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## Who’s Who

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<tr>
<th>Faculty</th>
<th>Email</th>
<th>Research Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Barwich</td>
<td><a href="mailto:abarwich@iu.edu">abarwich@iu.edu</a></td>
<td>Perspectives Science, Social and History, Cognitive science, philosophy of neuroscience</td>
</tr>
<tr>
<td>Domenico Bertoloni Meli</td>
<td><a href="mailto:dbmeli@indiana.edu">dbmeli@indiana.edu</a></td>
<td>Math, Medicine</td>
</tr>
<tr>
<td>James Capshew, University Historian</td>
<td><a href="mailto:jcapshe@indiana.edu">jcapshe@indiana.edu</a></td>
<td>Psychology, American Science and Learning</td>
</tr>
<tr>
<td>Jordi Cat</td>
<td><a href="mailto:jcat@indiana.edu">jcat@indiana.edu</a></td>
<td>Physics, Unity of Science, History of Philosophy of Science, Visual and Material Culture and Cognition, Application of Mathematics</td>
</tr>
<tr>
<td>Sander Gliboff, Director Of Graduate Studies</td>
<td><a href="mailto:sgliboff@indiana.edu">sgliboff@indiana.edu</a></td>
<td>History of Biology; Science in modern Germany and Austria; Heredity and Evolution</td>
</tr>
<tr>
<td>Elisabeth Lloyd</td>
<td><a href="mailto:ealloyd@indiana.edu">ealloyd@indiana.edu</a></td>
<td>Biology, Models</td>
</tr>
<tr>
<td>William Newman</td>
<td><a href="mailto:wnewman@indiana.edu">wnewman@indiana.edu</a></td>
<td>Chemistry, Alchemy, Medieval and Early Modern Natural Philosophy</td>
</tr>
<tr>
<td>Leah Savion</td>
<td><a href="mailto:lsavion@indiana.edu">lsavion@indiana.edu</a></td>
<td>Mathematical Logic, Cognitive Science, Cognitive Traps in Law, Business, and Medicine</td>
</tr>
<tr>
<td>Jutta Schickore, Department Chair and Director of Undergraduate Studies</td>
<td><a href="mailto:jschicko@indiana.edu">jschicko@indiana.edu</a></td>
<td>Life Sciences, Scientific Practice, History of Philosophy of Science</td>
</tr>
</tbody>
</table>

## HPSC Department Staff

<table>
<thead>
<tr>
<th>Staff</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dana Berg, Department and Budget Manager, Scheduling Officer, Graduate Services</td>
<td><a href="mailto:dmbagern@indiana.edu">dmbagern@indiana.edu</a></td>
</tr>
<tr>
<td>Makayla Hicks, Office Service Assistant</td>
<td><a href="mailto:hicksmm@iu.edu">hicksmm@iu.edu</a></td>
</tr>
</tbody>
</table>
Office of Institutional Equity

Affirmative Action

IU’s commitment to equal opportunity and affirmative action

Among IU’s core values is the diversity of community and ideas. The university is committed to cultivating an environment where differences are celebrated, and everyone is valued for their unique contributions.

IU is dedicated to providing equal access to our employment environment while at the same time taking affirmative actions to recruit and retain outstanding female faculty and staff as well as those historically underrepresented racial and ethnic groups, veterans, and persons with disabilities in compliance with its Non-Discrimination/Equal Opportunity/Affirmative Action Policy, Executive Order 11246 (as amended by 11375), Section 402 of the Veterans Readjustment Act, and Section 503 of Rehabilitation Act.

What our office does

We are responsible for monitoring overall employment practices at Indiana University and driving initiatives to recruit applicants from underrepresented groups including women, racial and ethnic minorities, veterans, and individuals with disabilities. As part of that work, we collect and analyze IU’s applicant and employee data; develop an annual Affirmative Action Plan for IU Bloomington, and educate IU Bloomington community on affirmative action initiatives and best practices for recruiting a diverse workforce.

For assistance with creating an inclusive search, writing position descriptions, and ensuring bias-free interviewing, please contact our office at oie@iu.edu or 812-855-7599.

General search guidelines

We believe that to find the best candidate for a position, search committees must ensure that applicant pools are as inclusive as possible.

To achieve that, search committees should use multiple search strategies and multiple forms of advertisement and announcement. The position announcement should be free of bias language and clearly distinguish between required and desirable qualifications.

Required language

Indiana University requires that all employment announcements advertised outside the university contain the following wording:

“Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard
to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status.”

To emphasize IU’s commitment to diversity, we also encourage the use of additional wording including:

- Indiana University is committed to excellence through diversity.
- Indiana University has a strong commitment to principles of diversity and in that spirit seeks a broad spectrum of candidates including women, minorities, and persons with disabilities.
- Indiana University encourages applications from candidates with diverse cultural backgrounds.

General screening guidelines

**Indiana University policy** prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

It is essential that all screening criteria reflect the content of the position description and departmental needs. Interview questions should be consistent with all candidates, and all questions should be free of bias.

**Accessibility & ADA**

**Maintaining an inclusive and accessible environment**

Indiana University is committed to maintaining inclusive and accessible environments across all campuses and eliminating discrimination against people with disabilities.

Ensuring that all members of the university community have access to facilities, information, and information technology associated with administration and services, coursework and instruction, programs, and university-sponsored activities is critical to the educational mission and is among IU’s highest priorities.

**What our office does**

We coordinate the university’s efforts to comply with the [Americans with Disabilities Act (ADA)](https://www.ada.gov) and handle complaints and grievances brought to us by faculty, staff, and the IU community at large.

Workplace and educational accommodations are determined by campus representatives with expertise in the area (see ADA policy). This office can direct students, faculty, and staff to the appropriate campus offices and assist visitors to the Bloomington campus to find the help and resources they need.

If you need help or wish to file a complaint or appeal, you can contact us at 812-855-7599 or [oie@iu.edu](mailto:oie@iu.edu).
To request an accommodation on the IU Bloomington campus:

Staff

Human Resources provides reasonable accommodations for staff or applicants interested in staff positions with Indiana University. If you need assistance with an accommodation, please contact the ADA Accommodations Specialist, Frank Epperson, at 812-855-7511 or fepperso@iu.edu.

Faculty

The Office of the Vice Provost for Faculty and Academic Affairs provides reasonable accommodations for faculty or applicants applying for academic positions with the university. If you need assistance with an accommodation, call 812-855-2809 or email vpfaa@indiana.edu.

Students

The Office of Disability Services for Students assists students with various disabilities including physical, psychological, learning, neurological, medical, vision, hearing, and temporary impairments. If you need assistance with an accommodation, call 812-855-7578 or email iubdss@indiana.edu.

ADA resources for everyone

- ADA@iu
- IU Accessibility
- UITS Assistive Technology and Accessibility Centers
- Parking Operations disabled permits
- Campus map
- Campus bus

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status, or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. See Indiana University’s Notice of Non-Discrimination here which includes contact information.

The Annual Security Reports, containing policy statements and crime statistics for Indiana University campuses, are available through Public Safety and the IU Police Department websites at protect.iu.edu/police-safety/annual-reports/index.html. A paper copy will be provided upon request from Public Safety at iups@iu.edu.
Discrimination & Harassment

IU prohibits discrimination and harassment

Part of Indiana University’s mission is to “achieve full diversity and maintain friendly, collegial, and humane environments, with a strong commitment to academic freedom.” (IU Mission, Approved by the IU Trustees, 2005)

To make this objective reality—and to comply with federal and state law—IU has adopted a non-discrimination policy that prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status in both its educational and employment programs.

What is discrimination?

Discrimination is treating or proposing to treat someone unfavorably because of personal characteristics protected either by law or IU policy. Such discrimination often happens because of unfair assumptions about what people with certain personal characteristics can and cannot do. Discrimination at IU is prohibited both in both the academic and employment setting.

Indiana University students are protected from discrimination in all aspects of their education, including:

- Recruitment and admissions to programs
- Reception of financial aid, housing assignments, and counseling services
- Course enrollment, evaluation, and classroom activities
- Participation in all university-sponsored events (i.e., recreation, athletics, social)
- Disciplinary processes and program dismissals

Indiana University employees are protected from discrimination at all stages of employment, including:

- All aspects of the recruitment process and terms of employment
- Compensation, benefits, and employee services
- Opportunities for training, promotion, transfer, or other work-related benefits
- Tenure and promotion decisions
- Disciplinary procedures, demotion, and termination
**What is harassment?**

Harassment is a form of discrimination that includes unwelcome conduct based on protected characteristics. Such conduct could include offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and other conduct that interferes with a person’s ability to work or engage in educational programs or activities. Indiana University prohibits all members of our community from engaging in harassment.

Any member of the university community who feels that they have been subjected to discrimination, including harassment, in violation of the university’s Non-Discrimination/Equal Opportunity/Affirmative Action policy, may file a complaint with our office by contacting us at 812-855-7559 or submitting the complaint form.

**What is sexual harassment?**

Sexual harassment is a specific type of harassment based on conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, written, electronic (e.g., by email, text, social media), or physical conduct of a sexual nature.

Sexual harassment, as well as sexual assault, sexual violence, dating violence, domestic violence, sexual exploitation, and stalking, are fully defined and expressly prohibited by the university in its Sexual Misconduct policy.

Any member of the university community who feels that they have been subjected to any form of sexual misconduct in violation of the Sexual Misconduct policy may file a complaint with the appropriate office. You can contact our office at 812-855-4889 and we will work to get you to the right office to respond to your complaint, or you can submit a report online.

For more information regarding the university’s work to prevent and respond to sexual misconduct as well as its Student Welfare Initiative, please visit [Stop Sexual Violence](https://www.indiana.edu/~equalop).
DEPARTMENT OF HISTORY AND PHILOSOPHY OF
SCIENCE AND MEDICINE
INDIANA UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
BLOOMINGTON

DEPARTMENT ROOM POLICY
HPSC Computer Lab - MO308   HPSC Library/Seminar Room - MO228

PERSONNEL

- The Library/Seminar and Computer Lab are managed by Dana Berg. All new books for the Department of HPSC will be added to the Library upon arrival.
- The HPSC Library/Seminar Room calendar is managed by Dana Berg. The room is in use M-W-F at various times of the day for HPSC graduate courses. Where there will be no access during those times to the Library. Please work with Dana Berg if you need to schedule a meeting or check out the key for the Library/Seminar Room.

ACCESS

- Access to the HPSC Computer Lab, Library and Seminar room is limited to members of the HPSC Department (faculty, graduate students and associates).
- The doors must remain locked unless the room is occupied.

FOOD and DRINKS:

- Please clean up all food and drink items. Place them in a trash bin outside the room.
- The tables are to be cleared of books after use. HPSC Library books should be properly re-shelved after use.
- The computers and printers are not to be used in any way that diminishes capabilities either by unnecessary use of memory space or exposure to viruses, etc. and in compliance with IU Policy. The computer desktop should be cleared of all personal files and downloads and other clutter. Printing is limited to HPSC policy. Please refer to HPSC Document Processing Instructions. The scanner is not to be removed from the lab.

USE OF BOOK COLLECTION

- The HPSC Library is a consultation library. No books will be borrowed. Books will be removed from the Reading Room only briefly for the purpose of copying inside the building.

Do
Leave all books and other items belonging in the Library as you found them.
Please make sure the door is locked after you leave
Print only things you need
Report any issues to or dmaberg@indiana.edu so we may address them promptly and efficiently
Dispose of any drink or food in an outside bin

Don’t
Leave food behind or books out and not placed back in the book case
Leave behind your personal belongs
Take out any items belonging to the Library
Leave the door unlocked and light on when the rooms are not in use
Departmental Processing and Resources for Students and Faculty

HPSC Staff

Dana Berg is the HPSC Department Manager, Scheduling Officer and assists with Graduate services. She is available M-F 7:30am-4:00pm. Dana can assist with budget and financial analysis, research account questions, purchasing needs, enrollment and academic scheduling, events, website updates, human resource issues, travel and purchasing policy. Dana will assist with all event management and coordination and is the assistant to the Chair for HPSC, supervisor and payroll processor for staff, hourly support, and temporary staff. Dana will also assist with requesting copies for course-related materials, exam, etc. mail, processing graduate admission applications and electronic documents for Advanced Degrees and Commencement, maintenance and verification of academic records for graduate and undergraduate students, along with tracking students’ academic progress and deficiencies.

Like all departments throughout IU, our Department depends on its administrative staff. They are a great resource both personally and professionally. Our staff will help assist, or direct you to the appropriate area with your graduate coursework, student questions, as well as all IU and HPSC processes. The Departments Manager requests any tasks such as copy jobs, student records requests, etc., be submitted in a timely manner. If you have a request that requires immediate attention, please work with Dana. Please note copy jobs for courses are filled through IU printing and require a 3-4 day lead when requesting. It is important to request your copy jobs in a sufficient timeframe for our office to meet your requests. Should last minute request come through, there is a possibility it will not be completed on time for your class. We will make every effort to attempt to get your order in, but you will need to seek alternative printing options. The Department Printer is never to be used for printing class handout/materials, exams, nor copy jobs that will use 30 sheets or more per job. Our office is very limited in funds each budget year. Document Services should be used for those types of large jobs.

Purchasing

IU Policy requires all purchases be purchased through IU’s Contracted vendors. Few exceptions are made. We must seek approval before a purchase when using IU funds or if you will be requesting a reimbursement should you buy the item out of pocket and intend on seeking reimbursement. If approval is not provided prior to the purchase, you risk a reimbursement being disapproved. Please work with Dana Berg for your purchasing needs to include research materials, supplies, contracts, vendor payments, etc.

http://www.indiana.edu/~purchase/purchase/index.php

Out of pocket reimbursement

If purchasing items at Sam’s Club, please note tax will be charged and your reimbursement for the taxes will not be reimbursed to you. They don’t honor IU’s sales tax exemption. When purchasing Items at Kroger or any other grocery store, please do not use your points card when purchasing items on behalf of IU. If you purchase items for a student event, the tax will not be reimbursed whether for faculty, staff, or a student since student events fit within the mission of IU, tax is not allowed to be charged. Please provide the vendor the tax-exempt form so you are not charged tax.
Travel

Please contact Dana Berg for travel guidelines, processes, and reimbursements. The link provided to the IU Travel website should be reviewed if you will be traveling. [https://hpsc.indiana.edu/index.html](https://hpsc.indiana.edu/index.html)

IU travel offers assistance for rental cars, shuttles, and hotels. Please note IU Policy below. A prior approval Travel Authorizations is required for travel that is out-of-state on official University business and should be obtained by submitting an approved department authorization form at the departmental level for each trip taken outside the state of Indiana. The traveler completes a department authorization form and gets appropriate signatures from Fiscal Officers. Departments will issue department request numbers and will monitor travel authorizations at the department level. Travelers (employee and non-employee) will have 60 days from the return date of their trip in which to submit travel reimbursement claims. Reimbursements submitted after this 60 day period will require written justification with travel receipts. After 120 days from the return date of the trip, there will be no reimbursement. As with all travel reimbursements, Indiana University Foundation funds may not be used to directly pay for travel reimbursements.

Announcements and Website

Please send announcements and updates for the website to mmbicks@indiana.edu. If you need to update your profile, we are happy to make those changes for you. [https://hpsc.indiana.edu/index.html](https://hpsc.indiana.edu/index.html)

Classroom and Office supplies/copies

All copy request should be sent to Dana Berg. Please format your attachment as a pdf. File and allow 3-4 days for Document services to deliver your copies. Copies of course related work should not be made on the department printer. PLEASE AVOID MAKING COPIES FOR YOUR COURSE HANDOUTS, EXAMS, ETC. ON THE HPSC PRINTERS.

Budget Balances and Student Travel Awards

If you need your research budget balances, contact Dana Berg. I am happy to send you a detailed report as needed. Student who have travel awards, please see me when you are ready to use those funds. Please note these will be transferred into your bursar account. If you have any outstanding fees on your bursar account, the bursar will apply these funds to those fees to be paid first. Please be sure your bursar account is in good standing before requesting use of your travel award.

HPSC fall 2019 and spring 2020 Colloquium Series

Please update your calendars with the Colloquium Series. Please note the two rooms being used this year are Wylie Hall 008 and Swain West 007. [https://hpsc.indiana.edu/news-events/colloquium-series/index.html](https://hpsc.indiana.edu/news-events/colloquium-series/index.html). Announcement reminder for each event will be sent out on a weekly basis. If you have a specific department you would like to receive our announcements, please send this information to Dana.

Keys and Office Location

Contact Dana Berg to check out a key for the Computer lab, an office space, and the library/seminar room.

Mailbox

You will be assigned a mailbox. Mail is typically delivered and picked up in the afternoon.
Computer Labs Rules and Regulations

Computer lab and library should be locked after use. Please be sure you lock after use. Do not use the computer lab/library printers for print jobs over 30 pages. Please see Dana Koglin to request to make copies over 30 through IU Document Services. Should paper and ink be consumed quicker than normal, use of the printers may be restricted and monitored. Please clean up after yourself in your office space, computer lab, and library after use.

IU CrimsonCard

CrimsonCard is the official photo ID card for all Indiana University campuses, available to IU students, faculty, and staff. It provides access to a variety of essential services and features including: Secure entry to buildings and residence halls, Printing services, University libraries, Dining points and meal plan swipes, Sports and recreation facilities, Payment at participating retailers. New student will get more details on obtaining your card at orientation.

New Employees Checklist

https://fms.iu.edu/payroll/general-staff/new-employee-checklist/

Direct deposit is required by the university. As a new employee or an IU employee in a new job, there are many electronic, self-service tools available to you in the Employee Center in One.IU

Kuali Time- Users, Approvers, Payroll Processors and Department Administrators

Timesheet Instructions for Temporary (Time clock), Supervisor (PAO & Bi-Weekly), and Creating a delegate. Bi-Weekly and Monthly Pay Dates: https://fms.iu.edu/payroll/pay-dates/

2019 Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Tuesday, January 1</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday, January 21</td>
</tr>
<tr>
<td>Campus Holiday</td>
<td>Accrues on March 1 of each year. The Campus Holiday is either a “floating” holiday or a day designated by the president of the university or the chancellor of the campus. On campuses that treat the holiday as a floating holiday, Campus Holiday is available to use on or after March 1.</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 27</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday, July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 2</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 28</td>
</tr>
<tr>
<td>Friday after Thanksgiving</td>
<td>Friday, November 29</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Wednesday, December 25</td>
</tr>
</tbody>
</table>
# Official Academic Calendar Fall 2019

## Full Term (16 weeks)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins</td>
<td>Mon, Aug 26</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Mon, Sept 2</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Oct 18 - Oct 20</td>
</tr>
<tr>
<td>Auto W</td>
<td>Sun, Oct 27</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov 24 - Dec 1</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec 16 - Dec 20</td>
</tr>
</tbody>
</table>

## 1st 8 Week

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins</td>
<td>Mon, Aug 26</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Mon, Sept 2</td>
</tr>
<tr>
<td>Auto W</td>
<td>Sun, Sept 29</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Last day of class</td>
</tr>
<tr>
<td>Ends</td>
<td>Thu, Oct 17</td>
</tr>
</tbody>
</table>

## 2nd 8 Week

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins</td>
<td>Mon, Oct 21</td>
</tr>
<tr>
<td>Auto W</td>
<td>Sun, Nov 24</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov 24 - Dec 1</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec 16 - Dec 20</td>
</tr>
<tr>
<td>Ends</td>
<td>Fri, Dec 20</td>
</tr>
</tbody>
</table>

Office of the Registrar: [Enrollment and Student Academic Information Bulletin](#)
Graduate Students
College of Arts and Sciences

Code of Student Rights, Responsibilities, & Conduct

Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within that context, students have the following rights:

Rights in the Pursuit of Education

Right to Freedom from Discrimination

Right to Freedom from Harassment

Right to Access Records and Facilities

Right to Freedom of Association, Expression, Advocacy, and Publication

Right to Contribute to University Governance

Right to Accommodation for Individuals with Disabilities

Rights of Student in the Judicial Process

Rights of Students as University Employees

All details can be found at http://studentcode.iu.edu/

Just as students have rights, they also have responsibilities. Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

A. Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internships, or in-service experiences.
B. Obey all applicable university policies and procedures and all local, state, and federal laws.
C. Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.
D. Plan a program of study appropriate to the student’s educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.
E. Use university property and facilities in support of their education while being mindful of the rights of others to use university property and facilities.
F. Maintain and regularly monitor their university accounts including e-mail and bursar accounts.
G. Uphold and maintain academic and professional honesty and integrity.
H. Be responsible for their behavior, and respect the rights and dignity of others both within and outside of the university community.

In addition to these on-campus responsibilities, the university may discipline a student for acts of personal misconduct or criminal acts that are not committed on university property.

Below is a list of key policies affecting students. For a complete list of university policies, visit the University Policies website.

- Americans with Disabilities Act Policy
- Non-Discrimination/Equal Opportunity/Affirmative Action Policy
- Sexual Misconduct Policy
- Accommodations for Religious Observances
- Indiana University Policy on Student Records (adopted by the University Faculty Council, March 29, 1977; amended, October 2, 2001)
- Guidelines for Dealing with Disruptive Students in Academic Settings (adopted by the University Faculty Council, April 12, 2005)

Understanding academic procedures in the College
Managing your academic record

The College Graduate Office and the University Graduate School jointly administer academic records for master's and Ph.D. students in departments and programs within the College. The College Graduate Office can help you with many common tasks related to your academic record, including:

Questions about academic procedures or registration in the College? Contact the College Graduate Office at collgrad@indiana.edu or 812-856-3687.

- Application for transfer of department
- Application to change from a single to a double major for the Ph.D.
- Appointment of advisory committee
- Change of advisory committee
- Grade changes, including removal of incomplete or deferred grades
- Registration and schedule adjustment (current and past terms)
- Request for simultaneous degrees
- Request for status change (e.g., M.A. to Ph.D.)
- Request for transfer of graduate credit
- Request to substitute English for a foreign language
Graduate Student Financial Support

Paying for your graduate degree

Most doctoral students in the College of Arts and Sciences receive financial support in the form of student academic appointments, fellowships, fee remissions, or other awards. Many master’s students receive partial support as well.

When you apply for admission to a graduate program in the College, you are automatically considered for student academic appointments and fellowships in the department or program in which you will pursue your degree. All support is contingent on you continuing to make adequate progress toward your degree.

Stipends or wages earned for employment or as part of fellowships may be taxable. We encourage you to check with the Internal Revenue Service for details.

Fellowships and awards

Available awards through the College of Arts and Sciences. Please visit the College’s website for specific deadlines and requirements.

College of Arts and Sciences Dissertation Completion Fellowship
College of Arts and Sciences Dissertation Research Fellowship
College of Arts and Sciences Graduate Student Travel Awards
McCormick Science Grants
Matias L. Ochoada Fellowship
Mikal Lynn Sousa Award
Alexander M. Doty Graduate Fellowship
Sanders-Weber Fellowships
Dr. William Slaymaker Graduate Fellowship

The College Graduate Office also coordinates the College’s nomination process for university-wide and external fellowships.

John H. Edwards Fellowship (university-wide)
Dolores Zohrab Liebmann Fellowship (external)

Other fellowships and awards are available to graduate students from IU and from external sources. The University Graduate School maintains a list of IU and external fellowships and awards on its website. https://college.indiana.edu/student-portal/graduate-students/financial-support/fellowships-awards.html
Helpful Links:

**Office of the Vice Provost for Faculty and Academic Affairs**
http://vpfaa.indiana.edu/about/index.shtml
Several policy collections govern faculty life and academic affairs at IU Bloomington.
http://vpfaa.indiana.edu/policies/handbooks-guides.shtml

**History and Philosophy of Science and Medicine website**
https://hpsc.indiana.edu/index.html

HPSC Colloquium
https://hpsc.indiana.edu/news-events/colloquium-series/index.html
A schedule for the HPSC 2019 Colloquium can be obtained here. Please check this website for the latest update to the guest speaker, abstract, and possible room changes. This schedule is monitored and updated regularly.

Guide to Graduate Studies
https://hpsc.indiana.edu/graduate/how-to-apply/index.html

Office of International Studies
https://ois.iu.edu/

Crimson Card
https://crimsoncard.iu.edu/
New students will receive their CrimsonCard during student orientation. Prior to orientation, detailed instructions about submitting your photo online will be sent to your University email. Students will be required to present a valid, government-issued photo ID as well as their 10-digit University ID number when claiming their CrimsonCard at orientation.

Find your Way around IU
https://www.indiana.edu/about/map.html

**College of Arts & Sciences** Graduate office
https://college.indiana.edu/student-portal/index.html here you will find information and important resources or all questions related to your graduate education. The College Office oversees a range of Matters, Including Academic procedures, Advising and career support, Financial Support and much more! You are encouraged to review the information in the student portal and work with your program’s graduate staff to address any questions or concerns you might have. If you need further assistance, the Graduate Office staff is available to help.

**The University Graduate School**

If you are seeking funding, or completing your degree, need additional forms you will find these resources is available here. Please note https://graduate.indiana.edu/about/index.html for information and deadlines, Student Life and Support that you will need to know.

IMPORTANT Deadlines, Upcoming PH.D. Dissertation Defense Announcements, Submission Methods and formatting http://graduate.indiana.edu/thesis-dissertation/submission/index.html

Technology Support, IUware, Computer Connection https://graduate.indiana.edu/support/technology.html

Most important https://one.iu.edu/
Student Health Insurance

Frequently Asked Questions

Q: Is there an insurance plan for all students to enroll in voluntarily?

A: Indiana University offers student insurance plans for certain groups of students that are required to have coverage, including International Students and Scholars, as well as students in the School of Medicine and School of Dentistry. Additionally, graduate students with an eligible Graduate Appointment or Fellowship Award may be eligible for coverage. Students who are required to have coverage are automatically enrolled in the plan and notified about the coverage at the beginning of each semester of enrollment at IU. These plans are all administered by Anthem.

Please note that the university does not require all students to have health insurance coverage and we do not offer a student insurance plan that allows voluntary enrollment for undergraduate students. If you have additional questions regarding health insurance coverage, please contact the Student Health Insurance Coordinator at studenhc@iu.edu for additional information.

Q: If I am not eligible for an IU insurance plan are there other options?

A: The Healthy Indiana Plan or HIP is the insurance plan offered through the Indiana exchange. You can go to IN.gov for information about this plan and to see if you have eligibility. Some students have also found coverage by searching the internet for student insurance plans through other outside companies. There are several insurance companies that provide plans specifically to students. You will need to check with each company to see if you are eligible to be enrolled on their plan.

Q: Can I enroll myself or a dependent after the deadline?

A: You may enroll yourself (or a dependent) after the deadline date only if there has been a significant life change such as:

- Marriage
- Birth
- Loss of prior coverage
- Arrival in the United States

If the completed Enrollment Form is submitted within 30 days of the qualifying event, coverage will be backdated to the date of the qualifying event. If the completed Enrollment Form is submitted after the 30 days of the qualifying event, it will not be accepted, and the dependent(s) will have to wait until the next annual open enrollment period to enroll. You can enroll your dependents at iu.myahpcare.com/enrollment.

Q: Are monthly payments an option for dependents?

A: You can pay premiums per semester or in monthly installments. You will need to set this up at the time of enrollment. You can enroll your dependents at iu.myahpcare.com/enrollment.

Q: When should I expect my ID card to arrive in the mail?

A: Students should receive their ID card within 2-3 weeks after the waiver deadline.
Q: What should I do if I don’t get an ID card or lose my ID card?
A: You can request an ID card directly through Anthem using your IU ID Number. Please make sure all address information is up to date in One.IU so that ID cards are addressed to the correct location.

Q: How should I file a claim?
A: In most situations, your provider will file the claims for you. If this does not happen, you can file your claims yourself using the claim forms at the links below. These forms give you full instructions on how to file and receive reimbursement.

- Medical Claim Form (PDF)
- International Medical Claim Form (PDF)
  For services received outside the United States, Puerto Rico, and the U.S. Virgin Islands.

Q: I went to the doctor several months ago and they submitted a claim to our insurance, but I have not heard anything from Anthem. What should I do?
A: At this point you should make sure that the insurance has received the claim. If two months or more has passed, you should login to www.Anthem.com to check the claim status via the online system, or call Anthem to see if they have received the bill. It is important that you keep up with the claims you submit, because the insurance plan has a 90-day filing deadline. If the insurance doesn't receive the bill for the first time within 90 days, the claim may be rejected as being beyond the filing deadline. If they claim to have lost or never received the claim, ask the doctor's office to resend or fax the claim, verifying the address to which they are sending the claim and patient ID number.

Q: Is there a way that I can view my claim online?
A: You can view all of your claims online at www.Anthem.com.

Q: Where can I find the claim form for prescriptions?
A: A prescription claim form is coming soon.

Q: How do I know if a prescription is covered on my plan?
A: You can look up prescription information and cost by going to www.Anthem.com.

Q: What can I expect to be covered during and after pregnancy?
A: Maternity is covered as any other medical condition and will be subject to the same deductible and out of pocket maximums. Please see the medical plan summary for details.

- International Students Medical Plan Summary (coming soon)
- Professional Students Medical Plan Summary (coming soon)

Q: My wife is pregnant; can I add her to my insurance plan?
A: Yes, you can add your spouse to your plan during open enrollment or when your spouse loses other coverage by contacting the Student Insurance Specialist at studenhc@iu.edu.

Q: Whom do I call in an emergency away from campus?
A: If you have an emergency while traveling at least 100 miles from campus, call Academic Emergency Services as soon as possible by dialing 855-873-3555. You can also find information and an ID here: Academic Emergency Services Flyer (coming soon)

Q: How do I find a qualified medical provider when I am traveling abroad?

A: You can call Academic Emergency Services at 855-873-3555 any time, day or night to speak to a medical professional and receive information on medical providers in your travel location.

Q: Do I have to call Academic Emergency Services before I leave on a trip?

A: You are not required to call, but if you will be traveling for more than one semester, we recommend that you contact Academic Emergency Services to receive valuable pre-trip and extended travel information. Also, remember to take your Academic Emergency Services card with you and call if you need medical advice or assistance.

Q: What if the foreign hospital refuses to accept my insurance and requires me to pay in full at the time of services?

A: You will need to pay the provider and then file a claim for foreign medical assistance with Anthem. If you do not have the funds available to pay the hospital, Academic Emergency Services can help you make financial arrangements with the provider. The source of the funds is your responsibility.

Q: Will Academic Emergency Services transport a family member or friend to be at my side?

A: Yes. If an eligible participant is traveling alone and it seems likely that they will be hospitalized for more than three days, they will transport a family member or friend to that location.

Q: I don't travel internationally. How does this service benefit me?

A: Academic Emergency Services will help you with any medical situation if you are 100 miles or more from your campus address—this can mean your weekend trip home or your vacation plans. If you become ill or have an accident while traveling, you may not know how to access care, but you can call 24 hours a day, 365 days a year for assistance and advice.

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IU Human Resources
Poplars E165, 400 E. 7th St., Bloomington, IN 47405
812-856-1234
askHR@iu.edu