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Dear PNC Students,

Thank you for making Purdue University North Central your choice for the 2012-13 academic year! Not only have you chosen a university known for its first class education and small class sizes, but you've also chosen an environment tailored specifically for student success. "Connections" is a very important resource for our students. It is filled with important information for students regarding university policies, procedures and important dates throughout the semester. I hope you will take time to review the material contained in this online publication.

The number of degrees offered at PNC has grown significantly in the past ten years. We have 22 baccalaureate degree programs along with two graduate programs and six associate degree programs. Increasing the number of programs and opportunities available to students is a core tenant of PNC's strategic plan and long-term goals. As such, we will continually strive to meet the demand of current and prospective students, both in the classroom and around campus.

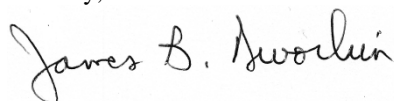
Our Office of Student Activities supports over 45 active student organizations and continually designs other extracurricular activities with students in mind. Our Office of Athletics offers five intercollegiate athletic programs for those students interested in participating in men's baseball, golf and basketball or women's softball and volleyball. PNC is a member of the National Association of Intercollegiate Athletics (NAIA) and is also part of the Chicagoland Conference of the NAIA. Our campus offers a variety of intramural sports as well.

Our Office of Service Learning and Leadership can connect you with volunteer and leadership development opportunities both on campus and in a community of your choice. Our Office of Career Development can provide you with information about on-campus employment and internship experiences, as well as assist you with writing your resume and honing your networking skills. Our Veterans Services office can assist any veteran student in becoming acquainted with veterans services on campus and applying for benefits related to their military service. Our plethora of academic support services includes tutoring, library services, a writing center, and academic advising. Furthermore, our Dean of Students is available to assist you in finding ways to overcome obstacles that you may reasonably face during your college career.

All of these services help students to become successful at the college level and I encourage you to take advantage of them. Since becoming Chancellor in 2000, I have offered open office hours for the campus community. If you have a suggestion or concern that you would like to bring to my attention, I hope you will visit me during one of these open office hour periods. Notices of times and dates are posted via the student portal on the PNC website.

Your academic success is very important to me and the faculty and staff at PNC. I urge you to become involved in your course work and in the various opportunities afforded to you at PNC. I look forward to seeing you on campus and I wish you the very best in your academic career now and in the semesters to come. I especially look forward to handing you your diploma at an upcoming graduation ceremony upon completion of your degree.

Sincerely,



James B. Dworkin
Chancellor

Dear Fellow Students,

My name is Sean Casey and it is my honor to serve as your Student Government President for the 2012-2013 school year. I would like to cordially welcome you to Purdue North Central. You have chosen a fine university to receive your education. Purdue North Central is a beautiful campus where you will be surrounded by beautiful scenery and a great social environment. Whether you are beginning or continuing your education, you will find that Purdue North Central is the place where you can reach your dreams.

Your education is important to you and the many professors here are committed to helping you succeed. You will enjoy the relationships you build with your professors and all that they have to offer. As you face challenges in your college career, know that there is help around every corner. Asking a friend is always a great place to start, but Purdue North Central has labs and centers to help you, such as the Student Success Center or Student Support Services. Taking advantage of this type of help is important and will be very rewarding for you.

Your experience at Purdue North Central is important and we only want the best for you. Outside of the classroom there are forty-five clubs for you to enjoy from American Sign Language to Student Education Association. Being active on campus is important. Involvement in clubs will only enhance your education. This year is going to be exciting and fun with all of the events that will take place. Starting with Purdue Pride Week in the fall to Pounce Week in the spring and in between, there will be many events that will leave you with great memories. Make sure you check out the Lock-In this upcoming year, which will be a great opportunity to meet new people. Also, come out to one of the sporting events to cheer the Panthers to victory. All of these are opportunities that are awaiting you this year. Your experience will only be as good as YOU make it!

As President of Student Government, I want to invite you to stay in touch with us, we are here to serve you and it is my goal to make sure that we do this to the best of our ability. I would also like to encourage you to be active in at least one of the great clubs PNC offers and/or take time out of your busy schedule to enjoy the events and activities that Purdue North Central provides you with. Remember, your college education extends beyond just the classroom. Take advantage of that!

Good Luck with your classes. I hope you enjoy every aspect of Purdue North Central.

Sincerely,
Sean Casey

IMPORTANT DATES

Fall 2012

August 20	Classes Begin
August 20-24	Late Registration and Drop/Add
September 3	Labor Day (campus closed)
October 8-9	Mid-Semester Break (no classes; campus open)
November 21-23	Thanksgiving Vacation
December 7	Classes End
December 14	Finals End

Spring 2013

January 14	Classes Begin
January 14-18	Late Registration and Drop/Add
January 21	Martin Luther King Holiday (campus closed)
March 10-16	Mid-Semester Break (no classes; campus open)
May 3	Classes End
May 10	Finals End
May 20	Commencement

Summer 2013

May 13	Four-week Session Begins (ends 6/7)
May 27	Memorial Day (campus closed)
June 10	Eight-week Session Begins (ends 8/2)
June 10-12	Late Registration and Drop/Add
July 4	Holiday (campus closed)
July 31	Finals Begin
Aug 2	Finals End (eight-week session)

Fall 2013

subject to change

August 26	Classes Begin
August 26-30	Late Registration and Drop/Add
September 2	Labor Day (campus closed)
October 14-15	Mid-Semester Break
November 27-29	Thanksgiving Vacation
December 13	Classes End
December 20	Finals End

CAMPUS INFORMATION

Detailed campus information, including class schedules and the General Catalog, is available on the campus web site: www.pnc.edu

ENROLLMENT SERVICES

ADMISSIONS OFFICE

TECH 157, Ext. 5505

FINANCIAL AID OFFICE

TECH 157, Ext. 5460

Forms of Financial Aid - Everybody qualifies for some form of financial aid, such as grants, work-study (part-time jobs on campus) and loans (money you must pay back after you graduate, fall below half time, or leave school). Purdue University North Central participates in all Title IV programs, including all types of federal and state financial aid. In addition, PNC offers a number of scholarships.

Applying for Financial Aid - The first step to receiving any financial aid is to apply. At PNC, the Free Application for Federal Student Aid (FAFSA) is the only application you'll need to be considered for federal and state aid programs, including work-study. **You can complete the FAFSA on-line at www.fafsa.ed.gov.** It is best to file before March 10 in order to be considered for all types of financial aid in the following academic year. But you can complete the form to apply for a federal grant or loan at any time - even after you are attending classes. You have to re-apply each year.

Aid available for current students is listed below. Qualifications are included, although they are subject to revision throughout the year. Information on scholarships is available from the Financial Aid office or on-line at www.pnc.edu/financialaid.

Please note: Any Title IV funding requires enrollment in a degree-seeking program, and the student must continue to meet PNC satisfactory academic progress standards.

Available Financial Aid for Current Students

Type of Aid/Qualifications

Pell Grant: financial need

Frank O'Bannon Grant: U.S. citizen Indiana resident planning to attend a college or university within Indiana, financial need, 12 or more semester hours/semester. Part-time awards may be available.

Twenty-first Century Scholars: Provide tuition and fees up to specified level of tuition for approved students. Designed by the State.

LaVerne Noyes Grant: Direct descendant of World War I veteran; must certify service, full-time enrollment, financial need. Apply through Financial Aid Office. Awarded only during the academic year.

Federal Supplemental Educational Opportunity Grant: U.S. citizen, 6 or more semester hours, exceptional need.

Child-of-Disabled-Veteran Remission: U.S. citizen Indiana resident, either parent suffered a service-connected disability which can be certified by the V.A. Must complete FAFSA each year and maintain satisfactory progress.

Federal Work-Study: U.S. citizen, financial need, 6 or more semester hours

Federal Subsidized Stafford Loan: U.S. citizen or permanent resident, 6 or more semester hours, financial need

Federal Unsubsidized Stafford Loan: Same as Stafford Loan except financial need is not a consideration

Federal Perkins Loan: U.S. citizen, financial need, 6 or more semester hours, satisfactory academic progress, 15 semester hours completed, Bridge and pre-program students are not eligible

Edwin & Elsie Buck Scholarship: Communication major, selected by Communication faculty

Robert Carr Nursing Memorial Scholarship: Second year nursing student, 3.0 or better with financial need, selected by Nursing Department

Patricia M. Daly Scholarship: 2.0 GPA or better, Nursing major

Harold C. Moran Memorial Scholarship: 15 semester hours, 3.0 GPA or better, financial need

Ruth Mitnick Memorial Scholarship: Second-year nursing student from Michigan City with financial need

John J. Stanfield Scholarship: English major, recommendation of English faculty

OFFICE OF THE REGISTRAR

SWRZ 40, Ext. 5459

The Office of the Registrar provides records management and a variety of services for students. The office is responsible for conducting all registration and related procedures; compiling class schedules; scheduling use of classroom facilities, maintaining student course records and enrollment information; collecting, processing, and reporting final grades; and is involved with Commencement and the distribution of diplomas.

Students need to come to the Office of the Registrar for the following reasons:

- To change a major course of study. Students must fill out a Change of Degree Objective (CODO) form.
- To report personal information changes such as name, address or phone number, or to correct a social security number.
- To request a student transcript. A Transcript Request form must be completed by the student. There is no charge for this service.
- To transfer to another Purdue campus. Students must follow that campus's procedure.
- To submit paperwork for Veteran's Benefits.

STUDENTS ARE NOT PERMITTED TO ATTEND CLASSES UNTIL REGISTRATION IS COMPLETED AND FEES ARE PAID.

Registering For Classes

Registration – Students now have the opportunity to register for multiple terms. Registration dates are listed on the academic calendar on the Web. Every effort should be made to register during these periods. Students should make an appointment with their advisors to register. Registered students are billed for fees and may pay fees by mail, in person, or via the internet.

Late Registration - Students who have not registered during the regular registration period have a final opportunity to enroll for classes. The late registration period for the fall and spring semesters ends one week after the first day of classes. For summer sessions, the late registration period closes three days after the first day of classes. Students registering during this period must pay their fees at the time of registration, and will be charged a late registration fee.

Dropping and Adding Classes - Drop/Add are processed during the entire advance and late registration period and on special days listed in the schedule of classes.

Withdrawing from a Class - A withdrawal from a course must be approved by the advisor and instructor if the student drops between the 5th and 12th week of the semester. The completed drop card must then be submitted by

the student to the Office of the Registrar. Discontinuance of class attendance is not the basis for withdrawal, and students who do not notify the Registrar's Office when they plan to withdraw will be given a failing grade in each course involved.

Veterans - A student who will be using veteran's benefits should notify the Registrar's Office as soon as the admissions application is approved. The student will then be informed of current VA certification procedures.

My PNC Portal



is your Portal to all PNC electronic resources including: Blackboard Vista (Blackboard Learn will be implemented starting Spring 2013) online course management system, Banner student information system, e-mail and personal storage (I, H, W, etc. drives).

You can access the Portal by going to the **PNC homepage** and clicking on the **myPNC** logo. Log in using your PNC Account Username and Password. You can also access the Portal directly at <http://my.pnc.edu>.

My PNC Student Banner

Banner is the student information system. Through **Banner** you can:

- Register for courses
- Access your transcript data
- View your Financial Aid
- Find your Advisor's name, phone number and email address
- Do long-term academic planning

To access **Banner**, go to the **PNC homepage** and login to the **myPNC** portal (see above information). On your portal page, click on the Student Banner tab.

STUDENT SERVICES

DEAN OF STUDENTS OFFICE

LSF 103, Ext. 5230

The function of the Dean of Students Office is to provide students with a place they can feel free to ask any question. The office will always welcome you and attempt to find an answer to your concern.

Career Counseling - Assistance is available for individuals who have not clarified their immediate or long-range vocational goals, or are dissatisfied with their present major in college.

Career Interest Testing - A specially developed test battery relating to aptitude, personality, mental ability and career interests is available for both enrolled and non-enrolled students. A nominal fee is charged. This fee is waived for Veterans and Service Members.

Computer-based Career Assessment - Computerized career guidance programs containing the latest occupational and educational information to assist students in career planning, including major and school selection. There is no charge for this service.

Educational Counseling - Services are provided to students experiencing difficulty in their academic work. Help with study techniques, scheduling of study time and other problems related to academic performance are offered.

Personal Counseling - Short-term, confidential, individual counseling is available to enrolled students, free of charge, for a variety of personal problems. Counselors leave their door open for those challenged by mental health concerns, substance abuse and the multitude of demands of life. Referral to outside services is available as is necessary and appropriate. These services are provided by John Coggins, LMFT, Dean of Students, and Diana Marovich, LCSW, Director of Student Counseling Services.

DISABILITY SERVICES

Purdue University North Central, in compliance with Section 504, Rehabilitation Act, 1973, and the Americans with Disabilities Act, 1990, provides reasonable and appropriate accommodations for qualified individuals with disabilities. If you have a physical or mental impairment which significantly impacts a major life activity (i.e. learning, seeing, hearing, walking), please contact the Disability Services Coordinator as soon as possible. Administrative Memorandum No. 5, issued November 26, 2001, provides information on student grievance procedures under the ADA. Administrative Memorandum 2-2007, outlines Purdue University ADA policies and procedures. These documents are available from the EO/AA office or on the web at www.pnc.edu/cd/policy/index.html.

VETERAN SERVICES OFFICE ON CAMPUS

The PNC Veterans Organization was established to provide Veteran-to-Veteran support during the transition from military life to university life. Services available include Academic Allies – Veteran students providing tutoring, assistance and advice for VA claims and connecting with campus and community resources. Laptop computers and graphing calculators are available for Veterans and Service Members to borrow on a limited time basis through the Veterans Office, LSF 103. Priority registration offers Veterans and Service Members to register along with graduating seniors at the opening of registration. Fee deferment is put in place by the Bursar's Office allowing additional time for GI Bill educational benefits to be applied to tuition and fees for Veterans who are certified as eligible.

U.S. Veterans Affairs representatives from the Vet Center of Northwest Indiana have availability as needed by appointment in the Dean of Students Office in the Library Student Faculty Building, Room 103. The VA representative will provide a variety of free services to all veterans and their families and make referrals to community agencies, and employment counseling and job referral.

The Vet Center offers free counseling to eligible veterans and their families on the Purdue North Central Campus. Services provided by the Vet Center are also available to qualifying non-students as well, including PNC staff, faculty and members of the community.

For further information contact a counselor or team member of the Northwest Indiana Vet Center at 219-736-5633.

TRIO STUDENT SUPPORT SERVICES

SWRZ 38, Ext. 5312

TRIO Student Support Services is funded by the U.S. Department of Education for \$289,901 to provide services to 195 students. To be eligible for program services, students must be a first generation college student, low income, or have a documented disability. In addition, students must have an academic need. Services include: tutoring, academic support and guidance, financial literacy, workshops, career counseling, limited personal counseling, cultural activities, and resource loans of textbooks, laptops and TI 84 calculators. Applications are available in SWRZ 38.

FREQUENTLY ASKED QUESTIONS

The questions and answers that follow should help to explain some of the most important University policies. For further information contact the Registrar's Office and/or the Dean of Students Office.

Attending Classes

Is regular class attendance required? Because regular class attendance is important to learning, the expectation is that you will attend every class meeting. Most professors have specific policies regarding attendance which include penalties for excessive absence. Be sure you know what your instructor's policies are. You should note that non-attendance does not officially excuse you from a course. Unless you officially withdraw from a course for which you have registered, lack of attendance will probably result in a failing grade.

What should I do if I am unable to attend a class? If you know in advance that you must be absent, consult with your professors about how to keep up. If your absence cannot be anticipated (i.e. a short-term illness of 4 days or less), contact your professors as soon as possible. Promptness is especially important if your absence may result in an assignment submitted late.

In the event of an unexpected long-term illness, hospitalization, accident or emergency in which you will be absent for a week or more, you, or someone speaking on your behalf, are to contact your professors directly through their respective DEPARTMENT secretaries as soon as possible. You should be aware that this notification does not change in any way the outcome of the instructor's decision regarding your academic work and performance in any given course. Make personal contact with your instructors as soon as it is possible to do so!

Schedule Adjustment

Can I drop classes any time I want to? No. A class cannot be dropped during the last 4 weeks of the semester or the last 2 weeks of a summer session.

How do I drop a class? During the first 12 weeks of the semester, you must fill out a drop/add card and follow the procedures as established in the University Policies Section of this handbook under Scholastic Procedures. After the 12th week of classes, you must obtain the approval of your instructor, your academic advisor and the Dean of Students in order to withdraw from all classes you are currently enrolled in, and they will do so only in unusual circumstances.

Can I add a class to my schedule after I have registered? Yes. Additions to your schedule of classes are relatively simple to arrange during the first week of classes. See your academic advisor. Additions at a later time require special permission. It is always advisable to finalize your schedule prior to the first week of classes.

If I want to quit school before classes are over, what do I have to do? Follow the procedure described for dropping a class. Not attending class is not the same as withdrawal. **STUDENTS WHO DO NOT WITHDRAW PROPERLY FROM A COURSE WILL RECEIVE A FAILING GRADE.**

How do I change my major if I change my mind about what I want to study? You should contact the Registrar's Office to fill out a Change of Degree Objective (CODO) form. If you have met the admissions requirements for the new major, your major will be changed and your new advisor will contact you.

Grades

What kind of grades are given for credit courses? The grading system for credit courses is outlined in the University Policies Section of this handbook under Scholastic Procedures.

What does it mean if I get a grade of "I" (Incomplete)? The grade "I" means that you did not complete requirements for the course by the end of the semester, and that you and the instructor have agreed on a method to finish those requirements. You must remember that if the requirements are not met by the appropriate deadline, that "I" grade will become an "F" failing grade.

What is the "Pass/Not Pass" option? This is an opportunity for you to take some free-elective courses without affecting your GPA. You must have your advisor's permission to take a course under this option, and you must indicate the P/NP option on your registration card. A grade of "P" (pass) will be assigned if the course work grade is equivalent to "A, B or C". Otherwise a grade of "N" will be recorded.

If my grades are bad, will I be able to continue in school? All the grades that you earn at this campus are averaged. Generally, whenever your grades drop below the University or school minimum requirement, you will be placed on probation, meaning that you will have an opportunity to raise your GPA through additional classes the next time you enroll. If you then continue to earn low grades, you will be subject to academic drop from the University.

If I am academically dropped from the University, will I ever be permitted to return? Generally, you may request readmission to the University after being out of school for one semester. If readmission is approved, you can enroll but will again be placed on probation until the minimum GPA is achieved. The request for readmission must generally be submitted well before the start of that semester.

If I believe that I have not been treated fairly with regard to a grade I received, what can I do about it? You have the right to request that the situation be reviewed in a process called a grade appeal. Please contact the Dean of Students Office for a grade appeals application.

Other Academic Matters

Under what conditions am I considered to be a student in good standing? You are considered to be in good standing if you have not been academically dropped, suspended, or dropped from the University without being re-admitted.

What conditions will deny me the opportunity to register for classes? The most common reason is that you owe money to the University. If you are a student in good standing, other reasons could include misconduct or violation of University rules.

If I have a complaint or a problem with one of my instructors, what should I do? First, discuss the situation with your instructor. If that is not possible or does not resolve the situation, make an appointment to talk with the section

chairperson who supervises the instructor in question. If you do not know the name of the section chairperson, contact the Dean of Students Office.

May I tape record a class lecture? Each instructor has his/her own policy concerning the taping of a class. Before bringing a tape recorder into the classroom, ask your instructor if taping is allowed.

STUDENT ACTIVITIES / ATHLETICS OFFICE

LSF 80 & 82, Ext. 5660

Director of Student Activities, Keri Marrs Barron, kmarrs@pnc.edu

Director of Student Athletics, John Weber, jweber@pnc.edu

Coordinator of Student Activities/Athletics, Tom Albano, talbano@pnc.edu

Participation in student organizations, activities and athletics assists in the development of lasting friendships and allows students to enjoy and feel more involved in University life. Important skills such as leadership, teamwork, decision-making, problem solving, organizational and time management capabilities are also developed. In essence, student-related activities are not only complementary to academic excellence, but inherently educational as well.

Intramural - Intramural sports activities are planned throughout the entire academic year. Because the needs of individuals differ, a comprehensive package of intramural activities, both indoor and outdoor, is provided. Intramural activities are provided for men and women, both team and individual. Other intramural related activities may be added as interest arises.

Outdoor Recreational Facilities - Two tennis courts, four basketball courts, Hicks Field baseball complex, and a one-mile walking trail comprise the outdoor facilities available on campus. Hicks Field is located on the south side of campus along with our 18 hole disc golf course.

Indoor Recreational Facilities - Housed in the Library-Student-Faculty Building is a Game Room and a Fitness Center complete with locker rooms in the lower level.

The Game Room (LSF 18) is a supervised recreational room where a number of indoor activities take place. Available for student use is a regulation pool table, ping pong table and a TV with X-box. Game Room hours are posted at the room's entrance at the beginning of each semester.

The Fitness Center (LSF 77) is free to current students, faculty and staff. The facility features a wide range of cardiovascular and strength training equipment.

Locker and Shower Rooms (LSF 74 and LSF 76) are located across the hall from the Fitness Center. Lockers are available for use with a rental fee payable at the Bursar's Office (SWRZ 127). Personal locks are required.

Intercollegiate Sports - PNC is affiliated with the NAIA, competes in the Chicagoland Collegiate Athletic Conference, and currently sponsors men's basketball, baseball and golf, and women's softball and volleyball. Home baseball games take place at Hicks Field, located at the south end of the campus. Men's basketball home games take place at the LaPorte Civic Center, men's golf at Briar Leaf Golf Club, women's volleyball home games at The Courts of Northwest Indiana in Valparaiso, and women's softball home games take place at Patriot Park. Athletic schedules, staff information and facility directions are available on the athletic website.

Cheer and Dance Squads, Mascot "Pounce," and Spirit Club – The Cheer Squad, Dance Squad, and Pounce, along with the Spirit Club, help promote and provide team support to the college sports programs at PNC. They also support other programs and activities, on and off campus, when appropriate. Dance Squad members and Pounce are considered part of student activities so full and part-time students may participate.

Campus Programs - The Student Activities Office supports campus programs during the fall and spring semesters by planning, coordinating and co-sponsoring a variety of events. Students interested in helping to initiate, plan, develop, implement and evaluate programs and activities are encouraged to see the director of Student Activities.

Being a member of a student organization enriches your college experience in a number of ways. Good times and lots of laughs help transform what is sometimes an overwhelming institution into a place you can call "home!" Involvement with student organizations also gives you the opportunity to explore new interests, develop skills, enhance your academic program and have an impact on the university community. Through working together, sharing ideas and seeking similar goals, we learn more about others and ourselves.

The Student Activities Office encourages students to explore whatever ideas they may have for changing an existing program or initiating a new organization on campus. To this end, the staff will help you through the planning, implementation and execution processes. The office is committed to helping you make the most of your experiences in student organizations.

If you would like to start a new club, please follow these procedures. Each student organization is required to have at least one faculty advisor. The first step in starting a club is to print out a Petition for Student Organization form at www.pnc.edu/activities/forms.html. The petition with 20 students' signatures is to be submitted at a Student Government meeting along with a club constitution and a student member or advisor seeking club approval. (An example of a past club constitution is also available under the website listed above.) The meetings can be found on the campus calendar. From here, the recommendation by SGA to recognize the club is passed on to the Director of Student Activities and the Dean of Students for final approval.

Information about all campus clubs can be found on the PNC Activities home page, under student clubs <http://www.pnc.edu/activities.com/>

Space and Calendar - All events taking place in university buildings or on university grounds must be scheduled and the appropriate space reserved. This is required for both academic and non-academic activities. Therefore, all student organizational events and activities must be scheduled a minimum of two weeks in advance. A representative from the student organization must first submit a request on the everything help desk using your PNC login, www.services.pnc.edu/ehelpdesk/login.glml. Upon receiving space confirmation via email, the student club will need to submit a Room Set-Up Request Form to the Student Activities Office (LSF 78/80) for final approval.

ADDITIONAL OPPORTUNITIES AND EVENTS

Odyssey 2012-2013 Arts and Cultural Events Series

Join us for the Odyssey 14 Opening Reception on Saturday, October 20, 2012 from 5-6:30 p.m. in the LSF Building, Assembly Hall Room 02. Formal remarks begin at 5:30. Exhibiting sculptors and artists will be our special guest speakers and refreshments will be served. This event is free and open to the public.

Nearly 30 large scale sculptures can be found on the grounds of our beautiful campus. Walking self-guided tours may be downloaded from our website. PNC houses the definitive collection of George Sugarman, noted sculptor and artist. Check out the Sugarman tribute wall, permanent sculpture and art collection located in the Odyssey Gallery in our library located on the second floor of the LSF Building.

Odyssey events, mostly free and open to the public, include three film showings per semester as well as various speakers and rotating art exhibits. These exhibits can be found in the Technology Building: in the first floor North Lounge as well as in the Computer Lab Rm. 265; also in the LSF Building, in Assembly Hall Room 02 and the Student TV Lounge Room 062.

More information can be found at www.pnc.edu/odyssey. Group tours of campus art and sculpture may be arranged with the Campus Relations Department by contacting Assistant Vice Chancellor of Marketing and Community Relations, Judy Jacobi at jjacobi@pnc.edu or with our Coordinator of Special Events and Marketing, Elizabeth Bernel at ebernel@pnc.edu; 219-785-5719.

PURDUE NORTH CENTRAL ALUMNI ASSOCIATION

We connect the Purdue family forever. Loyalty begins and lives here!

Purdue graduates come from campuses in West Lafayette, Indianapolis, Fort Wayne, Calumet and, of course, Purdue North Central! PNC's 11,600 graduates are part of the over 437,000 living Purdue alumni worldwide. The alumni association offers opportunities for members to connect with Purdue alumni locally & world-wide. Membership in Purdue Alumni is open to Purdue graduates, current or former Purdue students, and any community members who wish to support the university.

PNCAA is dedicated to reconnecting our alumni, partnering with the community and forming lasting relationships with students prior to graduation. Membership to the Purdue North Central Alumni Association provides meaningful programs for *all* alumni - from social to professional development opportunities as well as scholarships for future PNC alumni. **Members receive benefits such as:** Purdue *Alumnus* Magazine; PNC Alumni online newsletter; Access to the online alumni directory; E-mail forwarding (yourname@alumni.purdue.edu); Discounts on Purdue apparel; Join one of the 125 Purdue alumni clubs worldwide; John Purdue Club points; Life and health insurance plans; and more!

Keep us up to date, so we can easily keep you connected with the latest news and events. It is simple to update your information - just call the PNC Alumni Association at (219) 785-5307 or visit our website at <http://www.pnc.edu/alumni/>. While visiting our site you can also view our many services, events and benefits.

Show your Purdue Pride and loyalty by joining the PNC Alumni Association! Please contact Amy Davis Navardauskas, PNC Coordinator of Annual Fund & Alumni Relations, at (219) 785-5307. The Purdue North Central Alumni Association (PNCAA) is affiliated with and operates under the constitution and by-laws of the Purdue Alumni Association.

Panther News Network (PNN)

LSF 68, Ext. 5213

Advisors: Tom Albano, Keri Marrs Barron and John Weber

LSF 80 - #5660 LSF 78 - #5479 LSF 82 - #5373

talbano@pnc.edu kmarrs@pnc.edu jweber@pnc.edu

The Panther News Network (PNN) is a student ran network that covers everything from athletic games, events and news to student activities, club coverage and opportunities for new and prospective students to get involved on and around campus. <http://www.pncactivities.com/>

Student interns will network with student leaders, athletes and faculty/staff to market and communicate all important upcoming events electronically via online media. This will mean better coverage of student athletics and activities on campus. Students will have the opportunity to apply for paid internship positions and class credit to develop and sharpen their writing, broadcasting, marketing and team building skills to build their resume.

PNC's media will increase campus opportunities for students in a number of ways. Interns will be working directly with student activities and athletics. All pertinent information regarding campus life will be communicated; students will now have coverage and a one-stop-shop to find all ways to get involved and what is going on for students at PNC via the athletics and student activities web pages, social media and through the various communicative channels around campus.

Hyde Park Forum

For years at the Speaker's Corner in London's Hyde Park, all kinds of people have been free to set up soap boxes and speak their minds to pedestrians on any subject while responding to inquisitors and hecklers. The Hyde Park Forum is an exciting annual speech contest held each spring on campus. The contest is open to all PNC full- or part-time students. Here's what happens in each of the classrooms: each of 8-10 contestants gives a short persuasive speech and responds for two minutes to questions from the audience. Three or four judges determine first, second, and third place speakers. All awards are presented at an Awards Ceremony immediately after all speeches are completed. All speakers will receive a Certificate of Achievement. All first place room winners compete in the "Speak Off!" a few days later.

Speak-Off!

Each of the students who won awards in their individual rooms in the Hyde Park Forum are invited back to present their talks for a lunch-time crowd. Cash awards are given, as determined by a panel of judges.

The Speech Contest and Speak Off! are open to the public. For more information, contact Dr. Dan Wilbur, Hyde Park Forum Coordinator, at 785-5472.

Free Women's Self-Defense Programs

For the past ten years, Purdue University North Central has offered free women's self-defense programs to our students, faculty, staff, alumni and all women (at least 13 years old) in the community. Rape Aggression Defense (R.A.D.) is a nine-hour course suitable for women of all ages and abilities. It is based on the concept that ninety-percent of self-defense is awareness, prevention, reduction and avoidance; and ten-percent is physical. The participant evaluations and recent research have shown many benefits of self-defense: improved self-esteem, decreased anxiety, decreased fear, improved physical competence, decreased avoidance behaviors and increased participatory behaviors.

Advanced R.A.D. is an additional 15 hours of training in gross motor movement skills. The Self-defense Awareness and Familiarization Exchange (S.A.F.E.) program is a two-hour program where women learn risk avoidance techniques and five physical skills. We hope to reach more women in LaPorte and Porter Counties by taking these free programs "on the road" to various organizations. More information may be found at <http://www.pnc.edu/pd/rad.html> or contact campus_police@pnc.edu or call Sue Zahn at 219.785.5220.

PNC Writing and Art Contest

The 2012-2013 Writing and Art Contest is open to PNC students who enrolled in the Spring, Summer, or Fall 2012 semesters or who will be enrolled in the Spring 2013 semester. Award winning authors and artists will be published in the student literary journal, *Portals*, and each winner will receive a complimentary copy of *Portals*. In addition, \$50 financial aid awards will be given to the first place winner of the John J. Pappas Literary Award (category six) and the Special Topic Category: The Greening of PNC.

Contest winners will also be recognized at the Writing and Art Contest, which will be held in LSF 144 on April 25, 2013.

A full description of the writing contest is available at <http://www.pnc.edu/engl/writingcontest/>

Deadline for submission is midnight, April 1, 2012. Questions? Please contact portalseditor@pnc.edu

(The Department of English and Modern Languages, TECH 353, ext. 5202)

CAMPUS DEPARTMENTS/INFORMATION

BOOKSTORE - A Follett Bookstore

North Central Campus Shop

LSF Room 1, Ext. 5247, purduenc@bkstr.com

Regular Hours: Mon-Thurs – 9 a.m. to 6 p.m., Fri - 9 a.m. to 3 p.m. Extended hours during rush (beginning of classes) and buy back week (final's week) and shortened hours during the summer. Hours are posted at the bookstore and on the website.

Books can always be purchased on-line any time at purduenc.bkstr.com. On line purchases can be picked up at the bookstore with a photo ID or be shipped free to Purdue Porter County campus. Books can also be rented on-line.

We accept all major credit cards: Visa, MasterCard, Discover, and American Express. We also accept personal checks in the amount of the purchase with your correct home address, phone number, driver's license number and expiration date. **The CARDHOLDER/ CHECKWRITER is the only one who can present the card/check as payment for the purchase of goods and services.**

The PNC Bookstore has T-shirts, hoodies, shorts, sweatpants, jackets, and giftware in a variety of logo designs. We carry both Purdue North Central as well as Purdue logo designs. We also have supplies, computer software, general reading books, greeting cards, snacks, and health & beauty items.

Special orders for books, class rings, nursing pins and personalized graduation announcements are welcomed.

As a service to our students, the bookstore will buy your textbooks for the used book company year around. During final's week, the bookstore will pay half of your purchase price for books back to you, if it is needed for our classes next semester.

Students may return textbooks for a full refund within 7 calendar days from the start of the fall and spring semester and 3 calendar days at the beginning of summer semesters. Some exceptions do exist and these will be posted with course information. Textbooks purchased after the beginning of the semester may be returned within 3 days of the purchase date. Proof of dropping a class must be with the student in order to receive a refund on those textbooks. Textbook returns must be in the same saleable, new or used, condition as when purchased for the full refund. The bookstore will grant refunds on general merchandise within 30 calendar days of the date of sale. All purchases **MUST** be accompanied by the bookstore's CASH REGISTER RECEIPT. **REFUNDS are given in the same payment form as when purchased.** In some cases, we may require proof that a check has cleared before we can issue a refund.

Damage to a new book such as bent or torn covers/pages, shrink wrap removed, or any writing in the book will decrease its value to used book price. Water/liquid damaged books are not eligible for buyback. Any book purchased during the last 2 weeks of classes or during exams is not fully refundable, but may be sold back at the end of the term during book buyback.

Text rental is available on select titles. Rental books are due back the last day of finals for each session. Please see the bookstore for textbook titles and details of the program.

BUILDING OPERATING HOURS

Physical Facilities

PF/CP Building, Ext. 5347

Monday-Friday 7 a.m.-11 p.m., Saturday 7 a.m.-5 p.m.

Vending and lounge areas will be open during Saturday hours, but all classrooms and administrative offices will be locked unless advance arrangements are made with the Physical Facilities and/or Campus Police Departments. Hours for the library in LSF and computer labs in the Technology Building **will be posted each semester**. The southwest and west entrance doors in the Technology Building will be unlocked during posted hours.

Students and visitors must vacate the building at closing times unless advance written permission has been provided to an appropriate faculty member by the Vice Chancellor for Administration.

CAMPUS CARES - BEHAVIORAL INTERVENTION TEAM (BIT)

The mission of CC-BIT is to promote student success by addressing behavioral issues which may interfere with a student's academic progress.

CC-BIT pursues its mission by: 1) fostering a culture of caring in which student behavior which seems strange, erratic, angry, troubled, or otherwise inappropriate or unusual is reported out of concern for the well being of the student and others; 2) facilitating early recognition of inappropriate or unusual student behavior or patterns of behavior through sharing of information; and 3) coordinating campus support and assistance to address inappropriate or unusual student behavior. Behavior reported to CC-BIT need not involve a violation of campus rules nor will it necessarily – or even usually – place the student or others in imminent danger.

CC-BIT is a consultive and advisory body whose role is to assess student behavior and recommend strategies or processes for addressing that behavior before it becomes an emergency/crisis. As such, CC-BIT is intended to collect information about student behavior that often goes unreported due to uncertainty about whether or to whom to report. Examples of behavior that may be reported to CC-BIT are inappropriate focus on another person, being overly argumentative with instructor or classmates, and having an unfriendly or hostile attitude toward others.

In order to convey a concern to CC-BIT, please contact the Dean of Students Office.

CAMPUS POLICE

PF/CP Building, Ext. 5220

The Campus Police Department services include basic first aid, jump starting vehicles, unlocking vehicles, and safety escorts for students, faculty and staff. An emergency telephone is available in each building: Schwarz Hall ground floor outside the Student Support Services office, LSF Building first floor main lobby, ground floor-across from fitness center, and TECH Building first floor by the northeast entrance.

To use emergency phones:

- Lift the receiver to be automatically connected to police department
- Please stay on the phone until directed otherwise by the officer/dispatcher on duty

OFFICE OF CAREER DEVELOPMENT

LSF 28, Ext. 5451

The Office of Career Development assists students of Purdue University, regardless of their campus affiliation. We are here to support you in your professional endeavors.

The following services are offered to students:

Career Planning
Externships/Informational Interviews
Resume/Cover Letter Development
Internship Search Strategies
Job Search Strategies
Federal Job Search Preparation
Interview Preparation
Graduate School Preparation/Information
On-Campus Student Employment

Career Suite of Tools:

The Office of Career Development offers a suite of online career tools that help job seekers market themselves. The suite is available online and is accessible at anytime. Students may visit www.pnc.optimalresume.com to set up an

account. We also offer one-on-one assistance for the above listed services. Contact us at 219-785-5451 or careers@pnc.edu to set up an appointment.

CHECK CASHING SERVICE

SWRZ 127

Hours

Spring & Fall Semesters - Monday-Thursday: 8 a.m.-6 p.m., Friday: 8 a.m.-4:30 p.m.

Summer Monday-Friday: 8 a.m.-4:30 p.m.

The Bursar's Office provides a check-cashing service for the North Central student. Checks must be made payable to Purdue North Central Check Cashing Service. Checks may be cashed for any amount up to \$50. Positive identification must be presented before a check will be cashed. No more than one check per day will be cashed for any student. Each student is responsible to honor any check cashed which is returned by the bank. If a student cashes two checks which are returned by the bank, the student will be denied any further check-cashing privileges. There is a \$27.50 service charge on checks returned for "insufficient funds" or any other reason.

CHILD CARE

LSF 135, Ext. 5242

Hours

Monday-Thursday: 7:30 a.m.-7 p.m., Friday: 7:30 a.m.-3 p.m.

Closed Weekends

The Panther Cubs Child Care operates during the Fall and Spring semesters to provide high-quality child care service for the children of students, faculty and staff members of Purdue University North Central. Children, ages 2 through 7 years (until their 8th birthday), provided they are toilet trained, will be accepted.

A variety of activities are offered, including painting and art, weekly show and tell, science projects, Spanish lessons, color, letter and number lessons, learning toys, puzzles, blocks, books, board games, sand play and special holiday projects. Provided there is enough supervision, the child care staff will take groups of children outside to play when the weather permits.

The child care center is open during finals week and closed on officially scheduled holidays and during summer sessions. Prior to using this service, a parent must complete an enrollment form. Additional information and a fee schedule are included in the Parent Handbook, available in the Dean of Students Office, M-F 8-4:30 pm, or online at <http://www.pnc.edu/depts/sa/childcare1.html>

Child Care Emergencies: While it is recognized that unanticipated child care emergencies arise from time to time, parents are strongly encouraged to consider their classmates and instructor in addressing these emergencies. Access to classes is expressly limited to students who have paid applicable fees. In addition, the presence of children in the classroom, even in the best of circumstances, presents a significant potential for distraction. Hence parents are strongly encouraged to make off campus child care arrangements or use the child care center when emergencies arise. The child care center has one-day temporary enrollment forms for children meeting the age requirement.

STUDENT COMPUTER LABS T265 and T164

Tech 265 is the main student computer lab. Hours, including dates closed, are found at:

www.pnc.edu/is/lab_hours.htm. **Tech 164**, the unattended student computer lab, is accessible during most hours the Technology Building is open and the main computer lab is closed. Student computer lab hours are subject to change depending on the terms and student requirements. Current hours are posted throughout the campus: on the bulletin board outside of the lab, on the Purdue University North Central website, with the switchboard operator, and selection #9 on the automated switchboard menu. If you have any technical questions, our Technology User Support Center (Help Desk) is located inside the Tech 265 Computer Lab and is open during the same hours.

COPIERS

Printing Services welcomes all students. We offer a wide variety of services including: color copies, black & white copies, overhead transparencies, comb and coil binding, lamination, clear report covers and much more. Printing Services is located in the Technology building, room 131. Office hours are M-F 8-4:30.

Walk-up copiers are available to students in the Library (LSF Second Floor), the Schwarz Hall Vending Room (SWRZ 130), and at Purdue Porter County in the Graduate and Undergraduate buildings.

DISABILITY SERVICES

LSF 103A, Ext. 5374

Purdue University North Central, in compliance with Section 504, Rehabilitation Act, 1973, and the Americans with Disabilities Act, 1990, provides reasonable and appropriate accommodations for qualified individuals with disabilities. If you have a physical or mental impairment which significantly impacts a major life activity (i.e. learning, seeing, hearing, walking) please contact the Disability Services Coordinator as soon as possible. Administrative Memorandum No. 5, issued November 26, 2001, provides information on student grievance procedures under the ADA. Administrative Memorandum 2-2007, outlines Purdue University ADA policies and procedures. These documents are available from the EO/AA office or on the web at www.pnc.edu/cd/policy/index.html.

DRESS

Students are expected to dress appropriately for a college setting. Shoes or sandals must be worn in the food vending areas and lounges for compliance with health standards.

EMERGENCY PROCEDURES

First Aid and Medical Assistance

PF/CP Building, Ext. 911

For Life Threatening Emergency Dial 911

Should you become ill while on campus, you may contact the Campus Police Department (PF/CP Building) at ext. 5220 or 911 from any on-campus telephone. A first aid room is available in Physical Facilities/Campus Police Building. First aid assistance may also be obtained by contacting any police officer. All officers are trained First Responders and CPR/A.E.D. certified. Transportation to a hospital or home, if necessary, can be arranged, but charges for ambulance service are the responsibility of the user.

Fire Emergency

Fire alarm pull boxes are located in all buildings. If you suspect a fire, immediately:

- Pull alarm and contact the police department at 911 (if you can do so safely)
- Exit building quickly but safely
- Move away from building
- Schwarz Hall - move to NW corner of parking lot 3
- Library-Student-Faculty Building - move to NE corner of parking lot 1
- Technology Building - move to parking lot 7
- Do not use elevators

Fire alarms are distinguished by a continuous horn signal and in most areas, a strobe warning light. During fire emergencies elevators become inoperable, please use stairs to exit.

If you have a physical disability and require assistance in leaving Schwarz Hall or the Technology Building, go to the stairwell when the alarm sounds to evacuate the building. In the Library, go to the stairwell nearest the Circulation desk. Campus Police and CERT team members will respond to the designated areas to coordinate and assist you in leaving the building. In the basement of the Library-Student-Faculty Building, use the ground-level exit across from the elevator.

Tornado Warning

In the event of a tornado warning, the siren on the roof of Schwarz Hall will be activated. In addition, speakers located throughout campus buildings will emit a siren alert tone followed by a pre-recorded message.

The following locations are designated tornado shelter areas:

- Schwarz Hall, lower level, center hall between rooms 33 & 38

- Library-Student-Faculty Building, lower level, inside corridor between rooms 51 & 69
- Technology Building, lower level, southeast corner between rooms 55 & 83

During tornado warnings, Campus Police monitor information sources to determine when to issue the "all clear". The "all clear" message is announced using the public address system in each building. Do not return to your classroom or work area or attempt to leave campus until after the "all clear" has been issued.

PNC offers a voluntary emergency text message system and all students and employees are strongly encouraged to participate. Please go to the "My PNC" portal to sign up.

EMPLOYMENT OPPORTUNITIES ON AND OFF CAMPUS & INTERNSHIPS:

The Office of Career Development receives on and off campus employment opportunities (including Federal Work Study) as well as internships. All positions are posted on our campus job board located on Optimal Resume www.pnc.optimalresume.com. Students who are interested in employment both on and off campus are encouraged to log onto our website for more detailed information, at www.pnc.edu/careers/students.html

FEES

SWRZ 127, Ext. 5337

Fees are set by the Board of Trustees of Purdue University and are subject to change by the board without notice. **Course Fees** - Purdue University North Central has a fee structure different from that at the West Lafayette campus. Fees are based on an established amount per credit hour. In addition, a laboratory fee will be charged if the course includes laboratory work. Current course fees for undergraduate and graduate students, both residents and nonresidents, may be obtained on the Bursar's website at www.pnc.edu/br/burfees.html

In general, a student will be considered as a resident for tuition purposes if that student has lived in the State of Indiana for at least the 12 months preceding the first day of classes for the semester in which admission is sought, and has established a domicile per Indiana Statutory Regulations. Questions concerning the policy or the classification of an individual student should be addressed to the Registrar.

Note: Students who have received a baccalaureate degree will pay graduate fees except under the following conditions:

- If the student is pursuing an additional baccalaureate degree in a discipline different from that in which a baccalaureate degree is presently held;
- If the student is enrolling in undergraduate courses clearly for personal enrichment or occupational requirements and no intent exists to pursue an advanced degree.

Late Registration Fee - Students registering after the regular registration dates will be assessed a non-refundable late registration fee of \$25 per course to a maximum of \$100.

Student Service Fee - All undergraduate students must pay a student service fee. Fees will be assessed or refunded on the student fee statement in the same manner as calculated for collegiate courses. Student Service Fees are used to support athletic/recreational programming, the Voice, special events, the Child Care Service, other campus activities and parking. Graduate students will be assessed the parking portion of the fee only.

Technology Fee - All students must pay a Technology fee. Fees will be assessed or refunded on the student fee statement in the same manner as calculated for collegiate courses. The money from this fee is used to purchase computers and other technology equipment for student use.

Repair and Rehabilitation Fee - All students must pay the R & R fee. Fees will be assessed or refunded on the student fee statement in the same manner as calculated for collegiate courses. The money from this fee will be designated to maintain and improve academic and administrative facilities and infrastructure on the North Central campus.

Breakage Fees - Course fees include the cost of normal breakage and wear and tear on equipment. An additional charge will be levied against individuals for excessive waste, loss, or breakage that may occur. Such special charges must be paid before course credit will be given. .

Returned Check Fee - There is a \$27.50 service fee on checks returned for any reason.

Refunds - To be eligible for a refund, the student must notify the Registrar in person and complete the necessary withdrawal procedures. Go to the Bursar's Office Refund web page for current refund percentages:
<http://www.pnc.edu/br/payments.html>

Students who are recipients of Title IV Financial Aid are subject to an alternate refund schedule, which is explained on our website.

FOOD SERVICES

Fall and Spring Hours

Monday-Thursday 7:30 a.m.-6 p.m., Friday 7:30 a.m.-2 p.m.

The Gallery Café, located in the LSF Building, offers daily specials, fresh made-to-order pizzas, salad bar, sandwiches, and a wide selection of beverages.

Coffee Central is located also on the main floor of LSF. Ferris Coffee and assorted espresso drinks are served along with fruit slushies, soft serve ice cream, and fresh breakfast pastries. Closed during the summer.

Vending Machines - Machines offering hot and cold foods, healthy snacks and beverages are located within the LSF Cafeteria, TECH 54, 254, and in SWRZ 130. If at any time the vending machines fail to operate properly, please report the malfunction to the Gallery Café or the Bursar's office to obtain a refund. During evening and weekend hours, report any malfunctions to the University Police Department (PF/CP Building).

GRADUATE AND EXTENDED LEARNING

LSF 104, Ext. 5343

Graduate and Extended Learning (GEL), formerly The Office of Continuing Education, provides a variety of opportunities for the lifelong learner to expand their skills and knowledge. We understand that education does not stop when a degree is earned or a job acquired. There are many reasons to continue learning: staying up to date with business advancements, changing jobs or careers, or learning for the sake of learning. Graduate and Extended Learning is the home of the Center for Occupational Safety & Health and the Center for Early Learning, collaborative partnerships with the Business and Education Departments respectively. Both of these Centers bring up-to-date training opportunities to our area and beyond. Our commitment to northwest Indiana also goes outside of PNC. Graduate and Extended Learning works with area businesses to provide customized training initiatives in management, leadership, finance and a variety of other business skills topics as well as manufacturing focused topics that meet specific industry needs.

THE MODERN LANGUAGES LAB AND FOREIGN LANGUAGE PLACEMENT TESTS

TECH 359, Ext. 5683

The Modern Languages Lab opens for regular hours, which are to be announced each semester, from the first week of regular classes through the week before finals. Limited summer semester hours are to be announced each year. The Modern Languages Lab does not remain open during holidays or final exam week.

More specific information regarding the Modern Languages Lab and some scheduled days of Foreign Language Placement Testing may be found posted around campus, outside TECH 359, or at <http://www.pnc.edu/engl/> -- Click on Modern Languages Lab under Department Links.

Everyone taking a foreign language class; that is, French, German, or Spanish, needs to read the following:

- 1) If you already have background knowledge of French, German, or Spanish and you wish to take a class higher than the beginning level, you **are required** to take the placement test.
- 2) If you have had two years or more of one of these languages in high school, you **may not** take the first semester course in that language. Therefore, you **are required** to take the placement test.
- 3) If you don't have a background in a foreign language, you will register for the first level and you **are not required** to take the placement test.

Test may be taken only once per language. No fee is required. You can receive credit for the levels tested out, up through Level IV.

All placement tests will take place in the Modern Languages Lab, TECH 359 – walk in or call and make an appointment. You can make an appointment by contacting the Modern Languages Lab at extension 5683. If you get a voicemail response, please leave your name, your phone number (including area code), and someone will call you back – or just come by!

Additional Notes regarding American Sign Language (ASL): American Sign Language is not considered a foreign language; however as a modern language in the Department of English & Modern Languages, American Sign Language does fulfill the foreign language requirement in most disciplines. Questions regarding American Sign Language may be directed to:

Prof. Karen Donah
Continuing Lecturer and Coordinator
Of American Sign Language
Department of English & Modern Languages
Phones: (219) 785-5432/Voice/VP
Email: kdonah@pnc.edu

(The Department of English and Modern Languages, TECH 353, ext. 5202)

ID CARD

The ID card is intended to serve as proof of an individual's status with Purdue North Central. The front of the card includes a photo of the cardholder, the cardholder's first and last names, and the cardholder's status with the university. The card also includes the student's Purdue University Identification Number (PUID). Cards issued to students in the Nursing Program will identify their status as a Nursing student. The back of the card has a magnetically encoded stripe which contains an identification number and other information about the cardholder. The card also serves as the PNC Library card. When requesting an ID card, the student will be asked to present a picture ID to verify their identity. The photos are taken in Enrollment Services, TECH 157, during the academic year from 8:00 am-6 pm, Monday-Thursday, Fridays from 8 am-3 am. During the summer months and between semesters, IDs will be taken 8 am – 4:30 pm, Monday – Friday.

INSURANCE

Low-cost University accident and health insurance similar to the policy offered at the West Lafayette campus is offered annually to all students carrying an academic load of three credit hours or more. A separate policy for international students also is available. Students may enroll in either program at the beginning of each semester. Brochures which describe the coverage and contain applications will be mailed to the student by the insurance company. Insurance brochures can be obtained through the Bursar's Office or the Dean of Students Office.

International students are required to have medical insurance. However, participation in the plan made available through Purdue will not be mandatory. International students who wish to participate in other plans can do so, providing the plan meets certain criteria.

LIBRARY

LSF Second Floor, Ext. 5248

Fall and Spring Semester Hours

Monday-Thursday: 7:30 a.m.-8:00 p.m., Friday: 7:30 a.m.-4:30 p.m.

Closed Saturday and Sunday.

Hours change during summer sessions, holidays, and semester breaks.

The Purdue University North Central Library offers a variety of services for students, faculty and the community. The library strives to meet the academic needs of the PNC student and as an academic library, houses print materials and provides access to databases that cannot be found in nearby public libraries. Journal databases and full text ejournals can be accessed from on- and off-campus. For off-campus access, please login with PNC username and password. Other online resources and services can be accessed from the library's homepage, [http:// www.pnc/ls/](http://www.pnc/ls/).

The librarian or the library assistants at the main Guest/Circulation Desk will be happy to assist you when you need help. There are also a number of handouts available in the library that can help you to more effectively use the library's resources and services.

Borrowing privileges at the PNC Library are given to any adult resident of the state of Indiana. Books can be checked out for three weeks, current issues of periodicals for two days. Reference books and back issues of periodicals may not be checked out. The circulation of class reserve materials is restricted according to the policies of individual professors. Renewal of loans can be done by calling the library at extension 5248 or by accessing your online library account at the PNC online catalog (<https://nc.lib.purdue.edu>). Please be ready to read the call number off the spine of the book to the Library Assistant when calling to renew the loan of a book.

Library materials should be returned to the main Guest/Circulation Desk, but there is a book drop box near the library's front doors for returning materials when the library is closed. While no overdue fines are assessed, student records will be encumbered for all materials not returned. Lost periodicals will be charged twenty dollars per issue and lost books will be charged seventy dollars. Eighteen computer workstations are also available in the Computer Room (LSF 243). These computers have internet access, email access, word processing and spread sheet programs as well as any educational software provided for PNC student computers. There are an additional four computers dedicated to library research for finding books, printing ejournal articles, and searching databases. Students can request one-on-one instruction on the use of these resources. The PNC Library also has secure wireless access for laptop computers. Students can also check out laptops at the main Guest/Circulation Desk for four hours at a time. These eleven laptops may be used anywhere on campus.

Photocopiers are available for patron use in LSF 243. Copies are 10¢ per sheet. Books or articles which are not available at this library can be obtained from other libraries within two weeks free of charge. Read about and register for this service at www.pnc.edu/lis/ill.html.

Individualized instruction in the use of these or any other research tool is available from a librarian by appointment. Research consultations are encouraged.

The second floor also houses the Advising Center, the Writing Center, and the Student Success Center. Please refer to their services in the appropriate entry in this handbook. There is an assistant at the main Guest/Circulation Desk that can advise you about these services.

LOANS (Emergency)

The Bursar's Office (SWRZ 127) may be able to provide a loan to students in an emergency situation. This is an interest-free, short-term loan that must be repaid within 30 days. Failure to repay the loan as agreed will result in discontinuation of emergency loan privileges. Loans will be available beginning the third week of classes. All loans must be repaid prior to the end of each semester.

LOST AND FOUND

If you have lost or found an item, please contact the Campus Police Department (PF/CP Building at ext. 5220). Items not claimed by the end of each semester are donated to a charitable organization.

OTHER SERVICES

ATMs are located in the cafeteria on the main floor of the LSF Building. Books of 20 self-adhesive postage stamps may be purchased in the Bursar's Office. Single stamps are also available.

PARKING



The majority of campus parking spaces are unrestricted and available for use by students and visitors. Restricted areas are posted as either "A" permits, 30-minute parking, or handicapped parking. Vehicles with state-issued handicapped plates or permits may park in designated handicapped areas. Purdue-issued handicapped permits are available through the campus Police Department. A physician's statement must be presented when applying for this permit.

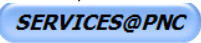
Bicycle Racks

Bicycle Racks are available on campus. Please use these racks to secure bikes or mopeds and refrain from locking them to trees or other structures on campus.

STUDENT PASSWORD MANAGEMENT

Each PNC student is provided with a PNC Career Account. Shortly after admission, you will receive a **Letter of Admission** in the mail that will contain your **Username**, 10-digit **PUID#** and PNC email address. You will use this information to Activate your Account, Create or Change your Password and select Security Questions.

To access this service, go to the **PNC homepage** and click on the  logo. Under PNC Password Management click on the  button.

If you need assistance, call the Technology User Support Center at 785-5511 or create a service request ticket by clicking on the  button on the **myPNC** logon page.

PURDUE NORTH CENTRAL – PORTER COUNTY

Purdue North Central – Porter County provides students with another location to begin taking general education courses that fulfill the first 30-45 credits for most baccalaureate programs. This growing location is located at 600 Vale Park Road in Valparaiso, Indiana.

Porter County is the home of PNC's Master of Business Administration (MBA) degree, offered at the Graduate Center on Saturdays.

The current facilities, situated on 10 acres of property, have a total of 17,500 square feet of space. They include several smart classrooms, a science lab, a computer lab, student study/break-out rooms, student lounges, and conference rooms. Teleconferencing and Sorenson Videophone are both available at this site.

Ease of scheduling and convenience make PNC- Porter County ideal for those living and working in the area.

Mailing Address:

Purdue North Central- Porter County
600 Vale Park Road
Valparaiso, IN 46383

Contact Information:

Undergraduate Building: (219) 531-4200
Graduate Building: (219) 531-6500

Facility Hours:

Undergraduate & Graduate Buildings:
Monday-Thursday: 7:30 a.m.-9 p.m.
Friday: 7:30 a.m.- 4:30 p.m.

Graduate building hours on Saturdays for MBA Program: 7:30 a.m.-5:00 p.m.
When there are no classes in session, the buildings are open from 7:30 a.m. -4:30 p.m.

PNC ASSESSMENT (Assessment testing for new students)

No one wants to start college and be in a class where the work is way too easy or completely over their heads. The PNC Assessment is a series of two tests in English and math that help new degree-seeking students find classes that meet their needs. Some students may also be required to take a Chemistry exam as well. You may take the assessment prior to being admitted or after you have been admitted. The PNC Assessment is free, and takes 1 1/2 hours to complete. Dates and times are available at www.pnc.edu/ssc or call the Student Success Center at ext. 5657.

SMOKING REGULATIONS

1. PNC is a tobacco-free campus. Please refer to website for complete policy.
2. Complaints involving violations of the smoking policy should be resolved informally if possible.

SNOW DAYS

The University will make every effort to remain open during inclement weather. If weather conditions are so severe that classes must be cancelled, you may confirm cancellation in one of the following ways:

1. An e-mail will be sent to your PNC e-mail address. Please be aware that in the event of a power outage, University computer servers **may** be inoperable.
2. PNC offers a voluntary emergency text message system and all students and employees are strongly encouraged to participate. Please go to the "My PNC" portal to sign up.
3. Purdue North Central website - Cancellation notices will be posted on the PNC website. You may also go to www.cancellations.com.
4. Radio - Local area radio stations listed below will be notified when classes have been cancelled. The stations are busy on such mornings and it is not unusual for there to be some delay before they broadcast the notification. The stations are asked to repeat the closing announcement periodically during the day.

Chesterton LaPorte South Bend

WCOE 96.7 FM WSBT 960 AM WLOI 1540 AM

Knox Michigan City Valparaiso

WKVI 1520 AM, 99.3 FM WEFM 95.9 FM WAKE 1500 AM WLJE 105.5 FM

STUDENT SUCCESS CENTER**LSF Building – 2nd Floor**

www.pnc.edu/ssc

E-mail: ssc@pnc.edu

219-785-5657

The Success Center is located in the Library Student Faculty Building (LSF) Room 202. We are here to help you become a successful student and to help you move forward toward your academic goals. A few of the services we offer include: free tutoring for PNC students, workshops and one-on-one appointments on topics including academic and study skills, time-management, and financial literacy. Students are also welcome to utilize the Success Center for group study sessions.

The Student Success Center maintains collaborative relationships across campus, supports the instructional objectives of the faculty, and advances the educational and retention efforts of Purdue University North Central. The Success Center Staff works collaboratively with faculty and staff to process and follow-up on Early Alerts about academic performance as well as Mid-Semester Warnings.

The SSC staff is interested in your academic future. We have designed our services to help you reach your academic goals. Whether you are a first-year freshman, a returning student, a dual-credit student or just exploring your options, we have something for you. You have an open invitation to come see us.

Our professional and student staff is here to guide you to academic excellence! See Dr. Jane Brooks, Coordinator, Ext. 5657 for details.

TELEPHONES

Wheelchair-accessible public courtesy phones are located in the main lobbies of all three buildings. Calls to Westville, LaPorte, Michigan City, Valparaiso and “800” numbers can be dialed on these phones. Campus police can be reached by dialing 5220 or 911.

Telephones in administrative offices are not for use by students for placing or receiving calls. Students will not be called to the phone except in cases of extreme emergencies. The Campus Police Office, (PF/CP Building) has a telephone students may use for emergencies only.

Calls to other Purdue campuses concerning academic business may be placed for students in the Registrar's Office (SWRZ 40).

TUTORS

Campus-based peer tutoring services are offered in a number of subjects throughout the Fall, Spring and Summer semesters. These services are available to all current students without charge. Schedules are posted on campus bulletin boards and the Student Success Center website at the beginning of each semester. Tutoring is available on a walk-in basis by subject based on posted hours.

WRITING CENTER

LSF 211, Ext. 5383

The Writing Center is designed to assist students with one-on-one peer tutoring sessions for planning, generating, revising, and editing essays or research papers for any class. The Writing Center also provides individual tutoring on computers for word processing (using Microsoft Word for Windows), researching on-line library catalogs, and using the Internet. The Writing Center also has many other resources for students, such as reference books and handouts.

Although instructors may refer students to the Writing Center, most students make appointments or drop by the Writing Center on their own. Whether they are in basic or advanced classes, students should feel free to make use of the facility and the tutors to brainstorm ideas, develop and focus a topic or thesis, organize paper content, research topics, evaluate sources, develop paragraphs, add details and analysis, improve coherence, and edit grammar, punctuation, and style. The tutors can also assist students with in-text citations, Works Cited pages, and Reference pages for research papers in both MLA and APA styles.

The tutors are students who have training and experience in writing and provide friendly, competent support in a relaxed atmosphere. They can set up personalized help programs for each student and always provide written reports of student activities in the facility to students' instructors.

The Writing Center opens for regular hours, which are announced each semester, from the second week of regular classes through the week before finals. Generally, hours are Monday-Thursday, 9 a.m. – 5 p.m., and Friday, 9 a.m. – Noon. Appointments can be made. Limited summer semester hours are announced each year. The Writing Center does not remain open during holidays or finals week. Hours are also posted around the campus and on the website <http://www.pnc.edu/eng/writingcenter/index.html>; or call the Writing Center at extension 5383 for more information. (*The Department of English and Modern Languages, TECH 353, ext. 5202*)

DISCRIMINATION/HARASSMENT:

What Can You As a Student Do If You Believe That:

- You have been discriminated against because of your race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, disability, status as a veteran, gender identity or gender expression;
- A professor or staff person is pressuring you to participate in sexual activities.

Students often feel powerless in the situations described above, but there are people at Purdue University North Central who are willing to talk with you. Discrimination is not condoned by the University nor by the teaching profession. In some instances, it may occur out of ignorance or misunderstanding and need only to be brought to the attention of the person involved. In other instances, it may be considered unethical and subject to professional reprimand.

Who Can You Talk To?

Faculty, staff and administrators at Purdue University North Central take matters about issues of equity and equality very seriously. While you may talk to anyone you feel comfortable with about these issues, the following individuals have been identified to assist members of our campus community with information, advice and/or in filing a complaint.

Primary Contact People (as defined by PNC Procedures for Resolving Complaints of Discrimination and Harassment):

Laura Odom odoml@pnc.edu	Asst. Director EEO & Training	ext. 5545	Swrz 25C	
John Coggins jtcoggin@pnc.edu	Asst. Vice Chancellor of Student Services/Dean of Students	ext. 5368	LSF 131	
Sue Miller Human Resources	Assoc. Vice Chancellor of	ext. 5300	Swrz 25N	smiller@pnc.edu

Other Individuals (who have agreed to be available to assist students, faculty and staff):

Carol Kurmis ckurmis@pnc.edu	Enrollment Manager, PPC	531-4200	PPC	
Sarah Sanders Smith Leadership & Supervision	Assistant Professor of Organizational Leadership & Supervision	ext. 5684	Tech 196	ssmith@pnc.edu
Dr. Jonathan Swarts jswarts@pnc.edu	Assistant Professor of Political Science	ext. 5252	Swrz 210C	

Actions You Can Take

1. **Tell Someone** – It is very important that you not keep your concerns to yourself. Tell a friend, a family member, a professor, an advisor, a counselor...anyone. But do discuss your concerns. Also jot down the date the incident occurred and a brief description of what happened. These actions will be very important if you decide to take any other steps including, but not limited to, filing a complaint.

2. Talk to the Person - Carefully explain why you view the particular comment, joke, action or behavior, as offensive. Regard the meeting as a consciousness-raising session where you help the individual to understand how you feel. Sometimes people aren't aware of how their remarks or actions affect someone else. Communicating your feelings to the person might be helpful to them in avoiding such actions in the future. Be sure to prepare for the meeting ahead of time with documentation (e.g., class notes, specific comments on behavior) and a logical presentation. Present your objection objectively and rationally.

Discussing the issues with others in itself may help raise consciousness. You might also seek help from one of the persons listed in this section. Talking to someone before going to a professor or staff member may help you to prepare for the appointment.

3. Write a Letter - Write a letter to the person documenting the incidents and explaining why they are offensive to you. It is usually suggested that the first paragraph of such a letter state the facts of the situation; second paragraph the emotional impact; and the third paragraph your expectations for resolution of the situation. If appropriate, state that you have not obtained results from previous discussion(s) and note the date(s) of the discussion(s). You may also wish to send a copy to the head of the person's department or unit and to one of the people listed above. Keep a copy of all correspondence, date of discussion(s) with summary of discussion(s), etc. Documentation is very important.

If you fail to receive a satisfactory answer from the individual and/or department head, request a meeting with the two of them and take along a third party (a professor or one of the people listed in this section).

4. Notify the administration - If you have reason for concern that a member of the University community is or may be involved in discrimination or harassment on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, disability, status as a veteran, gender identity or gender expression, make the administration (or one of the persons listed above) aware of what you know. You can do this by letter or in person. This action will provide the administration with the opportunity to confront the situation and take appropriate action.

5. File a Complaint - This is a serious step and it is suggested that you seek counsel from one of the persons previously listed prior to taking this action. To file a complaint, students should contact the Dean of Students, LSF 103, Ext. 5368.

For more detailed information see the Equal Opportunity, Equal Access and Affirmative Action and Anti-Harassment Policies located on the EO/AA Web site: pnc.edu/cd/policy/index.html. *Fostering Respect, Creating Community: Equal Access and Equal Opportunity at Purdue University* booklet are available in the Human Resources Office, Dean of Students Office or EO/AA Office

Anti-Harassment Complaint Procedure

See the Anti-Harassment Policy and Procedures for Resolving Complaints of Discrimination and Harassment on the EO/AA Web site: www.pnc.edu/cd/policy/index.html. Copies of *Fostering Respect, Creating Community: Equal Opportunity at Purdue University* is available in the Dean of Students Office.

Purdue encourages persons who believe they have experienced or witnessed sexual, racial or other forms of harassment to seek assistance within the University.

The University offers both informal and formal procedures for dealing with these issues. The difference between informal and formal procedures has nothing to do with the seriousness with which the University views your complaint. Purdue takes all complaints seriously. Rather, the main difference is in how the procedures work to resolve problems related to harassment. For example, informal procedures often provide the quickest way to resolve the problem. They also allow for a greater degree of confidentiality.

It is not always easy to recognize harassment or to find ways of stopping it. If you want help in determining whether you have been experiencing or witnessing harassment, if you want to know what your options are for dealing with the situation, or if you want assistance in resolving a problem, you may contact any of the following individuals or offices:

- Your department head or supervisor
- Office of the Dean of Students

- Human Resources Office
- Equal Opportunity/Affirmative Action Office

You also may choose to use the services of one of the individuals previously listed in this section. They understand issues related to harassment and will treat your concerns with sensitivity.

Informal Procedures – This process begins by seeking assistance from a Contact Person who will provide you with the information you need to move forward with your complaint and work with you in attempting to resolve it on an informal basis. If it is not possible to resolve the complaint through the informal procedures, you may choose to file your complaint under the formal procedures as outlined in the Procedures for Resolving Complaints of Discrimination and Harassment.

Formal Procedures - At Purdue University North Central, formal procedures are started when you file a written charge with the Chancellor.

- An investigator will be appointed by the Chancellor to investigate the allegations.
- A three-person panel will be appointed to determine if your allegations can be substantiated, and whether a violation of the University anti-harassment policy has occurred.
- The panel, after deliberations, reports their findings to the Chancellor who renders the decision.

Other Courses of Action - Legal remedies are also available to people with harassment complaints. You may wish to obtain legal advice in considering courses of action available to you under state and federal laws.

Complaint Time Limits - To initiate Purdue's informal or formal procedures, your complaint must be reported within 120 days of an incident or of the last incident if the harassment is of an ongoing nature.

In Indiana, a person has 300 days after an incident or after the latest in a series of incidents to file a complaint with an outside administrative agency (for instance, the Equal Employment Opportunity Commission). You may file such a complaint even if you are participating in Purdue's informal or formal processes.

For further information or assistance, contact the Equal Opportunity/Affirmative Action Office (SWRZ 25C, Ext. 5545.).

Purdue University Non-Discrimination Policy Statement

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of new ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, disability, status as a veteran, gender identity or gender expression. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in the Equal Opportunity, Equal Access and Affirmative Action Policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

The University carries out the requirements of Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Act of 1972, Federal Executive Orders 11246 and 11375, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, the Vietnam Era

Veterans Readjustment Act of 1967, the Age Discrimination Employment Act of 1967, the Indiana Civil Rights Act of 1971, as amended, the Civil Rights Act of 1991, Title IX of the Educational Amendments of 1972, and all other applicable state and federal laws, guidelines, and regulations.

STUDENT CONDUCT

Section III

Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

As adapted from Purdue University West Lafayette Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals approved by The Trustees of Purdue University, April 9, 2010 (from Vice President and Treasurer Memo A-16, Board of Trustees, April 30, 1970, with revisions dated January 9 and July 10, 1975, May 31, 1997 and April 2, 1999.) for Purdue University North Central – as approved by the President of Purdue University on February 9, 2011.

Authority, Application, Amendments and Definitions

1. **Authority.** These regulations are enacted pursuant to the power and authority conferred by the laws of the state of Indiana upon the Trustees of Purdue University, including without limitation, the power to do all acts necessary and expedient to put and keep Purdue University in operation, and to make all by-laws, rules, and regulations required or proper to conduct and manage the University, as provided in Indiana Code 21-27-7-4 and 21-27-7-5, and the power and duty to do all acts and things mandated or provided for in Indiana Code 21-39-2-2, 21-39-2-3, 21-39-2-4, and 21-39-2-5.
2. **Application.** These regulations, as from time to time amended, shall apply to all undergraduate and graduate students of Purdue University at the West Lafayette Campus and each regional campus and shall be deemed a part of the terms and conditions of the admission and enrollment of all students. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, these regulations shall govern. They shall be enforced by the President.
3. **Amendments.** These regulations, and any amendments hereto, shall take effect on a date prescribed by the Board of Trustees and shall remain in effect until rescinded or modified by the President. Amendments may be proposed at any time by the Purdue University North Central Student Government, University Senate, administrative staff, or by the Board of Trustees.
4. **Adaptation for Regional Campuses.** The Chancellors are hereby authorized and directed to make and promulgate revisions of these regulations, as applied to the regional campuses, which are necessary because of the different student or faculty organizations or governments existing at the regional campuses. Such revisions shall be effective when approved by the President.
5. **Definitions:**
Advisor means any person selected by a student to assist him/her in disciplinary proceedings. A student has the right to be assisted by an advisor but the advisor is not permitted to speak or participate directly in any other manner during any hearing, nor may he/she appear in lieu of the student. Students are responsible for representing themselves. If a student is involved in civil or criminal proceedings arising out of the same circumstances, the student is allowed to have an attorney serve as his/her advisor, at his/her own expense, with the understanding that the attorney's role is as an advisor rather than as an advocate. Student disciplinary proceedings will not be postponed due to the schedule and availability of a student advisor.
Chancellor means the chief executive officer of the regional campuses at Calumet, Fort Wayne, and North Central.

Community Standards Board (CSB) is composed of three (3) members chosen from a pool of applicants representing undergraduates, graduate students, staff and faculty. The SCA may direct cases to the CSB to be heard. The CSB generally hears the most serious conduct cases that may result in suspension or expulsion.

Complainant means any person filing an allegation of suspected misconduct.

Dean of Students/Dean's Office means the dean of students or another person authorized to act for him/her.

Disciplinary probation means a probationary student status imposed for a limited time as a result of an official determination of conduct. In the event the student is found in violation (under the procedures set forth in these regulations) of subsequent charges of conduct, records of such disciplinary probations shall be taken into consideration in determining the disciplinary sanction, if any, to be imposed or the informal action, if any, to be taken because of such subsequent conduct.

Disciplinary sanction/decision means expulsion, suspension, probated suspension, disciplinary probation, removal from a course and/or educational sanctions.

Educational sanctions means providing learning opportunities for students who violate the University's regulations and require them to participate in reasonable and relevant educational activities that foster their

personal, ethical and social development. Educational sanctions may be proposed in combination with other disciplinary actions.

Expulsion means permanent termination of student status, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate.

Informal action means educating students about the behavioral standards expected of them as members of the University community and holds them accountable for inappropriate conduct. The issuance of an oral or written warning, admonition, reprimand, educational sanction and/or use of counseling procedures may result if it is alleged that a student has engaged in inappropriate behavior.

Obstruction or disruption of a University activity means any unlawful or objectionable acts or conduct (1) that seriously threaten the ability of the University to maintain its facilities available for performance of its educational activities, or (2) that are in violation of the reasonable rules and standards of the University designed to protect the academic community from unlawful conduct, or (3) that present a serious threat to person or property of the academic community. Such phrase shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by the University; using or occupying any such buildings or grounds in violation of lawful rules or regulations of the University, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of the University or the property of others, within such buildings and grounds.

Office of the Dean of Students (ODOS) is an administrative unit of the Division of Student Affairs that is responsible for promoting student responsibility and encouraging honesty, integrity, and respect among Purdue University North Central students through education, compliance with behavioral standards, and support of individual rights, and oversees and administers the *Regulations Governing Student Conduct and Disciplinary Appeals*.

President means the chief executive officer of the University.

Probated suspension means conditional continuation of student status for a limited and defined period of time. The student is permitted to retain student status upon the condition that the student does not further violate any subsection of Section III-B-2 that would normally result in a disciplinary sanction/decision during the time probated suspension is in effect. If, during the period of probated suspension, the student is found responsible for an additional violation of Section III-B-2 after a hearing, suspension may become immediately effective and may be extended for a longer period of time than the period of probated suspension originally assigned.

Student means an individual who is currently enrolled in courses at the University.

Summary Action means a Temporary Emergency Suspension as described in III-C-9.

Suspension means termination of student status for a limited time, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate.

University activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of the University, or with which the University has any official connection, whether taking place on or off campus, including without limitation University cooperative education programs, internships, practicum, field experiences, and athletic or other intercollegiate activities.

University business day means a day when the University is open for normal business, regardless of whether classes are in session (e.g., the day preceding Thanksgiving).

University property means property owned, controlled, used, or occupied by the University.

Vice Chancellor of Academic Affairs (VCAA) is the chief academic affairs officer or another person authorized to act by him/her.

Vice Chancellor for Enrollment Management/Student Services (VCEM/SS) is the chief student affairs officer or his/her designee.

B. Student Conduct

1. **General.** Students are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted

standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct may be subject to informal actions (as defined in Section III-A-5). If the violation falls within one of the categories of conduct listed in Section III-B-2, the student may also be subject to disciplinary sanctions. No disciplinary sanction/decision may be imposed except for conduct covered by one of the categories listed in Section III-B-2.

2. **Conduct Subject to Disciplinary Sanctions.** The following actions constitute conduct for which students may be subject to informal action or disciplinary sanctions.
 - a. Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, copying during examinations, and copyright infringement, including, but not limited to, unauthorized media downloading and unauthorized public showings of licensed media is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest. (*University Senate Document 72-18, December 15, 1972*).
 - b. Forgery, alteration, or the unauthorized use of University documents, records, or identification.
 - c. Obstruction or disruption of any University activity (as defined in Section III-A-5) or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the President, or his/her designee, may issue a disciplinary suspension warning. The minimum disciplinary sanction for violation of this subsection during the period of such warning shall be suspension for the remainder of the semester (or summer session) during which the offense occurred and for the next full academic semester and any intervening summer session thereafter. However, a more severe disciplinary sanction may be imposed.
 - d. Physical abuse of any person or conduct that threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property.
 - e. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the University, a member of the University community, a campus visitor, or a person or agency participating in a University activity.
 - f. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property including without limitation lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a University activity.
 - g. Violation of any University rule governing student organizations, or the use of University property (including the time, place, and manner of meetings or demonstrations on University property), or of any other University rule that is reasonably related to the orderly operation of the University; provided, however, that no disciplinary sanction shall be imposed in any such case unless it is shown that the accused student knew, or, in the exercise of reasonable care, should have known, of the rule in question.
 - h. Use, possession, or distribution of narcotics, controlled substances or dangerous drugs, except as expressly permitted by law.
 - i. Lewd, indecent, or obscene conduct or expression on University property or in connection with a University activity.
 - j. Failure to comply with directions of University officials acting in the performance of their duties.
 - k. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity that invades the rights of others.
 - l. Violation of the University Antiharassment Policy (see Part 4, Section II).
 - m. The possession or use of alcoholic beverages in or on any University property, unless expressly permitted by University regulations (*University Senate Document 99-9, April 24, 2000*).
 - n. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity unless specifically authorized by the University (*University Senate Document 99-10, April 24, 2000*).
 - o. Disruption of a class or laboratory to the extent that the student's behavior impedes and/or interferes with teaching and/or learning.
3. **Demonstrations.** Any individual or group activity or conduct, apparently intended to call attention to the participants' point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Section III-B-2 will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.
4. **Status During Suspension or Expulsion.** No diploma shall be given and no grades other than directed grades, academic credit, or degree shall be awarded any student who has been expelled or suspended from the University so long as the expulsion or suspension is in effect. The student is not permitted to attend the main Purdue Campus, regional campuses, statewide technology sites, or any other Purdue affiliated program.
5. **Status During Disciplinary Proceedings.** Except where summary action is taken as provided in Section III-C-9, the status of a student charged with misconduct shall not be affected pending the final disposition of charges, provided, however, that no diploma shall be given and no grades, academic credit, or degree shall be awarded to a student against whom charges are pending for which a disciplinary sanction may be imposed. The effective date of any disciplinary sanction shall be a date established by the final adjudicating authority.

6. **Conduct Subject to Other Penalties.** As provided by Indiana Code 21-39-2-5, conduct that constitutes a violation of these rules and regulations may be sanctioned after determination of responsibility by the procedures herein provided without regard to whether such conduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

C. Procedures in Student Conduct Cases

1. Any individual from inside or outside the University community may file a complaint against a student suspected of violating *University Regulations*. The complaint shall be in writing, dated and signed by the complainant and directed to the Office of the Dean of Students. Complaints should be submitted as soon as possible after the event takes place, preferably no later than during the semester in which the event happened. Upon receipt of an alleged violation the student conduct officer will review the information to determine if charges are warranted and whether the allegations contained in the report if substantiated would constitute a violation of *University Regulations*.
 - a. No Violation of University Regulations. Upon reviewing a complaint of suspected misconduct, the student conduct officer may determine there has been no violation of *University Regulations*, and no further action will be taken on the report.
 - b. Possible Violation of *University Regulations*. If the student conduct officer determines that the complaint of suspected misconduct if substantiated would constitute a violation of *University Regulations*, he/she may initiate Informal Action or Disciplinary Action Proceedings.
2. **Disciplinary and Informal Action Proceedings, General.** The procedures hereby established shall be followed in all cases in which the University institutes disciplinary or informal action proceedings against students for violations of the rules of student conduct set forth in Part V, Section III-B. These procedures shall not affect additional jurisdiction or procedures established by recognized student organizations or agencies/offices authorized to act on behalf of the University (e.g., University Residences, Recreational Sports, Student Activities and Organizations, Intercollegiate Athletics, etc).
 - a. **Pre-Hearing Interview.** Students have the option of scheduling a pre-hearing interview with a representative of the Office of Student Rights and Responsibilities (ODOS) either before or after they receive a notice of charges. In a pre-hearing interview a representative will meet with the student informally to explain the discipline process and answer questions about the procedures and possible consequences.
 - b. **Disciplinary Proceedings.** Disciplinary proceedings are those proceedings initiated by the issuance of a written notice of charges and are governed by the provisions of Section III-C-1 to 7. The term disciplinary proceedings does not include informal action proceedings.
 - c. **Informal Action Proceedings.** Investigated by the dean's office with a view to possible informal action. Informal action proceedings are informal investigations conducted and documented by the ODOS. Informal action may be taken by the ODOS without instituting disciplinary proceedings and such action shall be final and not subject to further hearing or appeal. A disciplinary sanction/decision may not be imposed under informal action proceedings.
3. **Institution of Disciplinary Proceedings¹**
 - a. Disciplinary proceedings shall be instituted by the ODOS by the issuance of a written notice of charges.
 - b. The notice of charges (and all other written notices given to students against whom disciplinary proceedings are initiated) shall be delivered by the most effective method (including electronic means) to the student's address as it then appears on the official records of the University. The notice shall inform the student of the rule or regulation allegedly violated, fairly inform the student of the reported circumstances of the alleged violation, and request the student to appear in the ODOS for a hearing on the incident. A reference to these regulations shall accompany each notice of charges. A copy of the notice of charges may be sent to the parent or guardian of the student if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986, as amended.
4. **Failure to Respond to Charges**
 - a. If the notice of charges requests the student to appear in the ODOS and the student fails or refuses to appear, the hearing officer may, after such investigation as he/she may deem necessary, dismiss the charges, take informal action, or impose a disciplinary sanction/decision that may include educational sanctions.
 - b. If the hearing officer takes informal action, he/she shall notify the student in writing of such action, and that action shall not be subject to further hearing or appeal. If the hearing officer imposes a disciplinary sanction as defined in A-5 of these regulations, he/she shall notify the student in writing of such action and the student may appeal this action to the VCEM/SS as provided in Section III-C-6.
 - c. When it appears necessary to avoid undue hardship or to avoid injustice, the hearing officer may extend the time to enable a student to respond to the charges.
5. **Response to Charges**
 - a. If the student appears in response to the notice of charges for the purpose of a conference regarding the alleged violation as provided in Section III-C-5, the ODOS shall advise the student as fully as possible of the facts concerning the charges and the names of witnesses then known to the ODOS. The

¹ Every student is responsible for the correspondence sent to his/her official address on record with the University including information sent to his/her official Purdue University North Central email address. The University is not responsible for university email accounts that students set to forward to a third party client, for example Gmail or Hotmail. Every student is expected to keep up-to-date contact information through the Registrar's Office. Once information has been disseminated through these methods of communication, the student will be considered to be notified.

hearing officer and the student will make a determination as to whether an individual hearing or a hearing before the Purdue University Community Standards Board (CSB) should occur. However, the final determination shall be made by the hearing officer.

- b. The student shall also be advised that no response is required; that any statement made by the student may be used against the student; that if the student remains silent, that silence will not be taken as an admission against the student; and that the student may advise the ODOS of any witnesses or information/facts supporting the student's position. The hearing officer shall advise the student that if any new information is discovered during an investigation subsequent to the conference or administrative hearing, the student will have an opportunity to respond to such information.

6. Procedures for Conducting Hearings

- a. Each hearing shall be conducted before one or more members of the ODOS, one of whom will serve as the hearing officer, and although the hearing is informal in nature, it shall provide the student certain procedural safeguards.
- b. The student shall be given the opportunity to hear information regarding the alleged violation; rebut statements made by witnesses; and present witnesses, or any relevant information in the student's own behalf. The student also shall be given the opportunity to respond to any new information gathered during an investigation subsequent to the hearing. After hearing all relevant information, the ODOS hearing officer has the responsibility to determine if substantial information demonstrates that it is more likely than not that the student is responsible for the alleged violations. The decision of the hearing officer shall be based solely on information introduced at the hearing and obtained during subsequent investigations. The finding shall be rendered by the original hearing officer, who shall be present for all testimony and investigations by the ODOS office.
- c. No person other than the student, his/her advisor as defined above, and staff members of ODOS shall be present during the discussion between the hearing officer and the student except by mutual agreement of both parties. In cases of alleged crimes of violence, including but not limited to sexual assault, the student's accuser may have an advisor present during the hearing. For safety and security purposes only, a police officer from the Purdue University North Central Police Department may be present or nearby during the hearing.
- d. Within five University business days following the conclusion of the hearing and subsequent investigation, the ODOS hearing officer shall notify the student in writing of what action it will take. The decision letter shall contain a finding as to the responsibility of the accused student and a brief statement of the reasons for the sanction/decision. Any disciplinary sanction imposed or informal action taken is subject to the provisions of Section III-B-4 and any other University rule, regulation, or directive then existing. Both the student and the student's accuser shall be informed of the outcome of any hearing brought alleging a crime of violence, including but not limited to sexual assault (Clery Act).
- e. After the disciplinary hearing with the student and any further investigation the hearing officer deems necessary, the ODOS shall proceed as follows:
 1. If the hearing officer determines that the violation alleged is not supported by the information/facts, the charges shall be dismissed and the student notified in writing.
 2. If the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction shall be imposed, the ODOS may take informal action and notify the student. Such action by the ODOS shall be final and not subject to further hearing or appeal.
 3. If the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary sanction/decision is imposed, the ODOS shall notify the student in writing. A student may appeal a disciplinary sanction as provided in Section III-C-8 (Appeal of the Disciplinary Decision).

7. Procedures of a Purdue University North Central Community Standards Board Hearing. Members of the Community Standards Board (CSB) hear the most serious conduct cases that may result in suspension or expulsion. Cases may also be heard if a student disputes the complaints or a conduct officer wants the CSB to hear the case. The Board is composed of three (3) members chosen from a pool of applicants representing undergraduates, graduate students, staff and faculty. Board members are trained to function as a team, are taught to ask clear, sensitive and relevant questions to determine the facts of the case, consider the facts carefully and make recommendations for fair sanctions.

- a. Each hearing shall be conducted before the members of the Purdue University Community Standards Board (CSB). The hearing is formal in nature.
- b. The student shall be given the opportunity to hear information regarding the alleged violation; rebut statements made by witnesses and present witnesses, or any relevant information in the student's own behalf. After hearing all relevant information, the CSB will deliberate and make a written recommendation to the Dean of Students regarding whether substantial information demonstrates that it is more likely than not that the student is responsible for the alleged violation, and if so, recommend sanctions to the Dean of Students. The recommendation of the Community Standards Board shall be based solely on information introduced at the hearing.
- c. Community Standards Board (CSB) shall be comprised of three members: two students, one faculty or one administrative staff member. In instances of alleged academic dishonesty, a faculty member shall be required as a member of the Community Standards Board.
- d. A chair is selected by the members of the CSB to preside over all CSB proceedings. The chair of the hearing board shall be a voting member. All three members of the board must be present to have a board hearing.
- e. The hearing shall follow a procedure similar to that of a disciplinary hearing, including the student being given the opportunity to hear the information/facts against him/her. Both the referred student and the ODOS student conduct officer appear before the board to present testimony and evidence about the incident. Each may provide witnesses. Board members may direct questions to the complainant, respondent or witnesses.

- f. No person other than the student, his/her advisor, or witnesses shall be present during the hearing except by mutual agreement of the CSB and the student. In cases of alleged sexual assault, the student's accuser may have an advisor present during the hearing. For safety and security purposes only, a police officer from the Purdue University North Central Police Department may be present or nearby during the hearing.
 - g. After hearing all relevant information, the CSB will deliberate and make a written recommendation to the Dean of Students regarding whether the student is responsible for the alleged violation, and if so, recommend sanctions to the Dean of Students.
 - h. Within five University business days following the conclusion of the hearing and any further investigation deemed necessary, the Dean of Students shall review the recommendation of the CSB, and make the determination whether substantial information demonstrates that it is more likely than not that the student is responsible for the alleged violations. The Dean of Student shall notify the student of the decision. The decision letter shall contain a finding as to the responsibility of the accused student and a brief statement of the reasons for the sanction, if any. Any disciplinary sanction imposed or informal action taken is subject to the provisions of Section III-B-4 and any other University rule, regulation, or directive. Information regarding the appeal form and notification of appeals procedures shall be provided in the decision letter if the student is found responsible for the violations.
8. **Appeal of the Disciplinary Decision**
- a. A student may appeal a disciplinary sanction where
 - 1. there is significant new information related to the case that was not available at the time of the initial hearing;
 - 2. there is evidence that the University failed to follow established procedures

In cases involving alleged academic dishonesty, a student may appeal a disciplinary sanction of the ODOS or CSB to the Vice Chancellor for Student Services/Enrollment Management or the Vice Chancellor of Academic Affairs. All other appeals of disciplinary sanctions imposed by the ODOS or the CSB may be appealed to the Vice Chancellor for Enrollment Management/Student Services.

- b. The appeal must be in writing, signed by the student and state the specific grounds for the appeal. The appeal must be physically received in the Office of the VCEM/SS or VCAA within five University business days of the date the decision letter was sent by whatever means the letter was sent. Disciplinary sanctions not appealed within such time are deemed final.
 - c. Appeals will be decided on the basis of the record of the original proceeding and the written appeals. Oral arguments are not permitted unless written evidence is provided with the appeal.
 - d. The VCEM/SS or VCAA shall review all material pertinent to the case. The VCEM/SS or VCAA may affirm the findings and/or sanction, decrease or increase the sanction, or remand the case to the original hearing authority for a second hearing. If a second hearing is convened, the hearing authority shall submit its final determination to the VCEM/SS or VCAA for his/her review and decision.
 - e. Following the appeal, a student will be notified in writing of the outcome of the case. All decisions are final.
9. **Summary Action.** Summary disciplinary action by way of temporary suspension and exclusion from University property may be taken against a student charged with conduct without the issuance of a notice of charges and without the procedures prescribed in Section III-C on the following conditions: Summary action shall be taken only by the President, or the VCEM/SS, and only after the student shall have been given an opportunity to be heard if such procedure is practical and feasible under the circumstances. Summary action shall be taken only if the President, or the VCEM/SS is satisfied that the continued presence of the student on University property threatens harm to the student or to any other persons or to the property of the University or of others. Whenever summary action is taken under this Section III-C-11, the procedures provided for in Section III-C for hearing and appeal shall be expedited so far as possible in order to shorten the period of summary action.

D. The Campus Appeals Board is established to hear appeals concerning decisions made by the University about student organizations and complaints under the Student Bill of Rights.

1. **Organization**

- a. The Campus Appeals Board shall be established for each campus of the University. The Campus Appeals Board for the North Central Campus, for each hearing, shall consist of four undergraduate students, two faculty members, and two administrators. The Campus Appeals Board shall be drawn from a pool of 16 members selected in the following manner: eight undergraduate students shall be recommended by the Purdue Student Government. The University Senate will nominate four faculty members for appointment by the Chancellor. Four administrative staff members shall be appointed by the Chancellor of Purdue University North Central, one of whom shall be designated as chairperson of the Campus Appeals Board. This member will have no voting rights. From this pool of members, the chairperson of the Campus Appeals Board shall designate the particular members as may be necessary. In exceptional circumstances, additional members may be selected, as stated above, to ease the responsibility of an unusually large number of appeals. (*University Senate Document 93-8, March 28, 1994*).
- b. The term of office for student members shall be one year. The term of office of the faculty and administrative members shall be for two years beginning on June 1, and ending on May 31, two years later. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the Campus Appeals Board within the time specified, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve,

- the Chancellor of the University may make appointments, fill vacancies, or take such other action as he/she deems necessary to constitute a Campus Appeals Board.
- c. The Campus Appeals Board shall elect a vice chairperson and secretary. It shall adopt regulations governing its procedures not inconsistent with these regulations. It shall have only the jurisdiction herein granted.
2. **Appeals Concerning Student Organizations.** The Campus Appeals Board has jurisdiction to hear and shall hear any appeal made by a student organization that the Office of the Dean of Students refuses to recognize or against which a student organization misconduct penalty of suspension or withdrawal of recognition has been proposed by the Office of the Dean of Students. In a case of the dean's office refusal to recognize a student organization, the Campus Appeals Board has the power to uphold or reverse the dean's office decision. In a case of an appeal of a proposed student organization conduct sanction/decision, the Campus Appeals Board has the power:
 - o To affirm the finding and sanction/decision proposed;
 - o To affirm the finding and change the sanction/decision to any listed in Part 7, Section IX; or
 - o To reverse the finding and dismiss the sanction/decision. In any case, the action of the Campus Appeals Board is final.
 3. **Complaints under Student Bill of Rights.** The Campus Appeals Board shall hear complaints from students concerning actions or decisions made by the University that are claimed to violate rights established under the Bill of Student Rights. In such cases, the Campus Appeals Board shall have the power and duty to make findings and recommendations to the Chancellor.

Policy for Involuntary Withdrawal of Students

Purdue University North Central ("PNC") is committed to the well-being and safety of its community members and the integrity of its learning environment. Subject to PNC's duties under the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, (and as they may be amended from time to time), a student may be asked to withdraw voluntarily or may be administratively involuntarily withdrawn from the University when, in the judgment of the Dean of Students, the student represents an imminent direct threat to the health and safety of the student or others.

This policy and associated procedures do not take the place of disciplinary action associated with a student's conduct that is in violation of University policies and regulations. The Dean of Students shall determine whether a case should be processed under this procedure or under the Student Code of Conduct. *This policy is to be invoked only in those extraordinary circumstances in which the regular disciplinary system is not appropriate and after attempts to secure a voluntary withdrawal have been exhausted.*

Section 1 Grounds for Involuntary Withdrawal

A student may be involuntarily withdrawn from the University if the student engages or is likely to engage in behavior that poses an imminent, direct threat to the health and safety of the student or others. As used in this policy, "direct threat" means a high probability of substantial harm and not just a slightly increased, speculative or remote risk.

Section 2 Notification of Meeting

A student may be requested in writing to attend a meeting with Dean of Students for the purpose of determining whether the student should be permitted to continue his/her enrollment. The notification letter will contain the date, time and location for the meeting, along with the reasons for the impending withdrawal, and any behavioral expectations required of the student for the orderly conduction of the meeting.

Section 3 Meeting

Parents, spouses, or other appropriate persons may be contacted either by the student or the Dean of Students for information and may, with the consent of the student, participate in the meeting. At the meeting, the reasons for PNC's concern regarding the student will be explained and the student will be given an opportunity to respond to those concerns.

Section 4 Written Decision

If after the meeting, the Dean of Students determines that the student should be permitted to continue his/her enrollment, the student will be informed of the decision in writing. Any conditions that the student must meet in order to continue enrollment will be included in the decision letter.

If after the meeting Dean of Students determines that the student should be required to withdraw from the University and be permitted to reenter the University only with their approval and subject to conditions set forth in the letter, the student will be informed of the decision and the reasons for the decision in writing as soon as practical under the circumstances. If the student agrees to voluntarily withdraw from the University on such conditions, regular withdrawal procedures will be followed. The student may be permitted to withdraw voluntarily from the University without grades if in the judgment of the Dean of Students such action is warranted under the circumstances. The Dean of Students may set conditions on a case by case basis for the student to re-enter or re-enroll in the University. The conditions are intended to be evidence

that the student has taken steps to reduce the threat, i.e., that the student no longer poses a direct threat to self and/or others.

Section 5 **Appeal Proceedings**

If the student refuses to accept the decision of involuntary withdrawal reached by the Dean of Students, the student shall notify the Dean of such refusal within three (3) days. The student may then appeal the withdrawal decision to an Involuntary Withdrawal Appeals Committee (IWAC) appointed by the Chancellor or his/her designee. The IWAC shall consist of a faculty member, a student and an administrator.

The student appealing the involuntary withdrawal decision should provide evidence that supports remaining enrolled as a student. This evidence should be presented to the IWAC in the student's defense. The Dean of Students shall provide to the IWAC the full and complete documentation and disclosure of events that support the decision for involuntary withdrawal. The IWAC shall set a date for the appeal hearing as soon as practical. The IWAC, shall send the student a letter containing the date, time and location for the appeal meeting. The Dean of Students may attend the appeal meeting. Both the student and the Dean of Students may be represented by counsel.

The IWAC shall prepare a written report containing its findings and conclusions as to whether the student engages or is likely to engage in behavior that poses an imminent, direct threat to the health and safety of the student or others. If the IWAC determines that the student engages or is likely to engage in behavior that poses an imminent, direct threat to the health and safety of the student or others, the IWAC shall uphold the decision of the Dean of Students. Copies of the report shall be furnished to the student, the Dean of Students, and the Chancellor. The decision of the IWAC is final.

Section 6 **Continued Enrollment**

A student who is involuntarily withdrawn under this policy may not re-enroll or be re-entered into the University for the next semester. To seek re-enrollment or re-entry to the University, the student must provide evidence that the student has satisfied any conditions set forth in the letter from the Dean of Students. The involuntary withdrawal shall be deemed a "University withdrawal" ("W") on the student's transcript.

SCHOLASTIC PROCEDURES REGISTRATION POLICIES

Change of Degree Objective - Once admission has been granted, students will continue to be classified as originally admitted unless an application has been made for a change of degree objective form (CODO). The student must initiate the change by requesting the CODO form from their Academic Advisor or the office of the Registrar. The request will be reviewed and the student notified of the action taken.

Transferring - Students wishing to transfer to another Purdue Campus must follow that campus's transfer application process. Students transferring to another college or university will probably be required to furnish a Purdue transcript. Transcript request forms are available in the Registrar's Office.

Dropping or Adding Courses - Students may add to their regular schedule during the first four weeks of a regular session or during the first two weeks of a summer session. This can be accomplished by completing the ADD section of a Drop/Add card, obtainable from the Registrar's Office. Students must secure instructor approval for any course added after the first week of classes. The card must be signed by both the student and the academic advisor. Should a student wish to drop one course and add another, the change should be made prior to the final date for adding courses. A course may be dropped without a grade up to the end of the second week of a semester (one week in summer session). A student may drop a course during the third and fourth weeks and receive an automatic grade of W (withdrawal). Students with classification of 0, 1 or 2 (freshman classification) may also drop a course during the 5th through the 12th week and receive an automatic grade of W. However, other students must secure the written indication from the instructor of whether a grade of W, WF, or WN is to be recorded. No course may be dropped within the last four weeks of any semester or two weeks of a summer session. However, the Dean of Students may approve a full withdrawal from the university after the 12th week of a semester or after six weeks of a summer session. Further, the Dean of Students shall determine whether a withdrawal from the university is with or without grades and shall assign the appropriate effective date to this withdrawal. Students dropping a course for any reason should complete the DROP section of the Drop/Add card. Dropping a course requires the approval of the student's academic advisor. **It is the student's responsibility to ensure the Drop/Add card, with appropriate signatures, is returned to the Registrar's Office. Failure to withdraw properly from a course will result in a failing grade for the course** (Undergraduate Academic Regulations, Section 21.52-21.57).

Contact the Registrar's Office for information regarding withdrawal because of military service.

Class Attendance

Students are expected to be present for every meeting of the classes in which they are enrolled. All matters relative to attendance, including making up of work missed, are matters for arrangement between the student and instructor involved. It is expected that at the beginning of the semester, all instructors will make a clear statement to all of their classes regarding their policy in handling absences. A student who fails to meet his/her class engagements satisfactorily may be denied credit for exercises missed. The instructor will be responsible for counseling with the student whose absences endanger his/her academic performance. A problem of excessive absences may be referred to the Dean of Students by either the instructor or the student if further information is needed or if either feels that further discussion would resolve the problem. If a student absents himself/herself from all the meetings of any regularly scheduled class for a period of two successive weeks, he/she may be reported to the Dean of Students for appropriate action. If a student becomes seriously delinquent in attendance, he/she may be dropped from the course by The Committee on Scholastic Delinquencies and Readmissions.

Grading System

For credit courses:

A+, A Highest passing grade

A-

B+

B

B-

C+

C

C-

D+

D

D- Lowest passing grade; passing minimal objectives of the course.

E Conditional failure; failure to achieve minimal objectives but only to such limited extent that credit can be obtained by examination or otherwise without repeating the course. This grade represents failure in the course unless changed during the following semester. It cannot be improved to a grade higher than "D".

F Failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.

Please note, Faculty & Instructors have the option of assigning plus/minus grades. You can check with your instructor for the grading scale for your particular course.

For incomplete work:

I Incomplete; no grade. A record of work which was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted, and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may require the student to secure the recommendation of the Vice Chancellor for Academic Services that the circumstances warrant a grade of I, PI, SI, or E, he/she shall file in the Registrar's Office a statement of the reason for the grade and what is required of the student to achieve a permanent grade. He/she shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing the final, permanent grade. The student must achieve a permanent grade in the course no later than the 12th week of the second subsequent semester of enrollment, or the I grade will revert to a failing grade. The removal of a conditional or an incomplete grade at a later date does not affect probation status. If the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.

PI Incomplete; no grade. Same as I, except that the student was enrolled under the pass/no pass option.

Directed Grades: - The registrar is directed to record the following grades and symbols under special circumstances in lieu of semester grades. The registrar may require from the faculty such information as he or she needs and on such forms as the registrar shall prescribe.

W Withdraw; a record of the fact that a student was enrolled in a course and withdrew or canceled the course after the two week.

WF Withdraw Failing; a record of the fact that a student was enrolled in a course and withdrew or canceled the course after the fourth week at which time, according to a statement from the instructor, the student was not passing in his/her work. A grade WF may be directed by the Committee on Scholastic Delinquency and Readmission. It does not affect index computations.

WN Withdraw Not Passing; the same as WF for a course taken under the pass/no pass option except that it does not affect index computation.

IF Unremoved Incomplete Failing; for a course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade by the 12th week of the second subsequent semester of enrollment. This grade counts in all respects as a failing grade.

IN Unremoved Incomplete - Not Passing; for a course taken under the pass/no pass option and in which a student received a PI grade, a directed record of the student's failure to achieve a permanent grade by the 12th week of the second subsequent semester of enrollment. Otherwise the same as IF except that it does not affect index computations.

Pass/No Pass: - The university faculty has also provided that a student may take a limited number of courses under a dual grading system of Pass/No Pass. Each student operating under this option and earning a Grade of A, B, or C, shall receive a pass; those earning less than a C shall receive a no pass. The specific regulations stipulating when this option may be used are determined by the school administering the curriculum of the student.

GRADE APPEALS SYSTEM

This administrative memorandum establishes the policy and procedures governing the grade appeals system at the Purdue University North Central Campus. This document is based on recommendations made by the Faculty Council on April 27, 1981 (Faculty Council Document No. 2-86) and additional revisions made on April 24, 1992 (Faculty Council Document No. 10-91) , December 11, 1998 (Faculty Council Document No. 6-98), March 28, 2003 (Faculty Senate Document No. 5-02) and October 12, 2007 (Faculty Senate Document No. 07 -03).

1. General

- a) In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and except for unusual circumstances, the grade given is final.
- b) The Grade Appeals System affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned in a course as a result of prejudice, arbitrariness, or other improper conditions. Additionally a student may challenge the determination or reduction of a grade based on alleged scholastic dishonesty.
- c) The only University authorities empowered to change grades are the instructor of record of the course in question and the Executive Secretary of the Grade Appeals Committee acting for the duly constituted Hearing Panel of the North Central Campus Grade Appeals Committee as described hereafter.
- d) Informal attempts must be made to resolve grade appeals at the lowest possible level.
- e) Graduate students who wish to appeal grades received in regular course work on this campus may do so through the Grade Appeals System. Cases involving the decisions of graduate examination committees, the acceptance of graduate theses, and the application of professional standards relating to the retention of graduate students shall be handled by procedures authorized by the Graduate Council (West Lafayette Campus) rather than the Grade Appeals System.
- f) When a student initiates a formal grade appeal, he/she should be prepared to state in what way his/her grade assignment was prejudiced, arbitrary, or otherwise improper. At that time he/she may seek the assistance of his/her academic advisor, the Dean of Students and/or the Executive Secretary of the Grade Appeals Committee.
- g) In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, when the instructor must support the allegation.
- h) There may be instances where the instructor of record is unavailable, for reasons such as leave status, having left the employ of the University, or death. In such a case, the Chair of the department offering the course in question shall designate a member of the department to respond to the appeal; the chair may choose to designate himself or herself, or may appoint another tenured member of the department because of special curricular expertise.
- i) All references in this document to "days" refer to calendar days unless otherwise specified.

2. Grade Appeals Committee

- a) A single Grade Appeals Committee shall be established on the Purdue University North Central Campus to hear grade appeals that are not resolved informally at a lower level. The committee shall consist of faculty members, six (6) student members and an Executive Secretary. For the purposes of this Administrative Memorandum, faculty members are defined as tenured and tenure-track faculty, continuing lecturers and clinical/professional faculty.

However, no Grade Appeals Hearing Panel shall have more than two continuing lecturers and/or clinical/professional faculty serving as members. The faculty members on the committee shall be selected by having each of the Academic Departments on campus elect one (1) faculty member and one (1) faculty alternate, each of whom shall serve a two-year term. Terms of the member and the alternate from each department shall be staggered. Biological Sciences/Chemistry Department - 1 member (plus 1 alternate) Business and Organizational Leadership & Supervision Department - 1 member (plus 1 alternate) Communication Department - 1 member (plus 1 alternate) Computer & Information Technology Department - 1 member (plus 1 alternate) Education Department - 1 member (plus 1 alternate) Engineering Technology Department - 1 member (plus 1 alternate) English and Modern Languages Department - 1 member (plus 1 alternate) Mathematics/Statistics /Physics Department - 1 member (plus 1 alternate) Nursing Department - 1 member (plus 1 alternate) Social Sciences Department - 1 member (plus 1 alternate)

The six (6) students shall be selected by the Student Government for one-year terms. In addition, six (6) student alternates will also be selected. The Executive Secretary, and an alternate to this position, who shall be members of the faculty, shall be selected by the Student Affairs Committee with the approval of the Faculty Senate for a two-year term. Terms of the Executive Secretary and the Alternate Executive Secretary shall be staggered.

b) The regular members and alternates of the Grade Appeals Committee shall be elected in the spring and commence serving immediately after the last date on which grades are due for the spring semester. Similarly, the Executive Secretary, and the Alternate to this position, shall be selected by the Student Affairs Committee in the spring and commence serving immediately after the last date on which grades are due for the spring semester. A replacement will be elected from the corresponding department to complete the term of a faculty member who is unwilling or unable to do so. If the Executive Secretary or the Alternate Executive Secretary is unable to finish the term, a replacement shall be selected by the Student Affairs Committee with the approval of Faculty Senate to fill the unexpired term. During the time that the position of Executive Secretary is vacant, the Alternate Executive Secretary shall serve as Executive Secretary until the position of Executive Secretary is filled. If a grade appeal reaches the stage of a formal appeal (see d. below) during the time that the Alternate Executive Secretary is serving as Executive Secretary, the Alternate Executive Secretary shall continue to serve in that capacity for that appeal only until a decision is reached, and the newly selected Executive Secretary shall serve as Alternate Executive Secretary for that appeal only.

c) The Executive Secretary shall not participate on any hearing panels. He/she shall be notified whenever a formal appeal is made. The Executive Secretary shall make certain that all procedures contained herein are followed. He/she shall advise both the student and the faculty member involved of procedures to be followed and of the rights and responsibilities of each. He/she shall be present at all hearing sessions and ensure that all members of the panel have all the information and materials necessary for the hearing. If the Executive Secretary is the faculty member involved in the appeal, the Alternate Executive Secretary will serve as Executive Secretary for that appeal.

3. Initiating a Grade Appeal: The Informal Process

a) A student who wishes to appeal a grade must file notice of intention to appeal with the Executive Secretary. This must be done within thirty (30) days after the start of the regular semester following the one in which the questioned grade was given. The student, after informing the Executive Secretary of the intention to appeal, must then demonstrate that he/she has met with the following people in an informal attempt to resolve the situation:

- The Instructor (or, if the instructor is not available, then the Chair of the Department offering the course or designee, see 1.h above);
- The Chair of the Department offering the course; and
- The Dean of the College offering the course (or, in his or her absence, the Vice Chancellor for Academic Affairs or her/his designee.

It is expected that these people are to be approached in the order listed above. The student will have a maximum of thirty (30) days after informing the Executive Secretary of the intent to appeal to complete this process. The Executive Secretary may, to avoid undue hardship or injustice, extend the time limit when it appears necessary; such extension shall be at the sole discretion of the Executive Secretary.

4. Pursuing a Grade Appeal: The Formal Process

a) If a mutually acceptable decision is not reached informally, the student shall submit a detailed statement of appeal, with supporting documentation, to the Executive Secretary who shall promptly give written notice of the formal appeal to both the student and the responding faculty member. This written notice shall be accompanied by a copy of the student's detailed statement as well as the procedures and sequence of events to be followed in conducting the hearing. The first meeting of the Hearing Panel shall be held not less than five (5) days and, whenever practical, not more than ten (10) days after receiving the written notice from the Executive Secretary.

b) The responding faculty member shall promptly make available to the Executive Secretary all pertinent grading records and a written response to the student's detailed statements. In advance of the hearing, the Executive Secretary may, at his/her sole discretion, make available to the student those records (or portion thereof) which he/she judges to be relevant in light of the student's allegations.

c) The Hearing Panel will be composed of four (4) faculty members and two (2) students. In cases of alleged academic dishonesty, the panel will be composed of four (4) faculty members and four (4) student members. Neither

members of the same department as the instructor of record nor relatives of either party involved will be eligible to serve on the Hearing Panel. Determination of the composition of each hearing panel will be by partial option of both the responding instructor and the student involved in the appeal. At the time of notification of the formal appeal, the Executive Secretary will provide both the responding faculty member and the student an opportunity to strike one (1) faculty member and two (2) student members from the Grade Appeals Committee. In cases of alleged academic dishonesty, the responding faculty member and the student will be provided the opportunity to strike one (1) faculty member and one (1) student member each. The Executive Secretary shall then select the Hearing Panel from the Committee members not struck by either the responding instructor or the student involved in the appeal.

5. Conduct of Grade Appeals Hearings

a) Prior to the formal hearing, the Hearing Panel will receive from the Executive Secretary only the following information about the grade appeal:

- The name of the student and the instructor of record, and of the responding faculty member in those cases where the instructor of record is not available;
- The name and offering date of the course in which the disputed grade was issued;
- The grade issued and the grade change sought.

The student's appeal statement, evidence and documentation shall be presented to the panel by the student only during the formal hearing.

b) The members of the Hearing Panel shall elect, by majority vote, one of the tenured or tenure-track faculty members to act as chairperson of the hearing.

c) In its various considerations, the Hearing Panel must address itself primarily to the complaint(s) specified in the student's original letter of appeal to the Executive Secretary. The decision as to what constitutes pertinent evidence rests exclusively with the Hearing Panel.

d) The hearing shall be closed unless both parties agree in writing that it be open. The hearing location and the number of individuals that can be conveniently accommodated shall be agreed upon by both parties and finalized by the Executive Secretary. The student and the responding instructor are both entitled to be accompanied at the hearing by advisors of their choice. Because the hearings are administrative and not judicial in nature, neither advisors nor witnesses may be lawyers. Both parties, and their advisors, have the right to present evidence and witnesses on their behalf, and to confront and question opposing witnesses. A list of the evidence and witnesses must be submitted to the Executive Secretary prior to the meeting.

e) If the duly notified student complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing. If, however, the duly notified responding faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student. If emergency circumstances beyond the student's or the responding faculty member's control intervene to prevent attendance at the hearing, the student or faculty member must inform the Executive Secretary immediately to request an extension of time; such extension will be granted at the Executive Secretary's sole discretion. If an extension is granted, the Executive Secretary shall reschedule the hearing with the same panel and shall notify the student, the responding faculty member and the panel members of the new date, time and place of the hearing.

f) An official audio recording shall be made of each hearing, and filed by the Executive Secretary for one year from the date the hearing panel files its report. The recording will be confidential and used only if further appeal is granted by the Grade Appeals Committee or under legal compulsion. Records will be kept in the Office of the Vice Chancellor for Academic Affairs after each grade appeal is completed.

g) At the conclusion of the hearing, the Hearing Panel may, by majority vote of its membership, recommend changing the original grade. The grade may be raised, lowered or left the same and need not be the grade requested by the student complainant. A written report of the Hearing Panel's decision shall be sent to both parties no later than ten (10) calendar days after the conclusion of the hearing. The Hearing Panel's decision is final and shall not be subject to further hearing or appeal. If the instructor who originally gave the grade is not available or is not willing to initiate any recommended grade change, the Executive Secretary, acting for the Hearing Panel, shall file the change with the Registrar who shall record the new grade.

6. Appeal Process in the Case of Procedural Violations

a) Prior to the formal hearing, the student, the responding instructor, or a member of the Hearing Panel may request review of the hearing process on the basis of evidence that a substantial procedural irregularity has occurred. The process shall be initiated by filing a personally signed notice of appeal to the chairperson of the Hearing Panel. The notice shall be accompanied by a statement of the alleged violation.

b) During the formal hearing, the student, the responding instructor, or any member of the Hearing Panel may request that the chairperson review the conduct of the hearing on the basis of an alleged substantial procedural irregularity.

c) In the event that a review is requested, the hearing process shall be suspended and a special closed meeting of the members of the Hearing Panel shall be convened to review the allegation. If the Hearing Panel, by majority vote, finds that any substantial procedural violation has taken place, the Hearing Panel shall be disbanded and an alternate hearing panel constituted from among the Alternate Members of the Grade Appeals Committee. The panel's decision to disband or to continue the hearing process shall be final. d) The Alternate Hearing Panel shall be selected by the

Alternate Executive Secretary from the alternate members of the Grade Appeals Committee according to the procedure in Article 4.c. In the event that the Alternate Executive Secretary has been serving as the Executive Secretary, a new temporary Alternate Executive Secretary shall be chosen by majority vote of the members of the Alternate Grade Appeals Committee from among its membership. The Alternate Hearing Panel shall hear the case de novo per Article. 5. Conduct of a Grade Appeals Hearings. The decision and conduct of the panel are final and shall not be subject to further hearing or review.

7. Other Academic/Grade Jurisdictions

- a) Informal boards or committees may be established within academic departments/units to resolve grade appeals, although the hearing procedure herein described must remain as an alternative for the student.
- b) Students involved in cases of alleged academic dishonesty may be subject to disciplinary penalties under Regulations Governing Student Conduct: Disciplinary Proceedings and Appeals.

THE GRADE APPEALS PROCESS

A Note to the Student Initiating a Grade Appeal At Purdue University North Central, the grade appeal process has been instituted to permit a student who believes, and can produce evidence to validate that belief, that he or she was discriminated against by a professor in the awarding of a grade for a particular course. There are three grounds on which such an appeal may be made:

- 1. Prejudice.** In this case, the student alleges that the professor treated him or her differently than the other members of the class and that the grade was awarded on the basis of unique and discriminatory standards, by which the other students were not similarly judged.
- 2. Arbitrariness.** In this case, the student alleges that the professor awarded him or her a grade according to standards that were not noted in the syllabus or mentioned during any class session.
- 3. Academic Dishonesty.** In this case, the student has been awarded a grade that reflects the professor's response to an incident (or more) of cheating, plagiarism, or other dishonesty. The student contests that accusation, and can present evidence that she or he indeed did not cheat or commit another form of academic dishonesty. The Grade Appeals Process also allows for the possibility that in extraordinarily rare circumstances, an appeal may be pursued on "otherwise improper" grounds. Whether such an appeal may be allowed depends on the judgment of the Executive Secretary of the Grade Appeals Committee at the time the student wishes to commence an appeal. In any case, you need to know that no other grounds exist for appealing a grade. Should you elect to pursue an appeal, after completing the required paperwork and attempting to resolve the conflict at the informal level, the Process directs the Executive Secretary to convene a Hearing Panel to evaluate your case. This Panel is empowered to direct the Executive Secretary to resolve the dispute in one of three ways:
 1. The Panel may accept the evidence presented by the student and direct the Secretary to raise the grade.
 2. The Panel may accept the evidence presented by the professor and direct the Secretary to not change the grade.
 3. The Panel may decide that the grade may have been awarded in error, but that on the basis of the evidence, it should actually have been lower than what was awarded, and may direct the Secretary to change the grade to a lower one.

Finally, the Grade Appeals Process recognizes the right of the student to due process. However, it also recognizes that bringing an appeal is a serious charge of professional misconduct against a professor. Should the Hearing Panel decide that the appeal was pursued on grounds other than those noted earlier, or that it was pursued for spurious or illegitimate reasons, the Panel can direct the Secretary to not only leave the grade as it stands, but to also cause a letter of complaint against the student to be placed in his or her permanent file. Thus the appeal process is designed to resolve serious errors associated with the award of a grade, and must be undertaken with care.

Scholastic Index

Purdue University operates on a 4.0 grading scale:
A - 4.0 x semester hours = index points
B - 3.0 x semester hours = index points
C - 2.0 x semester hours = index points
D - 1.0 x semester hours = index points
E, F, WF, IF, I, PI, W, WN, IN, PN are not included.

Chancellor's List

To be cited on the Chancellor's List for any semester one must 1) Have at least 12 credit hours included in the graduation index, 2) Have at least six hours included in the semester index, 3) Attain at least a 3.5 graduation index and 4) Have at least a 3.0 current semester index.

Semester Honors

To be cited for Semester Honors for any semester one must 1) Have at least 6 credit hours included in the semester index, 2) Attain at least a 3.5 semester index and 3) Have at least a 2.0 graduation index.

Scholastic Probation

A candidate for an associate or baccalaureate degree shall be placed on probation if his/her semester or graduation index at the end of any regular semester is less than that required for a student with his/her classification as shown in Table A.

A student on probation shall be removed from the status at the end of the first subsequent semester in which he/she achieves semester and graduation indexes equal to or greater than those require for a student with his/her classification as shown in Table A. Any grade change due to a reporting error will result in a recalculation of the index and determination of probation status.

Dropping Of Student For Scholastic Deficiency

A student on scholastic probation shall be dropped from the university if, at the close of any regular semester, his/her graduation index is less than that required of a student as shown in Table A or he/she receives failing (F, W) grades in six credit hours or more for the semester.

This rule shall not apply for the semester in which the student completes all requirements for his/her degree. However, records of a degree recipient who does not meet the minimum index requirements of Table A shall be reviewed by the appropriate campus readmissions committee before he/she is allowed to pursue another undergraduate degree.

Any grade change due to a reporting error will result in a recalculation of the index and determination of drop status.

A student dropped by this rule and later duly readmitted as a regular student shall be readmitted as a regular student on probation. In order to be readmitted a student must apply to the Office of the Registrar, North Central Campus.

Table A

Classification	Index Levels for Probation		Index Levels for Dropping
	Semester Index Less Than	Graduation Index Less Than	Graduation Index Less Than
0 and 1	1.5	1.5	1.3
2	1.5	1.6	1.4
3	1.6	1.7	1.5
4	1.6	1.8	1.6
5	1.7	1.9	1.7
6 and up	1.7	2.0	1.8
		2.0	1.9
			2.0

Encumbrance

A student's official record may be encumbered:

1. By the Bursar for nonpayment of fees, deposits, or any other sums owed to the university.
2. By the business office for student finance, countersigned by the Dean of Students in the case of a responsible officer or officers of any student organization which has a delinquent account due to the university.
3. By the Dean of Students for disciplinary action. A degree candidate who is in arrears to the university may be denied his/her diploma until his/her financial record is cleared.

The request for the encumbrance of student's record shall be filed with the Registrar's Office and shall indicate whether either or both the registration of the student and/or the issuance of a transcript, certificate of completion, or diploma is to be encumbered. When the record is thus encumbered, no transcript or certificate of completion shall be

issued. Such encumbrances shall remain until the registrar is notified to disencumber the record by the officer responsible. It is the responsibility of the officer lifting the encumbrance to immediately notify the registrar so as to clear the record of the student. Students in arrears to the university shall not be recommended for degrees. The clearance of a student's financial obligation on or before the last Friday preceding commencement, or by a corresponding date in the first semester or in the summer session, shall be essential for graduation. If a student so delinquent clears his/her obligation later, his/her diploma may be released.

REQUIREMENTS FOR DEGREES

Associate Degree - To gain an associate degree from Purdue University, a student shall satisfy the following requirements:

1. The completion, either by resident course work, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree. Deans of schools may refuse to accept as credit toward graduation any course which was completed 10 or more years previously. Former students shall be notified immediately of all such decisions upon re-entering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree, or his designee.
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of course work required and approved for the completion of the degree. Students are expected to complete the entire second year in residence; however, with the approval of the dean of the school concerned, students who have at least three semesters of resident study may complete, not to exceed 16 semester hours of the second year, in another approved college or university. For the purpose of this rule, two summer sessions may be considered equivalent to one semester.
3. Registration, either in residence or in absentia, as a candidate for the desired degree during the semester (summer session) immediately preceding its conferment.
4. A minimum graduation index of 2.0 shall be required for graduation. A student who has completed all other requirements may register for additional courses with the approval of an authorized representative of the dean of his/her school after a review of his/her record. The additional courses which the student may take after meeting all quantity requirements shall not exceed 10 credit hours. Credit in these additional courses must be established within three years of the date on which all degree requirements except the minimum graduation index were met. The student will be considered as having met the quality requirement for graduation if his/her graduation index, including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

Baccalaureate Degree - To gain a baccalaureate degree from Purdue University, a student shall satisfy the following requirements:

1. The completion, either by resident work, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree. Deans of schools may refuse to accept as credit toward graduation any course which was completed 10 or more years previously. Former students shall be notified immediately of all such decisions upon re-entering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree, or his designee.
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of course work required and approved for the completion of the degree. These courses are expected to be at least junior level courses.
3. A minimum graduation index of 2.00 shall be required for graduation.

Advanced Degrees - Requirements for the several master's degrees, for the Educational Specialist, and for Doctor of Philosophy degrees are established by the Graduate Council and are stated in the Graduate School Bulletin and the regulations of the Graduate School. In general, these requirements include the following:

1. The filing of an appropriate plan of study for the advanced degree, and the approval of the plan by the department or school head, the school dean, and the dean of the graduate school.
2. The demonstration of proficiency in English prior to filing the plan of study.

3. The completion of a substantial portion of the plan in residence, as described in the bulletin. Course credits earned by a student whose graduate study has been inactive for five years or more are normally excluded.
4. The completion of a thesis for all doctoral degrees and for thesis-option master's degrees.
5. The payment for the graduation fee to the bursar on such date as may be specified preceding the end of the session.

Multiple Degrees - Upon special request approved by the deans of the schools concerned and filing with the registrar at the beginning of the final semester (or summer session), a student may be registered as a candidate for more than one baccalaureate degree.

Meeting Degree Requirements - Specific deadlines for the various requirements for graduate degrees are outlined in the Graduate School Bulletin and must be met as specified. All degree requirements for undergraduate and professional degrees are to be met as of the end of the academic session in which the degree is to be conferred. In the event that academic requirements for an undergraduate or professional degree have not been met as of the end of the session, the candidate's school may grant an extension of time, not to exceed 30 calendar days following the end of the session, for these requirements to be completed in order for the degree to be conferred for that session. Academic requirements which have not been completed, as of the end of the 30-day period, shall disqualify the student from receiving the degree in the intended session and shall delay the conferring of the degree until the end of the next session in which the student is duly registered and all degree requirements have been completed.

Degree Information on the Academic Record - At such time as a degree is awarded, appropriate information concerning the degree shall be added to the student's permanent academic record.

1. The information to be posted shall include the full title of the degree, the field(s) of study (where the field of study is not an explicit part of the degree title), the name of the campus at which the degree was awarded, and the date on which the degree was awarded.

2. For an undergraduate or professional student, the field of study (major) will be determined automatically by the three-position major code in his program of study code during the semester or session in which the degree is awarded. For a graduate student, the field of study will be determined automatically by the graduate field of study code. However, if the degree being awarded is in a school other than the one in which the student is officially enrolled, the correct field of study code for the degree will be provided by the school dean approving the degree, or his designee.

3. In the case of multiple degrees being awarded, the field of study code for the degree outside the student's school of official enrollment shall be included in the document from the deans granting permission for the student to pursue the additional degree.

4. While a student may complete the requirements for a particular major prior to completing all requirements for the degree, no notation of the field of study will be placed on the academic record until such time as the degree is actually awarded. If a student returns to the university, re-enrolls in the same school from which he has already received a degree, and completes the requirements for an additional major, a notation of the additional field of study can be added to the academic record at the time the major is completed, upon receipt by the registration of a written request from the student, approved by the dean of the school, or his designee.

Readmission Procedure

A student who has been dropped for academic reasons may petition for readmission through the Registrar's Office (SWRZ 40) **after sitting out one full semester of study**. After payment of the \$100 readmission processing fee, the student's application will be reviewed by the Readmission Committee which is headed by the Registrar. If the application receives favorable action, then the student will be readmitted on academic probation.

Satisfactory Academic Progress Policy

Financial Aid recipients must be making Satisfactory Academic Progress toward a degree objective in order to be eligible to receive financial aid through Purdue University North Central. The Satisfactory Academic Progress Policy at Purdue University North Central is based on standards established by Federal Regulations governing student financial aid. These standards are cumulative and include all periods of a student's enrollment, including periods in which the student did not receive student financial aid.

Please see <http://www.pnc.edu/cd/policy/progress.html> for detailed information.

CODE OF ETHICS FOR COMPUTING AND INFORMATION RESOURCES

The ethical principles which apply to everyday community life also apply to computing. Every member of the Purdue University North Central community has two basic rights: privacy and a fair share of resources. It is unethical for any person to violate these rights.

Along with these rights comes a responsibility to respect the intellectual work and property of others. The university community should respect the rights of all authors and publishers in all media. These rights include the right to acknowledgment, right to privacy, and the right to determine the form, manner and terms of publication and distribution.

Privacy - On shared computer systems, every user is assigned a user ID. It is for the exclusive use of the owner. All data belongs to someone. They should be assumed to be private and confidential unless the owner has explicitly made them available to others. Network traffic should be considered private. Messages transmitted to other users should always identify the sender. Obscenities should not be transmitted. Records related to the use of computing and information resources are confidential, subject to the University's rights and obligations to comply with applicable laws.

Resources - Hardware needs protection. Food, drinks, and containers should not be brought into a laboratory. No one should deliberately attempt to degrade or disrupt system performance or interfere with the work of others. Failure of the computer system or network security or knowledge of a special password should not be used to alter computer systems, obtain extra resources or take resources from another person. Computer equipment owned by departments or individuals should be used only with the owner's permission. University resources are provided for university purposes only. Software should be used only for educational or instructional purposes.

Intellectual Rights and Responsibilities - No one should copy computer software, including programs, applications, data bases and codes without a license or permission from the author or publisher. Plagiarism of software, as in any other media, is a violation of the right of the author to have his/her work acknowledged. No one should alter the form or content of any computer software without the express permission of the author or publisher to do so. Computing and information resources are community resources. Theft, mutilation, and abuse of these resources violate the nature and spirit of community and intellectual inquiry.

Further, the Higher Education Opportunity Act (Public Law 110-315) requires institutions of higher education take preventative measures to combat the illegal distribution of copyrighted materials by users of their data networks.

Therefore, in compliance with the Higher Education Opportunity Act of 2008 (HEOA), the PNC Information Services Department will notify the appropriate authorities whenever requests are made by the Recording Industry Association of America (RIAA) or other enforcement agency. Offenders are also reported to the Dean of Students Office for disciplinary action.

Further information on the HEOA can be found at: http://www.pnc.edu/depts/is/policies/HEOA_policies.htm

System Administration - Occasionally, Information Services staff may access the owner's data, but only when strictly necessary for the maintenance of a system, compliance with applicable laws, and with the approval of the Information Services Director. If a failure is found in the security of any computer system or network, it should be reported to the information services director and not used for personal gain or to disrupt the work of others.

This code of ethics establishes general guidelines for the use of computing and information resources. Failure to observe the code may lead to disciplinary action. Offenses which involve academic dishonesty will be dealt with through university disciplinary procedures.

ALCOHOL AND OTHER DRUG PREVENTION POLICY

Issues related to alcohol and other drug use by college and university students are receiving increased levels of national attention. The following information is provided as part of Purdue University North Central's continuing efforts to address these issues and to promote the health, welfare, and quality of life of all Purdue students.

Which Indiana State Laws Address Alcohol and Other Drugs?

All Purdue students are responsible for complying with local, state and federal laws regarding alcohol and other drugs. The following information regarding Indiana state law is current as of publication and is not intended to substitute for legal advice. For a complete listing of the alcoholic beverage laws, consult the *Indiana Alcoholic*

Beverage Laws, 2011. For a complete listing of state drug laws, consult the *Indiana Criminal and Traffic Law Manual, 2011*. Copies of these documents are available for review in the Police Department.

Violations/Penalties (Alcohol)

- Class C Infraction (up to \$500 fine and loss of minor's driver's license for up to one year):
- Misrepresentation of age for the purpose of purchasing alcoholic beverages.

Class C Misdemeanors (imprisonment for up to 60 days and fine of up to \$500):

- A person under 21 years of age who knowingly consumes, possesses, or transports any alcoholic beverage on a public highway when not accompanied by a parent or legal guardian.
- To sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor.
- A person under 21 years of age present in a tavern, bar, or other public place where alcoholic beverages are available (in addition to Class C Misdemeanor, minor's license to be revoked for up to one year even if I.D. was not used).

Caution on fake IDs: Under certain circumstances, local prosecutors have used the criminal code rather than the alcoholic beverage code to prosecute users of fake IDs. Misdemeanor charges of "deception" and felony charges of forgery have been filed. Also under federal law, possession or use of fake or altered driver's licenses, or state or federal ID cards can be punishable by a fine of up to \$25,000 and/or a five-year jail term.

Violations/Penalties (Drugs)

- To deal, manufacture, distribute, dispense, possess, or use an illegal drug or controlled substance.
- To encourage, aid, or induce another person to deal, manufacture, distribute, dispense, possess or use an illegal drug or controlled substance.

The Controlled Substance Act regulates drugs that have been declared by the Attorney General to be drugs that have abuse potential. Examples include, but are not limited to, marijuana, cocaine, LSD, and PCP. For a complete listing of controlled substances, consult *Drugs of Abuse* (2003 edition), Department of Justice publication. Copies of this document are available in the LSF Library.

Legal sanctions which apply to the violations cited above vary depending upon the class of misdemeanor or felony involved. For a description of Federal trafficking penalties for controlled substances, consult *Drugs of Abuse* (2003 edition).

What Purdue University North Central regulations address alcohol and other drugs?

University regulations state that the use, possession, or distribution of narcotics or dangerous drugs are prohibited. The possession or use of alcoholic beverages in or on University property is prohibited, regardless of the person's age.

The University also prohibits the serving or possession of alcoholic beverages at any student organization function on campus. All sponsoring organizations are equally responsible for open and closed events and for compliance with University regulations and applicable Indiana state laws. Violations of any of these conditions may result in University action. A complete listing of University regulations is available in the Dean of Students Office (LSF 103).

What will happen to me if I am caught in violation of Purdue University North Central regulations regarding the use of alcohol and other drugs?

- Any student suspected of being in violation of these regulations may be subject to disciplinary proceedings conducted by representatives of the Office of the Dean of Students. Students who are found guilty may be subject to administrative actions: oral warning, written warning, admonition, reprimand, and/or use of counseling procedures.

- Disciplinary penalties: expulsion, suspension, probated suspension, disciplinary probation, and other educationally sound sanctions.

Note: When appropriate, referral for prosecution under local, state, and federal laws may occur.

If I am not on Purdue University North Central property and am caught "breaking" a local, state, or federal law regarding the use of alcohol and other drugs, could I be subject to University disciplinary action?

Indiana state law allows the University to investigate and act on any suspicion of violation of local, state, or federal law. The University may also investigate and take action in incidents occurring in states other than Indiana.

What is the big deal? Everyone I know drinks alcohol. It's not really a drug.

Alcohol is the most commonly used intoxicating substance in America. Generally, adults drink alcoholic beverages without major problems. However, alcohol abuse is a major problem for 10 to 15 percent of the drinkers and may significantly reduce life expectancy. Ethyl alcohol is the active drug found in alcoholic beverages. Alcohol has a depressant effect on the body. In addition, an intoxicating dose, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction times.

What are the possible health consequences of alcohol and other drug use?

The following is a short list of possible physical effects of alcohol and other drug use; slowed reaction time, slowed reflex responses, loose muscle tone, loss of fine motor coordination, staggering gait, short-term memory loss, insomnia, paranoia, hallucinations, delusions, mood swings, significant depression, decreased ability to perform complex cognitive tasks, preoccupation with minute matters, and repetition of meaningless tasks. For a description of the health risks associated with controlled substances, consult *Drugs of Abuse* (2003 edition), Department of Justice publication. For a summary of the health risks associated with alcohol, consult *What Works: Schools without Drugs* (1992 edition), Department of Education publication. Copies of these documents are available in the LSF Library.

- Other effects of alcohol and drug use may include an impairment of academic performance, degeneration of interpersonal relationships, and health problems related to nutritional deficiencies.
- An issue of growing concern on college campuses is the relationship of alcohol to violence, especially sexual assault. A study at a Big Ten institution found that approximately 80 percent of the men and 70 percent of the women involved in sexual assault had been drinking when the assault occurred.

If things are so serious, what is the University doing about the problem?

Alcohol and substance abuse prevention is a top priority for Purdue University - so great a priority in fact that the University has in place a wellness program. Support groups for recovering alcohol and substance abusers, referrals to professional counselors as well as on campus counseling services are available. For referral information and guidance on the topic of substance abuse and related problems, contact the Dean of Students Office or Enrollment Services.

CANVASSING, PEDDLING, SOLICITING

Canvassing, peddling, and soliciting any product or service on campus is prohibited. Individuals not representing student organizations who seek exemptions to this regulation are considered representatives of outside agencies and must follow the procedures established for granting outside agencies exemptions. This exemption may be requested by contacting the Vice Chancellor for Administration.

POSTING OF SIGNS

Specific locations in each building have been **provided** for displaying posters and signs. **Please** contact the Dean of Students Office for a list of **these** locations. Please do not **tape signs**, posters or other items to any wood or painted surface. Items posted in unapproved areas will be removed. The small bulletin boards outside each classroom may be used only by faculty and the registrar for the purpose of posting grades or class cancellation and relocation notices.

Sign holders may be requested by approved student organizations by contacting the Facilities Coordinator at ext. 5531.

SKATEBOARDS AND ROLLER BLADES

Skateboarding and rollerblading are strictly prohibited on campus property, including sidewalks, parking lots and athletic courts.

WEAPON POSSESSION

The possession, use or distribution of any explosives, guns, or other deadly or dangerous materials or weapons, is prohibited on campus property.

Accreditation

Purdue University North Central is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 N. La Salle St., Suite 2000, Chicago, IL 60602-2504, 800-621-7440. Individual academic programs also are accredited by the Association of Collegiate Business Schools and Partnerships; the National League for Nursing Accreditation Commission; the National Council for the Accreditation of Teacher Educators; the Accreditation Board for Engineering and Technology, the National Association of Concurrent Enrollment Partnerships, and the Council on Social Work.

The information contained in this handbook is subject to change as a result of action by federal and/or state governments, the trustees of Purdue University, the faculty, and the administration of Purdue University.

DEGREES AVAILABLE AT PURDUE NORTH CENTRAL

Master's Degrees

Business Administration
Elementary Education

Bachelor's Degrees

Behavioral Sciences
 Concentrations in Psychology, Sociology
Biology
 Concentrations in Biochemistry, Ecology and Environmental Biology,
 Microbiology, Pre-Dentistry, Pre-Medicine, Pre-Veterinary Medicine
Business
 Concentrations in Accounting, Economics, Management, Marketing
Communication
Computer and Information Technology
Construction Engineering & Management Technology
Early Childhood Education
Electrical Engineering
Elementary Education
Engineering Technology
 Concentrations in Electrical & Computer Engineering Technology, Industrial
 Engineering Technology, Interdisciplinary Engineering Technology
English
History
Human Resources
Liberal Studies
 Concentrations in Behavioral Sciences, Business, Communication,
 Humanities, International Studies, Natural Science & Mathematics,
 Organizational Leadership & Supervision, Technology
Mechanical Engineering
Mechanical Engineering Technology
Nursing (BS – Nursing)
Nursing (AS-BS Degree Completion)
Organizational Leadership and Supervision
Psychology
Secondary Education
 Subject tracks in Biology, Chemistry, Physical Science, Mathematics
Social Work

Associate Degrees

Building Construction Management Technology
Computer & Information Technology
 Concentrations in Information Systems and Technology, Networking
Electrical Engineering Technology
Mechanical Engineering Technology
Organizational Leadership and Supervision

Certificate Programs

Business/Professional Communication
Computer & Information Technology
Human Resources
Mechanical Engineering Technology
Office Productivity

Organizational Leadership & Supervision
Process Improvement
Quality Control
Online Credit Certificate Program in
Supervision
Statistics

Articulation agreements with Ivy Tech Community College can be found
at: www.pnc.edu/admissions/articulation.html