STUDENT HANDBOOK

"To achieve your goals, you must work hard, endure, believe always, and never turn back."
Seneca

IU INDEPENDENCE® UNIVERSITY

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About This Handbook

This Student Handbook serves as an official guide for students to the policies, services, and practices of Independence University. The university makes every effort to present its policies, services, and practices accurately and fairly. Those responsible for the preparation of this handbook and all other public announcements and documents have made every effort to ensure that the information presented is correct and up to date. This handbook supersedes all previous documentation and is subject to change. Independence University reserves the right to add to, amend, or repeal any information presented in this handbook. The university will not assume responsibility for publication errors beyond its control.

Welcome to Independence University!

This Student Handbook has been created for one reason—to help you become a successful Independence University (IU) student. You will find the following in this handbook:

- Directory of helpful IU contact information.
- Guide to the online tools and services that make your IU education possible.
- Overview of the course policies that govern your IU studies.
- Introduction to IU courses and their structure, assignments, and expectations.
- IU's Student Code and discipline, grievance, and appeals processes.

Consider this Student Handbook a starting point for your IU education. You will find many issues that students face addressed in this handbook. For issues not covered, you will find simple instructions on how to track down the information you need quickly and conveniently.

We hope this handbook proves useful to you in your IU studies.

Thank you for choosing IU,
and good luck throughout your enrollment!

IU Faculty and Staff

Who We Are

Independence University, formerly California College for Health Sciences (CCHS), is an accredited institution of higher learning providing online distance education. Since 1978, IU has been dedicated to providing an education to working adults. The university currently offers associate's, bachelor's, and master's degrees as well as certificates and special programs in select areas of study.

Our Accreditation

The pursuit of accreditation by an institution is a rigorous process requiring intensive self-study and impartial review by outside specialists in education. These specialists carefully examine an institution's curriculum, faculty, student services, and other features to decide whether that institution meets their accrediting agency's minimum standards for education.

IU is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). Founded in 1926, the Distance Education and Training Council has been America's leading association for distance education institutions. The Accrediting Commission of the DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA).

IU's respiratory therapy program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC). CAAHEP is a recognized member of the Council for Higher Education Accreditation (CHEA).

Contacting IU

How to Contact the University

Online Student Help Desk

To contact the university, submit a request through the online Student Help Desk. This tool is your one-stop resource for help with any and all of your IU needs—financial questions, enrollment issues, transcript requests, technical problems, and more.

To submit a Help Desk request, follow the instructions below or the more detailed instructions on page 10 of this handbook. Once you submit your request, it will be routed to the IU staff member best able to assist you. After your request has been resolved, you will receive a reply via the email address that IU has on file for you. Or, you may ask that an IU staff member call you to resolve the request.

Regular Mail

Contact the university by regular mail at:

Independence University
5295 South Commerce Drive
Salt Lake City, UT 84107

**Need help?
Want to contact the university?
Use the online Student Help Desk.**

The online Help Desk is the best way to get help with just about anything related to IU.

To submit a Help Desk request:

- First, go to www.independence.edu and click Student Help Desk.
- When the Help Desk page appears, click Submit a Request.
- Next, follow the prompts to send a personalized request to the university.

After you submit your request, a helpful IU staff member will contact you to offer individual attention and assistance.

Most Help Desk requests can be resolved within one business day. So take advantage of this valuable service today!

Need more information?
Visit the online Knowledge Base.

For in-depth information about IU, visit the university's online Knowledge Base. The Knowledge Base contains numerous articles that explain university policies and procedures and offer clear, simple instructions for using the university's online tools and services.

To access the Knowledge Base:

- First, go to www.independence.edu and click Student Help Desk.
- When the Help Desk page appears, click Knowledge Base to access articles on many important IU topics.

Knowledge Base articles are continually updated, so please visit this resource often.

How to Contact Your Student Advisors

When you enroll at IU, you are assigned a team of Student Advisors, trained professionals fully committed to helping you succeed. Your advisors will monitor your academic progress and help you with all administrative matters (enrolling in courses, scheduling final exams, finding grades, using IU Online, determining course expiration dates, etc.). Student Advisors also provide advising to help you complete your courses successfully and reach your educational goals.

Feel free to contact your Student Advisors at any time! You can contact your advisors by submitting a request through the online Student Help Desk. Your request will be routed to an advisor, who will send you a reply via email or, if you request, contact you by telephone.

How to Contact Your Content Specialists

Contact your course instructors (called Content Specialists at IU) for questions related to course content—unit and final exam content, textbook readings, course assignments, references for a course paper, etc. You can contact your Content Specialists using the Course Mail feature in IU Online. This handbook offers instructions for accessing both IU Online (page 6) and Course Mail (page 7).

Student advising is always available!
IU wants all its students to succeed.
For assistance of any kind with enrollment, registration, and administrative issues, contact a Student Advisor through the online Help Desk.

Online Tools and Services

IU offers several important online tools and services to support your learning:

- IU Online
- Online Student Help Desk
- Online Student Orientation Course
- Online Payment Center
- Online Tutoring

This section of the handbook provides easy-to-follow instructions for accessing these tools and services, all of which are available through the IU Web site (www.independence.edu).

IU Online

IU Online is the university's learning management system (LMS), a powerful online tool that enables you to do the following:

- Access your courses online—all day, every day.
- Access your Capstone Course, an online gathering place where you can "meet" with other students in your program.
- Access announcements about your courses, program, and the university as a whole.
- Communicate online with Content Specialists and fellow students using Course Mail and Discussion Forums.
- Schedule and take exams online, with instant scoring and feedback on objective questions.
- Submit and track assignments, and view grades and comments on assignments.
- View updated course materials, including the latest exam materials and study aids.
- Review your grades, check your account status, and access other valuable information.

How to Access IU Online

You can easily access IU Online by following these instructions:

- First, go to the IU Web page at www. independence.edu
- On the IU page, click Students at the bottom of the page.
- When you arrive at the Students page, click Access IU Online. The IU Online page will appear (see graphic at right).

  NOTE. You can also access the IU Online page directly, at **online.independence.edu**
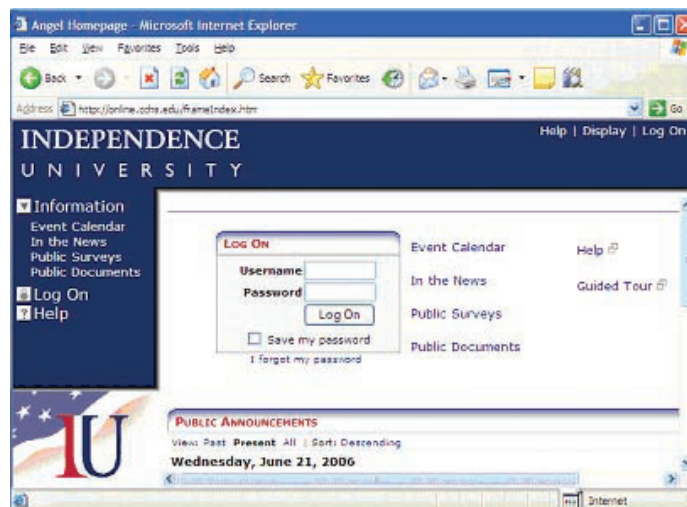
- From the IU Online page (online.independence.edu), you can access both the public areas and secure areas of IU Online. To visit a public area, simply click the link that appears on the IU Online page. Many links on the IU Online page lead to public areas.
- To access a secure area, you must first enter your IU Online account information in the Log On box on the IU Online page (see graphic below). Your IU Online account is automatically set up when you enroll, and your account information sent to you via email or other means. Your account consists of your username (firstname.lastname) and password (student ID number).

- If you log on successfully, you will arrive at your personal IU Online page (My Page), where you can access many secure services, including your online courses. Once you arrive at My Page, explore the links to see what IU Online has to offer you!

    NOTE. If you forget your password, simply click **I forgot my password** at the bottom of the Log On box, and your password will be sent to you by email. Or, if you need assistance logging on to IU Online, cannot access IU Online, or some other problem occurs, contact the university and an IU staff member will gladly assist you.

Using IU Online will be critical to your success as a student. Take the time to become familiar with this tool and, if you need any help, contact the university.

How to Access Your Capstone Course

One of the most valuable features of IU Online is your Capstone Course. The Capstone is not a course in the traditional sense of the word. Instead, it is an online gathering place where you can find information about your program and interact with other students in the program.

To access your Capstone Course:

- First, access IU Online and My Page (for instructions, see above).
- When you arrive at My Page, click the link to your Capstone Course. You will find this link under the Courses tab. The name of your program serves as the link (for example, Capstone: Associate of Science in Allied Health).
- Once your Capstone Course page appears, browse through its links to see what this resource has to offer you.

How to Use IU Online's Communication Tools

IU Online offers several communication tools that you can use to contact the university, your Content Specialists, and fellow students:

- **Course Mail.** Use Course Mail to communicate with your Content Specialists and other students in your program and courses. To access Course Mail:

- On your personal IU Online page (My Page), click the link Email to access Course Mail. You will find this link under the Toolbox tab. You can also access your Course Mail from My Page by clicking the links under the New Mail tab.
- Course Mail is also available from within your online courses. You will find links to your courses on My Page, under the Courses tab. Click the link for the course you want. After you arrive at the course page, click the In Touch tab. Once the In Touch page appears, you will see the links to Course Mail. To send a message, click the link Send Course Mail. The Compose Message page will appear.

  NOTE. To send a message to the Content Specialist assigned to your course, select **All Faculty** in the To list on the Compose Message page. Your Course Mail message will be directed to your Content Specialist.

- **Discussion Forums.** Use this IU Online feature to stay in touch with others enrolled in your program. To access the Discussion Forum for your program:

  - On your personal IU Online page (My Page), click the link to your Capstone Course. The name of your program serves as the link (for example, Capstone: Associate of Science in Allied Health). You will find this link under the Courses tab.
  - When you arrive at the Capstone Course home page, click the In Touch tab. On the In Touch page, you will see the link to your program's Discussion Forum. (You can also find a direct link to the Discussion Forum on the Capstone Course home page.)

    NOTE. Discussion Forums may not yet be available for all programs.

How to Complete Assignments and Exams in IU Online

You will complete most of your course assignments and exams conveniently online in IU Online. Read on for easy-to-follow instructions.

How to Submit an Assignment in IU Online

In certain courses, you will be asked to complete papers, projects, and similar assignments.

To submit an assignment in IU Online:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, click the link to the course you want.
- When the course page appears, click the Lessons tab.
- When the Lessons page appears, click the link to the section of the course whose assignment you want to complete (Section 1, Unit 2, etc.).
- When the section page appears, click the link to the assignment. This link may appear under the name Assignment 1, Paper 2, or a similar name.
- Once you access the assignment, follow the instructions for completing the assignment and uploading/submitting it to your Content Specialist for grading.

After you have submitted your assignment, you can check its status by clicking the assignment link (i.e., the same link you used to access and submit the assignment). You can view grades for assignments you have completed by clicking the Tools tab in your online course. On the Tools page, click My Grades to access your grades.

How to Complete Self-Assessments in IU Online

Certain courses offer online self-assessments that test your course knowledge. To access these self-assessments:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, click the link to the course you want.
- When the course page appears, click the Lessons tab.
- On the Lessons page, click the link to the section of the course whose self-assessments you want to complete (Section 1, Unit 2, etc.).
- When the section page appears, you will see links to the self-assessments. Click a link to begin an assessment.
- Complete and submit the self-assessment. You will receive instant feedback on these assessments.

How to Complete a Unit Exam in IU Online

Follow these simple instructions to complete your unit exams in IU Online:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, click the link to the course you want.
- When the course page appears, click the Lessons tab.
- On the Lessons page, click the link to the section of the course whose unit exam you want to take (Section 1, Unit 2, etc.).
- When the section page appears, you will see the unit exam listed. (The exam may be called Unit Exam, Quiz, Exam, Test, or something similar.) Click the link to the exam and follow the instructions for completing the exam.

After you submit your unit exam, you will receive instant scoring and feedback on all objective questions (multiple choice, true/false, etc.). If your unit exam requires any short answer or written responses, these will be graded by your Content Specialist within several business days.

You can view your grade on a unit exam by clicking the Tools tab in your online course. Once the Tools page appears, click My Grades to access your grade.

Please keep in mind that the unit exams in IU Online are not necessarily the same exams included in your course study guides.

> **NOTE.** On unit and final exams, each correct answer counts as one point. Unanswered questions are counted as incorrect, so be sure to answer all of the questions to the best of your ability.

How to Submit a Final Exam Request in IU Online

Final exams are completed in IU Online. However, before you can take a final exam, you must request it through IU Online. To request a final exam:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, click the link to the course you want.
- When the course page appears, click the Lessons tab.
- On the Lessons page, click the link Final Exam.

• When the Final Exam page appears, you will see the link Final Exam Scheduling Request. Click this link and follow the instructions for submitting your request.

Submit your final exam request **at least 4–5 business days** prior to your preferred exam date. Please note that your request will not be approved until you have successfully passed all unit exams and completed all other course assignments.

If your final exam request is approved, you will receive instructions from the university on how to schedule your exam. Your final exam will be completed in IU Online under a proctor's supervision.

> **NOTE.** On final and unit exams, each correct answer counts as one point. Unanswered questions are counted as incorrect, so be sure to answer all of the questions to the best of your ability.

Online Student Help Desk

For help with any matter related to your IU education, simply submit a request through the university's online **Student Help Desk**. Use this convenient tool to find answers to all your IU questions.

How to Access the Help Desk

Accessing the Help Desk is easy:

• First, go to the IU Web page at www.independence.edu
• Next, click the button Student Help Desk.
• When the main Help Desk page appears, choose from among several Help Desk services:

> • **Knowledge Base:** A collection of articles on many IU topics. Start here to find answers to common questions that students ask.
> • **Troubleshooter:** A helpful resource that assists you in narrowing your search for answers.
> • **Submit a Request:** A feature that allows you to submit a personalized request through the Help Desk.

How to Submit a Help Desk Request

If you cannot find an answer using the Help Desk's Knowledge Base or Troubleshooter, feel free to submit a personalized Help Desk request:

• First, click Submit a Request on the main Help Desk page. This link will bring you to the My Support page, where you can submit your request (see graphic at right).
• The first time you submit a request, you must set up a Help Desk account. To set up an account, click Create a New Account at the bottom of the My Support page.
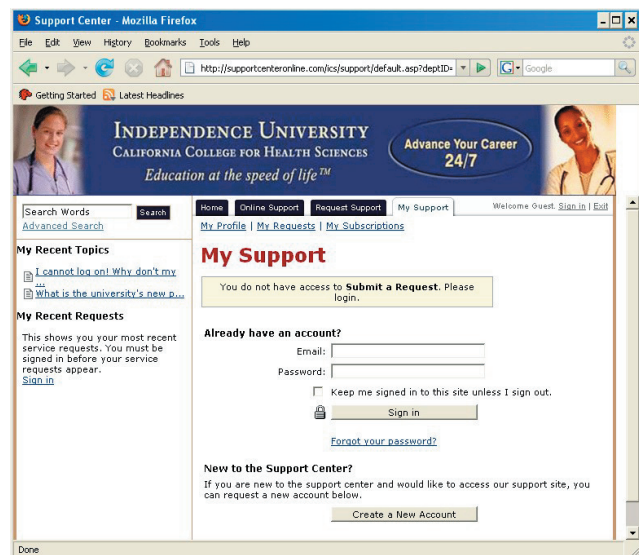
- The Personal Information page will appear (see graphic at right). To create an account, enter the necessary information.
- When finished, click Create a New Account. A Confirmation Message will appear indicating that your account was created successfully.
- Once you have created a Help Desk account, you can submit requests at any time. Go to the My Support page and simply follow the prompts to submit a request. Be sure to provide as much information as needed to help the university resolve your request as quickly as possible.
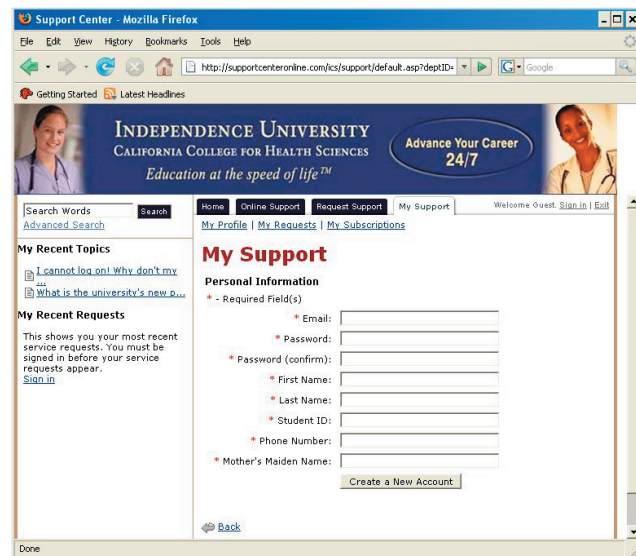
When your request is resolved, you will receive a response from an IU staff member via your email account. Or, you may request that an IU staff member call you to resolve the request.

You can easily track the status of your Help Desk requests online. To track your requests, click the link My Requests at the top of the My Support page.

IU attempts to resolve Help Desk requests as quickly as possible, usually within one business day. However, more complex matters may take longer to resolve.

Online Student Orientation Course

IU requires that new students complete an **Online Student Orientation Course** that familiarizes them with the university, its services, policies, and practices. To ensure your success as a student, complete the orientation course in a timely manner. You will find the Online Student Orientation Course in IU Online:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, you will see the link to the Online Student Orientation Course. Click this link to begin the orientation.

If you have any difficulty accessing or completing the orientation course, please contact the university through the online Student Help Desk. An IU staff member will gladly assist you.

Online Payment Center

IU's convenient **Online Payment Center** allows you to make secure online tuition payments using a credit card, checking account, or savings account. To access the Online Payment Center:

- First, go to the IU Web page at www.independence.edu
- Next, click Students on this page.
- When the Students page appears, click Make a Payment to access the Online Payment Center.
- When the Online Payment Center page appears, follow the instructions for making your secure online payment.

Online Tutoring

IU currently offers online tutoring in select courses. This tutoring service allows IU students to submit questions about course content to qualified tutors in the course's subject area. If this tutoring proves successful in the courses in which it is available, IU plans to expand the service to all courses.

To find out if online tutoring is available in your course:

- First, access IU Online and My Page (for instructions, see pages 6–7).
- On My Page, click the link to the course you want.
- When the course page appears, look for an Online Tutoring tab on the page. Click this tab to begin a tutoring session.

In most cases, you can join a live chat if you are visiting the tutoring service during its regularly scheduled tutoring hours for your course. If you contact the tutoring service outside these hours, or if you prefer not to have a live chat, you can typically submit a question that the tutors will respond to, usually within one business day. Finally, if you use online tutoring, please fill out any feedback surveys included with this service. Your comments will help to improve the service.

Having technical problems?
Contact IU for Technical Support.

Contact IU if you need assistance with IU Online, the Help Desk, or any other online tool or service.

For technical support, submit a request through the online Help Desk.

NOTE. If your Help Desk account is not working, you can contact the university by telephone at 800-497-7157. Please use this number only if you need to report a malfunctioning Help Desk account. All other technical matters are handled through Help Desk request so that all student requests can be properly recorded and resolved.

Need help with a non-IU technical problem?

IU can only offer technical support for its own online tools and services, so here are a few ideas for handling non-IU technical problems:

- If your computer breaks, ask a friend if you can use their computer until yours is fixed.
- Call your local library, which may offer computer and Internet access free to the public.
- Check your local telephone book or ask around for a good computer repair service in your area.
- Contact the manufacturer of your computer. The manufacturer may offer technical support and repair services, sometimes in your local area.
- Contact your Internet Service Provider (ISP) and ask about technical support when your Internet connection fails.

Finally, if a technical problem will seriously impair your ability to complete your IU courses, contact the university to discuss your options for continuing your studies.

IU Course Policies

This section describes course policies that you and every other IU student should know. Individual course policies may vary, but the information provided here offers a helpful overview of several key policies that govern your IU education.

What to Do If You Have Questions about Your Courses

IU seeks to provide the support you need to succeed as a student:

- For questions related to **course content** (assignments, exams, readings, etc.), contact the Content Specialist assigned to your course. You can reach your Content Specialist through Course Mail in IU Online.
- For **all other questions about your courses**, contact a Student Advisor through the online Help Desk. These questions would include questions about how to schedule a final exam and similar questions not related to the actual content of the exam or course.

Maximum Time Allowed to Complete a Course

According to IU policy, you have 30 days per semester credit to complete a course. Thus, if you are taking a 3-credit course, you have 90 days to finish the course. A 4-credit course must be completed in 120 days, and a 5-credit course in 150 days. All coursework—including the final exam—must be completed within the maximum time allowed.

Course Expiration Dates

After the maximum time allowed for completing a course has passed, the course expires. As a student, it is your responsibility to finish all coursework, including the final exam, by the expiration date.

When you enroll in a new course, you will receive email notification that your course materials have been shipped. The shipment date will be used to determine your new course's expiration date.

The chart on the right offers a course expiration guide for a 3-credit course. Use this chart to keep track of your course expiration dates.

Completing courses on time is a key way that you can ensure your success as a student. If you have any questions about course expiration dates, please feel free to contact your Student Advisor through the online Help Desk.

Course Expiration Guide for a 3-Credit Course	
If your course materials were shipped any day in:	Your course expires:
January	April 30
February	May 31
March	June 30
April	July 31
May	August 31
June	September 30
July	October 31
August	November 30
September	December 31
October	January 31
November	February 28
December	March 31

Consequences of Not Completing a Course on Time

There are consequences if you do not complete a course by its expiration date. Consequences include, but are not limited to, being assigned an Incomplete (I) for the course, being declared inactive, and being terminated from your program.

If you believe that you will not be able to complete a course on time, contact your Student Advisor immediately for advice. Remember that, at IU, you are never alone. Advisors are always available to offer help and assistance.

Re-admission

If you are declared inactive and terminated from your program, and want to resume your IU studies, you must be re-admitted and re-enroll in your program and courses. To be re-admitted, you must repeat the admissions process, including signing a new enrollment agreement, submitting new copies of official transcripts from your previous institutions, and arranging a new financial plan. This policy on re-admission applies whether a student had just started a program or was nearly finished at the time he or she left the university.

Grade Point Average (GPA) Required to Graduate

The following grade point averages (GPA) are required for graduation:

- If you are enrolled in a bachelor's, associate's, or certificate program, you must earn a **cumulative GPA of at least 2.0** for all registered work in order to graduate.
- If you are enrolled in a master's program, you must earn a **cumulative GPA of at least 3.0** for all registered work in order to graduate.

Grading Scale

IU uses the scale on the right to determine grades on individual assignments and exams and for an entire course.

You can keep track of your grades in a course by viewing your gradebook for that course. You will find the gradebook by clicking the Tools tab at the top of the course page in IU Online, then clicking My Grades.

Letter	Description	Average	Point Value
A	Excellent	94-100	4.0
B	Good	88-93	3.0
C	Average	81-87	2.0
D	Passing	75-80	1.0
F	Failing	<75	0.0
DR*	Drop	--	--

Important Clinical Instruction Policies

If you are enrolled in a program that requires clinical instruction, IU has established policies to ensure that you receive the best clinical education possible:

- During clinical instruction, you must be identified as a student and have your ID card with you at all times.
- You cannot be substituted for staff.
- You must not be paid for time spent in clinical instruction.

The university takes these clinical policies seriously and expects all clinical students, clinical instructors, and clinical facilities to strictly follow them. Failure to follow these policies may result in disciplinary action against a student and others involved in clinical instruction.

If you have any questions about these clinical policies, please contact the university.

Access to Clinical Student Information

Access to a clinical student's information may be granted to his or her Preceptor, Department Head, and Medical Director at the sponsoring clinical facility.

HIPAA

In keeping with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all hospital and patient information must be held in confidence. The nature of clinical practice gives students and Preceptors access to confidential and proprietary hospital, employee, and patient information. State and federal laws, including HIPAA, protect this confidential information. Students and Preceptors must not disclose any information relating to patients, the hospital, or staff, including, but not limited to, conversations, medical records, and hospital memorandums, except as is necessary in order to carry out their clinical duties and that they will meet all state and federal requirements. Also, students and Preceptors must not disclose such information, either by publication, verbally, or otherwise, to any person without the prior written consent of the hospital and/or patient.

Academic Dishonesty (Cheating, Plagiarism, etc.)

The university follows a zero tolerance policy on cheating, plagiarism, and other forms of academic dishonesty. This policy—including the penalties for engaging in academic dishonesty—is outlined on the following page.

Questions about IU policy?

As an IU student, you may have questions about university policies and how they affect your education. Please feel free to contact the university at any time for help in understanding these policies. Simply submit a request through the online Student Help Desk, and an IU staff member will assist you.

IU's Zero Tolerance Policy on Academic Dishonesty

IU follows a zero tolerance policy on cheating, plagiarism, and other forms of academic dishonesty.

Academic Dishonesty Defined

Academic dishonesty includes, but is not limited to, the following:

- **Cheating on an exam.** Cheating includes, but is not limited to, sharing answers for an exam or receiving help from someone else, including a proctor, during an exam. Cheating also includes accessing ANY outside information during an exam, including print, electronic (Web, email, discussion forum, text messages, etc.), or any other form of information. Students must not take ANY items into or out of ANY exam. This includes print items, electronic items (information on computer, discs, email, and any other electronic media), and any other items. Taking items into or out of any exam constitutes cheating. If items such as scratch paper, pencils, or software will be needed during an exam, students must arrange this with the university BEFORE the exam day. These policies apply to all proctored exams, including essay exams and exam re-takes.
- **Committing plagiarism.** Plagiarism includes, but is not limited to, finding a paper on the Internet and turning it in as one's own, writing a paper with someone else's help, or having someone else write a paper and turning it in as one's own. Plagiarism also includes using another writer's words as one's own and not properly citing outside references or another writer's words and ideas.
- **Helping an IU student to cheat or plagiarize,** even if the person helping is not receiving a grade on the assignment or is not enrolled at IU.

IU's Zero Tolerance Policy

IU will not tolerate academic dishonesty. Academic dishonesty is considered a serious violation of the university's Student Code. Any student caught cheating, plagiarizing, or engaging in any other form of academic dishonesty will be subject to **immediate dismissal** from the university. Moreover, if any student helps another student to cheat or plagiarize, then this student will also be subject to being dismissed immediately from the university. IU's zero tolerance policy on academic dishonesty protects the integrity of the education that students receive at the university. Cheating, plagiarism, and similar dishonest acts degrade a university education and are an insult to the students who do commit themselves to earning their grades honestly and ethically.

Protections against Academic Dishonesty

The university attempts to protect against academic dishonesty in several ways:

- Using final exam proctors.
- Monitoring student activity, including online activity, during and after final exams.
- Running all written assignments through plagiarism detection software.
- Encouraging course Content Specialists to turn in any paper, project, or other assignment that they suspect is plagiarized.

Despite these protections, all students are ultimately responsible for conducting themselves in an ethically honest way and completing all academic exercises without unauthorized assistance or collaboration.

If you have ANY questions about what constitutes cheating, plagiarism, or any other form of academic dishonesty, ask BEFORE you take an exam or turn in an assignment for grading! Students are responsible for understanding what constitutes academic dishonesty.

IU Courses: What to Expect

This section describes your IU courses—how they are structured, what study materials you will receive, what assignments you will be asked to complete, and how you can best plan your course activities.

IU Courses: An Overview

Your IU courses may vary in their structure and requirements. However, a typical IU course is organized as follows:

- IU courses are organized into six or fewer sections or "units." Each unit covers at least one course objective and requires at least one graded assignment that measures whether or not you have achieved the learning objectives for that unit.
- Unit assignments may take the form of a unit exam. Or, you may be asked to complete a written assignment (paper, project, etc.) required in addition to or in place of a unit exam.
- Almost all IU courses require a comprehensive, proctored final exam or comprehensive final project. Exams contain multiple choice, true/false, and occasionally essay or short answer questions. Final projects are more common at the graduate level and evaluate your ability to synthesize, analyze, and apply what you are learning in complex ways.
- Finally, if you are in a course with a clinical, internship, or practicum component, you will be asked to complete assignments that assess the knowledge, skills, and attitudes required of practicing professionals in your field.

You must complete all units in a course to pass the course.

Course Study Materials

A typical IU course offers the following study materials:

- Course Textbook
- Course Study Guide
- Online Resources

These resources are described below.

Textbook

The textbooks selected for your IU courses are authoritative texts published by respected national publishers. Course readings and assignments are based on the textbooks, and mastering the material in your textbooks will be critical to your success. The Course Milestone Chart provided with each course will help you plan your textbook readings and activities.

Study Guide

Almost all IU courses include a study guide, also known as a workbook. Study guides offer several valuable resources to help you pass your courses. These resources are described on the following page.

Course Milestone Chart

Track your progress in a course using its milestone chart, which indicates where you should be to finish the course in 30, 60, or 90 days. Following this schedule will ensure that you finish your course on time. A sample Course Milestone Chart is included in this handbook. The day specified in the 30-day, 60-day, or 90-day column indicates the day on which you should complete a specific assignment.

Study Guide Self-Assessments

How well do you remember what you read? Test your understanding before you take major exams by completing the self-assessment activities and practice quizzes in your study guides. These activities are not graded, and you do not have to complete them to pass a course, but experience shows that students get better grades when they do.

Answer Keys

Score your own self-assessment tests by comparing your responses to the correct answers provided in the study guides.

Online Resources

IU Online, the university's online learning management system, includes the following learning resources, essential to your success in your courses:

Online Self-Assessments

Use these optional assessments to test your mastery of topics discussed in your textbooks. These assessments will greatly increase your chances of passing courses successfully. (Please note that these assessments are not yet available in all courses.)

Online Exams

You will take your unit and final exams in IU Online, which, in many cases, offers instant scoring and feedback. To prepare for your exams, make sure that you have read the assigned textbook readings and have completed the self-assessments in your study guide and/or online.

Course Exams and Assignments

What You Will Be Asked to Do and When You Will Do It

Depending on the course, you may be asked to complete exams, papers, projects, readings, case studies, clinical activities, or other assignments. Your course materials will clearly spell out the assignments you must complete. Because IU has no university-wide semesters, assignment due dates, or exam schedule, you must pace yourself to complete your assignments within the maximum time allowed for each course (30 days per semester credit). Your Course Milestone Charts provide 30-day, 60-day, and 90-day timelines that will help you pace yourself through a course. IU strongly encourages you to follow these timelines and discourages you from putting off assignments or trying to complete them all at once, near the course expiration date. If you do not make satisfactory progress **throughout** a course, you will find it difficult to finish on time and may be contacted by a Student Advisor.

Submitting Exams and Assignments

You will complete and submit unit exams and final exams in IU Online, which, in many cases, offers instant scoring and feedback. You will also submit most of your other assignments (papers, projects, case studies, etc.) through IU Online. Simply follow the directions that accompany the assignment. Your Content Specialist will review your work and, once the assignment has been graded, you will be able to view your score online.

> **NOTE.** See the section Online Tools and Services, in this handbook, for easy-to-follow instructions for submitting your exams and assignments through IU Online.

Unit Exams

In many courses, you will complete unit exams that assess your knowledge of a portion of the course material. Unit exams are open-book and typically must be passed with a score of 90% or higher, though certain courses may require a different passing score.

If you do not earn the required passing score on a unit exam, you must re-take the exam until the passing score is achieved. You may re-take a unit exam until you earn the passing score. However, if you do not earn the passing score in three attempts, you must receive advising before you will be allowed to take the unit exam a fourth time.

You will receive re-test notification on unit exam results that indicates which questions were answered incorrectly and will be instructed to review these areas of weakness before the re-take.

Most programs use the original unit exam grade, **not** the re-take grade, in calculating the final course grade, so be sure to ask about your program's policy on this matter and on unit exams in general.

Papers and Projects

Depending on the course, you may be asked to complete papers and projects that assess your knowledge of and ability to apply the course material. For these assignments, you have the option of **paper/project re-submission**. Under this option, if your grade on a paper or project is below 85%, you may revise and re-submit the paper or project for a higher grade. You may re-submit your paper or project one time and receive the average of the original and new scores.

Final Exams

In many courses, you will complete closed-book, proctored final exams that assess your knowledge of the entire course. In certain courses (RES, BIO, EEG 150), you are required to earn a minimum passing score of 75% on the final exam. In other courses, there is no minimum passing score requirement for the final exam. However, to pass these courses, you must earn a final exam score that yields at least a 75% overall average for the entire course.

You are allowed to re-take a final exam one time, for a total of two attempts. The second exam is a different version from the first exam. The average of the two final exam scores is typically used to calculate your final course grade.

Finally, because IU programs may have different policies regarding final exams, be sure to ask about your program's policy.

When to Request a Final Exam

You may schedule the final exam for a course when you have passed all unit exams with a score of at least 90% and completed all other assignments for the course. Before you can take a final exam, you must request it through IU Online. Submit your final exam requests **at least 4-5 business days** prior to your preferred exam date. Please note that your request will not be approved until you have successfully passed all unit exams and completed all other course assignments. If your final exam request is approved, you will receive instructions from the university on how to schedule your exam. Your final exam will be completed in IU Online under a proctor's supervision.

Final Exam Locations and Proctors

You will take your final exam in IU Online at a pre-arranged time and place. IU has partnered with the computer-based testing network **LaserGrade** to offer proctored online final exams to IU students. If you live within 50 miles of one of LaserGrade's 700+ testing centers, you will take your final exams online at the center nearest to you under the supervision of a LaserGrade proctor. Your proctor will be a responsible individual who presents no conflict of interest, has no direct personal or professional contact with you, and has no vested interest in your scores.

Final Projects

In certain courses, you may be asked to complete a final project in place of a proctored final exam. Final projects are most often assigned in graduate-level courses and upper-level bachelor's courses. As with other projects, you may take advantage of paper/project re-submission to improve your grade.

Clinical Instruction and Evaluation

If your program has a clinical component, you will complete clinical instruction at sponsoring facilities in your local area and with local clinical instructors whose credentials have been approved by IU. Clinical instructors are working, credentialed professionals in the clinical field. As part of your clinical instruction, you will undergo periodic clinical assessments that culminate in a final clinical evaluation of your knowledge and skills. If you do not show competency on the final clinical evaluation, advising is provided to help you pass a second evaluation.

If you are in a program with a clinical component, additional information and materials will be provided to help you understand this requirement and succeed in your clinical studies. If you have any questions about your clinical requirements, you are encouraged to contact the university.

Course Milestone Charts

In most of your IU courses, you will receive a Course Milestone Chart that you can use to track your progress in the course. The milestone chart indicates where you should be to finish the course in 30, 60, or 90 days. Following the schedule outlined on the chart will help to ensure that you finish your course on time.

A sample Course Milestone Chart is included on the following page. Use these charts to plan and pace your course activities. The day specified in the 30-day, 60-day, or 90-day column indicates the day on which you should complete a specific assignment to remain on track with the timeline you have chosen. Using any regular calendar to assist you, enter actual target dates into the Date column. Finally, keep track of your grades by entering the grades you earn into the Score column.

Sample Course Milestone Chart for an IU Course

Date	Assignment	30-day	60-day	90-day	Score
	Unit 1				
	Introduction (Ch. 1) **Reading:** pp. 3-24 **Workbook Self-Assessments:** Ch. 1 **Online Self-Assessments:** Ch. 1	Day 2	Day 3	Day 6	
	Historical Precedents for Today's Issues **Reading:** pp. 25-38 **Workbook Self-Assessments**: Ch. 2, Pt. I **Online Self-Assessments:** Ch. 2, Pt. I	Day 4	Day 6	Day 9	
	Current Issues: Spotlight on Managed Care **Reading:** pp. 38-53 **Workbook Self-Assessments:** Ch. 2, Pt. II **Online Self-Assessments:** Ch. 2, Pt. II	Day 6	Day 9	Day 12	
	Unit 1 Exam	**Day 7**	**Day 10**	**Day 14**	
	Unit 2				
	Patient-Caregiver Communication (Ch. 3) **Reading:** pp. 57-83 **Workbook Self-Assessments:** Ch. 3 **Online Self-Assessments:** Ch. 3	Day 8	Day 13	Day 20	
	Caregiver Perspective (Ch. 4) **Reading:** pp. 84-114 **Workbook Self-Assessments**: Ch. 4 **Online Self-Assessments:** Ch. 4	Day 9	Day 16	Day 26	
	Unit 2 Exam	**Day 10**	**Day 18**	**Day 28**	
	Unit 3				
	Patient Perspective (Ch. 5) **Reading:** pp. 115-139 **Workbook Self-Assessments:** Ch. 5 **Online Self-Assessments:** Ch. 5	Day 12	Day 21	Day 34	
	Diversity Among Patients (Ch. 6) **Reading:** pp. 140-169 **Workbook Self-Assessments:** Ch. 6 **Online Self-Assessments:** Ch. 6	Day 13	Day 25	Day 40	
	Unit 3 Exam	**Day 14**	**Day 27**	**Day 42**	
	Unit 4				
	Social Support (Ch. 7) **Reading:** pp. 173-202 **Workbook Self-Assessments:** Ch. 7 **Online Self-Assessments:** Ch. 7	Day 16	Day 30	Day 48	
	Cultural Conceptions of Health (Ch. 8) **Reading:** pp. 203-233 **Workbook Self-Assessments:** Ch. 8 **Online Self-Assessments:** Ch. 8	Day 18	Day 34	Day 54	
	Unit 4 Exam	**Day 19**	**Day 36**	**Day 56**	
	Unit 5				
	Culture & Diversity in Health Orgs. (Ch. 9) **Reading:** pp. 237-269 **Workbook Self-Assessments:** Ch. 9 **Online Self-Assessments:** Ch. 9	Day 21	Day 39	Day 62	
	Leadership & Teamwork (Ch. 10) **Reading:** pp. 270-301 **Workbook Self-Assessments:** Ch. 10 **Online Self-Assessments:** Ch. 10	Day 23	Day 45	Day 70	
	Unit 5 Exam	**Day 24**	**Day 49**	**Day 72**	
	Unit 6				
	Health in the Media (Ch. 11) **Reading:** pp. 305-337 **Workbook Self-Assessments:** Ch. 11 **Online Self-Assessments:** Ch. 11	Day 26	Day 53	Day 77	
	Health Campaigns (Ch.12 & Ch.13 pp. 367-377) **Reading:** pp. 338-364; pp. 367-377 **Workbook Self-Assessments:** Ch. 12 & 13 **Online Self-Assessments:** Ch. 12 & 13	Day 27	Day 57	Day 83	
	Unit 6 Exam	**Day 29**	**Day 58**	**Day 88**	
	Final Exam	**Day 30**	**Day 60**	**Day 90**	

Student Code

As an IU student, you have both rights and responsibilities. This section of the Student Handbook provides you with a copy of the university's Student Rights and Responsibilities Code (Student Code), which outlines these rights and responsibilities.

Student Rights and Responsibilities Code

Policy

This **Student Rights and Responsibilities Code (Student Code)** outlines both the rights and responsibilities of IU students. The purpose of this Student Code is to inform IU students of their rights as students and to encourage responsible citizenship within the university and larger community.

The university expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct in the academic environment.

Students enrolled at the university assume the personal responsibility to conduct themselves in a manner that is compatible with the university's role as an institution of higher education. By enrolling at IU, students agree to maintain the standards of conduct set forth in this policy. The violation of these standards may result in disciplinary action and sanctions.

Students have the right to participate in any disciplinary matter involving the possibility of sanctions. This includes the right to be heard, the right to decision and review by impartial persons or bodies, and the right to adequate notice.

As a provider of distance education, IU delivers educational programs and services through media that connect individuals separated in time and space. For this reason, the rights and responsibilities outlined in this Student Code cover actions that take place both in immediate time and physical space and at a distance, through the following media used by IU to deliver programs and services: online or Internet media, email, telephone, fax, regular mail, and any other media employed by the university currently or in the future.

Jurisdiction

The Student Code outlines a process for addressing disciplinary matters that are internal to the university. The jurisdiction of federal, state, and local courts and law enforcement officials is recognized with regard to criminal offenses and civil matters.

General Student Rights

Students enrolled at the university can reasonably expect the right to the following services, treatment, and information:

> • The right to be free of illegal discrimination, harassment, or prejudicial treatment.

- The right to the institution's compliance, as applicable, with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.
- The right to confidentiality of records and limited disclosure of personally identifiable information.
- The right to proper enforcement of university rules.
- The right to file an appeal or grievance with the university. (More information about appeals and grievances can be found in the section Discipline, Grievances, and Appeals, in this handbook.)

Academic Performance Rights

Students enrolled at the university can reasonably expect the right to the following in academic affairs, services, and information:

- A written syllabus or equivalent materials describing the criteria and course requirements upon which their academic performance will be evaluated.
- The right to express themselves in academic or learning environments. This right includes, but is not limited to, appropriate and open discussion, inquiry, and expression in student/ Content Specialist conferences and other course interactions, and the freedom to take exception to views presented in a learning environment and to reserve judgment in matters of opinion.
- Professional and ethical conduct from all university personnel.
- The right to confidentiality of education records.
- Information prior to enrollment or registration regarding the cost of tuition.
- Accurate information regarding course offerings, requirements, programs, majors, transfer policy, and institutional requirements and expectations.
- Accurate information regarding changes in course programs or institutional requirements and reasonable accommodation for students already enrolled in programs or courses.
- Accurate information regarding academic standing.
- Accurate information regarding graduation requirements.
- The right to receive academic credit and/or academic degrees, certificates, or other IU credentials when all specified requirements and coursework have been satisfied and when all financial obligations to the university have been met.

General Student Responsibilities

A student assumes the responsibility to conduct him or herself in an appropriate manner while enrolled in the university's courses and programs. Misconduct that is **not** considered responsible behavior includes, but is not limited to, the following:

- Failing to respect the right of every person to be secure and protected from discrimination, harassment, intimidation, hazing, verbal abuse, written abuse (print, online, digital, email, etc.), threats, coercion, and physical harm caused by the activities of groups or individuals.
- Engaging in sexual harassment, sexual assault, or any other non-consensual verbal or physical sexual activity, including the support or assistance of such activities.
- Engaging in disorderly, lewd, indecent, defamatory, or obscene conduct or expression within the academic or learning environments owned or controlled by the university. This conduct and expression is also forbidden within the academic and learning environments to which the university is allied, including, but not limited to, tutoring, financial, technical support, and other services that IU has partnered with to support university activities.

- Participating, within the academic or learning environments owned or controlled by the university, in demonstrations, rallies, assemblies, performances, showings, exhibits, etc., in violation of any law or university policy.
- Distributing, publishing or posting materials, soliciting funds, selling items, engaging in commercial activity, erecting structures, exhibiting items, displaying films and videos, using official university logos, insignias or materials, or participating in performances and activities without proper authorization or which are not in accordance with university policy.
- Obstructing or disrupting teaching, research, administration, disciplinary procedures, computing services, or other university-sponsored activities, services, or events, including public service functions.
- Initiating, or causing to be initiated, any intentionally frivolous or false report, complaint, grievance, or warning.
- Failing to meet contractual obligations, financial or otherwise, to the university.
- Knowingly violating terms of any disciplinary sanction.
- Intentionally furnishing false information, including false identification and documents.
- Forging, altering, misusing, or mutilating university documents, records, identification, educational materials, or other university property.
- Influencing or attempting to influence the academic or any university administrative process through explicit or implied bribery, threats, sexual behavior, etc.
- Stealing or misappropriating property, equipment, materials, services, or data.
- Knowingly possessing stolen property, equipment, materials, services, or data.
- Intentionally or recklessly destroying, defacing, vandalizing, damaging, or misusing the property, equipment, materials, services, or data of the university or other university community members, or aiding, abetting, or contributing to such actions.
- Using or entering into, without authorization, university equipment, facilities, materials, data, properties, or services.
- Aiding, abetting, or inciting others to commit any act prohibited by law or university policy.
- Infringing on the copyright law of the United States, which prohibits the making or reproduction of copyrighted material except under certain specified conditions. Acts of copyright infringement include, but are not limited to, misusing copyrighted material in one's coursework and misusing material for which the university owns the copyright (i.e., IU Web site materials, course materials, publications, etc.).
- Making unethical and inappropriate use of any computer system or other university resource, and interfering with the productivity of other users of these systems.
- Misusing university-owned computer accounts or technology, or misusing the computer accounts or technology owned by university partners, used to deliver educational programs and services at IU.
- Refusing to respond to requests and directions from university or government officials while in the performance of their duties.
- Endangering the health or safety of oneself, any member of the university, or others.

Academic Performance Responsibilities

In addition to fulfilling the responsibilities regarding general behavior, as a member of IU's academic community, a student shall adhere to the following standards of academic conduct:

- Maintain academic standards, including institutional, college, program, and individual course standards.
- Display appropriate conduct in learning situations that will enhance the learning environment.

- Meet the university's learning environment standards of behavior and participation or make contact with the university when unable to do so.
- Notify the university in advance of any planned absence of participation in course activities.
- Obtain the university's permission before copying any materials used in or created for a course or program.
- Maintain academic honesty and integrity. To this end, prohibited activities include the following:
  - Falsifying information contained on one's application or any other documentation submitted to IU.
  - Cheating, or receiving unauthorized assistance or collaboration on an exam or academic exercise.
  - Committing plagiarism.
  - Violating any other standards of academic honesty.
- Not infringe the copyright law of the United States, which prohibits the making or reproduction of copyrighted material except under certain specified conditions. Acts of copyright infringement in academic performance include, but are not limited to, misusing copyrighted material in one's coursework.
- Not make unethical and inappropriate use of any computer system used in academic performance [IU Web site, online tools, computer accounts, etc.], nor interfere with the academic performance and productivity of other users of these systems.

Questions about the Student Code?

The IU Student Code protects you and all IU students by informing you of your rights and responsibilities as the university's students.

Please feel free to contact the university at any time for help in understanding the Student Code and how it affects your IU education. Simply submit a request through the online Student Help Desk, and an IU staff member will assist you.

Discipline, Grievances, and Appeals

As an IU student, you have access to standardized discipline, grievance, and appeals processes. This section of the Student Handbook summarizes these processes.

Student Discipline

Disciplinary Action for Violating the Student Code

To maintain fairness and consistency, IU follows a standardized disciplinary procedure that begins when a written charge that a student has violated the Student Code is filed with the university. The student is notified that a charge has been filed. An investigation is then conducted by appropriate university officials and a written judgment made concerning the alleged violation. If a judgment is made that a student has violated the Student Code, this student has the right to appeal the judgment within thirty (30) days of the date of the written judgment.

For more information about disciplinary action, students should contact the university.

Disciplinary Sanctions for Violating the Student Code

A student who violates the university's Student Code is subject to one or more sanctions, imposed according to the scope and severity of the violation. The disciplinary sanctions that the university may impose on a student are as follows:

- **Warning or Reprimand**—Verbal or written notice to a student that his or her conduct or actions may be in violation of university rules and regulations and must end, and that the continuation of such conduct or actions may result in further disciplinary action.
- **Probation**—A specified period of observation and review of conduct during which the student must demonstrate compliance with university rules and regulations. Counseling or participation in specific courses or workshops for a specified period of time may be required. Terms of probation and the probationary period will be determined at the time the sanction is imposed.
- **Termination and Dismissal**—Permanent termination of enrollment in a program of study and dismissal from the university. A permanent indication of termination and dismissal will be made on the student's transcript.
- **Grade Adjustment**—A grade adjustment either for an examination/assignment or for an entire course.
- **Restitution**—Payment of restitution to the university for damages or losses.
- **Withholding of Records**, including transcripts, grade reports, and graduation records, for refusal to return university property, pay university debts, or other violations of university standards.
- **Denial or Revocation of Degree, Certificate, or Other Credential**, for academic violations only.

• Temporary and/or permanent **Removal from a Course**.
• **Other Disciplinary Sanctions** appropriate to the violation.

More than one disciplinary sanction may be imposed for any single violation.

Grievances

IU provides a grievance process through which a student can make a claim of injustice, oppression, discrimination, or harassment based upon an event or condition connected to the university that the student believes has affected his or her welfare or conditions. The student may file a grievance against any member of the university community, including a fellow student, that he or she believes has caused the grievance. A grievance can be resolved informally or formally. A student may first attempt to resolve the grievance informally, with the person he or she believes has caused the grievance. To file a formal grievance, a student must submit a written statement to the university. The written statement must include a concise statement of the grievance, naming the persons involved and summarizing the facts, conduct, or circumstances that the student alleges constitute a grievance. Appropriate university officials then conduct an investigation and make a written judgment concerning the grievance. Either party (the student who submitted the grievance or the person accused of the grievance) then has the right to appeal the judgment within thirty (30) days of the date of the written judgment.

For more information about grievances, including instructions for submitting a formal grievance, students should contact the university.

Appeals

IU provides an appeals process through which a student can ask for reconsideration of a university decision or action that he or she believes was erroneous. These decisions include, but are not limited to, grades assigned to coursework and decisions in student discipline and grievance cases. A student can also file an appeal requesting an exception to academic and other policies (policies on admission, enrollment, academic credit, course waivers or substitutions, prerequisites, graduation, program eligibility, tuition, financial aid, etc.). To file an appeal, a student must submit a written statement to the university. The statement must include a concise statement of the appeal, summarizing the university decision or action that the student believes was erroneous and should be reconsidered. In cases in which the student requests an exception to policy, he or she should state the reasons that the exception should be granted. Once an appeal is filed, appropriate university officials consider the appeal and make a written judgment.

> **NOTE.** Time limits exist for submitting appeals, and these time limits vary according to type of appeal. Thus, students should submit an appeal **as soon as possible** after they decide an appeal is warranted.

For more information about appeals, including instructions for submitting an appeal, students should contact the university.

Grade Appeals

If a student believes that a grade received in a course was inappropriate, inaccurate, or unfair, he or she can request reconsideration of the grade. A student may first attempt to resolve a grade appeal informally, by contacting the Content Specialist or other instructional staff member who assigned the grade and making a case that the grade should be changed. If a student wishes to file a formal, written grade appeal, he or she can do so following the same procedures for filing any other type of formal appeal.

How to Create a Learning Plan

Distance learning requires a little extra effort to stay focused and complete coursework on time. Increase your chances of success by creating a personal learning plan.

Step-by-Step Guide to Creating a Learning Plan

• First, determine a standard schedule and timeline for completing your courses. In each of your IU study guides, you will find a Course Milestone Chart with suggestions for a 30-, 60- or 90-day course schedule. Use the chart to schedule your study time for efficient and successful learning. Your personal study schedule should also include the times of the day and the days of the week that you will dedicate to your learning. Be sure to pick the times and days that work best for you.

   REMEMBER! Selecting and keeping to this predetermined schedule may be one of the most important actions you take to ensure success in your selected program.

• Second, after you are enrolled in your course and have received your course materials, you should also do the following:

   • **SURVEY** your text, course study guide, and any other learning materials sent to you. To survey your text and course study guide, quickly scan every page, reading the bolded items, pictures, boxes, and any other highlighted items. This action should take no more than 20 minutes per text/study guide.

   • **DEVELOP QUESTIONS** from the information you found through surveying the learning materials and text. This can be done at the time you are surveying your text and learning materials or through re-surveying your text and learning materials. This is an important step because YOU are identifying your learning needs.

      NOTE. At this time, it is recommended that you read your course assignments and begin to plan how you will meet the assignment objectives.

   • **READ** your text and learning materials as you progress through your course study guide.

   • **RECITE** items you selected as your learning needs, questions to be answered, or highlighted in your evaluation of the materials.

   • **REVIEW** your information prior to an exam.

   NOTE. This **SURVEY, QUESTION, READ, RECITE, AND REVIEW (SQ3R)** reading-to-learn technique is a well recognized learning strategy that is reflective of speed reading's "layered reading" and that supports the development of "external and internal connections" that strengthen your retention of the newly learned information.

How to Create Successful Study Habits

- **ORGANIZE:** Organize your learning environment, organize your learning plan, organize your learning process, and organize your learning materials.

- **CREATE MIND MAPS:** Cluster your new knowledge. A good way to accomplish this is through "mind mapping." Web sites that will help explain this important learning strategy include the following: http://www.studygs.net/mapping/ and http://en.wikipedia.org/wiki/Mind_mapping

- **USE A MATRIX:** Most of us are non-linear thinkers, so using a traditional outline format to record notes only continues to keep information separate and linear. This decreases the brain's ability to effectively store and retrieve new information. Information is stored and remembered better when it is organized in groups or clusters. Consequently, using a matrix to compare and contrast information is an economical way to store a great deal of information in a small area and also helps with the retrieval process. A Web site that includes a good description of a matrix is http://www.graphic.org/commat.html

- **SCHEDULE WISELY:** Keep to the 20-10 schedule. Work intensely on your course for 20 minutes, then leave your study area for 10 minutes (get up and walk around, get a drink of water, answer phone calls, step outside, etc.). When you make this pattern a part of your learning plan, you will find that you will learn more effectively than if you studied in a marathon session for 1 to 4 hours straight.

- **DRINK WATER:** Drink enough water throughout the day (6 to 8 glasses). When you are well hydrated, the synapses in your brain work more effectively.

- **STUDY BEFORE SLEEPING:** Study 20 minutes or so prior to going to sleep. Your brain will continue to process this information after you have gone to sleep, which will help place the new information into your long-term memory.

- **SELECT STUDY TIMES THAT WORK FOR YOU:** If possible, select your dedicated study times during your most productive times of the day or night.

- **CREATE STUDY GROUPS:** If possible, develop an online study group, preferably one that will go with you throughout your program. You will find that "the whole is truly greater than the sum of its parts" and as a group you will all learn at greater levels than you would have if you were learning alone.

How to Create a Learning Environment

You can make studying more appealing—and more effective—by selecting a study area conducive to your learning. This area can be a section in your bedroom or another place in your home, the library, after-hours area at your workplace—any space where you feel comfortable and can study.

The requirements for this dedicated learning area include:

- Freedom from interruptions and distractions.
- Readily and consistently available learning tools (access to your study materials, a computer, the Internet, printer, paper, pencils, pens).
- Adequate lighting.
- Adequate room for your learning tools, materials, and equipment.
- Comfortable surroundings—including a comfortable chair!

Organize your learning environment and keep it organized to minimize the time you spend searching for your learning tools and materials.

Can't find what you need in this handbook?

Check out these additional IU resources:

- **IU Web Site.** The IU Web site (www.independence.edu) is a valuable resource. Browse the Web site's links for helpful information on a variety of topics.

- **Knowledge Base.** Available through the online Student Help Desk, the Knowledge Base is your source for information on many IU topics. Especially helpful are articles that offer step-by-step instructions for using the university's online tools and performing day-to-day tasks (enrolling in courses, scheduling exams, ordering transcripts, applying for graduation). Check out this always useful and continually updated resource.

- **IU Online.** IU Online offers more than access to your online courses. Check out the following IU Online information resources:

    - **Public Announcements.** The latest news from IU, available on the IU Online home page at online.independence.edu

    - **Public Documents.** Growing collection of publicly available online documents. Click the link Public Documents on the IU Online home page.

    - **Capstone Course.** Online gathering place for all students enrolled in a program (Allied Health, MBA, etc.). Visit your Capstone Course often for vital new information regarding your program and its policies.

- **Student Advisors.** Your team of Student Advisors will gladly provide you with any information you need to succeed. You can contact your advisors by submitting a request through the online Student Help Desk.

- **IU Catalog.** The IU Catalog covers many aspects of the university, from descriptions of programs, courses, and services to summaries of key policies and procedures. Check out the catalog, which you can request from the university or find on the IU Web site.

Visit your Capstone Course often!

When you first enroll, you are registered in your program's **Capstone Course**, an online gathering place where you can interact with other students in your program and access the latest information about the program. You will find your Capstone Course listed under the Courses tab on your personal IU Online page (My Page).

Notes

Helpful Information

- Independence University Web Site: www.independence.edu

- IU Online Web Site: online.independence.edu

- To contact a Student Advisor: Submit a request through the online Student Help Desk (see page 10 for instructions)

- To contact a Content Specialist/Instructor: Send a message through Course Mail in IU Online (see page 7 for instructions)

- To learn more about IU's institutional accreditation: Visit the Web Site for the Accrediting Commission of the Distance Education and Training Council (DETC) at www.detc.org

- To learn more about IU's respiratory therapy accreditation: Visit the Web Site for the Committee on Accreditation for Respiratory Care at www.coarc.com and the Web Site for the Commission on Accreditation of Allied Health Education Programs at www.caahep.org

- For additional copies of the Student Handbook: Go to online.independence.edu, click Public Documents, then click Student Handbook

Independence University

5295 South Commerce Drive
Salt Lake City, UT 84107
www.independence.edu
online.independence.edu

IU INDEPENDENCE®
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