

ITS See Information Technology Services

IDENTIFICATION CARDS (8-3027) A temporary faculty identification card is issued by Academic Personnel Services after the appointment is complete; however, a photo must be taken for the permanent identification card. Individuals should check with the Office of Admissions/Records/Evaluations for a schedule of when photographs are taken. Academic Personnel Services mails the permanent identification cards to faculty as soon as they are received on campus; there is normally a six to eight weeks wait for receipt of the card after the date the photograph is taken.

Academic Personnel Services will issue temporary cards to faculty who have lost or otherwise misplaced their permanent cards, but a new photograph must be taken before a new permanent card can be issued. Again, there will be a six to eight weeks wait for receipt of the card after the date the photograph is taken.

ILLNESS, SUDDEN See Accidents and Sudden Illness

Reference: [Emergency Procedures Online Manual
http://www.csufresno.edu/police/emergency.htm](http://www.csufresno.edu/police/emergency.htm)

INCOME PROTECTION See Disability Insurance

IMMINENT ATTACK In case of imminent attack, the following procedures will be in effect:

- (1) An imminent attack will be signaled by simultaneous activation of Klaxon-type horns in all campus buildings,
- (2) All students, visitors, and employees should walk to the nearest exit and move at least 300 feet from the building. They will be notified by loudspeaker to evacuate or seek shelter.
- (3) Individuals should keep clear of windows and glass, and drop flat on the floor, using available cover such as tables or desks. The best shelter is an inner corridor on the first floor or reinforced concrete buildings. Shelter areas should include a minimum opening with exposure to sky and the south.
- (4) Individuals should remain in the shelter until the "all-clear" is given.
- (5) "All-clear" is indicated by radio, police loud-speaker, or other means (two blasts by a diaphone).

Reference: [Emergency Procedures Online Manual
http://www.csufresno.edu/police/emergency.htm](http://www.csufresno.edu/police/emergency.htm)

INCOMPATIBLE ACTIVITIES The university encourages participation of its faculty in developing opportunities for leadership and service outside the University community. By accepting a faculty position with the University, an individual makes a commitment to perform all the expected professional responsibilities to the university and its students. In keeping with that commitment, a faculty member has the obligation to conduct outside activities in a manner that is compatible with the fulfillment of those professional obligations.

For further details, consult the Policy on Incompatible Activities and Conflicts of Interest in the Academic Policy Manual and appropriate sections of the California Government Code.

Reference: CBA Article 35 Outside Employment
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article35.shtml

Guidelines on Incompatible Activities and Conflicts of Interest (APM)
<http://www.csufresno.edu/aps/apm/345.pdf>

Policy on Nepotism (APM)
<http://www.csufresno.edu/aps/apm/303.pdf>

Policy on Faculty Student Consensual Relations (APM)
<http://www.csufresno.edu/aps/apm/346.pdf>

Interim Procedures for Conflict of Interest for Principal Investigators (APM)
<http://www.csufresno.edu/aps/apm/505.pdf>

INCOMPLETE GRADES (I) The symbol I (Incomplete Authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. In order to be eligible for an I grade, the student must have completed at least two-thirds of the required coursework with a passing grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor before the end of the semester and to determine from the instructor the remaining course requirements that must be satisfied to remove the incomplete. A final grade is assigned when the work agreed upon has been completed and evaluated. Re-registration in the course is not used to remove an "I" grade.

Normally it is expected that the student will make up an I grade during the next semester; however, it must be made up within one calendar year immediately following the last day of the semester /session during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in the "I" being counted as a failing grade for grade point average computation. An I grade not made up within one calendar year after the grade has been recorded is changed to an F (or an NC if CR/NC grading was approved).

Incomplete grades must be cleared before a degree is awarded. In the absence of the instructor who has assigned the incomplete, a student seeking to make up this grade should consult the department chair. A student may not be required to repeat a course in which an I grade was received unless he or she wishes to receive credit and the time for making up the grade has passed.

A short-term extension of time may be granted with justification by contacting the Office of the Registrar prior to the last day of the second semester/session.

Reference: General Catalog
<http://www-catalog.admin.csufresno.edu/current/>

INDEPENDENT STUDY Independent study is offered to give students experience in planning and outlining a course of study on their own initiative under departmental supervision. Independent study should deal with a special interest not covered in a regular course or with the exploration in greater depth of a subject presented in a regular course. Each department has an

independent study upper -division course (190). In addition, some departments have a lower-division course (90) and/or a graduate-level course (290).

To be eligible for independent study, students should have an overall grade point average of 3.0 or higher. This requirement may be waived in exceptional cases, when approved by the department chair. Maximum credit of 6 units in independent study courses is allowed toward the bachelor's degree, and maximum credit of 6 units in independent study courses may be approved for use toward a 30-unit master's degree. Such credit is limited to a maximum of 3 units per semester. Under extraordinary circumstances more than 3 units per semester may be allowed on petition to the department chair.

Eligible students desiring to register for Independent Study must first obtain the consent of an instructor, who will guide the project, and the chair of the department in which the course is given. Students must register for Independent Study courses during the regular registration period in the same manner as they register for any other course at the time of registration.

An independent study course normally includes an oral examination by a committee set up by the supervising instructor, a formal report that is filed in the department office, and an abstract of the study that is filed with the department chair. Approval forms and copies of the current regulations may be obtained from department, school, or college offices. The entry on the permanent record shows the discipline and course number only; the title does not appear.

Certain special regulations concerning enrollment in Independent Study courses during a summer session can be found in the *Summer Session Catalog*.

INDUSTRIAL DISABILITY LEAVE (8-2155) In lieu of Worker's Compensation Insurance payments, an employee disabled by injury or illness arising out of and in the course of state employment is entitled to an industrial disability leave and payments. Employees are entitled to this benefit regardless of the length of state service, and the leave is for a period not to exceed 52 weeks within two years from the first day of disability. For complete details, contact the Benefits Office.

INFOMAIL (infomail@csufresno.edu) Infomail is a listserv to which all faculty and staff may subscribe. It features time-sensitive, administrative announcements, such as safety warnings, important policy clarifications, and messages from the President. Proposed messages to "info" are posted by the Office of University Relations.

INFORMATION TECHNOLOGY SERVICES (ITS) (8-3923) ITS offers a broad range of resources and services to faculty, staff, and students at the university including administrative computing support, email services, world wide web services, computing laboratories and networking and communication services. The campus administrative systems, such as student records, scheduling, business, and accounting run on an IBM enterprise server. ITS provides programming and operating support for all administrative computing at the university.

Reference: [Information Technology Services](http://www.csufresno.edu/ITS/)
<http://www.csufresno.edu/ITS/>

INJURIES See Accidents or Sudden Illness

INSTITUTE FOR DEVELOPING ENTREPRENEURIAL ACTION (I.D.E.A.) (8-2326) Affiliated with the University Business Center, the Institute's facilitates, supports, and encourages entrepreneurship and invention by assisting students and clients in new venture growth in the Central San Joaquin Valley through outreach, education and research. Whether helping inventors, building a business plan, providing for training, teaching the entrepreneurs of tomorrow, or collecting vital information that assists the public and private sectors, the Institute is a catalyst for promoting economic growth in the region.

Reference: [Institute for Developing Entrepreneurial Action
http://www.craig.csufresno.edu/idea/](http://www.craig.csufresno.edu/idea/)

INSTITUTIONAL RESEARCH OFFICE (8-3906) This office has primary responsibility for long range institutional planning and the evaluation research that supports this effort. This office acts as the liaison with the Chancellor's Office on matters of campus data collection and is also responsible for all official enrollment reporting as well as routine requests for current and historical campus data.

This office also prepares the ***Student Data Book*** that contains an extensive presentation of current and historical student data on the university. Another publication is the ***Admission, Retention, and Graduation Data***.

Reference: [Office of Institutional Research
http://www.csufresno.edu/ir/](http://www.csufresno.edu/ir/)

INSTRUCTION, NONCOLLEGIATE, CREDIT FOR This university grants undergraduate degree credit for successful completion of noncollegiate instruction, either military or civilian, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in *A Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*.

INSTRUCTIONAL ADMINISTRATIVE POSITIONS These positions are considered the sum of college/school deans, department chairs, and coordinator positions to the university, excluding the dean and associate dean of the Division of Graduate Studies and the Provost's staff.

Reference: [Interim Policy on Allocation of Instructional Administrative Positions \(APM\)
http://www.csufresno.edu/aps/apm/355.pdf](http://www.csufresno.edu/aps/apm/355.pdf)

INSTRUCTIONAL EXPENSES See Travel Funds

INSTRUCTIONAL TELEVISION FIXED SERVICE See Distance Learning

INSURANCE Faculty members with at least a six (6) WTU appointment for one semester are eligible for health, dental and vision care plans. ***To receive benefits, eligible faculty must enroll for benefits within sixty days of the appointment or during an open enrollment period.*** The CSU, effective on enrollment, contributes toward health plans and pays fully for dental and vision insurance plans.

Additional insurance plans available through payroll deduction, which the CSU does not contribute to, are life, disability, cancer and automobile insurance. Also available is a Dependent Care Program in which faculty may pay for dependent care with pre-tax dollars. PERS offers an optional Long Term Care Plan.

For complete information, enrollment forms, or claim forms, faculty members should contact the Benefits Office (8-2155).

Reference: [CBA Article 32 Benefits](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article32.shtml)
http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article32.shtml

INTERIM APPOINTMENTS Temporary appointments to administrative positions shall be designated as "interim" or "acting" and, normally will be limited to no more than one year. In unusual circumstances, interim or acting department chairs may be appointed under terms of this policy.

Prior to an "interim" or "acting" appointment, consultation will occur at least with the faculty members of the affected school or department or with a representative group thereof, and/or with a relevant committee of the Academic Senate as well as the Director of Affirmative Action.

Reference: [Policy on Administrative Appointments \(APM\)](http://www.csufresno.edu/aps/apm/320.pdf)
<http://www.csufresno.edu/aps/apm/320.pdf>

INTERNATIONAL BACCALAUREATE. Credit is granted for International Baccalaureate Higher Level examination passed with a score of 4 or higher. Contact the Evaluations Office (8-4076) for further information.

INTERNATIONAL EDUCATION The university recognizes that international education is a fundamental part of general and professional learning. In adopting a mission in international education, the university expressly endorses the Guidelines for incorporating an International Dimension in Colleges and Universities (November 19, 1984) and the Statement of International Responsibility of Higher Education (August 1981) promulgated by the American Association of State Colleges and Universities.

Reference: [Mission Statement --- International Education \(APM\)](http://www.csufresno.edu/aps/apm/276.pdf)
<http://www.csufresno.edu/aps/apm/276.pdf>

INTERNSHIPS AND WORK EXPERIENCE, CREDIT FOR Work experience or internship courses will consist of the following components: (a) Learning Objectives; (b) on-site experience; (c) supervision; (d) evaluation; and (e) documentation. For complete details regarding credit for internships or work experience, please consult the university policy.

Reference: [Guidelines for Granting Credit for Work Experience and Internship Courses \(APM\)](http://www.csufresno.edu/aps/apm/245.pdf)
<http://www.csufresno.edu/aps/apm/245.pdf>

INTRODUCTION, LETTERS OF Academic Personnel Services (8-3027) will provide a letter of introduction for full-time faculty members who require written confirmation of their employment with the university for professional purposes.