Course Syllabus

INFO-B 441: The Business of Health Informatics

**Department of BioHealth Informatics
Indiana University School of Informatics and
Computing, Indianapolis**

INFO-B 441

Course Information

- **Time:** Tuesdays 3:00 pm-5:40 pm
- **Time Zone:** All times referenced in this syllabus are given for US Eastern time zone. Those students in other locations should adjust their times to the US Eastern time zone.
- **Prerequisites:** None

Instructor and TA Information

- **Instructor:** Gary D. Schwebach, JD, DBA, Professor of Practice
- **Office Hours:** TBD
- **Office***: Office Suite IT475D, Informatics & Communications Technology Complex
  535 West Michigan Street, Indianapolis, IN 46202
- **Phone:** 317.278.6477
- **Email:** gschweba@iu.edu
- **Teaching Assistant:** TBD

Course Description
This class focuses on the economic impact of healthcare informatics (HI) within the context of the overall business of healthcare. It has a practical emphasis that requires you to apply the course materials to hypothetical business situations. You will learn about the financial impact of HI in multiple settings, from the clinical care provider to the national policies guiding the US healthcare system. You will learn and use a simple model of analysis to explore the development and use of HI as a component of value realization. We will look at HI as a strategic asset, as an investment, and as a transformative tool for integrated decision making. At the conclusion of this course, you will be able to identify financial problems in healthcare, understand how these affect different organizations and develop an informatics solution to address the problem.

This course will give you the opportunity to learn about the business of health informatics and to apply this knowledge to a practical situation that you might encounter after graduation. The course will replicate what you will find once you graduate and are working. This is a graduate level course so you will be asked to apply what you learn to actual situations and communicate your responses in writing or orally, as you would in a work situation. This will prepare you for future employment as a health informatics professional.

This course is fifteen weeks long and runs continuously with no breaks. It will be delivered to you via live lecture, both in class and synchronously online, using materials that are available every week through the modules section. Because of the measures taken by IUPUI to protect us from COVID-19, the in class section will be divided into two parts. Each part will alternate attending in class to allow us to maintain social distancing. You will be required to wear a mask when you attend the in class lecture. You will receive more detailed instruction in the week prior to the class beginning. You will need to remain current with the lectures, assignments and examinations. Each assignment will have a due date and time posted. The time is the Eastern Time zone in the United States so please adjust it to your time zone.

Required Text

There are no required texts. Assigned readings will be posted for each week in the Module section of Canvas, which appears on the left margin of the course page.

Suggested Text

Arlotto, P. W., Birch, P. C., Crockett, M. H., & Irby, S. P (2007; 2013) Beyond Return on Investment: Expanding the Value of Health Care Information Technology (Ed. 2013) (ISBN: 978-1-938904-04-2), Publisher: Chicago, IL : Healthcare Information and Management Systems Society, ©2007; 2013

Suggested Text (Links to an external site.)

Required Technology

You will need to be able to access a computer with stable internet connection during this course if you attend online. This is necessary for you to access course materials, participate in activities and submit your assignments and exams. You will also need the capability to present your final project using video through our Zoom connection. We will use the following Indiana University provided services for our course.

- **Canvas**
- **Zoom**
- **Kaltura**
- **Google at IU**

Please contact the University Information Technology Services Support Center for technical support.

- **Call 1.317.274.4357**
- **Email IT Help**
- **Live Chat** (Links to an external site.)

Learning Outcomes
The learning objectives of this course include the following:

INFO-B 441 Business of Health Informatics– Learning Objectives	Profiles of Learning for Undergraduate Success (PLUS)	Bloom's Revised	Assessments
1. Understand the business model for providing healthcare in the US.	1.1 **Communicator** 1.4 **Communicator** 2.1 **Problem Solver**	2	Scenario based essay exams, Interim and final reports on problem identification and solution
2. Understand the role of HI as a component of the business model.	1.1 **Communicator** 1.4 **Communicator** 2.1 **Problem Solver**	2	Scenario based essay exams, Interim and final reports on problem identification and solution
3. Understand the importance of ROI and different methods of computation to make a case for IT investment	1.1 **Communicator** 2.1 **Problem Solver** 2.3 **Problem Solver**	2	Scenario based essay exams, Interim and final reports on problem identification and solution
4. Identify potential business problems in healthcare that could be addressed with HIT	1.4 **Communicator** 2.3 **Problem Solver** 3.1 **Innovator** 3.3 **Innovator**	4	Interim written reports presenting project findings
5. Develop an informatics solution to address business	1.4 **Communicator** 2.3 **Problem Solver** 3.1 **Innovator** 3.3 **Innovator**	6	Interim written reports presenting project findings
6. Present this solution from a business perspective in both oral and written form	1.4 **Communicator** 2.3 **Problem Solver** 3.1 **Innovator** 3.3 **Innovator**	3	Final written and oral report presenting the final project findings

Core Competencies
The core competencies to be developed by this course include the following:

1. The student will their knowledge of the business and payment models for healthcare in the US and the role of Health Informatics in improving financial outcomes.
2. The student will explain the importance of ROI, its different methods of calculation and its use in making the case for business investment.
3. The student will demonstrate their ability to identify and analyze areas in healthcare delivery or administration where HIT solutions could improve performance.
4. The student will demonstrate their ability to identify and analyze potential business problems in healthcare that could be addressed with Health Informatics.
5. The student will demonstrate their ability to identify and develop a Heath Informatics solution to a specific business problem, including the financial impact under diverse healthcare payment models.
6. The student will demonstrate their ability to identify and analyze organizational barriers to adopting a Health Informatics solution and to address those in their solution.
7. The student will demonstrate their ability to prepare a written report that fully explains their problem, their proposed solution and the outcome of implementing their solution. They will then use this to develop and deliver a persuasive PowerPoint presentation.

COURSE ASSESSMENTS

The course will have a total of 1000 points available from four different assessments. Grades will be determined by the number of points earned in course assignments as follows

- Midterm Exam   20%
- Final Exam   20%
- Course Project   50%
  - Progress Reports   10%
  - Written Final Report   20%
  - Oral Presentation   20%
- Attendance   10%

Examinations

You will have two examinations to demonstrate your ability to apply the course learnings to practical situations in healthcare finance. These will be essay exams that require you to assess a hypothetical set of facts and provide your responses to specific questions. There will be a page limit for each question. Responses will be due 48 hours after the exam is published. You will receive guidance on how to answer these questions in the module prior to the exam.

Course Project

Most of your grade will be based on your course project. You will have all semester to work on your project. There are four parts to your project.

1. Identify a financial problem related to the delivery of healthcare
2. Develop a solution to the problem using health informatics
3. Determine the type of information that you will need to validate your solution

4. Determine a methodology for collecting the information that you need to validate your solution

There are three parts to this assessment.

1. You will submit short progress reports at each of the process in which you will provide the instructor with your ideas for each of the four components. These will be reviewed and you will receive feedback on your submission. These progress reports will provide the preliminary content for the written final report.
2. You will submit a final written report at the end of the semester that provides a detailed presentation of your solution. You will write this report to present your solution to a hypothetical executive for adoption by your organization.
3. You will presenting your solution to the senior management of your organization either in person or using live video. Your goal is to sell your solution in a short, focused way that communicates the financial benefit you will bring to your employer.

You will receive instruction in how to successfully complete each of these assignments before the assignment date.

Grades will be assigned based on the IUPUI grading scale.

A+   97–100% Professional level work, showing highest level of achievement
A   93–96.99% Extraordinarily high achievement, quality of work; shows command of the subject matter
A–   90–92.99% Excellent and thorough knowledge of the subject matter
B+   87–89.99% Above average understanding of material and quality of work
B   83–86.99% Mastery and fulfillment of all course requirements; good, acceptable work
B–   80–82.99% Satisfactory quality of work
C+   77–79.99% Modestly acceptable performance and quality of work
C   73–76.99% Minimally acceptable performance and quality of work
C–   70–72.99% Unacceptable work (Core course must be repeated for credit)
D+   67–69.99% Unacceptable work (Course must be repeated for credit)
D   63–66.99% Unacceptable work
D–   60–62.99% Unacceptable work
F   Below 60 Unacceptable work

No credits are granted for a grade below C.

INFO B441 MODULE SCHEDULE
Week/ Module 1

- Topic: Class introduction, rules, grading, Introduction to HI within Health Care – Healthcare System in the US
- No Assignment

Week/ Module 2

- Topic: The Business of Healthcare – How the provider system makes money: an analytic model
- No Assignment

Week/ Module 3

- Topic: Developing your Health Informatics Project
- Assignment: Identification and definition of problem/ issue for class project – written description

Week/ Module 4

- Topic: The Business of Healthcare – Macro Perspective
- No Assignment

Week/ Module 5

- Topic: The Business of Healthcare – Micro Perspective
- Assignment: Identification and description of potential informatics solution – written description

Week/ Module 6

- Topic: The Business of Healthcare – The role of HI
- Examination 1

Week/ Module 7

- Topic: Payment Models - Federal
- No Assignment

Week/ Module 8

- Topic: Payment Models - State
- Assignment: Determination of information needed for validation – written description

Week/ Module 9

- Topic: Payment Models - Commercial
- No Assignment

Week/ Module 10

- Topic: Finalizing your Health Informatics Project
- No Assignment

Week/ Module 11

- Topic: Evaluating HI financial performance – Micro perspective
- Assignment: Plan for executing the evaluation of the solution and assessment of hypothetical findings – written description

Week/ Module 12

- Topic: Evaluating HI financial performance – Macro perspective
- No assignment

Week/ Module 13

- Topic: Implementation Experience of HI
- Examination 2

Week/ Module 14

- Topic: New developments/ Final topics in HI
- Assignment: Written presentation of the class project

Week/ Module 15

- Topic: Conclusion
- Assignment: Oral presentation of the class project

EXPECTATIONS, GUIDELINES, AND POLICIES

This is a three credit, undergraduate level course. In accordance with IUPUI and SOIC policies and expectations, a 3:1 workload is expected: On average, in addition to the 3 hours spent in class per week, this course should take another 9-15 hours per week, with weeks where projects are due closer to 15 hours. This (total 12-18 hours per week total) is a significant commitment of time, so it is recommended that you plan accordingly, pace yourself, and front-load your workflow by starting major assignments and projects well before they are due.

Incompletes

The instructor may assign an Incomplete (I) grade only if you have completed at least 75% of the required coursework at passing quality and requiring you to comply with the course requirements would result in an unjust hardship. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. [Incomplete Policy (Links to an external site.)](#)

Deliverables

You are responsible for completing each Module by its deadline and submitting all assignments as stated for each assignment. Deadlines are specified in the Module section on the course page in Canvas. In fairness to the instructor and students who completed their work on time, your grade on a deliverable may be reduced 10% if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

IUPUI STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct listed below. Refer to The Code > Responsibilities > Academic Misconduct at [Code of Conduct (Links to an external site.)](#). All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. [Plagiarism Tutorial and Test (Links to an external site.)](#). You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words. To detect plagiarism instructors apply a range of methods, including Turnitin.com. [Turnitin (Links to an external site.)](#)

ACADEMIC MISCONDUCT

Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
- A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
- A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
- A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
- A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
- A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
- A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

A student must give credit to the originality of others and acknowledge indebtedness whenever directly quoting another person's actual words, whether oral or written, using another person's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; or offering materials assembled or collected by others in the form of projects or collections without acknowledgment

Interference

A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

Violation of Course Rules

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

Right to revise

The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

IUPUI course policies

A number of campus policies governing IUPUI courses may be found at the following link: Course Policies (Links to an external site.)

Classroom civility

To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in

private conversations and other unrelated activities. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

Bringing Children to Class

To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

Accessibilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit Adaptive Educational Services (Links to an external site.) for more information.

Administrative Withdrawal

A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

Course Evaluation Policy

Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at Course Evaluation (Links to an external site.). Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the

student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

Communication

The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.

Email

Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

Emergency Preparedness

Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. Emergency Policies (Links to an external site.)

IUPUI Syllabus Supplement (including COVID-19 Policy)

COVID-19 Policy for Fall 2021

Indiana University is concerned for the health and well-being of the entire community. The nature of COVID-19 is such that each of our individual actions affects not only our personal well-being but also those of every other person with whom we interact or share a space. Given the fluidity of the current situation, students and faculty alike will need to be adaptable and flexible as events may occur that necessitate a change in the course schedule or mode of delivery. To minimize the disruption that might occur if a student falls ill or is unable to attend classes for some other legitimate reason, class materials must be made available electronically to students unless the nature of the work makes this impossible.

To keep the IUPUI community safe, it is expected that every member of this course acknowledges the following university guidelines.

Masks

All students are expected to sign the Student Commitment Form (Links to an external site.). Agreement to abide by the public health measures outlined in the form is a condition of physical presence on the campus this fall. Included in that commitment are requirements for wearing masks in all campus buildings and maintaining physical distancing in all campus buildings. Both are necessary classroom requirements that will help keep our community safe.

1. All students and instructors must arrive to class wearing a mask over their mouth and nose. If a student does not have a mask, the student must pick up a disposable mask (available throughout campus) before joining the class session.
2. If a student enters a class without wearing a mask, the student will be told by the faculty member that they must put one on.
3. If a student refuses to put on a mask after being instructed to do so, the instructor will request that the student leave the class and will file a Public Incident Report (Links to an external site.) with the Office of Student Conduct in the Division of Student Affairs (Links to an external site.). If the student refuses to leave, the faculty member will end the class immediately, and file a Public Incident Report (Links to an external site.) with the Office of Student Conduct in the Division of Student Affairs (Links to an external site.).
4. If a student comes to class without wearing a mask a second time and again refuses to put it on, the student will be told to leave and will be advised that they can only attend the online version of the course, if such option is available, for the remainder of the semester. The faculty member will again file a Public Incident Report (Links to an external site.) with the Office of Student Conduct (Links to an external site.).
5. If the course is not available online, the student will be informed that the in-person course is the only option and they will be given one more opportunity to return to class and wear a mask.
6. If a student appears in class without a mask a third time the student will be administratively withdrawn from the course and will again be referred to the Office of Student Conduct (Links to an external site.). The student will not receive a refund of tuition or fees.
7. Students should check for additional syllabus guidelines regarding additional PPE for laboratory classes.
8. Students who have concerns about wearing masks for medical reasons should request an accommodation from Adaptive Educational Services. (Contact: aes@iupui.edu or 317-274-3241.)

Student Absences

Consistent with the Student Commitment Form, students unable to attend class due to COVID 19 policy or another serious illness will:

1. notify their instructor and follow campus guidelines (Links to an external site.) regarding a safe return to campus;
2. not be penalized for class absences assuming they make up missed assignments in a timely fashion, in consultation with (and at the discretion of) the instructor; and
3. be provided reasonable accommodations to access all course materials and will be given the opportunity to complete missed assignments online as is practicable.

IUPUI Policy on Disability Accommodations

Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) (Links to an external site.) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 317-274-3241 or emailing aes@iupui.edu.

IUPUI Policy on Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. Students seeking accommodation for religious observances must submit a request in writing to the course instructor by the end of the second week of the semester and should use the Request for Course Accommodation Due to Religious Observance Form (Links to an external site.). More information is available in the IUPUI Policy on Religious Holidays. (Links to an external site.)

IUPUI Policy on Academic Integrity

The IU Code of Student Rights, Responsibilities, and Conduct states that students must uphold and maintain academic and professional honesty and integrity; the code defines academic misconduct as any activity that tends to undermine the academic integrity of the institution. Students engaging in academic misconduct may therefore receive penalties from their course instructor and disciplinary action from the university. Policies against academic misconduct apply to all course-, department-, school-, and university-related activities. Academic misconduct may involve human, hard-copy, or electronic resources and includes but is not limited to the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. For definitions of these activities, visit the Definitions (Links to an external site.) appendix on the Student Code website For information on how faculty and students are expected to handle cases involving academic misconduct, visit Academic Misconduct (Links to an external site.) on the Student Code website. Additional information about the rights and responsibilities of IU students is available in the Code of Student Rights, Responsibilities, & Conduct (Links to an external site.).

IUPUI Policy on Sexual Misconduct

What you should know about sexual misconduct: Title IX and IU's Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the university can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:

- Counseling & Psychological Services (CAPS) at 317-274-2548 (counseling services)
- Confidential Advocacy Resources at 317-274-5715 or saadv@iupui.edu
- IUPUI Student Health Center at 317-274-2274 (University Blvd. location) or 317-274-8214 (West Michigan St. location) (health and medical services)

It is also important that you know that Title IX and university policy require faculty to share any information brought to them about potential sexual misconduct with the campus Deputy Title IX Coordinator(s) or IU's Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the university can respond and assist.

Find more information about sexual violence, including campus and community resources on the [IU's Stop Sexual Violence website (Links to an external site.)](Links).

Other resources:

- [Stop Sexual Violence: Resources for Employees (Links to an external site.)](Links)
- [Stop Sexual Violence: Frequently Asked Questions (Links to an external site.)](Links)

IUPUI Non-Discrimination Policy

Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status. If you feel like you have been discriminated against, please contact IUPUI's Office of Equal Opportunity (OEO). OEO is located in Lockefield Village, LV 4443. You can reach the office by calling 317-274-2306.

IUPUI does not tolerate acts that are damaging to our safe, civil, and inclusive community–and neither should you. If you experience or witness an incident of bias, you should report it. For more information, see [Student Incident Reporting (Links to an external site.)](Links).

Military Related Personnel Statement

IUPUI recognizes that National Guard Members, Reservists, veterans and active duty military personnel have special circumstances such as upcoming deployments, drill requirements, disabilities, and required veterans affairs health appointments. Students are encouraged to communicate any military related obligations that affect their educational pursuit, in advance if possible, to the instructor.

The Office for Veteran and Military Personnel (OVMP) is committed to serving all the needs of our military related student population including but not limited to providing advice, guidance, advocacy, and services assisting in the transition from military life. If you are a student Veteran, National Guardsman, Reservists, Active Duty Member or a military dependent and need any assistance with your transition, please contact the OVMP by visiting the Campus Center, Room 268, emailing gibenefi@iupui.edu, or phoning 317-278-9163. Thank you for your service.

Two-Step Login (Duo)

IUPUI students are required to enroll in Two-Step Login (Duo) to gain access to sensitive documents and Canvas using IU login credentials. The security of student information is critical. Be sure to bring your primary device (like a cellphone or tablet) to class, so you can log in to secure IU systems. Also, make sure you have a backup device like a hardware token or Google

Voice. If you get stuck without a working device, the UITS Support Center can give you a bypass code, but you will need to verify your identity.

To learn more about or get help with two-step login, consult the following resources:

- [Help for Two-Step Login (Duo) (Links to an external site.)](#)
- [Two-Step Login (Duo) device recommendations (Links to an external site.)](#)
- [Contact your campus IT Support Center (Links to an external site.)](#) (for locations of UITS Support Centers and phone numbers and a chat feature).