IUPUI
Academic Policies and Procedures Committee
Minutes
Friday September 5, 2008

Minutes--The minutes of the May 2 meeting were distributed electronically.

Announcements from the Chair
- Fall 08 Admission and Enrollment update
  - IUPUI (Indy + IUPUC) enrolled 30,300 students. Additional general comments were shared.
  - Detailed information is available at http://imir.iupui.edu/picx/reports/default.aspx/1/IUPUI

Academic Affairs Committee Report   *Kathleen Marrs, Chair*
- AAC will be looking at standardizing our academic calendar with that of IUB and the other IU campuses.
- Kathy discussed the concept of a returning to a mid-day period with no classes with Mary Beth Myers and believes that it is not a viable concept. Information on class time modules and utilization is available at http://registrar.iupui.edu/time-modules/index2.html
- Development of the Honors College will also be on the AAC agenda.

Items for Review, Discussion, or Action
- Tentative roles of APPC and Undergraduate Curriculum Advisory Committee in the review of degree/certificate/minor proposals

APPC will review proposals for procedural issues and potential overlap with other programs and will consider the following questions:

1. Does the Program Description clearly describe the new degree or certificate?

2. Is the proposal complete, including, where required, any supporting documentation, budget information, and enrollment projections?

3. Does the statement of the program's goals and objectives clearly differentiate this degree from other degrees at IUPUI?

4. Does the curriculum have potential positive or negative impact on the enrollment in the courses or degrees in other academic units?

5. Will the faculty resources dedicated to the program have positive or negative impact other academic units?

6. Is it likely that this degree will compete with existing degrees for students?

Additional topics for consideration in developing guidelines for completion of a proposal.

- Impact on library resources

- Proposals have been returned from ALC due to inadequate information on the evaluation of the degree/certificate. This section must present the process for conducting a summative evaluation of the program, not an evaluation of the courses. Included should be a statement of what body will perform the evaluation and how information from the assessment process will be used to make changes, if indicated.

UCAC will review proposals for curricular issues and academic integrity and will consider the following questions:

1. Does the Program Description clearly describe the new degree or certificate?

2. Are the admission requirements and enrollment restrictions consistent with other IUPUI programs? If not, is the rationale clearly presented?

3. Are the degree requirements consistent with other IUPUI programs?

4. Is the sample curriculum consistent with similar IUPUI degree programs?

5. Does the program conform with the Principles of Undergraduate Learning?

6. Does the program rationale support the institutional need for the degree?

7. Is the program evaluation plan consistent with the learning outcome assessment strategies used by other IUPUI degree programs?

The information on the roles of the committees will be finalized once the UCAC begins meeting this fall.

- Minor in Arabic and Islamic Studies—*Marianne Wokeck*

  Arabic and Islamic
  Studies Minor Proposa

  Also appended at the end of the minutes.

  - The following items were discussed.
    - Adequacy of library resources—
      - For the Arabic language component, the only requirement will be the textbooks
      - For Islamic studies—There is a special budget for library acquisitions so the IUPUI library resources will not be impacted
    - Current enrollment in courses has been small, but has been growing.
    - Beginning Arabic is not included in the minor since many of the students in that class don't move forward. It is standard practice not to include the entry level courses in language majors or minors.
    - As enrollment grows, SLA will add faculty. The Indianapolis area does have individuals who are qualified to teach.
    - Employment data on graduates will be difficult to gather due to the security requirements of their employers, such as the CIA.
    - All of the courses in the minor are currently being offered.
  - APPC members support the approval of the minor in Arabic and Islamic Studies.

- Use (and possible abuse) of Experiential Learning Notations—*Mary Beth Myers*
  - This item was deferred to October so that considerations related to the RISE initiative can be included.

- Changes in Purdue Course Numbers for Spring Semester—*Laurie Sullivan and Tom May*

  Purdue_Course_Re
  numbering_APPC...

  Also appended at the end of the document

  - This Impacts the Purdue courses which are the courses that don't have a letter in front of them. The new numbering system will be visible to students for spring registration.

- The changes in the course numbers will require changes in degree audit coding. Degree audit coders have been notified. Larry Hill from SES is the contact person. (larrhill@iupui.edu) Kari Fisher in Registrar Office can also provide information.
  - Changes will not be made in the fall course numbers until after courses are over.

- Changes in Non-degree Financial Aid Form—*Kathy Purvis/Chuck Ranard*

  Non-Degree Prereq
  08-09 081008.docx

  Also appended at the end of the document

  - The premise of federal financial aid is that aid is provided for students who are degree seeking. An exception is available for a 12 month period for students who are taking prerequisites to be admitted to a program, either grad or undergrad
  - The form which requires the signature of the student's advisor was revised to provide a clearer statement of the regulations.
  - The form will no longer be available to students on the Financial Aid website. Students will receive the forms from the FA staff which will provide the opportunity for a discussion with the students on the regulations.
  - Individuals were supportive of the changes.

- Questions were raised about the admissions processes used for students with degrees who want to take additional UG courses.
  - The number of nondegree applications has been declining
  - Admissions is looking at process of determining who should be UG nondegree, post-bac non-degree, and grad non-degree
  - IUPUI employees who want to take courses periodically for purposes of lifelong learning have to repeat the application process each time
  - Chris Foley will convene a small group to talk about the issues and bring information back to APPC

- Proposal to Add Degree School Name to Degree Notation on Transcripts for all campuses—*Tom May*

  AddSchoolNametoD
  egreeAwardedTr...

  - The proposal is to add information in the degree area on transcripts so that the School awarding the degree will be noted. (This came from a request from Kelley Direct and it has been extended to a proposal for all degrees on all campuses.)
  - APPC members were supportive of the change.

- Amanda Helman announced that Ivy Tech has moved to Banner as its student information system which has resulted in changes in the prefixes for their courses. Information on the corrected course numbers can be found at http://www.iupui.edu/~ivy. In the left column, select Course Articulations Region 8.

Future Agenda Items-
- Issues related to individuals with degrees who want to take additional UG courses—*Chris Foley*

- Report on the Summer Preparatory Program in Mathematics—*Chris Foley*
- Report on Disclosures of Criminal Histories by Undergraduate Applicants—*Chris Foley*
- Update on addressing the overuse of surveys of students and faculty—*Gary Pike*
- Review of SAP processes—*Kathy Purvis*
- CAD Certificate— *Hasan Akay*
- BA in African and African American Diaspora Studies--*SLA*
- How to handle registrations blocks when the prerequisite course requirement is fulfilled by a transferred course with undistributed credit—*Admissions/Registrar*
- Information on the functions of the Bursar Appeals Committee—*Ingrid Toschlog & Rick Ward*
  - An observation was that when a student registers for classes and doesn't attend, the paper bill was send to the student only after the student bill had moved on to the collection agency.

Meeting Dates and Locations for 08-09

Date	Time	Location
September 5, 2008	1:00 – 3:00	CE 268
October 3, 2008	1:00 – 3:00	CE 268
November 7, 2008	1:00 – 3:00	CE 268
December 5, 2008	1:00 – 3:00	CE 268
January 9, 2009 *	1:00 – 3:00	CE 268
February 6, 2009	1:00 – 3:00	TBD
March 6, 2009	1:00 – 3:00	TBD
April 10, 2009 **	1:00 – 3:00	CE 268
May 1, 2009	1:00 – 3:00	CE 268

Meetings are first Friday of each month; there are some exceptions
*January 9th is second Friday
** April 10th is second Friday
Room CE 268 is located in the Campus Center
Website: http://registrar.iupui.edu/appc/

Attachments follow.

Minor in Arabic and Islamic Studies

I. School of Liberal Arts   *Departments:* World Languages and Cultures and
                                                        Religious Studies

II. *Proposed Minor:* Arabic and Islamic Studies

III. *Related Major:* International Studies, with concentration on Middle East.

IV. *Projected Date of Implementation*: Fall 2008

V. **The Minor:**

The minor in Arabic and Islamic Studies is designed to offer students a choice between two tracks: one
in Arabic language acquisition (Arabic Language Concentration) and one in cultural, Islamic, studies
(Islamic Civilization Concentration). While the language track focuses primarily on language
acquisition, the major focus of the cultural track reflects a global and comparative approach to the study
of Islamic history and Muslim societies, emphasizing the diversity of Muslim peoples and cultures in
the past and present. Students in each track complete basic requirements in Arabic language and Islamic
studies and choose courses from a list of electives to complete the 15 credits required for one or the
other concentrations in the minor. In addition students are encouraged to participate in an international
studies experience such as the IUPUI Summer Abroad in Jordan and they are also encouraged to
consider majoring in International Studies, which offers a concentration on the Middle East.

Students choose from two areas of concentration: (1) Arabic Language and (2) Islamic Civilization,
each of 15 credit hours.

(1) Arabic Language Concentration (15 credit hours)

Students must achieve a functional knowledge of Arabic by successfully accumulating 12 credit hours
above the introductory level:
NELC A200 Intermediate Arabic I
NELC A250 Intermediate Arabic II
NELC A300 Advanced Arabic I
NELC A350 Advanced Arabic II
In addition, students must complete one three-credit course in Islamic studies from the list of courses in
category B, below.

(2) Islamic Civilization Concentration (15 credit hours)

Students must complete 6 credit hours in Arabic Language (to be selected from courses listed under
"A," below); 3 credit hours in Religious Studies (to be selected from Islamic Studies courses listed

under "B," below; and 6 credit hours from a variety of elective courses (to be selected from courses listed under "C," below).

A. Arabic language, 6 credit hours required, chosen from the following list:
NELC A200 Intermediate Arabic I
NELC A250 Intermediate Arabic II
NELC A300 Advanced Arabic I
NELC A350 Advanced Arabic II

B. Islamic Studies, 3 credit hours required, chosen from the following list:
REL R257 Introduction to Islam
REL R304 Islamic Beginnings
REL R305 Islam and Modernity
REL R309 Contemporary Middle East (offered as part of Jordan Study Abroad)
REL R370 Islam in America

C. Electives, 6 credit hours required, chosen from the following list:
WLAC F400, Islam, Gender, and Conflicts
HIST H425 Topics: Middle East History
WOST W300 Women and Islam
POLS Y339 Middle Eastern Politics
POLS Y380 Politics of Islam
ANTH E300: Cultures of the Middle East
REL R257 Introduction to Islam
REL R304 Islamic Beginnings
REL R305 Islam and Modernity
REL R370 Islam in America
NELC N302/REL R309, Contemporary Middle East (offered as part of Jordan Study Abroad)

Please note: Courses in lists A, B, and C cannot be double-counted for the minor in Arabic and Islamic Studies.

VI. **Rationale:**

It is hard to imagine a more timely or important subject for students than Arabic and Islamic Studies. The IU School of Liberal Arts is committed to an interdisciplinary and international approach in its curriculum and therefore supports its students in the call for a minor that focuses on Arabic and Islamic Studies as part of the students' preparation for the challenges of the twenty-first century.

The need for Arabic and Islamic Studies is underscored by the following data: The Modern Languages Association reports on enrollments in languages other than English cites a increase of over 125 percent in Arabic enrollments between 2002 and 2006, compared with an overall increase of 13 percent for all other foreign languages taught in the United States (see further (http://www.mla.org/pdf/06enrollmentsurvey_final.pdf) Moreover, U.S. government and not-for-profits agencies and businesses complain about a lack of Arabic language speakers in the country. This imbalance his highlighted by the fact that Arabic ranks fourth for first-language speakers in the world—

after Chinese, Spanish and English. Consequently, the increasing demand for functional competence in Arabic is hardly surprising (https://www.cia.gov/library/publications/the-world-factbook/geos/xx.html).

In order to fulfill its teaching mission as a major urban research university and to respond to the language-acquisition demands in a rapidly changing world, IUPUI and the department of World Languages and Cultures (WLAC) are striving to provide students with opportunities to develop intermediate-to-high-level skills in Arabic language as well a basic understanding of Islamic history and culture.

In a world where more than 20% of the population is Muslim and Islam is the fastest growing religion, the minor in Arabic and Islamic Studies becomes the most basic necessity and essential preparation for students who encounter Muslim people in their careers or who find work in Islamic world. Familiarity with Arabic and Islamic Studies can support the work of nurses and doctors who treat Muslims at home or abroad, military personnel stationed in Muslim nations, foreign-service officers, international business people, educators who hope to teach about Islam and Muslims, politicians, civil rights lawyers, and community activists. In addition, the minor in Arabic and Islamic Studies will prepare students for graduate studies and careers in international relations, business, law, and particular academic disciplines.

VII. **Student Population to Be Served and Market to Be Targeted:**

The minor in Arabic and Islamic Studies will serve the needs of diverse constituencies:
- Students learning Arabic (3 years)
- Liberal Arts students interested in Arabic and Islamic cultures who intend to pursue graduate studies or careers in the Muslim World, the Middle East or national organizations related to these regions (Foreign Service such as the Peace Corps, diplomatic work, etc.)
- Medical and para-medical students seeking careers in the Muslim World, the Middle East, or serving local Muslim communities.
- Legal and para-legal students who will deal with diverse Arab and Muslim communities locally or abroad
- Students seeking careers in national security organizations and systems (FBI, CIA, local police)
- Students who serve in the armed forces
- Students seeking to work as interpreters

VIII. **How Does the Minor Complement the Departmental and Campus Missions?**

The Strategic Plan for a New Era of Internationalization issued in 2007 by the IUPUI Office of International Affairs States envisions IUPUI as a leader in developing new modes of internationalization that will characterize our city, state, and university as a "crossroads of the world."

The minor in Arabic and Islamic Studies thus complements the international development mission of IUPUI. It also responds to the students' increasing demand for better communication and direct engagement with Arabic speakers and a better understanding of recent political, economic and cultural changes in the world.

IX. **Resources Required to Implementing the Proposed Program:**

The minor in Arabic and Islamic Studies is designed with the goal of making the most of existing resources and configuring them into a cohesive curriculum. The required courses are already offered by the World Languages and Cultures and other departments in the IU School of Liberal Arts at IUPUI (Anthropology, Political Science, Religious Studies, Women's Studies, and History).

The departments of World Languages and Culture and Religious Studies will be responsible to assign the director(s) who will manage the minor in Arabic and Islamic Studies.

The Arabic Language concentration of the minor requires a full-time faculty member, especially as additional courses, like Arabic conversation and calligraphy, are added and as language tutoring is being developed.

X. **Innovative Features of the Program:**

The minor in Arabic and Islamic Studies is a program that allows students flexibility in shaping their course of studies according to their interests and strengths.

Gaining international experience is another component of the program that offers students valuable opportunities, foremost among them the IUPUI Summer Study Abroad in Jordan, which is already in place, and others that are under discussion through contacts in Egypt (AUC, Arabic Academy), Lebanon, Morocco, Yemen (Critical Language Scholarships for Intensive Summer Institutes). In addition, cooperation with the National Capital Language Resource Center (NCLRC), Georgetown University, George Washington University, and the Center for Applied Linguistics in Washington, DC, is planned to further enhance student learning opportunities (http://www.ed.gov/programs/iegpslrc/index.html; http://www.ed.gov/programs/iegpslrc/lrcabstracts2006.doc).

XI. **Student Learning Outcomes:**

Students with a minor in Arabic Language and Islamic Studies will be proficient in Standard Arabic at the intermediate-high level in all four skills (listening, speaking, reading, and writing) as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and also some basic knowledge of certain Arab dialects. In addition, students will understand the historical connections among Muslims in diverse parts of the world, the Middle East, sub-Saharan Africa, Central Asia, Southeastern Europe, South Asia, Central Asia, Southeast Asia, as well as the Muslim Diaspora.

Overall performance objectives for the two concentrations in the minor in Arabic and Islamic Studies are:
Concentration 1:
- Students engage in culturally appropriate conversation, provide and obtain information, express feelings and emotions, and exchange opinions.
- Students understand, perform, and interpret written and spoken Arabic on a variety of topics and are cognizant of their cultural contexts.

- Students understand Islamic traditions cross social, national, and cultural boundaries.

Concentration 2:
- Students develop basic knowledge and a critical understanding of major Islamic religious traditions in their historical and contemporary contexts, including Sunni, Shia, and Sufi Islam.

XII   Assessment:

Outcome	Where will students learn this?	How will student achievement of the outcome be assessed?	In what setting will the assessment take place?
Students engage in conversation, provide and obtain information, express feelings and emotions, and exchange opinions.	A200 Intermediate Arabic I A250 Intermediate Arabic II A300 Advanced Arabic I A350 Advanced Arabic II	Practice and improve use of vocabulary, grammar, and pronunciation for communicative purposes.	Assignments and evaluation: Short compositions, translations, exams, short papers, audio log, grammatical and cultural readings in Arabic, class discussion, oral presentations, and grammar exercises
Students understand and interpret written and spoken Standard Arabic on a variety of topics.	A200 Intermediate Arabic I A250 Intermediate Arabic II A300 Advanced Arabic I A350 Advanced Arabic II	Increase ability to speak and comprehend spoken Arabic Increase vocabulary and improve grammar skills.	Assignments and evaluation: Oral presentation of analysis of literary pieces, written exams, written responses to questions about the readings. Assignments and quizzes focusing on acquisition of vocabulary, idioms and grammar in Arabic.
Students understand the similarities and differences among the worldwide community of Muslims.	F400, Islam, Gender, and Conflicts H425 Topics: Middle East History W300 Women and Islam Y339 Middle Eastern Politics Y380 Politics of Islam A300 Cultures of the Middle East R257 Intro to Islam R304 Islamic Beginnings	Through essays, tests, class presentations, multimedia projects, research, first hand experience projects, country projects, media analysis, guest speakers, and service learning.	Assignments and evaluation: Reading of Muslim texts, study of Muslim persons, cultures, history, societies, politics, and religions. The setting will be the classroom, teleconferences, and where applicable, visits to Muslim sites in America and Muslim-majority

	R305 Islam and Modernity R370 Islam in America N302/R309, Contemporary Middle East (offered as part of Jordan Study Abroad)		countries.
Students develop basic knowledge of major Islamic religious traditions, including Sunni, Shia, and Sufi Islam.	R257 Intro to Islam R304 Islamic Beginnings R305 Islam and Modernity R309 Contemporary Middle East (offered as part of Jordan Study Abroad) R370 Islam in America	Through essays, tests, guest speakers, class presentations, multimedia projects, research, and service learning.	Assignments and evaluation: Will include experiential education off campus in addition to multimedia environments on campus.

The success of the minor in Arabic and Islamic Studies will largely be measured through the number of students enrolled and the graduates of the program. Since the overwhelming number of graduates pursue careers in U.S. government agencies such as the FBI, CIA, and the armed forces, the success of the program can for obvious reasons—national security foremost among them—not be measured through employment figures or employer satisfaction. To this date, virtually all students in the Arabic language courses have found employment with agencies that will not comment on the service of their staff.

Update on Purdue Course Renumbering Project
9/5/08

Summary

Purdue University is using a new course numbering system effective with their Banner student system implementation (July 7, 2008). Beginning with the Fall 2008, the current three digit catalog number will be moving to five digits. Historical records will not be impacted.

This change will allow Purdue to have a greater amount of course numbers available, which will be beneficial to them since they will no longer be able to reuse course numbers. Purdue plans to add two additional zeros to the end of the catalog number to reach the five digits.
Example: AT 106 changes to AT 10600

IU made the decision to convert to the new Purdue course numbers stored in SIS to ensure the numbers are unique (over time 4th & 5th digits will be used to represent unique courses) and to eliminate the need to use a cross-walk for translation purposes. The following changes will be implemented to accommodate the five digit course number.

Proposed Timeline

Date	Item
09/22/2008	IUPUI Course Offerings Online - Date may change to line up with Course Catalog changes
10/02/2008	Course Catalog - Update Course Catalog record for all impacted Purdue courses effective Fall 2008 (8/02/2008). Will convert approximately 6,000 course offerings (courses with Purdue attribute)
10/02/2008	Schedule of Classes - Spring 2009, Summer 2009, Fall 2009 Schedule of Classes updates needed - Roll Course Catalog Changes to Spring 2009 schedule prior to registration
After 10/01/2008	External Course Catalog - Used by admissions to automatically articulate courses for transfer credit; Purdue courses will be added - Transfer Articulation rules that reference Purdue courses will also be updated
10/20/2008	IUPUI Spring 2009 Early Registration
12/17/2008	Update Fall 2008 Schedule
12/19/2008	Transcript Effective Date (reflect 5 digit number on transcripts printed on or after this date)
01/12/2009	Fort Wayne Interface Spring 2009 Schedule Updates

SIS Impact Areas

- Course Catalog
- Schedule of Classes
- Course Equivalencies
- Enrollment Requirement Groups
- Fort Wayne Interface
- Ad Astra
- IUPUI Interface to Purdue
    - IUPUI sends grade data to PU (5 digit number)
- Transcripts:
    - Transcripts will reflect the new information, effective Fall 2008 (no impact). IUPUI Office of the Registrar website will be updated in December to reflect new numbering scheme for Purdue (Course Numbering System under the Transcript Explanation heading). http://www.registrar.iupui.edu/transcript/explain/vi.htm
- External Course Catalog; Transfer Credit / Articulation Rules
- Academic Advising:
    - Significant impact for degree audit; the text, as well as wildcards will need to be updated. Goal is to complete the degree audit coding updates by 10/1/08.
- IUIE / DSS reporting:
    - Reflect 5 digits on reports
- Campus / Departmental Applications / Website Information:
    - Any printed bulletins or Schedule of Classes materials will need to be updated or include a reference of the upcoming change.
- OnCourse Grade Roster Timing
    - Fall 2008 Grade Rosters will show 3 digits through end of semester. After the final grades are due, the catalog number in Oncourse grade roster will be updated; Oncourse can accommodate 5 digit number.

Communication
- Notification will be prepared for OneStart announcement to inform students of the change
- Agenda item for UASC (University Advising Services Council); degree audit coders notified in School/departments that require updates to degree audits.

NON-DEGREE COURSEWORK PREREQUISITE VERIFICATION

Who is eligible to complete this form?

Students that have not been admitted into a degree-seeking program are not eligible to receive federal financial aid without completing the requirements of this prerequisite verification form. This form is for non-degree seeking IUPUI or IUPUC students…

- who are interested in receiving Federal Stafford or PLUS loans for the fall 08, spring 09, or summer 09,   AND
- who are completing coursework required for admission into a degree-granting or eligible certificate program,   AND
- who have a valid 08-09 FAFSA on file and meet Satisfactory Academic Progress standards.

Eligibility Requirements that MUST be met to Receive Verification

1. Coursework must be taken at IUPUI or IUPUC with the goal of being admitted to degree-seeking or eligible certificate program of study <u>at</u> IUPUI or IUPUC.

2. Coursework must be required to qualify for admission to the eligible program, and must be verified by an advisor in the department or school for each semester that aid is requested.

3. The maximum period of eligibility for federal student loans as a non-degree prerequisite student is one (1) consecutive twelve (12) month time period.

4. Enrollment during the verified semester must match the coursework listed on this form and prerequisite courses for each semester must be equal to or greater than half time (6 credits for undergraduates, 4 credits for graduates). Coursework that is not listed and verified on page two is not included in determining enrollment status. Therefore, a student may enroll in additional coursework during the semester and still be eligible for aid only after the minimum ½ time enrollment requirement is met with verified prerequisites.

If you are admitted as a(n)…	Your 'career' is…	Required Half-Time Enrollment..
undergraduate nondegree student	UGRD	6 credits of prerequisites/semester
graduate nondegree student	GRAD	4 credits of prerequisites/semester

5. Loan Borrowing Limits (Federal STAFFORD)

If you are taking courses to be admitted into…	And are a… dependent student	And are an… independent student
… an undergraduate degree program (can't exceed aggregate undergraduate loan limit)	$2,625 per year	$8,625 per year (max sub = $2,625)
… a graduate degree program (can't exceed aggregate graduate loan limit)	$5,500 per year	$12,500 per year (max sub=$5,500)

NOTE: Federal PLUS loan eligibility is limited to a parent of a dependent non-degree prerequisite student seeking admission to an undergraduate program of study.

Step I: Student Information (To be completed by student)

Student Name _____   University ID _____

University e-mail address
_____

Student Affirmation Statement
My signature below indicates I have read and understand the information above regarding non-degree prerequisite coursework verification. In addition, I certify I am not applying for non-degree prerequisite verification beyond the maximum eligibility period of one consecutive twelve (12) month time period throughout my academic career.

Student Signature & Date _____

Step II: Departmental or School Advisor (To be completed by advisor)
This section is for the student's departmental or school advisor to complete and return directly to the Office of Student Financial Aid Services. Completion of this section verifies the student intends to or has enrolled in the courses listed below as required prerequisites necessary to qualify for admission to the program and degree listed below.   Note: Courses taken to improve the student's grade point average do not qualify as a prerequisite for financial aid eligibility.

Student's intended   Student's intended
PROGRAM _____   **DEGREE** _____
(e.g. Nursing, MBA)   (e.g. A.S., B.S., B.F.A., M.S.)

Check one of the following options that best describes the student's status:
☐   Student is admitted as an undergraduate nondegree student and is enrolled in prerequisite courses.
☐   Student is admitted as a graduate nondegree student and is enrolled in prerequisite courses.
☐   Student does not meet eligible criteria and is not enrolled in prerequisite courses

List the Pre-requisite courses required for admission to above program for each semester (e.g. CHEM-C 105):

FALL 2008:	SPRING 2009:	SUMMER 2009:

Advisor Name _____   E-mail _____
(printed)

Advisor Signature _____   Date
_____

Please mail or fax completed form to the Office of Student Financial Aid Services as listed below:
Campus Center 250   PO Box 6032 Indianapolis, IN 46206   phone 317-274-4162 fax 317-274-5960   finaid@iupui.edu

Policy Proposal to Add School Name to Degree Notation on Transcript

Summary
Currently, in the "Degree Awarded" section of the Indiana University transcript, there is no reference to the School that awarded the degree. Upon review of the current transcript notations in SIS, the addition of degree school to the degree notation seems appropriate as a point of clarification and completeness for the degree record. Addition of the school name on the transcript degree notation replicates the school name that appears on the diploma under the "Indiana University" heading. See examples here (requires authentication): http://registrar.indiana.edu/dma/pdfs/restricted/Edward-Samplename.pdf.

Suggested Design
It is recommended that the School Name appear below Campus Name on the degree notation on Indiana University transcripts. Degree honors, degree GPA (where relevant), major(s) and minor(s), any major honors and conferral date should appear after the degree (as currently occurs). Following is an example of the current text/format along with examples including the proposed change. Note that the color of the added line for the suggested format is there for emphasis only. Each line of text will appear in black on the transcript.

Current Format:
- - - - - **Degrees Awarded** - - - - -
Indiana University Degree
Indiana University Bloomington
Bachelor of Arts
With High Distinction
Major: Political Science
  with Departmental Honors
Major: History
Minor: Sociology
12-31-2007

Suggested New Format (ex 1) *including use of indentation to make degree stand out:*
    - - - - - **Degrees Awarded** - - - - -
Indiana University Degree
Indiana University Bloomington
College of Arts and Sciences   *(added)*
  Bachelor of Arts
  With High Distinction
  Major: Political Science
   with Departmental Honors
  Major: History
  Minor: Sociology
  12-31-2007

Suggested New Format (ex 2) *including use of indentation to make degree stand out*:
    - - - - - **Degrees Awarded** - - - - -
Indiana University Degree
Indiana University Purdue University Indianapolis
Kelley School of Business   *(added)*
  Master of Business Administration

Major: Marketing
05-05-2009

Implementation Date
It is recommended that this change be approved for degrees conferred as of December 31, 2008.
Degree notations would not be modified prior to December 31, 2008. (Exact school names of the past
cannot be readily re-created and it is prudent to begin changes to the official transcript at a
designated point in time).
Historical Note: Campus information was added to degree notations beginning with May 1970. This
was the last major addition to degree notations, except for expanding degree abbreviations to full
degree name beginning with MIS implementation with January 10, 1979, degrees.

Approval Procedure
Adding School to the degree notations will need to go through the Transcript Notation Approval
Procedure that was established in 2006. This approval process, requires eventual sign-off by the
Academic Leadership Council : http://ses.indiana.edu/polsAndProcs/transcriptNoteProcedure.cfm.

Approved at Registrar Council, August 2008