

student must complete 6 credit hours in honors courses in nursing.

Honors projects within a course are meant to enhance or broaden regular course work. However, the work is in lieu of specific course activities, not in addition to those activities. Honors activities may include: research papers, field work, visual or oral presentations, creative works, analytical library work, annotating a bibliography, writing a series of position papers, or participating in a major scientific project. Honors nursing students and faculty responsible for teaching the specific honors courses work together to create a project and a contract for completing the project.

## Overseas Study Program

Donna McLean, Coordinator

IU Kokomo students are eligible to participate in Indiana University's overseas study programs at a number of outstanding universities. Credits earned in these programs are considered Indiana University credits, not transfer credits; therefore, university scholarships and loans are applicable to the fees for these programs. Credit usually satisfies Indiana University degree requirements and generally meets the residence requirements. Programs are not restricted to language majors. Undergraduate students, particularly liberal arts majors, are encouraged to explore the possibilities of experiencing a semester or an academic year at a university in another country.

IU administered and IU co-sponsored programs include the following:

- <sup>1</sup> One year of college-level language (College of Arts and Sciences language requirement) or the equivalent.
- <sup>2</sup> Two years of college-level language or the equivalent.
- <sup>3</sup> Three years of college-level language or the equivalent.

Academic-Year Programs:

- Bologna, Italy <sup>2</sup>
- Canterbury, England
- Legon, Ghana
- Hamburg, Germany <sup>3</sup>
- Jerusalem, Israel
- Madrid, Spain <sup>3</sup>
- Nagoya, Japan <sup>2</sup>
- Nanjing, People's Republic of China <sup>1</sup>
- Paris, France <sup>2</sup> (critical studies, film studies)
- San Jose, Costa Rica
- São Paulo, Brazil <sup>2</sup>
- Strasbourg, France

Semester Programs:

- Adelaide, Australia
- Alicante, Spain <sup>1</sup>
- Athens, Greece
- Beijing, People's Republic of China <sup>2</sup>
- Budapest, Hungary

- Canberra, Australia
- Costa Rica (tropical biology)
- Freiburg, Germany
- Leiden, The Netherlands (public and environmental affairs)
- London, England
- Maastricht, The Netherlands (business)
- Madrid, Spain <sup>2</sup>
- Paris, France <sup>2</sup>
- Prague, Czech Republic
- Rennes, France <sup>2</sup>
- Rotterdam, The Netherlands (public and environmental affairs)
- Rouen, France <sup>2</sup> (business)
- Santiago, Chile <sup>3</sup>
- Santiago, Chile <sup>2</sup> (business)
- Seoul, South Korea
- Seville, Spain <sup>2</sup> (language, liberal arts)
- Singapore (business)
- St. Petersburg, Russia <sup>2</sup>
- Tokyo, Japan <sup>1</sup>
- Wollongong, Australia

Summer Language Programs:

- Baden Wurttemberg, Germany
- Florence, Italy
- Graz, Austria <sup>2</sup>
- Guanajuato, Mexico <sup>3</sup>
- London, England
- Maastricht, The Netherlands (business)
- Mexico City, Mexico <sup>1</sup>
- Mikkeli, Finland (business)
- Oldenburg, Germany
- Paris, France
- Quebec, Canada <sup>1</sup>
- Salamanca, Spain <sup>3</sup>
- St. Petersburg, Russia <sup>1</sup>

In addition, IU Kokomo students are eligible to participate in any of a large number of foreign study programs administered by other U.S. colleges and universities.

For further information, please consult the IU Kokomo Overseas Studies coordinator, Donna McLean, (765) 455-9442.

## Academic Regulations

The university's academic policies, rules, and procedures have been developed for the collective good of the university community. The information contained in this section is under the authority of the faculty, except for mandates from state and federal statutes.

# Requirements

## Degree Requirements

The specific degree requirements of the division or school from which the student expects to receive the degree should be noted. Information about specific degree requirements can be found in the sections of this bulletin for each division.

Students are responsible for understanding all requirements that must be met before a degree is granted. These regulations concern such matters as curriculum, courses, majors, and campus residence. Advisors, directors, and deans will always help students understand these requirements, but students themselves are responsible for fulfilling them.

## Application for Graduation

Graduation dates at IU Kokomo occur in December, May, June, and August. Students planning to graduate in December must apply for their degrees by September 15. The application deadline for May, June, and August graduations is February 1. Please note that some divisions have special graduation requirements. Read the division section and consult with an advisor to be sure all requirements for graduation are met.

## General Education Program

The General Education curriculum is designed to meet the needs of students in all of IU Kokomo's baccalaureate programs. The goals are essentially threefold: to enable students to acquire knowledge common to educated people; to provide students with the ability to integrate knowledge from different disciplines and to discover the connections between diverse thoughts and ideas; and to empower students with the skill, creativity, and curiosity to be life-long learners.

As part of the General Education curriculum, the Indiana University Kokomo faculty has established a common "Fundamental Skills" core for all baccalaureate degree-seeking students who enter IU Kokomo. The Fundamental Skills core is designed to assist students in the development of the following basic intellectual competencies necessary for their academic and professional achievement:

1. Read, comprehend, and interpret written materials critically.
2. Write and speak English clearly, grammatically, and effectively.
3. Listen, observe, think, and reason analytically.
4. Develop effective problem-solving skills.
5. Develop interpersonal and group communication skills.
6. Develop skills with computers and other information technologies.

The Fundamental Skills core generally consists of the following courses: ENG-W 131 Elementary Composition I (3 cr.), ENG-W 132 Elementary Composition II (3 cr.), SPCH-S 121 Public Speaking (3 cr.), MATH-M 125 Pre-calculus Mathematics (3 cr.) or MATH-M 118 Finite Mathematics, and CSCI-C 100 Computing Tools (1 cr.). A student may be able to earn exemption from ENG-W 131, MATH-M 125, or CSCI-C 100 as explained in the section "Arts and Sciences, Degree Requirements" regarding English, Mathematics, and Computer Literacy.

Students must complete the courses in the Fundamental Skills core with a grade of C or better except CSCI-C 100 which must be completed with a grade of S.

To assist the student in planning his/her course of study, the General Education curriculum sets minimum course requirements, identified in academic cluster areas and listed below under the categories of Fundamental Skills (Category I), Natural Sciences (Category II), Social and Behavioral Sciences (Category III), and Humanities (Category IV).

## Credit Hour Requirements

### Category I

Fundamental Skills 13

- CSCI-C 100 or equivalent (1 credit hour)
- ENG-W 131, W132 (6 credit hours)
- MATH-M 125 (3 credit hours) or MATH-M 118 (3 credit hours)
- SPCH-S 121 (3 credit hours)

### Category II

Natural Sciences 8

Select a minimum of 8 credit hours from two of the following groups. (These must include one laboratory experience):

- AST-A 100, PHYS P100, P201
- BIOL-L 100, BIOL-L 105, BIOL-L 270, ANAT-A 215, PHSL-P 215, PLSC-B 203, PLSC-B 364
- CHEM-C100/C120, CHEM-C 101/C121, CHEM-C 105/C125, CHEM-C 390
- GEOL-G 103, GEOL-G 104, GEOG-G 107, COAS-E 105

### Category III

Social and Behavioral Sciences 9

Select a minimum of 9 credit hours from at least two of the following groups:

- HIST-H 105, HIST-H 106, HIST-H 113, HIST-H 114, ANTH-A 103, ANTH-A 104
- POLS-Y 103, POLS-Y 107, POLS-Y 109, ECON-E 201, ECON-E 202, ECON-E 200
- SOC-S 100, SOC-S 101, PSY-P 103, SPEA-J 101, COAS-E 104

### Category IV

Humanities 9-11

Select a minimum of 9 credit hours from at least two of the following groups:

- ENG-L 101, ENG-L 102, ENG-W 203, FOLK-F 101, AFRO-A 150, CLAS-C 205, CMLT-C 190, COAS-E 103
- FINA-A 101, FINA-A 102, FINA-A 108, MUS-M 174, THTR-T 120, SPCH-C 130, SPCH-C 205, HUMA-U 103
- PHIL-P 100, PHIL-P 140, PHIL-P 145, PHIL-P 150, PHIL-P 242, REL-R 152, REL-R 233, REL-R 243
- SPAN-S111, SPAN-S 112, FREN-F111, FREN-F 112, or GER-G 111, GER-G 112
- SPCH-S 122, SPCH-S 205, SPCH-S 223, SPCH-S 229, SPCH-S 233, JOUR-C 200, JOUR-J 200

**Total 39–41 credit hours**

## Confidentiality of Student Records

In compliance with Section 438 of the General Education Provisions Act (as amended) entitled Family Educational Rights and Privacy Act, student records are confidential and available to persons other than the student only under stated conditions, with the exception of “public information.” Public information, as defined by the Privacy Act, is limited to name, address, phone number, major field of study, dates of attendance, admission or enrollment status, campus, school, college, division, class standing, degrees, awards, activities, and sports and athletic information. Such public information shall be released freely unless the student files the appropriate form requesting certain public information not be released. This form is available from the Office of the Registrar. Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance.

## Checklist

The university checklist contains names of students not permitted to register for another semester without authorization from the university office that placed them on the checklist. Students may be placed on the checklist for academic or financial reasons, or for misconduct.

## Financial Encumbrance

Students who incur a financial encumbrance are not permitted to register for another semester or receive official transcripts and will be denied all university services until the indebtedness is satisfied and the encumbrance is removed.

## Student Load

A student may register for a single course or for a full-time college program. A student who registers for 12 or more credit hours a semester (6 or more in the summer) is regarded as a full-time student. A student working full time should not register for more than 6 credit hours during a regular semester or 3 in the summer session. A teacher who is employed full time is prohibited by the Indiana State Department of Education from earning more than 6 credit hours in one semester.

A student who expects to graduate in four academic years, not counting summer sessions, should carry at least 15 credit hours during each semester of the regular academic year. Except with special permission from the dean, a student is not permitted to enroll in more than 17 credit hours. A minimum grade point average of 3.0 (B) is required if a student wishes to carry more than 17 credit hours.

## Transcripts

Official transcripts of credits earned may be obtained from the Office of the Registrar, Indiana University Kokomo, P.O. Box 9003, Kokomo, IN 46904-9003. A fee is charged for each transcript. Students should contact the Office of the Registrar for the correct fee amount.

## Intercampus Transfer

A student changing from the Kokomo campus to another Indiana University campus does not need a transcript; however, arrangements should be made with the academic division to have required credentials forwarded to the appropriate office on the other campus.

## Classification of Students

Class standing is based on the number of credit hours completed by the student:

Freshman	1-25
Sophomore	26-55
Junior	56-85
Senior	86 or more
Graduate	Students who have applied for and have been accepted into a graduate degree program.

## Grading Policies

### Grades

Instructors in undergraduate and graduate courses use a grading system that includes plus and minus grades as well as straight grades for all undergraduate and graduate course records; the registrar computes numerical grades for plus and minus grades when calculating grade point averages (GPAs) (A+ or A=4.0, 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). A minimum cumulative grade point average of 2.0 is required for graduation.

Credit points are determined by multiplying the grade points earned in a course by the number of credit hours for that course. The grade point average for a semester is computed by dividing the total number of credit points by the number of credit hours carried.

### Incompletes

The grade of Incomplete (I) is an agreement between the student and the instructor. It is assigned only when the required work of the course is substantially completed and the student’s work is of a passing quality.

A grade of Incomplete must be removed within the time stipulated by the instructor; under no circumstances may

this exceed one calendar year. If a grade of Incomplete has not been removed within the calendar year of its recording, it will be changed to an F. Students should not register for credit in a course in which they have received a grade of Incomplete.

### Pass/Fail Option

The P/F option, which permits students to designate courses to be recorded for either Pass (P) or Fail (F), is available to all undergraduate students for a maximum of two elective courses per calendar year, September 1 to September 1, with a maximum of eight courses to be applied toward graduation. These courses may not include those offered only on a Satisfactory / Fail basis. Graduate students may elect the option for a maximum of four elective courses (which may be restricted to one such course per semester) to be applied toward graduation. Other specific course limitations vary from division to division. The student should consult a divisional advisor for details.

Exercise and approval of the option must be completed by the end of the fourth week of classes during the fall or spring semester, or the second week of classes during the summer session. The student should obtain a Pass/Fail form from the Office of the Registrar, secure the signature of the chairperson or acting representative of the division, and return the completed form to the Office of the Registrar by the deadline noted above.

The grades of A, B, C, and D (pluses and minuses) shall be considered as Pass (P) under the option. In no case will these grades be substituted at a later time in place of a P. The grade of P is not counted in computing grade point averages; the grade of F is included.

Instructors will not be notified of those students registering for this option. A final grade of A, B, C, D, or F (pluses and minuses) will be submitted by the instructor and will be converted to the appropriate Pass/Fail grade (P or F) by the registrar.

### Forgiveness Policy

The purpose of this policy is to establish an effective means to encourage capable, mature students to return to Indiana University Kokomo after they have achieved poorly (i.e., below 2.0 on a 4.0 grading scale) during an earlier attempt at higher education within Indiana University. The spirit of the policy is to provide a fresh start for Indiana University students just as is accorded to students who transfer to Indiana University Kokomo from other universities.

1. The Indiana University Kokomo Forgiveness Policy applies only to Indiana University students pursuing their first undergraduate degree. These students must have been away from the IU system for the past three calendar years (36 months). Implementation of this policy began in Fall 1997.

2. Students must apply for invocation of this policy before the end of their first semester of their return to IU

Kokomo. Students will not be able to use the forgiveness policy on grades given because of academic dishonesty. Before the student can receive forgiveness, the registrar's office will need to evaluate the student's record for any grades given because of academic dishonesty.

3. The academic unit will evaluate the student's transcript. If the applicant meets the criteria stated in (1) and (2), all courses previously taken will remain on the transcript. In general, only courses with grades of A+, A, A-, B+, B, B-, C+, C, C-, P, and S can be counted towards degree completion. Students must also be advised that individual academic units at IU Kokomo and other IU campuses may vary in their implementation of this and similar policies.

4. If the applicant meets the criteria stated in (1) and (2), the student will start with a fresh cumulative grade point index. From that point on, all the rules of academic probation and dismissal (for that school) will apply. After petition approval, the student must complete a minimum of 30 credit hours at IU Kokomo after his/her return in order to meet the graduation residency requirement.

5. The policy does not apply to courses earned towards a first baccalaureate degree if the student is pursuing a second degree.

6. Invocation of the forgiveness option does not preclude a student from using other available course-specific grade replacement options for work taken subsequent to re-enrollment.

7. Forgiveness is only available for courses taken at Indiana University. Academic units retain the right to consider records of performance from other universities in determining admission to the unit, granting of honors, and/or other matters.

### Extended X

Effective with the Spring 2004 semester, undergraduate students who wish to repeat a course in which they received a grade below an "A" must secure approval from their academic advisor. The course in which the student re-enrolls should be the same course which is being replaced. However, course numbers and titles occasionally change, and this will be taken into account. A student may exercise the Extended X option for no more than three courses, totaling no more than 10 credits during an academic career. In addition, a student may use the Extended X option only once for any given course. A student who has failed a course due to academic dishonesty may not retake that course for grade replacement under this policy. To exercise the Extended X option, students must obtain an Extended X form from their academic unit or the Office of the Registrar, secure the appropriate signatures, and return the form to the Office of the Registrar.

## Absence

Illness is usually the only acceptable excuse for absence from class. Other absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. The names of students who are excessively absent are to be reported by their instructors to the Office of the Registrar.

## Withdrawals

Students who have officially registered and who wish to withdraw must follow withdrawal procedures. Failure to follow proper withdrawal procedures will result in a grade of F being recorded. When withdrawing from any or all classes, the student must obtain the proper form from the Office of the Registrar, obtain required signatures, and return the form to the Office of the Registrar. A grade of W is automatically granted during the first eight weeks of classes. After the eighth week of classes, the instructor may assign a grade of either W or F, depending upon the level of work to date. It is the student's responsibility to return the withdrawal form to the Office of the Registrar for proper processing. Failure to do so will result in a grade of F being recorded. Withdrawal in the last two weeks of the semester is permitted only under extraordinary circumstances and requires school Dean approval.

## Academic Standing of Students

### Degree Candidates in Good Standing

A student is considered to be a candidate in good standing for an Indiana University degree when admitted into a degree program by the Office of Admissions, when the academic grade point average is not less than a 2.0 (C) for the last semester's work, and when the cumulative average is not below this same level.

### Dean's Honor List

The academic affairs honor list includes students from each undergraduate division who have met the following academic criteria. Full-time students must have carried at least 12 credit hours of work throughout a semester with a grade point average of 3.5 or higher. Part-time students must have accumulated a minimum of 12 credit hours during the spring semester, summer session, and fall semester with a grade point average of 3.5 or higher. There will be two dean's lists: (1) students with a grade point average of 3.5 to 3.99; and (2) students with a 4.0 grade point average. Academic affairs honor list students are recognized on Honors Day prior to Commencement activities.

### Graduation with Distinction

To graduate with distinction, baccalaureate and associate degree candidates must rank within the highest 10 percent of the graduating class of their respective degree-granting units. Additionally, baccalaureate candidates must have completed a minimum of 60 credit hours in residence on the campus where the degree is awarded. Associate degree candidates must have

completed half of the credit hours required for their degree on the campus where the degree is awarded.

## Academic Probation and Dismissal Policy

The following policy regarding academic probation and dismissal applies to all Indiana University Kokomo students. Dismissal from the university occurs when a student has ceased to make adequate progress toward a degree.

1. Any student whose cumulative GPA falls below 2.0 will be placed on academic probation.

2. A student may be continued on probation when his/her semester GPA is above a 2.0 but his/her cumulative GPA is below 2.0. Note: The faculty of a school, division, or degree program may enact more stringent or more specific policies governing probation, suspension, or readmission in that school, division or degree program.

3. A student on academic probation shall be dismissed from Indiana University Kokomo if his/her semester GPA is below 2.0 and his/her cumulative GPA is below that required in the table. Note: Students may be dismissed from their school or program if they fail to meet academic or professional standards. Such students will be informed of their dismissal in writing by the school's dean or the dean's campus representative.

Credit Hours Completed at Close of Semester	Minimum Cumulative GPA (Total Grade Pts./Total Cr. Hrs.)
12–24	1.50
25–36	1.75
37–45	1.90
46 or more	2.00

4. Students will not be evaluated for possible dismissal until they have completed 12 credit hours.

5. A student will be removed from academic probation when he/she has a cumulative GPA of 2.0 or higher.

6. Summer sessions will count as one semester when considering probation, dismissal, and readmission criteria.

7. Readmission. Academic divisions consider petitions for readmission from students who have been dismissed from IU. Transfer students with a GPA less than 2.0 must petition for admission through the Office of Admissions. In order for petitions for readmission/admission to be considered and accepted by the appropriate division, students must comply with the guidelines as specified by the respective academic division (or Office of Admissions if the petitioning student is a transfer student from outside the IU system).

A petition should explain any extenuating circumstances that may have hindered academic performance and must offer a clear explanation of future schedule and study plans.

Petition forms for readmission are available from the academic division where the student desires to pursue a degree. Note: Transfer students should contact the Office of Admissions for the appropriate petition form.

A student who is reinstated must meet prescribed standards of performance during the semester for which readmission is granted. Readmission to the university does not guarantee readmission to a specific degree granting program.

### **Intercampus Transfer (ICT) from another IU Campus**

Students on other IU campuses are eligible to complete an intercampus transfer as long as they have not been dismissed from another IU campus. If a student has been dismissed, the IU Kokomo readmission policy applies. Moreover, when a student's GPA and total credits would warrant dismissal from IU Kokomo, IU Kokomo's readmission policy will apply. Intercampus transfer is an online process.

Students requesting an ICT with a cumulative GPA of 2.0 or greater and a most recent semester GPA of 2.0 or greater are considered in good standing. Students who do not meet the above criteria are probationary transfers. The IU Kokomo policy regarding probation and dismissal will apply to these students.

## **Special Credit**

### **Advanced Placement, Credit, and Exemption**

Indiana University Kokomo recognizes excellence in academic preparation and achievement in several ways. The following opportunities are available for possible advanced placement, credit, and exemption:

#### **College Board Advanced Placement (AP) Examination Program**

Advanced Placement examination scores in mathematics, American history, European history, American government, comparative government, psychology, chemistry, biology, physics, English composition/literature, and English language/composition are considered for possible exemption or advanced credit at Indiana University. College Board AP exams are not administered on the IU Kokomo campus; contact high school guidance offices for more information.

### **College Level Examination Program (CLEP)**

Students who take certain CLEP Subject Examinations may be considered for advanced credit. Contact the Office of Admissions for more information.

### **Military Credit**

Veterans of military service may be eligible for academic credit as a result of their military training and experience. (See "Veterans and Military Personnel" in this section or contact the Office of Admissions for more information.)

### **Credit by Examination**

Students who believe they are proficient in a subject area may seek to earn credit by taking a written "end-of-course" or comprehensive examination in that subject. Arrangements to sit for the examination must be made with the appropriate academic division chairperson. A \$5 administration fee must be paid at the Bursar's Office prior to taking the examination. A grade of C or above will earn the appropriate number of Satisfactory (S) credit hours for the course. No credit will be given for a grade below C.

### **Credit by Examination, Credentials, and Special Credit Fee Structure**

The Trustees of Indiana University have approved the following fee structure for special credit:

The credit hour fee for credit by examination is waived for freshmen during the first two regular semesters (fall and spring) following their matriculation at Indiana University. Undergraduate transfers from other institutions can receive credit by examination during their first semester in attendance at Indiana University by paying a recording fee of \$10 per credit hour. All other fully admitted undergraduates and all fully admitted graduate students who apply for university credit by examination will be assessed at their appropriate regular credit hour fee rates. Nursing students are assessed at \$10 per credit hour.

If the credit is awarded as the result of credentials or experience, such credit will be assessed the fee of the current resident or nonresident credit hour rate.