system, he or she needs a password. Contact Jan Nichols, Coordinator of Administrative Computing, in Information Technology Services (ITS). Kari Smith, Associate Registrar, handles the training needed for this system. The registration schedule is printed in the first few pages of the *Schedule of Classes*. The Master Detail Calendar is also available on the Registrar's web site at:

www.ipfw.edu/registrar/information/faculty .

L1. Completing Registration or Add/Drop Cards

Occasionally you may want to enroll a student using Banner rather than having the student use the OASIS system. Following are instructions for filling out a registration or drop/add card:

A. Student fills in name, phone number, student ID number, university affiliation, and semester (eg. 2005 Fall).

B.. Student fills in course schedule or the drop/add course(s).

C. Advisor enter abbreviation for the school/division on the line marked "unit" and the abbreviation for the department (if required by school/division/department administration)

D. Both the student and the advisor sign and date the card. (This information can come in very handy at a later date when you are trying to trace a student's actions chronologically.)

Samples of completed can be found on the next page.

PLEASE PRINT ALL INFORMATION LEGIBLY

Name: _____ Indiana U. 06 Spr
Purdue U. Year Semester

Address: _____
Street City State Zip Telephone

Student ID# (Soc. Sec. No.) _____
Other or Former Name _____
 MARRIED NOT MARRIED

CALL NUMBER	SUBJECT	COURSE NUMBER	SECTION NUMBER	Use Only For Audit or P/NP	Instructor's Signature (When Required)	ALTERNATE COURSES				Degree completion this Term at IPFW? <input type="checkbox"/> YES <input type="checkbox"/> NO
						Call #	Subject	Course #	Section #	
22210	SPEA	J101	02							
22381	ENG	W31	42							
22158	MA	162	02							
22142	SOC	516	19							

STUDENT CLASSIFICATION
UNIT (FA) DEPT (PEA)
MAJOR (_____) CLASS (_____)
To Be Completed by Advisor or Unit

Student's Signature _____ Date: _____
Approval Signature _____ ADV. CODE: _____ Date: _____

PROCESSING DATE: _____ TERM. OP. ID#: _____

SEE REVERSE SIDE FOR INSTRUCTIONS IPFW Registrar's Form 10: Registration Form REV. 2/05

PLEASE PRINT ALL INFORMATION LEGIBLY

Name: _____ Indiana U. 06 Spr
Purdue U. Year Semester

Address: _____
Street City State Zip Telephone

Student ID# (Soc. Sec. No.) _____
Other or Former Name _____
 MARRIED NOT MARRIED

CLASSES TO BE ADDED						CLASSES TO BE DROPPED				
CRN	SUBJECT NUMBER	COURSE NUMBER	SECTION NUMBER	Use only for Audit or P/NP	Instructor's Signature (when required)	CRN	SUBJECT NUMBER	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS
22016	SPEA	J101	01			22210	SPEA	J101	02	3

Unit: FA
Dept: PEA

Student's Signature _____ Date: _____
Approval Signature _____ Date: _____
Dean or Division Director's Signature (when required) _____ Date: _____

PROCESSING DATE: _____ TERM. OP. ID#: _____

IMPORTANT: SEE REVERSE SIDE FOR INSTRUCTIONS IPFW Registrar's Form 20: Drop/Add Form 06-02-221

M. PLACEMENT TESTING

Regularly admitted students must take the English and mathematics placement tests before registering for classes. Any other student is allowed to register for classes up to 12 hours. After that point the student must have either taken the test or established credit in entry level English and math. Students who place into developmental math or English must complete the appropriate courses within their first 24 credits of IPFW course work, with the exception of developmental math for those students whose program does not require math. Placement tests can be scheduled by calling 481-6600.

M1. English Placement

Students must take the English placement exam before they enroll in any English course, including English W130. English Placement Levels:

W115, 116, 117 (ESL) For students whose native language is not English.

Students should contact CASA before registering.

130W: W130 Students register in ENG W130 only, not W131.

131P: P131 Students register in ENG P131 and W131 (or IDIS G104, Critical Behaviors for Success and W131) in the same term.

131W: W131 Students register in ENG W131 only.

M2. Reading/Study Skills Placement

If a student takes the placement test and shows a need for completing a reading course, ENG R150, this must be taken within the student's first two enrollment periods.

Reading Placement Levels:

R150 Student is required to take ENG R150.

001 Student is not required to take ENG R150.

M3. Math Placement

A student may take the placement test to determine at which level of math he/she should begin. If the student has very little or no math background, he/she may choose to begin with MA 109 without taking the placement test. The student may not enroll in any higher level of math without either taking the exam or passing MA 109 with a C or higher grade.

Math Placement Levels:

10	MA 109	(No credit towards any degree)
20	MA 113	(No credit towards any degree) OR MA 101, STAT 125
30	MA 149	A one semester version of MA 113 and MA 153. (5 cr. hr. course, only 3 cr. hr. apply to degree.)
40	MA 159, 153, 168	
50	MA 154, 213, 229, STAT 240, 301	Students who are planning to later enroll in MA 165 should be encouraged to take MA 159 instead of MA 154.
60	MA 165, 227	
70	MA 165	

M4. English as a second language

The Michigan Test of English Language Proficiency is given through the Center for Academic Success and Advancement (CASA). Students take the math portion of the regular placement test when they have finished the Michigan test, if they wish. Students whose native language is not English must call the CASA at 481-6817 to arrange to take the Michigan Test. The English as a Second Language Essay is administered in Testing Services. Students must call Testing Services at 481-6600 to arrange to take this ESL Essay test.

M5. Foreign Language

Students should contact Testing Services (481-6600) regarding placement exams in Spanish, German, or French. If a student begins study in a second semester or higher course, he/she may be eligible for special credit for the courses below the placement level once the course is completed with a 'C' or higher grade. This credit must be applied for through the Department of International Languages and Culture Studies (481-6836).

N. CREDIT AND STUDENT TRANSFER POLICIES

N1. Credit Transfer from a University Outside of the System

1. Any course work from another accredited college or university in which the student received a "C-" or better will transfer.
2. Any course with a grade of "D" or lower will not transfer.
3. Any course work that is more than ten years old will be added to the transcript but it will be the department's decision whether or not to accept it.

Any courses taken at a vocational or proprietary school will not transfer. There may occasionally be an exception if an agreement has been reached between two schools (e.g. Ivy Tech Community College). The courses that transfer from Ivy Tech Community College can be found on the Admissions web site at: www.ipfw.edu/admissions/info/ivyTech/credits

N2. Transferring Universities within IPFW

All courses and grades taken at IPFW will transfer back and forth between Indiana and Purdue programs on this campus. When a student switches universities, a transcript from the "new" university will not be generated until the student completes a semester as a student of that university. All of his/her grades will be automatically transferred to the new university.

N3. Transferring from another IU or PU Campus to IPFW

<u>Student Transfers From:</u>	<u>To:</u>	<u>Coursework:</u>
IU Campus	IU Program at IPFW	automatically transfers with GPA
IU Campus	PU program at IPFW	is evaluated and is not shown in GPA
Purdue Campus	IU program at IPFW	is evaluated and is not shown in GPA
Purdue Campus	PU program at IPFW	automatically transfers with GPA

NOTE: If a student comes from an IU campus and enters an IU program at IPFW, all of the courses and grades transfer. If, however, the student later switches to a Purdue program at IPFW, all of the Indiana course work from the other campus will be evaluated and credit will be given only for the courses with a grade of "C" or better. The same is true for a student transferring

from a Purdue campus to a Purdue program at IPFW and switching to an Indiana program at a later date.

EXAMPLE: John Smith attended IU Bloomington for a year and then returned to Fort Wayne to attend IPFW. While at IU Bloomington he received the following grades:

PSY P101	C-	MATH M118	D+	ECON E201	C
SPCH S121	B+	SOC S100	A-	HIST H105	B
ENG W131	C	BUS K201	C-		

When starting at IPFW, John declared a Pre-Business major, which is an IU program, and all of his classes and grades transferred with him. During his first semester at IPFW John completed the following classes and received the following grades:

PSY 235	B	HIST H106	B
ECON E202	C	BUS A201	D

At the conclusion of the first semester, John decided to change his major to Organizational Leadership and Supervision, which is a Purdue program. At this time all of the grades he received while at Bloomington were evaluated and only those of a "C-" or better transferred to his Purdue transcript as credit only. So John lost the credit he had established for PSY P101, MATH M118, and BUS K201. All of the grades John received at IPFW as an IU Business major appear on his Purdue transcript. Therefore, John ends up having credit for PSY 235 but not the prerequisite PSY 120 on his Purdue transcript.

N4. Transferring from IPFW to another IU or Purdue campus

If a student enters a Purdue program at IPFW, then switches to an IU program at IPFW, and then transfers to another IU campus, all of the IPFW courses will transfer with grades. **It is important, though, to make sure that all of the IPFW Purdue courses are listed on the IU transcript before transferring to another IU campus.** The same holds true for students entering an IU program, switching to a Purdue program and then transferring to another Purdue campus.

EXAMPLE: Margaret Jones entered IPFW as a Psychology major, which is a Purdue program. She received the following grades in her classes during the first semester:

PSY 120	D
ENG W131	C
SOC S161	B

At the conclusion of the first semester, Sally decided to switch to a Sociology major which is an IU program. All of her courses taken as a Purdue student still appear on her IPFW transcript along with the following classes she completes during her second semester:

SOC S163	B	COM 114	B
MA 111	C	HIST H105	B

During summer break, Margaret's family moves to Bloomington, so in the Fall she begins her sophomore year at IU Bloomington as a sociology major. Grades from all of her courses at IPFW (including the semester she was in a Purdue program) transfer to Bloomington because she is transferring from an IU program at IPFW to an IU campus.

N5. Forms Needed to Transfer

When a Purdue student wants to transfer from IPFW to another Purdue campus, he/she will need to process an **Inter-Campus Transfer Form**. This form is also used to take summer classes at another Purdue campus. The campus to which he/she is transferring may also require a re-entry form be completed to enter them into the computer system for registration. Departments at other campuses may have different admission requirements; therefore, it is essential that the student check with the new campus to avoid surprises.

NOTE: For administrative purposes, all students at IUPUI are considered to be IU students until the day they receive their degree, even if they are in a Purdue degree program. If a PU student who has never been in the IU record system at IPFW wants to transfer to IUPUI, he/she should fill out an admissions application to become an IU student. If time permits, the student could choose to go through the process of declaring an IU major at IPFW and then transferring to IUPUI.

IU students wishing to transfer to another IU campus can apply online at www.iupui.edu/~moveiu/ipfw.html.

O. CHANGING UNDISTRIBUTED CREDIT TO SPECIFIC COURSE CREDIT

Often the Admissions office will bring credit in for a student without assigning a specific course title to it (Example: MA UND). This credit is called "undistributed" and if the student's major department feels the course is equivalent to a specific course the student needs, the credit may be assigned a specific course number by filling out a "Credit Transfer Update" (see Sample Forms section). The form needs to be approved as equivalent by the department through which the course is taught and returned to the admissions office. This is usually done after a faculty member reviews the course syllabus, textbook, and/or course description. A combination of courses can be used to satisfy requirements for one course.

P. ADVANCED CREDIT

Special credit is discussed under "General Information" and "Academic Regulations" in the Bulletin. Students may receive credit for courses by successfully completing a departmental exam or by placing at a high level on a placement test and then completing the course they tested into. Some departments also give students credit for work experience. Whenever special credit is awarded to an

IU student, a Special Credit form must be filled out (Form 88). A Report of Directed Credit form (See Section VI) must be filled out for Purdue students to receive special credit.

P1. Foreign Language Credit by Placement Exam

If a student tests into an advanced foreign language courses, he/she may apply for the credits for the more basic course(s) after completing the course tested into with a grade of 'C' or better. The student should apply for these credits in the International Language and Culture Studies department.

P2. Credit by Departmental Exam

Students may receive credit by taking a departmental exam. In some cases, taking the exam does not result in receiving credit. Instead a waiver of the course requirement may be granted. The following list shows which courses have departmental exams available.

DEPARTMENTAL EXAMS

ARTS & SCIENCES

Biology:

BIOL 100
BIOL 108
BIOL 109
BIOL 121
BIOL 133
BIOL 203
BIOL 204
PCTX 201

Geosciences:

AST A100
AST A105
GEOG G107
GEOL G200
GEOL G210
GEOL G215
GEOL G450

Chemistry:

CHM all 100 level
(exemption only)

Communication:

COM 114

Math:

All undergrad. courses
(except MA 109, 113 & 149)

History:

HIST H105
HIST H106
HIST H113
HIST H114

Modern Foreign Languages:

Students may test out of up to four semesters of a language. However, to receive the credit, the student must take the course into which he/she has tested and get a grade of C or better. The student must then apply for the credit.

Philosophy:

All courses except PHIL
480, 580, and 590.

Physics:

PHYS 261

PHYS 515

The following physics courses are

PHYS 310	PHYS 545	available for credit if the lab requirements of the course are met: 131, 132, 152, 201, 202, 218, 219, 251.
PHYS 330	PHYS 550	
PHYS 331		
PHYS 342		
Psychology:		
PSY 120	PSY 350	
PSY 235	For other courses see	
PSY 240	the department office.	

BUSINESS AND MANAGEMENT SCIENCES

Business will allow credit examinations for specific courses when the faculty of the department offering the course has determined that a student's background provides him/her a reasonable chance of passing the exam. Students must be regularly admitted to the university. An established exam is available to test out of BUS A201, Introduction to Accounting.

EDUCATION

The School of Education does not have any specific course offerings for which students may establish credit by exam. If students feel that they have experience/knowledge equivalent to requirements of the course, it is suggested that they talk with the Dean to decide if credit by exam is possible for the course in question. This is done on a very limited basis.

ENGINEERING AND TECHNOLOGY

Computer Science:

A student may test out of a course if he/she can demonstrate proficiency in that subject by passing a higher level course that requires the lower level as a prerequisite. (Student should consult with the computer science department and the instructors involved before doing this.)

Construction Technology:

In order to request departmental credit in courses in Architectural Technology, Civil Engineering Technology, and Construction Technology a student must have been admitted to one of the department's curricula. All such students, except newly admitted students, must be currently enrolled in courses in the department's plan of study. To establish departmental credit in a course consisting of lecture and/or laboratory, a student must take and satisfactorily pass an exam which will cover the subject matter of the course. The student must also submit documentation to the Faculty of the Construction Technology Department to demonstrate that the student's work experience has been substantially the same as the work covered in the laboratory portion of any course.

Electrical Engineering Technology:

All courses available.

Engineering:

All courses available.

Manufacturing Technology:

All courses available.

Organizational Leadership and Supervision:

OLS 252, 268, 331, 361, 274, 375, 376, 377, 378, 468, 476

FINE AND PERFORMING ARTS

Music:

MUS T113, T114, T115, T116, T213, T214, T215, T216, Z241

HEALTH SCIENCES

Consumer and Family Sciences: F&N 303

Students sign up for permission to test out in the Nursing Department. They are then given a course outline and study guide by Consumer and Family Science Department. The test is given by the Nursing Dept. and graded by the CFS department.

Nursing:

Any student who has successfully completed equivalent courses with a grade of "C" or above in another nursing program or is an L.P.N. may challenge nursing courses. The challenge examination may be taken once. Only students admitted to the nursing program may challenge a nursing course. Written instructions for such challenges are available.

Human Services:

Any student with experience or background in the Human Services/Mental Health field may request credit by examination for an HSRV course with permission of the HSRV program coordinator and the instructor of the course. A student requesting credit for a clinical course must first earn a C or higher in the companion theory course. The clinical courses and companion theory courses are as follows:

<u>Theory</u>	<u>Clinical</u>
HSRV 100	HSRV 101
HSRV 150	HSRV 151
HSRV 200	HSRV 201
HSRV 250	HSRV 251

The student must also be prepared to provide documentation of successful completion of the required clinical hours for the course as well as a supervisor's evaluation in addition to taking the exam.

LABOR STUDIES

There is a program called Credit by Examination Through Guided Instruction that is administered by the Independent Study Division of the School of Continuing Studies in Bloomington. The program is limited to those courses for which Independent Study guides have been prepared:
LSTU L101, L203, L270

P3. Credit through CLEP

The college level examination program (CLEP) is an opportunity for students to receive credit for a class by receiving an acceptable score on an exam given by the College Board. Students can take these exams in Testing Services at IPFW. A variety of subjects are available but only certain ones are accepted by IPFW and not all departments accept CLEP credit. It is important for a student to check with his/her department to make sure the credit will count before taking the test. The departments that are now accepting CLEP credit are: Business and Economics, Engineering, Manufacturing Technology, Organizational Leadership and Supervision, Public and Environmental Affairs, and General Studies. The following departments accept some CLEP credits: History, Nursing, and Political Science. Exams that are acceptable at IPFW and the necessary scores for credit are shown below. Test scores must be submitted to the Admissions Office to have the credits added to a student's transcript.

A current booklet of information about the CLEP tests is available through the testing office. Make sure the student is aware of the score needed to receive credit.

Exam	Score	Course
American Government	50	POLS Y103, 3cr
Calculus	50	MA 165, 4cr
College Algebra	50	MA 153, 3cr
Pre-Calculus	50	MA 159, 5cr
College French Lev 1	50	FREN F111-F112, 8cr
College French Lev 2	52	FREN F11-F112, F203-F204, 14 cr
College German Lev 1	50	GER G111-G112 8cr
College German Lev 2	63	GER G111-G112, G203-G204, 14cr
College Spanish Lev 1	50	SPAN S111-S112, 8cr
College Spanish Lev 2	54	SPAN S111-S112, S203-S204, 14cr
General Biology	55	BIOL 117, 4 cr
General Biology	61	BIOL 117 and BIOL 119, 8 cr

General Chemistry	50	CHM 111, 3 cr
General Chemistry	60	CHM 115, 4 cr
General Chemistry	70	CHM 115-116, 8 cr
Human Growth and Development	50	PSY 369, 3cr
Information Systems and Computer Applications	50	CS 106, 3cr
Psychology	50	PSY 120, 3cr

P4. Advanced Placement (AP)

A student can receive credit by taking an exam at the end of an AP course taken in high school. AP credit is put on the transcript as soon as the official AP scores are submitted to Admissions. This should be done before enrolling in college courses at IPFW. If a student receives credit for math and/or English, he/she does not need to take the IPFW placement exam. See the following list of AP credits accepted at IPFW.

Subject	Score	Course Credit
AB Calculus	4, 5	MA 165, 4cr
American Government	4, 5	POLS Y103, 3cr
American History	4, 5	HIST H105-H106, 6cr
B Physics	5	PHYS 220-221, 8cr
BC Calculus	3	MA 165, 4cr
BC Calculus	4,5	MA 165-166, 8cr
Biology	4, 5	Biol 117-119, 8cr
C Physics: Mechanics	5	PHYS 152, 5cr
C Physics: Elect/Magnetism	5	PHYS 251, 5cr
Chemistry	3, 4, 5	CHM 111, 3cr
		CHM 115-116, 8cr
Comparative Government	4, 5	POLS Y107, 3cr
English	3, 4, 5	ENG W131, 3cr

European History 4, 5 HIST undistributed, 6cr

French 3, 4, 5 FREN F203, 3cr

FREN F203-F204, 6cr

Fren F203-F204-F317, 9cr

German 3, 4, 5 GER G203, 3cr

GER G203-G204, 6cr

GER G203-G204-G318, 9cr

Psychology 4,5 PSY 120, 3cr

Spanish 3, 4, 5 SPAN S203, 3cr

SPAN S203-S204, 6cr

SPAN S203-S204-S311, 9c

Q. CORRESPONDENCE CREDIT

Correspondence courses are offered through Indiana University, Bloomington. When an IPFW student enrolled in an IU program completes a correspondence course, it is automatically added to his/her transcript. However, when an IPFW student enrolled in a Purdue program completes a correspondence course, the student must obtain a copy of the IU transcript and take it to the Admissions office at IPFW so the credit may be transferred to Purdue. Departments may have restrictions on the number and types of correspondence courses that may count toward a degree. However, the General Studies degree can be completed totally by correspondence.

R. FOR CREDIT COURSES THROUGH CONTINUING STUDIES

The Division of Continuing Studies offers many courses and workshops in the community that do not apply toward a degree at IPFW. However, they also offer many courses for credit such as introductory math, composition, speech, and others through Weekend College or at off-campus locations (e.g. Warsaw, Decatur, Kendallville, and Auburn). These courses are listed with regular courses in the schedule of classes each semester. Off-campus courses are identified as such, but students sometimes miss the suffix letters that indicate this. For a listing of distance learning courses, see the Continuing Studies web site at www.ipfw.edu/dcs/credit/. If you have any questions, call Continuing Studies - Credit at 16111.

S. REFUNDS AND WITHDRAWALS

The current schedule of refunds and withdrawals is always listed in the front of the Schedule of Classes. The only exception to these policies would be if an error is made on the part of an IPFW employee (for example, if an academic advisor gives a student the wrong information or enrolled a student in the wrong class.) When a student drops and adds classes, he/she receives the refund appropriate for the week he/she is dropping the class but the student must pay full price for the class he/she is adding. After the first week of classes, a student may switch sections of the same class without penalty only by taking a drop/add card to the Registrar's office. Also, if the department initiates the change (usually to place the student in a more appropriate course level for example in mathematics), there is no penalty. In these cases, a full exchange of fees will be made when the advisor has cleared it with the Registrar.

Withdrawal from a course and addition of a course are discussed under "Academic Regulations" in the Bulletin. A late withdrawal can only be processed after the tenth week of the semester if the student has circumstances beyond their control such as sudden serious illness or change in work schedule. In such a case, the student needs to pick up a "Petition for Partial Late Withdrawal From Classes" from his/her major department, if he/she needs to withdraw from only some classes. (See form in Section VI.) Final authorization is given by the Dean/Director of the school. If a total late withdrawal from classes is necessary, students should be directed to the Dean of Students office in Walb Union (16601).

T. INCOMPLETE COURSES AND GRADES 'I'

Incompletes are discussed under "Academic Regulations" in the Bulletin. If a student is faced with circumstances beyond his/her control and cannot complete a course, but does not want to withdraw, the student may take an incomplete. This is only possible if it is agreeable with the instructor, and all of the student's work up until the current time has been of passing quality. The instructor and student will fill out a form 150 (see forms section) which will list what requirements the student still has to complete and how long he/she has to complete them.

Ideally, the course will be completed as soon as possible, but the student does have a maximum of one year. At the end of the year, if the course is not completed, the grade will be changed to an 'F.' The one year is only counted while the student is enrolled. That is, if a student takes an incomplete, is enrolled the next semester, and then sits out for two years, when he/she returns he/she still has one semester to remove the incomplete before it turns to an 'F.' Of course, in this type of situation it is usually impossible to remove the incomplete because the professor may not be around anymore, and if he/she is still here, the course requirements may have changed so that remembering exactly what was remaining for completion would be difficult.

Given extenuating circumstances, the initial time limit may be extended for a period not to exceed one additional calendar year if approved by the instructor and the instructor's dean/director, and if the Registrar's office is notified prior to the expiration of the original time limit.

U. GRADUATION

To receive an associate degree from IPFW, a student must:

1. Complete, by resident credit or transfer credit, the plan of study underlying the degree.
2. Complete at least 32 credits of resident course credit, 15 of which must be applicable to the major.
3. Establish a graduation GPA of 2.0 or better.
4. Apply for graduation for the term in which the degree will be completed.

To receive a bachelor's degree from IPFW, a student must:

1. Complete, by resident credit or transfer credit, the plan of study underlying the degree.
2. Complete at least 32 credits of resident course credit at the 200-level or above.
3. Complete at least 15 credits of resident credit at the 300-level or above in courses applicable to the major.
4. Establish a graduation GPA of 2.0 or better.
5. Apply for graduation for the term in which the degree will be completed.

V. DEGREE ONLY

Any student who graduates during a semester that he/she is not enrolled in classes (for example, he/she needs to complete a correspondence course) must be enrolled as a "degree only" student to be processed for graduation. Course Reference Numbers (CRNs) for this purpose are available from the Registrar.

W. OVERLAPPING CONTENT COURSES

The School of Arts and Sciences and the School of Engineering, Technology, and Computer Science have adopted a list of courses with overlapping content. This list is also followed or is being considered by other schools on campus. If a student takes one of the courses listed and then a course

listed as having overlapping content, only the most recent course will apply towards graduation. All students should be made aware of this list in case they end up changing their major to a program in one of these schools.

AHLT M195	BIOL 105
BIOL 100	BIOL 108-109 or 117-119 or 121/122-133/134 or 250
BIOL 105	AHLT M195
BIOL 108-109	BIOL 100 or 117-119 or 121/122-133/134
BIOL 121/122-133/134	BIOL 100 or BIOL 108-109 or 117-119 or 250
BIOL 203-204	BIOL 215-216
BIOL 215-216	BIOL 203-204
BIOL 218	BIOL 241-242
BIOL 220	BIOL 221 or 438-439 or 437
BIOL 221	BIOL 220 or 438/439 or 437
BIOL 233-234	BIOL 381-382
BIOL 241-242	BIOL 218
BIOL 250	BIOL 100 or 108/109 or 117-119 or 121/122-133/134
BIOL 381-382	BIOL 233-234
BIOL 437	BIOL 220 or 221
BIOL 438/439	BIOL 220 or 221 or 438/439
BUS K200-K211-K212	CS 106
CHM 101-102	CHM 104 or 111-112 or 115-116 or 129 or 151
CHM 104	CHM 101-102 or 111-112 or 115-116 or 129 or 151
CHM 111-112	CHM 101-102 or 104 or 115-116 or 129 or 151
CHM 115-116	CHM 101-102 or 104 or 111-112 or 129 or 151
CHM 129	CHM 101-102 or 104 or 111-112 or 115-116 or 151
CHM 151	CHM 101-102 or 104 or 111-112 or 115-116 or 129
CHM 224	CHM 321
CHM 251	CHM 255-256 or 261-262
CHM 252	CHM 254-258 or 263-264 or 265-266
CHM 254-258	CHM 252 or 263-264 or 265-266
CHM 255-256	CHM 251 or 261-262
CHM 261-262	CHM 251 or 255-256
CHM 263-264	CHM 252 or 254-258 or 265-266
CHM 265-266	CHM 252 or 254-258 or 263-264
CHM 321	CHM 224
CHM 371	CHM 373-374 or 383-384
CHM 373-374	CHM 371 or 383-384
CHM 383-384	CHM 371 or 373-374
COM 250	JOUR C200

COM 352	JOUR J300
CS 106	BUS K200-K211-K212
ECON E200	ECON E201
ECON E201	ECON E200
ECON E270	POLS Y395 or PSY 201 or SOC S351 or SPEA K300 or STAT 240 or 260 or 301 or 303 or 307 or 511
EE 302	STAT 311 or 516
ENG L220	ENG L315
ENG L315	ENG L220
ENG L374	ENG L379
ENG L379	ENG L374
ENG W131	ENG W135
ENG W135	ENG W131
ENG W140	ENG W233
ENG W233	ENG W140
FOLK F254	MUS Z201
GEOL G100	GEOL G103 or S100
GEOL G103	GEOL G100 or S100
GEOL S100	GEOL G100 or G103
HIST A316	HIST A345-A346
HIST A345-A346	HIST A316
HIST E331	HIST E431
HIST E332	HIST E432
IDIS 110	IDIS G102 or G103 or G104
IDIS G102	IDIS 110 or G103 or G104
IDIS G103	IDIS 110 or G102 or G104
IDIS G104	IDIS 110 or G102 or G103
JOUR C200	COM 250
JOUR J300	COM 352
MA 149	MA 153
MA 150	MA 151 or 153-154
MA 151	MA 150 or 153-154
MA 153	MA 149
MA 153-154	MA 150 or 151

MA 163-164	MA 165-166 or 227-228 or 229-230
MA 165-166	MA 163-164 or 227-228 or 229-230
MA 175	MA 213 or 215
MA 213	MA 175 or 215
MA 213-215	MA 175
MA 227-228	MA 163-164 or 165-166 or 229-230
MA 229-230	MA 163-164 or 165-166 or 227-228
MA 261	MA 263
MA 262	MA 321 or 363
MA 263	MA 261
MA 321	MA 262 or 363
MA 363	MA 262 or 321
PHYS 131-132	PHYS 152-251 or 201-202 or 218-219 or 220-221
PHYS 152-251	PHYS 131-132 or 201-202 or 218-219 or 220-221
PHYS 201-202	PHYS 131-132 or 152-251 or 218-219 or 220-221
PHYS 218-219	PHYS 131-132 or 152-251 or 201-202 or 220-221
PHYS 220-221	PHYS 131-132 or 152-251 or 201-202 or 218-219
PHYS 241	PHYS 251 or 261
PHYS 251	PHYS 241 or 261
PHYS 261	PHYS 241 or 251
POLS Y395	ECON E270 or PSY 201 or SOC S351 or SPEA K300 or STAT 240 or 260 or 301 or 303 or 307 or 511
PSY 200	PSY 416
PSY 201	ECON E270 or POLS Y395 or SOC S351 or SPEA K300 or STAT 240 or 260 or 301 or 303 or 307 or 511
PSY 416	PSY 200
SOC S351	ECON E270 or POLS Y395 or PSY 201 or SPEA K300 or STAT 240 or 260 or 301 or 303 or 307 or 511
SPEA K300	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 240	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 260	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 301	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 303	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511

STAT 307	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 311	EE 302 or STAT 516
STAT 511	ECON E270 or POLS Y395 or PSY 201 or SOC S351 or STAT 240 or 260 or 301 or 303 or 307 or 511
STAT 512	STAT 340
STAT 516	EE 302 or STAT 311
WOST W200	WOST W210
WOST W210	WOST W200

X. ACADEMIC LOAD

Students may not enroll for more than 18 credits during a regular semester or more than 8 credits during a summer session without special permission from their advisor. The absolute maximum number of credit hours for which a student will be allowed to register is 24 credits in a regular semester and 9 credits in a normal summer session. Some departments have more specific requirements before allowing students to take an overload. For instance, a business student who wishes to enroll in more than seventeen hours must be at least a sophomore and have a GPA of 3.0 or higher.

Y. MINORS

All requirements for a minor must be completed by the time the student receives his/her degree. No minors will be awarded after the completion of a degree. Completion of any minor requires a minimum of 12 credits, including at least 6 resident credits at the 200 level or above. A student's division/department certifies of the minor requirements as the degree certification is processed.

Z. DOUBLE MAJORS AND DOUBLE DEGREES

If a student completes all the requirements for more than one program, he/she will be awarded a degree with a double major if 1) the requirements are completed at the same time; 2) the programs are offered by the same school or division and the same university at IPFW; and 3) the programs lead to the same degree (e.g. BA or BS).

If a student completes all the requirements for more than one program, he/she will be awarded two degrees if any of the above requirements are not satisfied. The exception is a Purdue University student who completes his/her requirements for a second major leading to the same degree as originally earned. This student would have this second major noted on his/her transcript, but will not be awarded a second degree.

AA. CHANGE OF P/NP OR AUDITING OPTIONS

A student may change the P/NP option for a course prior to the end of the fourth week of an academic semester (or equivalent period during a summer session) by obtaining the signature of his/her academic advisor on a drop/add card. This card can be processed in the student's academic unit office or in the Registrar's office.

A student may change from audit to credit status prior to the end of the fourth week of an academic semester (or equivalent period during a summer session) by obtaining the signature of his/her academic advisor on a drop/add card. Prior to the end of the ninth week of an academic semester, he/she may change from credit to audit status in the same manner. These cards are also processed in the student's academic unit office or in the Registrar's office. This latter option allows a student to continue attending class to learn as much of the material as possible for a later semester when it will be taken for credit.