

University

Appendix A

Minor in Entrepreneurship for Fine Arts

This minor for nonbusiness majors program assumes no prior knowledge of business. Fine arts students are often involved in starting and running their own business, developing and starting performing groups, and developing and running nonprofit community theatres. Students will develop the skills necessary to evaluate opportunities within their industry. They will learn to 1) analyze their competition 2) develop marketing and financial plans 3) explain intellectual property rights 4) negotiate contracts and 5) write a business plan that could be used to obtain financing from banks, investors, or other sources of funding. These skills are all essential for the creation and development of new ventures. This is a joint effort of four departments and represents an 18-credit minor for fine arts majors. The program is designed to give nonbusiness majors a general background in starting and running a small business.

Current Program:

MUSC 212	Theory Skills IV	2cr	MUSC 212	Theory Skills IV	2cr
MUSC 215	Theory III	3cr	MUSC 215	Theory III	3cr
MUSC 216	Theory IV	3cr	MUSC 216	Theory IV	3cr
MUSC 311	Fundamentals of Conducting	2cr	MUSC 311	Fundamentals of Conducting	2cr
MUSC 475	8 semesters of recital attendance	0cr	MUSC 475	8 semesters of recital attendance	0cr
Controlled Electives (all concentrations):					
MUSC 120-136	Music Ensembles (2)				

professional work. Therefore, the proposal is to change the language requirement to a 100-level course in any foreign language (critical languages excluded).

3. Department of Food and Nutrition—New Course

FDNT 471 Integrative Nutrition in Complementary and Alternative Healthcare 3c-01-3cr

Prerequisites: FDNT 145, 212 or departmental permission

Explores the foundation of complementary, alternative, integrative and functional nutrition theories and practices. Differentiates among traditional, complementary, alternative, integrative, and functional nutrition models as related to food, supplements, herbs, and disease. Evaluates current research related to complementary, alternative, integrative and functional nutrition.

Rationale: Over 85% of the United States population uses some type of complementary, alternative, integrative or functional nutrition.¹ The most common are botanicals, herbs, dietary manipulation and mindfulness. The rapidly growing field of integrative nutrition seeks to combine the best conventional nutrition and complementary and alternative nutrition to help clients achieve optimal wellness and health. Learning about integrative nutrition modalities and their implications for practice is important for healthcare professionals, wellness coaches, exercise specialists, nurses, nutritionists and Registered Dietitians. Healthcare and exercise professionals have reported a significant need for classes to teach appropriate application of evidence based nutrition theories as it relates to complementary, alternative, integrative and functional nutrition.¹

¹Integrative and Functional Medicine. *Current State of H*

Behavior Analyst. Specifically, this course proposal is required to fulfill credentialing requirements within the Graduate Certificate in Behavior Analysis submitted concurrently with this course revision.

Prerequisite: Junior standing

Introduces the basic methods of structural and non-structural construction including ceilings, floors, walls, doors, and windows relative to interior space planning. Focuses on the materials and finishes used to complete the interior space as well as those used on furniture, fixtures, and equipment. Examines manufacturing techniques, application, specification guidelines, estimating, and installation methods. Considers relevant codes, environmental issues, and impact on the onsequipment.

VOED 202	Industry Linkages for Career and Technical Programs	3cr	VOED 202	Industry Linkages for Career and Technical Programs	3cr
VOED 203	Incorporating Reading and Communications Strategies in the Career and Technical Classroom	3cr	VOED 203	Incorporating Reading and Communications Strategies in the Career and Technical Classroom	3cr
VOED 301	Integrating Math and Science in Career and Technical Education	3cr	VOED 301	Integrating Math and Science in Career and Technical Education	3cr
VOED 302	Career Education in the Career and Technical Classroom	3cr	VOED 302	Career Education in the Career and Technical Classroom	3cr
VOED 403	Assessment and Evaluation in Career and Technical Education	3cr	VOED 404	Research in Career and Technical Education	3cr
VOED 404	Research in Career and Technical Education	3cr	VOED 405	Professional Seminar in Career and Technical Education	3cr
VOED 405	Professional Seminar in Career and Technical Education	3cr			
Controlled Electives: (as advised)		3	Controlled Electives: (as advised)		3
FCSE 101, MGMT 275, or VOED 402			FCSE 101, MGMT 275, or VOED 402		
Free Electives:		1-3	Free Electives:		1-3
Total Certification Requirements:		78	Total Certification Requirements:		78

Rationale: The Vocational Technical Education Certificate program requirements currently include VOED 403 Assessment and Evaluation in Career and Technical Education. Department faculty propose replacing that course requirement with EDSP 477 Assessment of Student Learning: Design and Interpretation of Educational Measures believing program students would be better served by instruction from experts in the Educational Psychology field. In addition, such a change would provide consistency with other IUP Teacher Education programs that require EDSP 477.

7. Department of Professional Studies in Education—Program Revision and Program Catalog Description Change

a. Program Revision

Current Program:

Bachelor of Science in Education—Early Childhood Education/Master of Education—Literacy (*)

Liberal Studies: As outlined in Liberal Studies section with the following specifications: 43.5
Humanities: HIST 196
Mathematics: MATH 151
Natural Science: SCI 101, 102, 103, 104 (3 of 4 required)
Social Science: GEOG 101, 102, or 104, PSYC 101
Liberal Studies Electives: 3cr, MATH 152

College: 23
Professional Educational Sequence:
 COMM 103 Digital Instructional Technology 3cr
 EDSP 102 Educational Psychology 3cr
Professional Education Sequence:

Proposed Program:

Bachelor of Science in Education—Early Childhood Education/Master of Education—Literacy (*)

Liberal Studies: As outlined in Liberal Studies section with the following specifications: 43.5
Humanities: HIST 196
Mathematics: MATH 151
Natural Science: SCI 101, 102, 103, 104 (3 of 4 required)
Social Science: GEOG 101, 102, or 104; PSYC 101
Liberal Studies Electives: 3cr, MATH 152

College: 25
Professional Educational Sequence:
 ACE 103 Digital Instructional Technology 3cr
 EDSP 102 Educational Psychology 3cr
Professional Education Sequence:

EDSP 477	Assessment of Student Learning: Design and Interpretation of Educational Measures	3cr
EDUC 242	Pre-student Teaching Clinical Experience I	1cr
EDUC 342	Pre-student Teaching Clinical Experience II (first placement)	1cr
EDUC 342	Pre-student Teaching Clinical Experience II (second placement)	1cr
EDUC 441	Student Teaching	10cr
EDUC 442	School Law	1cr

EDSP 477	Assessment of Student Learning: Design and Interpretation of Educational Measures
EDUC 242	Pre-student Teaching Clinical Experience I
EDUC 342	Pre-student Teaching Clinical Experience II (first placement)
EDUC 342	Pre-student Teaching Clinical Experience II (second placement)
EDUC 1 0 0 1 266.21 702.58 Tm()3()-3(1 05.61o)n	

**Bachelor of Science in Education—Early Childhood Education/Master of Education—
Literacy—Reading Specialist**

This program, which emphasizes early childhood education and literacy, is designed to assist undergraduate students in becoming highly competent and effective teachers of children in PreK through Grade 4. As undergraduates, students in this program meet the academic require

Explores the origins of games and game play into the contemporary era of video and electronic games. Introduces the history of the games industry and the process of how games are created. Analyze games through an ethical and developmental framework, as well as explores how games are used for entertainment, teaching and training.

Rationale: The course is proposed to provide an appropriate prerequisite to existing games and related courses currently offered in the Department of Communications Media. This course will provide foundational knowledge that will help students understand how games are created and why people play games, both traditional and electronic games.

b. Program Catalog Description Change:

Current Catalog Description:

The department offers a Bachelor of Science degree program with a major in Communications Media, with two tracks as well as two minors, one in Communications Media and one in Educational Technology. The Communications Media minor is an 18-credit program designed to complement any major. The Educational Technology minor is a 24-credit program designed for students who are completing a teaching degree. The department also serves preservice teachers and other students who are required to complete COMM 103.

Students majoring in Communications Media may select one of two tracks: Media Studies or Media Production. The Media Studies Track seeks to broadly educate students in communications media by encouraging them to develop their communication skills, written, oral, and visual. Courses include components to develop critical thinking, collaboration, and research skills. The flexibility of the program allows students to explore a range of courses in media theory, criticism, culture, and current media issues. Beginning level production courses introduce concepts of producing media messages. (Track revisions pending Council of Trustees Approval.)

Students who seek a more rigorous production experience will find that in the Media Production Track. In this track, students will take a set of five COMM production courses that will help them to acquire higher-level production skills. Students will learn the foundational skills associated with their chosen production area and learn to use contemporary postproduction software and equipment. This more specialized track will prepare students for employment in various production fields, including video, audio, radio, graphics, photography, and games.

With 21 credits of required out-of-department electives, communications media students in either track are highly encouraged to pursue a minor in another program that complements their program in communications media.

The department faculty offers a wide variety of experience in all areas of communications media. With the combination of classroom work and the required internship program, departmental graduates are competitive candidates for positions in various areas. Students graduating from this program have obtained positions in areas such as radio, television, cable television, public relations, advertising media, media relations, and corporate media relations.

Students changing majors from other academic departments within the university are required to be in good academic standing before the transfer will be approved.

Proposed Program Catalog Description:

c. New Track:

Bachelor of Science--Communications Media/Media Marketing

Liberal Studies: As outlined in Liberal Studies section with the following specifications:

Mathematics: 3cr

Social Science: PSYC 101

Liberal Studies Electives: 6cr, BTED/COSC/IFMG 101, ECON 122

Major:

Required Courses:

COMM 101 Communications Media in American Society

COMM 150 Aesthetics and Theory of Communications Media

COMM 395 Career Planning in Communications Media

COMM 475 Senior Portfolio Presentation

COMM 493 Internship (summer only)

Writing Intensive: One COMM W course

Basic Media Production:

(minimum of two courses from this list)

COMM 240 Communications Graphics

COMM 249 Basic Audio Recording Techniques

COMM 251 Television Production

COMM 271 Beginning Photography

COMM 306 2-D Digital Game Development

COMM 349 Radio Production

Media Marketing Courses:

COMM 305 Electronic Media Programming and Sales

COMM 335 Communications Consulting and Project Management

COMM 401 Promotion for Radio, Television, and Cable

COMM 470 Management Practices in Electronic Communications

Controlled Electives:

Other COMM elective courses

Marketing Requirements:

MKTG 320 Principles of Marketing

MKTG 433 Advertising

MKTG 439 Internet Marketing

MKTG 445 Social Media Marketing

positions such as media buyer, media sales representative, media promotions manager, and digital media/social media managers. These positions typically require a bachelor's degree. The job outlook for these careers is projected to be a 9 percent growth in the next ten years, faster than the average for all occupations (Bureau of Labor Statistics, Occupational Outlook

10. Department of Nursing—Credit Hour Changes and Course Revisions, one Catalog Description Change

a. Current Catalog Description:

NURS 212 Fundamentals I Theory **2c-0l-2cr**

Prerequisite: NURS Majors only, BIOL 105 grade of "C" or better; CHEM 101, 102; sophomore standing; or permission

Corequisite: NURS 211 or permission

Proposed Catalog Description:

NURS 212 Fundamentals I Theory **3c-0l-3cr**

Prerequisite: NURS Majors only, BIOL 105 grade of "C" or better; CHEM 101, 102; sophomore standing; or permission

Corequisite: NURS 211 or permission

Rationale: The course hours were increased from 2 credits to 3 credits. A half credit was removed from NURS 333 Maternal-Neonate Health Clinical; and 0.5 credit was removed from NURS 331 Care of the Child and Family Clinical. This one credit was moved into NURS 212 Fundamentals One. Hours were expanded in all areas of the outline:

there was a significant increase in the area of quality and safety and delegation. In the areas of the skin integrity, urinary elimination, bowel elimination, and nutrition the outline was expanded to include more details in factors affecting these areas and application of the nursing process.

Proposed Catalog Description:

NURS 331 Care of the Child and Family Clinical
Prerequisites: FDNT 212, PSYC 310, grade of “C”

0c-6l-2cr

Rationale: The course hours were reduced. A half credit of this course is being placed into a sophomore fundamentals of nursing course. This change is based on our student data which indicates that we need to focus more on a generalist curriculum model rather than a specialist curriculum. An additional potential clinical setting was added. This course will also become a writing intensive course. Since this course will become writing intensive, an additional course outcome was added to reflect the writing

student data which indicates that we need to focus more on a generalist curriculum model. Also our student advisory board request a senior year internship to be done over 14 weeks of a semester.

i. Current Catalog Description:

NURS 440 Nursing Management Clinical **0c-7.5l-2.5cr**
Prerequisites: NURS 312, 316; grade of “C” or better in NURS 330, 331, 332, 333, 336, 337; or permission
Corequisites: NURS 412, 436, 437; or permission

Proposed Catalog Description:

NURS 440 Nursing Management Clinical **0c-6l-2cr**
Prerequisites: NURS 312, 316; grade of “C” or better in NURS 330, 331, 332, 333, 336, 337; or permission
Corequisites: NURS 412, 436, 437; or permission

Rationale: The course description was changed to remove the preceptor portion of the course. The course hours were reduced to 2.0 credits. The half credit is being placed into a 1 credit internship of 40 hours with an RN during their senior year, NURS 493. This change is based on our student data which indicates that we need to focus more on a generalist curriculum model. Also our student advisory board requested a senior year internship to be done over 14 weeks of a semester. This course will also become a writing intensive course. Since this course will become writing intensive, an additional course outcome was added and course assignments to reflect the writing intensive component. The evaluation criteria was changed to incorporate the writing intensive component into the course grade.

11. Department of Information Management and Decision Sciences—Course Revision and Catalog Description Change

Current Catalog Description:

IFMG 460 Analysis and Logical Design **3c-0l-3cr**
Prerequisites: IFMG 210, 230, 352, 390
Involves teaching the tools and tee hourc

Involves teaching the tools and techniques required for the analysis and design of a business system. Along with in-class discussions of the principles and techniques for analyzing, designing, and constructing the system, the students also formulate system teams in order to analyze the problems of an existing business information system, to design an improved system, and to control the implementation of the new system.

Rationale: To change the pre-requisite for the course so it fits the current changes to our programs in light of introducing the new IT Track.

12.

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Free Elective

Rationale: The proposed course would provide an introduction to geographically-enabled applications and geospatial technologies that students have used through mobile and web-based devices, but may not comprehensively understand. It is intended to be a liberal studies elective course in the IUP Liberal Studies curriculum.

15. UWUCC and Liberal Studies Committee Approved the following:

GEOG 105 Our Digital Earth: Mobile Devices, Web Applications and Geospatial Technology was approved as a Liberal Studies Elective, Information Literacy category
NURS 431 Public/Community Health Clinical was approved as a Type II Writing Intensive course, Department Commitment.

NURS 440 Nursing Management Clinical was approved as a Type II Writing Intensive course, Department Commitment.

FIN 422 Seminar in Finance was approved as a Type II Writing Intensive course, Department Commitment.

Appendix B
University Wide Graduate Committee
Chairs: Moore and Frenzel

FOR ACTION

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I. Nursing Core Courses (21 semester hours)		
NURS 820	Seminar in Nursing Theory	3 cr.
NURS 860	Faculty Development in Nursing Education	3 cr.

I. Nursing Core Courses (21 semester hours)		
NURS 820	Seminar in Nursing Theory	3 cr.
NURS 860	Faculty Development in Nursing Education	3 cr.

_____	Electives	6 cr.
IV. Dissertation (12 semester hours)		
NURS 994	Dissertation Seminar	3 cr.
NURS 995	Dissertation	9 cr.

NURS 802	Leadership in Nursing: A Case Study Approach ²	3 cr.
_____	Electives	

The Department of Student Affairs
in Higher Education (SAHE)
houses one graduate program,
offering the M.A. degree in
Student Affairs in Higher
Education.

The SAHE program is designed to prepare graduate students for employment in higher education in entry-level or mid-management student affairs positions, dependent upon their previous experiences. Graduates will fill professional positions in two- and four-year colleges and universities in areas such as admissions, housing and residence life, student development programs, student activities, financial aid, career planning and development, and academic advising or other program areas.

Under the guidance of student affairs faculty and practitioners, requisite knowledge will be acquired through a balance of academic and practical experiences which stress critical thinking and encourage the development of professional behavior. Students will develop a broad range of skills, in-depth knowledge, and the ability to apply concepts and skills as effective practitioners. The program is organized in cohort groupings of students enrolled in a

completion of a comprehensive exam are required to earn the degree. Students who complete a thesis are not required to take the comprehensive examination. This degree is typically earned over two years of full-time study in daytime classes.

In addition to graduate school admissions requirements, the SAHE program requires a 2.8 (3.0 is preferred) grade point average (GPA), an updated resume, a typed, 200-word writing sample addressing the candidate's reasons for entering the Student Affairs field, and a personal interview. All graduate assistant candidates must come to campus for personal interviews. Admissions interviews can run concurrently with assistantship interviews

completion of a portfolio requirement are required to earn the degree. Elective courses are drawn from courses offered by the SAHE Department. Student may also take SAHE 731 a third time or GSR 615 as an elective. This degree is typically earned over two years of full-time study in daytime classes.

In addition to graduate school admissions requirements, the SAHE program requires a personal interview. All graduate assistant candidates must come to campus for personal interviews. Admissions

SAHE Assessment and Evaluation in 3
634 Student Affairs

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FOR INFORMATION:

Appendix C
Non-Credit Committee
Chair O'Neil

driver safety programs, youth health (Walkworks proposed Walkability Assessments), and conservation projects are made possible by external grants and funding.

The IRHS delivers training via on-line classes, instructional videos, and remote and on-site in classroom instruction.

In addition to the IUP's commitment, the IRHS receives \$500,000+ annually in external grants, corporate funding, and fees for services that support their operating costs and program offerings.

Currently there is an articulation agreement to give IUP undergraduate credit for IUP EMT/Paramedic Certification Training toward specific majors offered by the Department of Kinesiology, Health, and Sport Sciences.

The IRHS is currently in the process of obtaining Emergency Medical Services Professions (CoEMSP) accreditation for their Paramedic training program. Once accredited, the paramedic program may be attractive to more students in various health related credit bearing programs.

Recommendations:

The Non-Credit Senate Sub-Committee encourages the IRHS to pursue an undergraduate credit bearing certificate program for their established Driver Education Certification courses that are currently offered, EMT and Paramedic certificates, and pipeline the Paramedic students into an Emergency Medicine/Response concentration within established health related majors.

Appendix D
Research Committee
Chair Gossett

Appendix E
University Development and Finance Committee
Chair Wick

FOR ACTION:

Facilities Use Policy

October, 2016

Purpose:

This university policy provides guidance and process on the use of university facilities by IUP students and faculty and staff members, as well as non-IUP constituencies.

Scope:

This policy extends to all persons desiring to use any university facility.

Objective:

The objective of this policy is to provide the means to establish and administer guidelines and processes for the use of university facilities and space by persons desiring to do so.

Policy:

This policy enables the University Space Advisory Committee to make recommendations to the President's Cabinet for approval as related to the development of guidelines and procedures. These guidelines and procedures will permit individuals to solicit the use of university facilities. This policy also assigns the University Space Advisory Committee with the task, responsibility, and authority to fairly and consistently manage, maintain, apply, and remedy all aspects of facilities use issues that may arise, in consultation with the appropriate department or individual.

University and non-university groups may request the use of all university controlled facilities

Distribution:

All

FOR INFORMATION:

Guidelines and Procedures for Requesting Facility Use

October, 2016

Preface

The following guidelines and procedures describe the terms, conditions, and operating criteria for the use of all university facilities and space with the exception of the Kovalchick Convention

6. Uses hosted by nonprofit groups and organizations with a community service purpose, administered by IUP Conference Services

Although some facilities were constructed primarily for the use of certain constituencies, the university reserves the right to schedule any facility in a manner which best serves the interests of the entire university community.

Food, Alcohol, Tobacco

The use of an outside food services provider is strictly prohibited without the express written consent of the exclusive university food service provider. With university approval, the university's food services provider may, but is not required to, waive its exclusive right to serve food and beverage products for a specific event. Any such waiver must be obtained by the requester in writing, including the explicit approval of the university's food services provider

Alcohol may not be sold under any circumstances. The requester or sponsor of record for the use of the facility is responsible for ensuring compliance. Alcohol may be served (without sales) ONLY when approved in advance by the appropriate university vice president.

Use of any form of tobacco within all university facilities is strictly prohibited.

Sponsor/Host Responsibilities for University Groups

The position identified as Sponsor or Host is a position of responsibility for the proper care and use of the university facility. The Sponsor or Host is responsible for all aspects of the space or facility being used, including financial responsibility for any costs incurred from the use of the facility or space. The Sponsor or Host must do the following:

Be in attendance for the entire event and have in his or her possession an approved request form for that particular space. The absence of a Sponsor or Host during any portion of the event is grounds for immediately stopping the event until the Sponsor or Host returns to monitor the event.

Ensure that space users adhere to the policies and procedures established for the use of that particular facility or space.

- 1 Provide proof of compliance, as required, within the university's Protectiq

extracurricular, and professional development activities for IUP students and faculty and staff members. Other charges may apply.

The following guidelines and procedures may help the university requester when considering the use of university facilities and/or space:

1. A completed and approved reservation form is necessary before a reservation can be confirmed. For spaces that have an assigned space steward in Table 1, university personnel may contact the space steward directly to request the space. All other requests should be made through the University Registrar's Scheduling Center (Scheduling Center).
2. Adherence to the university's Protection of Minors Policy, including all Program Registration Requirements as noted in that policy, is required.
3. A confirmed room reservation does not guarantee additional event support, including but not limited to: audio visual/technology support, special room set-up, food and beverage services, etc. The event sponsor is responsible for making arrangements for all support services and for the provision of a valid cost center for associated costs.
4. Confirmed reservations cannot be transferred to another group. A new request from the appropriate Sponsor or Host is required to ensure the reservation of the space.
5. Requests from student groups or organizations officially recognized by the university must bear the signature of the organization's advisor as the event sponsor, acknowledging the activity will be closely supervised by the advisor and by other representatives of the organization and assuming responsibility for control of the activities, and costs associated with the activity, including any damage to the facility.
6. Student organizations charging an admission fee or requesting a donation for a recognized charitable organization must secure authorization from the director of the Center for Multicultural Student Leadership and Engagement before beginning the scheduling process.
7. To the extent possible, users should submit their requests for the use of facilities to the Scheduling Center or the facility steward before the beginning of each academic session, but in any event at least 10 working days before the scheduled event.
8. Work orders for the Facilities Operations Department must be submitted a minimum 10 working days before the scheduled event.
9. If an event must be canceled, the Scheduling Center or facility steward should be notified at least two working days in advance of the scheduled event; failure to provide the specified advance cancellation notice may result in billing for associated event costs.
10. For events that require a special set-up (chairs, lectern, tables, etc.), arrangements must be made with the Department of Facilities Operations through a work order. Time before and after the event should be allotted for set-up and cleanup and should be reserved in addition to the time reserved for the event itself.
For events that require food service, arrangements must be made through IUP Dining Services. For events that require security, arrangements must be made with the IUP Campus Police Department. For events with special parking requirements, arrangements must be made with IUP Parking Services. The user is responsible for notifying IUP Department of Facilities Operations, IUP Dining Services, IUP Campus Police, and IUP

Pratt Auditorium	275	Y		Registrar, Scheduling Center	\$50/hr
Spowls: McVitty	300	Y		Registrar, Scheduling Center	\$50/hr
Stouffer: Beard	300	Y		Registrar, Scheduling Center	\$50/hr
Sutton: Gorell	250	N		University Events Office	\$100/hr
Sutton: Museum		N		Dean, Fine Arts	\$50/hr
Sutton Blue Room		N		University Events Office	\$100/hr
Sutton Board Room	20	Y		President's Office	\$50/hr
Sutton Room 218	12	N		Registrar, Scheduling Center	\$20/hr
Zink Dance Studio		Y		Dean, Fine Arts	\$100/hr
Zink Gym A		N		Athletic Facilities Office	\$100/hr
Zink Gym B		N		Athletic Facilities Office	\$100/hr
Zink Pool		N		Athletic Facilities Office	\$100/hr

Table 1. The list above contains facilities/spaces which can be scheduled directly with the noted steward. Costs listed are for non-IUP sponsored or outside events administered by IUP Conference Services

Special Requirements for Facility Use

Certain facilities incorporate special requirements for use depending on various circumstances. The following information is intended to aid the requester when determining which facility to request.

Athletic Facilities

The Varsity Athletic Facilities Department is responsible for accepting applications for use and for approval of use for various athletic facilities, such as Memorial Field House pool and playing fields.

To request use of an athletic facility, submit a paper or electronic request form to the Athletic Facilities Office in Memorial Field House, Room 107. Electronic forms may be found on the Athletics website (

1. A complete description of the planned event, including time needed for set-up, for the actual event, and for cleanup, should be provided with the Athletics Facility Request Form submitted electronically or delivered to Memorial Field House, Room 107.
2. All equipment requests should be included on request form.
3. For events that require food service, arrangements must be made with IUP Dining Services.
4. Events held must be finished by midnight (exceptions can be made for university groups such as Relay for Life, etc.)
5. Facility fees are an estimate. Group will be invoiced for actual costs after the event.

Sutton Hall Blue Room

The Sutton Hall Blue Room is regarded as the premier entertaining space on campus. It is intended for university events such as receptions, dinners, speakers, small group events, formal presentations, small concerts, and other prestigious entertainments. Priority in scheduling this space will be given to groups whose events include or benefit a cross-section of the university community. This space may not be used for weddings or wedding receptions, nor can it be used for private non-university fund-raising events.

Events to be held in the Sutton Hall Blue Room are scheduled through the University Events Office.

Requests to schedule the Sutton Hall Blue Room will be considered on the basis of the following guidelines:

1. A complete description of the planned event, including time needed for set-up, the actual event, and cleanup, should be provided to the University Events Office. An online form with this information is available

Events in Breezedale are scheduled through the Alumni Relations Office. No private family events, such as wedding or baby showers, wedding rehearsal dinners, weddings, or receptions are permitted.

The following provisions govern the scheduling of events:

1. Events held in Breezedale will be directly supervised by the individual sponsoring the events. A trained facility assistant will be assigned by the Office of Alumni Relations for all events held during nonbusiness hours.
2. All requests for seating arrangements or special set-ups of events in which food is not involved must be made through the Maintenance Office at least 10 working days before the event. Depending on the circumstances, there may be a fee for the set-up effort.
3. For events that require food service, arrangements must be made with IUP Dining Services. In this case, IUP Dining Services will include any set-ups required.
4. Breezedale Library is designated for special use only, i.e., receptions, formal meals, and other more formal events.

Fisher Auditorium

Fisher Auditorium is designed for large performing arts events (theater, music, and dance) or lectures. Since the auditorium has a seating capacity of 1,450, estimates of attendance well below this figure should preclude use of the facility. The need to use the auditorium's technical resources and equipment, such as the large staging area, rigging system, and high voltage power source may justify exceptions for smaller events in the facility. The Fisher Auditorium technical director will determine appropriate use of the auditorium.

Priority for scheduling the auditorium will be given to events which meet the above criteria, are sponsored by an office or department of the university, and are open to the entire acade

rejected by the Fisher Auditorium Technical Director. The request may be reconsidered only after attempts to schedule the event in question in some other un

Appendix F
Academic Affairs Committee
Co-Chairs Dugan and Witthöft

FOR ACTION:

1. Incomplete Policy

ORIGINAL

I (Incomplete) Policy

In rare circumstances, the student and/or faculty member may ask for an extension of the deadline. In this event, the dean of the college in which the course is taught may approve the extension, providing the faculty member concurs. To monitor designations, the registrar shall submit to department chairs routine semester reports of outstanding "I" designations.

Procedure

A faculty member assigning the "I" designation must complete an Incomplete Grade form with the dean's of _____ (s _____ ating necessary to permit the maximum allowable time), and guidelines to establish a final grade. Copies of the completed form will be sent to the department chairperson, the dean of the college in wh _____ sh theMo _____ course was taught, and the student reCeMng _____ theMx _____ I" designation.

Upon completion of the course work, or notification by the student that the course work0will not

To be classified as full-time for the fall, spring, or summer, undergraduate students must be currently enrolled in at least 12 credits. Full-time classification for students enrolled in instructional periods that do not conform to the regularly scheduled academic sessions will be based on the number of enrolled credits during that period of enrollment (e.g., one credit in one week of instruction would equal the minimum full-time certification standard).

For purposes of designating students by class, the following credit classification ranges are used:

Freshmen Fewer than 30 credits

Sophomores 30-59 credits

Juniors 60-89 credits

Seniors 90 credits or more

Class designations are based on credits earned rather than credits attempted. People holding a degree and working toward a second baccalaureate degree may be classified as seniors.

Rationale: Review found the policy to be accurate and effective as is. No changes recommended.

3. Undergraduate Catalog Applicability Time Frame

ORIGINAL

Undergraduate Catalog Applicability Time Frame

The university reserves the right to modify degree requirements through established governance channels. However, the general policy has been established that the following time frame

REVISED –

REVISED – FOR ACTION

Program Changes

To ensure their quality and relevance, academic programs at IUP are subject to review and change by duly appointed and responsible university groups. Because of this, the university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes later occur in specific or general program requirements. Students affected by changes in programs, policies, and regulations are therefore given the option of following those requirements that are in effect when the student was first enrolled in the program or those in effect at the time of expected