Get to know the Registrar website. We provide a great deal of information in one, convenient place. If you need something that is not there, let us know and we’ll put it there! Of particular note is a page on Course Policies.

Office of the Registrar Website: [http://registrar.iupui.edu/](http://registrar.iupui.edu/). Pay particular attention to the Faculty tab.

IT’S THE LAW!!!! Understand your responsibilities with respect to the Family Educational Rights and Privacy Act (FERPA). This federal law requires all of us, faculty included, to protect the privacy of our student records. On the Registrar site in the Faculty section, under Policy, make sure you become familiar with the section on FERPA.

It is your responsibility to know how to protect the students and the institution: [http://registrar.iupui.edu/confiden.html](http://registrar.iupui.edu/confiden.html).

Final Grade Rosters are due to the Registrar’s Office 48 hours after the completion of your final examination. Grades can be submitted online from a link in the Learning Management System or within [ONE](https://one.iu.edu/) here you would choose the Faculty Center to get to your grade rosters.

Be aware that grades of FN (Failure-Non attendance) or FNN (Failure-Never attended) should be used for students who receive an “F” for non-attendance.

Grade policies and grade processing options are detailed on the Registrar website in the Faculty area under Submitting Grades and Grade Policies: [http://registrar.iupui.edu/finalrst.html](http://registrar.iupui.edu/finalrst.html).

Grade Changes – Shortly after you have submitted your final grades, you may find yourself needing to change a student’s grade. Log into One.IU ([https://one.iu.edu/](https://one.iu.edu/)) and search for “eGradeChange.” Click on the task that looks like the snapshot above and you will be taken to a page to initiate the grade change.

For details, the information and links are available on the Registrar site at: [http://registrar.iupui.edu/grchgfac.html](http://registrar.iupui.edu/grchgfac.html).
TAKE ACTION WHEN STUDENTS ARE TRYING TO ADD YOUR CLASS LATE!!! A drop & add (eDrop and eAdd) online workflow process is available to IUPUI students who need to drop or add classes after the first week of classes. As a faculty member, a student will need your permission to ADD a class this late since you know how much course work would need to be made up and/or whether the student in question has been attending class, etc. If you ever see a message in your Outlook inbox like this:

From: ONESTART WORKFLOW
Subject: OneStart Action List Reminder-------- please take action as this signifies that a student is trying to add your class. Click on the link within the message and use either the Approve or Disapprove button. For complete details on how this works, visit the Registrar website at: http://registrar.iupui.edu/eDoc/eDrop_faculty_staff.html.

IU-FLAGS Student Performance Rosters --- (Fostering Learning, Achievement and Graduation Success)

Early Evaluation, Administrative Withdrawal, Enrollment Verification all with one tool!!!!
Your attention and assistance is expected in reporting class attendance and/or concerns over student performance in your class by using the IU-FLAGS Student Performance Roster.

1. **Early Evaluation: Action Expected in Week Two or Three “and beyond”!**
   At IUPUI, if you teach an undergraduate class, you will be expected to complete an IU-FLAGS Student Performance roster. This begins during the second week of classes so that you may submit feedback early (and often) about students who may be at risk of doing poorly in your class. Your feedback is then used by University College, academic units, campus support centers (Bepko Learning Center, Writing Centers, etc.) to intervene with the students at risk and provide assistance. This is a critical step in student retention and your action is needed to help make our students successful!

2. **Administrative Withdrawal: Action Expected in Week Five!**
   The Administrative Withdrawal policy at IUPUI is effective for all students enrolled in undergraduate classes that are at least 6 weeks in duration. Students who miss more than 50% of their classes/required activities during the first 25% of the class duration may be administratively withdrawn--------by you. The IU-FLAGS Student Performance roster is your opportunity to let us know which students should be withdrawn from your class because of irregular attendance. Administrative withdrawal choices will be available on the student performance roster once 25% of the class duration has passed. The full policy, including the required syllabus language, is available at: http://registrar.iupui.edu/withdrawal-policy.html.

3. **Enrollment Verification: Action expected in Week Eight!!!**
   The Registrar’s Office will send you notification that Enrollment Verification data is expected roughly 7-8 weeks into the semester. It is critical that you use the IU-FLAGS student performance roster to verify whether the students listed are attending so we may correct any enrollment issues BEFORE you are required to assign a final grade. This verification step is also critical for institutional financial aid compliance.