



# Continuing Education

## *Guided Independent Study Policies*

## Welcome!

The **Division of Continuing Education** (DCE) at The University of Iowa welcomes you to this Guided Independent Study (GIS) course. GIS courses represent a major part of the division's commitment to extend the University's instructional resources throughout Iowa, nationally, and internationally. We appreciate your participation!

**Your enrollment in this course** is governed by the policies of the Division of Continuing Education and the college in which you are enrolled. The policy governing undergraduate and professional students enrolled in courses outside their own College or Program is provided on the Registrar's Registration Information pages, which are available online at <http://www.registrar.uiowa.edu/Student/More/RegistrationInformation/tabid/152/Default.aspx>.

## Contacting Us

Office Hours	Telephone
*Monday–Friday 8:00 a.m. to 5:00 p.m.  *Semester break and holiday hours may vary.	Call <b>319.335.2575</b> or <b>800.272.6430</b> (toll-free, nationwide) for the following: <ul style="list-style-type: none"><li>• <b>Press 1</b> for questions related to course registration;</li><li>• <b>Press 2</b> for questions regarding examinations;</li><li>• <b>Press 3</b> for technical assistance with ICON, Hawk ID, university e-mail, university Web sites, or software applications supported by The University of Iowa, and you will be transferred to ITS;</li><li>• <b>Press 4</b> for information about program offerings;</li><li>• <b>Press 0</b> (zero) at any time during the recorded message or stay on the line if you need help to direct your call.</li></ul>
Mailing Address	E-mail Address
Division of Continuing Education 250 Continuing Education Facility Iowa City, IA 52242-0907	<ul style="list-style-type: none"><li>• <a href="mailto:dce@uiowa.edu">dce@uiowa.edu</a> for general information</li><li>• <a href="mailto:dce-exams@uiowa.edu">dce-exams@uiowa.edu</a> for procedural questions about exams</li><li>• <a href="mailto:dce-techsupport@uiowa.edu">dce-techsupport@uiowa.edu</a> for technical assistance with the Web pages</li><li>• <a href="mailto:dce-registration@uiowa.edu">dce-registration@uiowa.edu</a> for questions related to course registration</li></ul>
	Web
	<a href="http://distance.uiowa.edu">http://distance.uiowa.edu</a>

# Registration

## Registration Confirmation

Approximately 1-2 weeks prior to the start date of your course, a message will be sent to your University of Iowa e-mail account confirming your registration and providing instructions on how to begin the course.

## Add, Drop, Withdrawal, and Late Registration

The Office of the Registrar publishes the following calendars listing both academic and course specific deadlines. Click on the links below for more information about add, drop, withdrawal, and late registration deadlines; information provided by academic session or by course.

- [Academic Deadlines for The University of Iowa](#)
- [Course Deadlines Lookup](#)

## Deadlines at a Glance (Graduate/Undergraduate)

The table below lists common registration changes made by students every academic session. These changes must be completed within the days stated below **to avoid change of registration fees**. Deadlines and common registration changes are shown below as they apply to undergraduate and graduate students, or both.

### What do these terms mean?

- **DROP** = terminate enrollment in one or more courses but remain enrolled in at least one other course.
- **WITHDRAW** = terminate enrollment in every course (even if enrolled in only one course).
- **LATE REGISTRATION** = add your first course for the semester/session after that course has begun.

Deadline	Undergraduate	Graduates	Both
<p><b>Spring and Fall Sessions:</b> 10 working days from the start of the session</p> <p><b>Summer Session:</b> 5 working days from the start date of the class</p>	<ul style="list-style-type: none"> <li>• Last day for undergraduates to add courses, drop courses without a "W."</li> <li>• Last day for undergraduates to add or change "P-N" (Pass or Fail) or audit status and late register.</li> </ul>	<ul style="list-style-type: none"> <li>• Last day for graduate students to add or change "S-U" (Satisfactory or Unsatisfactory) status.</li> <li>• Last day for graduate students to late register or add courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Last day for tuition and fees reduction when a student drops a course or reduces hours, but remains enrolled in at least one other course.</li> <li>• Last day to add or drop courses without a \$12 charge is 5 working days from the start of each semester—Spring, Summer, and Fall.</li> </ul>

### After the Registration Period:

- **Undergraduates** may **drop** courses without dean's approval **through the 10th week** of the **Spring or Fall Session** and through the **first two-thirds** of the course during the **Summer Session**.
- **Undergraduates** may **withdraw** entire session's registration without dean's approval through the **13th week of the Spring or Fall Session** and through the **first two-thirds** of the course during the **Summer Session**.

- **Graduate students** may **drop** courses or **withdraw** entire session's registration without dean's approval through the **11th week of the Spring or Fall** Session and through the **first two-thirds** of the course during the **Summer** Session.

#### Late Registration Fees:

These fees apply to all academic sessions (Spring, Summer, and Fall).

- \$30 for Day 1 to Day 5
- \$60 for Day 6 to Day 10
- \$100 after Day 10

## Changes in Registration

It is each **student's responsibility** to initiate a request for any change in course registration. Changes in registration include, but are not limited to, adding or dropping a course, withdrawing your entire registration for the session, and/or changing grading options (e.g. Pass/Nonpass - P/N) or course credit.

**Add and/or Drop courses:** You can **add and drop courses in MyUI up to 12:00 a.m. on the sixth day of classes during the Spring and Fall Sessions and up to 12:00 a.m. on the first day of the Summer Session.** You will not be able to drop your only (last) class on MyUI. After this date, advisor's approval, instructor's approval, and/or dean's approval may be needed for registration changes. **To add a course after these deadlines** or to change hours and/or request section changes use an Add Form. **To drop a course after these deadlines** use a Drop Form. Add and Drop Forms are available on MyUI and also on the Registrar's web site at <https://registrar.uiowa.edu/changes-registration>.

**Withdrawal BEFORE the Start of the Session:** You may **withdraw** (terminate enrollment in **all** courses or the **only** course for which you are registered) prior to the start of the session by dropping all your courses on MyUI. **You must withdraw before the start of the session in order to avoid tuition assessment.**

**Withdrawal AFTER the Start of the Session:** Once the session begins, you must mail, fax, or e-mail a request to [dce-registration@uiowa.edu](mailto:dce-registration@uiowa.edu) to withdraw your entire registration. The request should include your name, student number, and your signature.

- No instructor or advisor approval is needed to withdraw your entire registration **before the deadline.**
- If you **fail to give official notice of withdrawal**, you will face an academic penalty (a grade of "F" in the course) and you will be responsible for paying full tuition and fees. See below for academic and fee deadlines and for the definition of dropping and withdrawing.

## Tuition Responsibility When You Drop or Withdraw

#### When you drop a course:

- If you drop one or more session-based courses before or on the last day for tuition and fee adjustment (i.e. the last day to drop individual courses to affect tuition and fee assessments), but remain registered for at least one other session-based course, you will not be responsible for paying tuition for the course you dropped.

#### How do I view my class schedule?

- Visit the **MyUI webpage** (<http://myui.uiowa.edu>).
- Login using your HawkID and password.
- Click first on "Student Records" then on "Class Schedule."

#### Registration Questions?

Please [contact](#) our office if you have any questions about procedures, deadlines, or fees that pertain to registration changes.

- However, if you drop after the last day for tuition and fee adjustment, you will be responsible for paying the full tuition for the course you dropped, and a \$12 change-of-registration fee will be assessed.

**When you withdraw your registration (i.e. when you terminate enrollment in all courses or the only course for which you are registered that session):**

- you are responsible for full tuition unless you officially withdraw by the appropriate deadline indicated below.

Tuition Responsibility		
Withdrawal Received	Spring/Fall Session	Summer Session
Prior to start of session	0%	0%
During first week	10%	10%
During second week	25%	50%
After second week	---	100%
During third week	50%	---
During fourth week	75%	---
After fourth week	100%	

- *Not attending class or not submitting course work does not constitute course withdrawal.*
- *To **withdraw your enrollment and avoid academic penalty**, you must formally notify the Division of Continuing Education in writing or [via email](#) by the appropriate deadline.*
- *Your **withdrawal is effective on the date we receive your notice**. Refer to the dates in the “Add/Drop, Withdrawal, and Late Registration Deadlines” section above to be sure you meet the academic deadline for the change you are requesting.*

## Student Disability Services (SDS)

Students with physical, mental, or learning disabilities requiring special accommodations to complete course work or examinations must register with The University of Iowa's **Office of Student Disability Services (SDS)** soon after their course registration is complete.

- Students who register will obtain a [Student Academic Accommodation Request \(SAAR\) form](#). This form specifies what course accommodations are judged reasonable for that student.
- Instructors will be contacted either in person or by phone so that they can provide details about course requirements and so that they are aware of what accommodations are deemed appropriate for a given student.

SDS Mailing Address
Student Disability Services 3015 Burge Hall Iowa City IA 52242-1214
SDS Telephone & Fax
<b>Phone:</b> 319.335.1462 <b>Fax:</b> 319.335.3973
SDS E-mail Address
<a href="mailto:sds-info@uiowa.edu">sds-info@uiowa.edu</a>
SDS Website
<a href="https://sds.studentlife.uiowa.edu/">https://sds.studentlife.uiowa.edu/</a>

- The SDS office also informs Distance Education staff, so technical and administrative support can be provided as needed to make available the required accommodation.

## Time Limits for Guided Independent Study Courses

### Maximum Time Limit

Students have the option of finishing their coursework within the session of enrollment or extending their completion date through the subsequent session if extra time is needed.

- Students who **complete course requirements before the deadline of the first session** will be assigned a final course grade at the end of that session.
- Students who **choose to extend their course** will be given a temporary grade of Incomplete (“I”) at the end of the first session\* and will receive additional time in the subsequent session to finish course requirements. The semester hours are counted for the semester of enrollment; they will not be considered when calculating student hours during the subsequent session.
- Students who **finish required coursework by the absolute deadline in the subsequent session** will have their grade changed from the “I” to their earned grade.
- Students who **do not finish their coursework by the absolute deadline in the subsequent session** will automatically be assigned a grade of “F.”

**\*IMPORTANT:** Some GIS courses require that students complete a minimum amount of coursework (clearly stated on the ICON course homepage and in the course syllabus) by the end of the first session to receive a grade of Incomplete and continue working on the course. If you are registered in a course that has a minimum requirement in place, and you do not meet that minimum requirement, you will receive a grade of F at the end of the first session. **Review your course materials carefully to see if you must complete a minimum amount of coursework to be eligible for an Incomplete and additional time to finish your course.**

### Minimum Time Limit

Students who complete their coursework prior to the deadline of the first session of enrollment will receive their final grade on their transcript at the end of the first session.

## Attendance in Guided Independent Study (GIS) Courses

Due to the nature of Guided Independent Study (GIS) courses the concept of attendance is better understood as participation. GIS courses are self-paced, however, students must meet the following *minimum* requirements in order to be considered and reported as “attending” to the Office of the Registrar.

- Students **must complete the GIS Attendance Quiz by day 10 of the session** to be reported as attending when the Registrar’s Office takes attendance at the beginning of the semester. *See page one of your course syllabus for the exact date.*
- During the Spring and Fall Sessions students **must complete and submit the first assignment, quiz or exam** to be reported as attending when the Registrar’s Office takes midterm attendance. *See page one of your course syllabus for the exact date.* The Office of the Registrar does not take midterm attendance during the Summer Session.

**IMPORTANT:** Being reported as “not attending” can negatively impact students’ current and future eligibility for federal financial aid.

## The Office of Student Financial Aid

The University of Iowa Office of Student Financial Aid (OSFA) recommends that you complete **Guided Independent Study (GIS) courses in one semester/session if you are receiving federal financial aid**. If you do not complete your GIS course in one semester/session and take an incomplete (I) grade, the Office of Student Financial Aid will be required to determine your last date of academic activity. If academic activity cannot be documented you may be required to repay a portion of your federal financial aid. **If you have questions regarding this information, we strongly recommend that you contact the Office of Student Financial Aid at (319) 335-1450 for clarification.**

## Grade Reports and Transcripts

Neither the Office of the Registrar nor the Division of Continuing Education sends final grade reports to students. There are features on MyUI (the Iowa Student Information Services) that allow students to review grades, print out a grade report, and order an official transcript.

- To access these features, go to [MyUI : http://myui.uiowa.edu/](http://myui.uiowa.edu/) and login using your Hawk ID and password. Once logged in, click on “**Student Information**” for options on reports and transcripts.

**Student Records.** Upon completion of this course, your final grade will be entered on your permanent student record at The University of Iowa. Courses are listed and grades are recorded under the session offered.

**Transferability of credits.** If you are transferring credits to another institution, you should verify transferability of the credit with that institution before registering.

## Student Rights and Responsibilities

### Student Resources

The University of Iowa offers an array of resources and services available to all Distance Education students, including library privileges (online journals and document delivery), special-rate or free computer hardware and software, e-mail, Web and computer support, and tutorial help through the writing and speaking centers.

To see details online, go to <https://distance.uiowa.edu/student-resources>.

### University ID

All students enrolled in credit courses at The University of Iowa are assigned a university identification number. Please keep your assigned number in a convenient location so it is readily accessible when contacting University offices.

### HawkID

All students enrolled in credit courses at The University of Iowa are assigned a Hawk ID and password. The Hawk ID is the primary authentication requirement for accessing online services and resources, such as course Web sites, downloadable software, student records, e-mail, and library services.

For most authentication purposes, Hawk ID service extends through the academic session following the last enrollment at The University of Iowa. Keep in mind, however, that **passwords must be reset every 180 days or they expire**.

**Lifetime MyUI access** will remain after a student is no longer enrolled at The University of Iowa so that access to transcripts as well as other selected records that are available online continues.

If you would like help resetting your password **call the ITS Help Desk 319-384-HELP (4357)**, or call the Division of Continuing Education at 1-800-272-6430 and ask to have your call transferred. You will need to provide your full name, Hawk ID, and University ID number or Social Security Number.

**Hawk ID Guide** provides more information and allows students to customize and reset their HawkID password themselves. To view the Hawk ID Guide, go to <http://hawkid.uiowa.edu/>.

**PASSWORD FORGOTTEN OR EXPIRED?** Hawk ID passwords expire after 180 days; please set up the self-service password reset for your account (see Hawk ID Guide, above) so that you can update your password and/or reset your password if you forget it.

## E-mail

E-mail is an official method of communication at The University of Iowa. This means that all instructors and students of Distance Education (DE) courses can expect to receive important communications via e-mail. Some exceptions for students are allowed.

Students enrolled in DE courses are assigned a University of Iowa (UI) e-mail alias that they are expected to activate either by requesting a UI e-mail account or by providing a routing address for the alias (such as a hotmail or yahoo account). See <http://distance.uiowa.edu/university-email> for more information.

## Academic Misconduct: Plagiarism and Cheating

Plagiarism and cheating may result in grade reduction and/or other serious penalties. Plagiarism and cheating include, but may not be limited to, the following:

- presenting the ideas of others without credit to the source;
- using direct quotations without quotation marks and without credit to the source;
- paraphrasing without credit to the source;
- failing to provide adequate citations for material obtained through electronic research;
- downloading and submitting work from electronic databases without citation;
- submitting material created or written by someone else as one's own, including purchased term or research papers;
- copying from someone else's exam, homework, or laboratory work;
- allowing someone to copy or submit one's own work as his or her own;
- submitting the same paper in more than one course without the knowledge and approval of the instructors;
- using notes or other materials during a test or exam without authorization;
- providing misleading information to avoid proper exam supervision;
- copying assignments previously submitted by another student.

Students who have **questions about the proper use and citation of sources** or the details and guidelines for any assignment should discuss their questions with the instructor.

An **instructor who suspects a student of plagiarism or cheating** must inform the student as soon as possible after the incident has been observed or discovered. If the instructor comes to the conclusion that the student has plagiarized or cheated, he or she, in consultation with the departmental executive officer, may decide to reduce the student's grade in

the course, even to assign an F. The student will be informed in writing and a written report shall be submitted to the Dean of Continuing Education with copies sent both to the appropriate college(s) involved and to the student.

The **Division of Continuing Education** may uphold, as the offense may warrant, the following or other penalties: suspension from taking courses through the Division for a semester or longer or a permanent ban on future enrollments. In addition, if the student is admitted to another college in The University, the appropriate dean may impose additional sanctions, such as placement on disciplinary probation until graduation, suspension from the college for a semester or longer, or recommendation of expulsion from the University by the president.

If a **student feels that the finding of plagiarism or cheating is in error** or that the penalty is unjust, he or she may request a hearing. The appeal process must be initiated by the student with the relevant colleges within 30 days of program or departmental dismissal.

### **Collegiate Policies and Resources**

- [College of Liberal Arts and Sciences Academic Policies Handbook](#)
- [Henry B. Tippie College of Business Honor Code](#)
- [College of Education Policy on Student Academic Misconduct](#)

## **Student Complaints Concerning Faculty Actions**

A student who has a complaint is responsible for following the **procedures described below**. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral or written communication, inequities in assignments; failure to provide disability accommodations; or grading grievances (including failure to grade assignments and examinations in a timely manner).

**Note:** Final course grades cannot be changed without the permission of the department concerned.

Ordinarily, **the student should attempt to resolve the matter with the instructor first**. If the complaint is not resolved to the student's satisfaction, the student should consult the course supervisor (if the instructor is a teaching assistant), the departmental executive officer, or in some departments, the person designated to hear complaints, providing documentation of the earlier attempt to reach reconciliation with the instructor.

If **the matter remains unresolved**, the student may submit a written complaint to the collegiate dean, or in the College of Liberal Arts and Sciences, the Associate Dean for Academic Programs, who attempts to resolve the complaint and, if necessary, may convene a special committee to recommend appropriate action. In any event, the Dean's Office responds to the student in writing regarding the disposition of the complaint.

A **student dissatisfied with the outcome of a complaint** involving academic accommodations may file a complaint with the Office of Equal Opportunity and Diversity.

If a **complaint cannot be resolved through the mechanisms described above**, the student may file a formal complaint, which will be handled under the procedures established for dealing with alleged violations of the statement on professional ethics and academic responsibility as directed in the [University Operations Manual](#).

The [Office of the University Ombudsperson](#) responds to problems and disputes brought forward by any members of the University community—students, staff, and faculty—that appear unresolvable through existing channels. Before consulting the ombudsperson, an attempt should be made to resolve problems by following the procedures described above. The Henry B. Tippie College of Business and the Colleges of Education, Engineering, Liberal Arts and Sciences, Medicine, Nursing, and Public Health have written policies and procedures for resolving complaints. The Colleges of Dentistry, Engineering, Law, and Nursing also have established ombudsperson systems as alternative mechanisms for



handling student complaints. Information concerning the mechanisms established by a specific college is available in the collegiate dean's office.

## **Sexual Harassment Policy**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. For more information, including definitions, assistance, how to file a formal or informal complaint, and the full policy, visit the [Sexual Harassment site](#).

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