

**IUPUI**  
**Academic Policies and Procedures Committee**  
**Minutes**  
**Friday December 4, 2009**

**Minutes**--The minutes of the November 6 meeting were distributed electronically.

**Information Items**

- IUPUI Honors College Notation on Transcript
  - The information is share so that all the academic units are aware of the transcript notation that will be made for individuals who complete the requirements of the IUPUI Honors College.



HonorsNotationChangeProposal.docx

**Academic Affairs Committee Report** *Bruce Kitchens, Chair*

- AAC is having ongoing discussions of the concept of 'Reading Days' advocated by USG. At a minimum, USG is asking for a last week with no exams. This is consistent with the current policy adopted by IFC in 1999.

**Policies Regarding Final Examinations**

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary.

Students should consult the final exam schedule early in the semester to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams. Final examination conflicts should be resolved with the course instructors.

Except for laboratory, clinical, studio, and other activity-based sections, final exams - whether comprehensive or not - are to be given at the appropriate 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.

The **final exam schedule** is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam time, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructor's **department** chairperson. If the problem is not resolved at that level, the student should contact the chairperson's **dean**, or director. If the conflict is not resolved at that level the student may contact the **Office of the Dean of Faculties**. An instructor giving a final examination before the final exam period should be reported in the same way.

*Approved by IUPUI Faculty Council December 2, 1999*

<http://registrar.iupui.edu/enrollment/4098/4098-final.html> (scroll to the bottom)

- The issue appears to relate to the inconsistencies in faculty's adherence to the policy.
  - PE informs the students about the policy and asks them to inform the department chair or the dean if the policy is violated. This has increased compliance with the policy.

## Items for Review, Discussion, or Action

- Proposed Certificate in Human-Computer Interactions— *Tony Faiola*



INFO Human

Computer Interaction Certificate in Human-Computer Interactions



APPC Review

- APPC recommends approval of this Certificate.
  - A suggestion was made that prior to UCAC review, the proposal would be strengthened by adding information on the courses match to the PULs including the major emphasis.
- Compliance with federal rules on textbook adoptions—*David Lewis*
    - As part of the Higher Education Act, there are provisions addressing the cost of textbooks. We are required, as of 7/1/10, to disclose in course schedules the ISBN of every required textbook and supplemental materials and the retail price information to the extent practicable.
    - This information must be available at the time of registration which occurs in October for Spring semester, March for summer and fall semesters
    - The information available to the students will be provided by via a linked to information used by Barnes and Noble for the ordering of textbooks.
      - Getting the information to Barnes and Noble by the deadline is important since it impacts their buyback policy. The seller will receive 50% of list price if book is going to be used the next semester.
    - Given the difficulty of achieving 100% compliance, the best initial approach may be to focus on high enrolling courses with a single textbook adoption process and to be sure that these courses have textbook information provided by the deadlines.
      - The top 200 enrolling courses cover 40% of our students
    - One step toward greater compliance with meeting the deadline for selection of textbooks could be generating a report of the level of compliance in each school.
    - One suggestion was that the information could be provided via a data base that continues to maintain the same information unless a change is made.
    - It would be helpful if there were an electronic query about textbook ordering that could go to faculty members and which would alert department chairs when a faculty member has not complied.
      - Business has the process that might serve as a model.
    - Questions that need to be addressed.
      - How many (%) classes are scheduled by the deadline for submitting textbook requests?
      - How do we handle the items such as the supply list for the Herron courses?
  - IUPUI/Passport Financial Aid agreements – *Amanda Helman/Kathy Purvis*
    - Prior to the meeting, individuals were asked to review the Passport Agreement Eligibility Form. The form is available at <http://www.iupui.edu/~finaid/forms/passport/>
    - The consortium agreement permits IUPUI undergraduate students to take Ivy Tech courses and aggregate the hours for the purposes of financial aid. The most frequent use is by students who need to take a course who are unable to enroll in the course at IUPUI and need the course to continue making progress toward degree completion.
    - The challenge with these types of arrangements is assuring that the student does not receive financial aid at two institutions which would place us out of compliance with federal and state regulations. It is important that the academic advisors only complete the agreement eligibility form if the course will count toward the academic degree.

- Questions were raised about the subtleties in the meaning of ‘count toward and academic degree’ since this could vary among academic units.
    - Clarification is needed as to whether the key is the eligibility of the course \for transfer credit.
  - The institutions must also share information on students who withdraw so that the student’s financial aid can be adjusted.
  - The only other consortium agreements that IUPUI will enter into are with the other IU campuses.
  - The Passport Agreement Eligibility Form is in the process of being revised. If you have suggestions, please share them with Kathy Purvis and Amanda Helman.
  - Amanda is available to talk with advisors to share this information.
  - For information on the Consortium for Urban Education (CUE) and how it differs from the agreement with Ivy Tech-Central Indiana, see <http://registrar.iupui.edu/cue.html>
- Update from Office of Student Account Services on use of Credit Cards—*Gabrielle Bovenzi*  
**CREDIT CARD CONVENIENCE FEE as of Aug. 1, 2010**  
 IUPUI is committed to providing students and their families a range of options for paying their educational expenses including e-check, check, cash and credit card. The credit card payment method is becoming prohibitively expensive because of transactions fees charged to the university. In order to continue to accept credit cards, payments made with MasterCard, Discover, and American Express on student accounts at IUPUI (Indianapolis) will be assessed a 2.75% “convenience fee” by the third party vendor on the payment amount effective August 1, 2010. Unfortunately, because of limitations imposed by VISA we will no longer be able to accept VISA as a payment method, effective August 1, 2010. Payments may continue to be made via e-checks, checks and cash without a convenience fee. In addition, IUPUI has a Pay-4 payment plan to assist with payment options for students and their families. For more information, please visit the convenience fee website at <http://osas.iupui.edu/cccftee>. *Note: the 2.75% rate is subject to change.*

As of August 1, 2010:

- This change is for credit card payments on student accounts at the Indianapolis campus only. *Note: Application Fees are not on the student account.*
- Credit card payment option will be available only as an online service via QuikPAY. IUPUI will not accept credit card payments for student account payments through the mail, in person, or over the phone.
- Students/payers who choose the credit card option to pay a student account will be charged a non-refundable, per transaction service charge of 2.75% by the third party vendor of the payment amount. For example, a \$500 payment with a credit card will be assessed a \$13.75 convenience fee by the QuikPay service. The service charge will appear separately on the credit card holder’s credit card statement. *Note: the 2.75% rate is subject to change.*
- Credit card payments may be made with MasterCard, Discover, and American Express.
- All costs for choosing to pay with a credit card must be assumed by the student/authorized payer. The University does not receive, nor will it underwrite, any portion of the service charge.
- The service charge from QuikPay is in addition to the interest rate charged by the credit card company.

- While this is a change for IUPUI (Indianapolis campus only), we are working to maximize alternative payment methods for our students in the most efficient manner. This change will allow us to continue to offer payments via credit cards on student accounts to those who choose that method without requiring all students to subsidize this payment method.
- Last year IUPUI paid \$1.1 M in credit card discount fees. IUB does not permit credit card use. PU-WL has a convenience fee. This process will enable us to continue to permit students to use credit cards.
- Students will receive multiple notices about this change.
- If you have any questions, please don't hesitate to contact Gabrielle Bovenzi at 278-7631 or [gbovenzi@iupui.edu](mailto:gbovenzi@iupui.edu).

**Future Agenda Items-**

- IU School of Continuing Studies General Studies degree—*Danny Callison (February)*
- Proposed Certificate in Motorsports Studies--*Marianne Wokeck*

**Meeting Dates and Locations for 09-10**

January 8*	1:00-3:00	CE 268
February 5	1:00-3:00	CE 268
March 5	1:00-3:00	tbd
April 9	1:00-3:00	CE 268
May 7	1:00-3:00	CE 268

\*Typically meetings are first Friday of each month; these dates are exceptions

Website: <http://registrar.iupui.edu/appc/>