

Dear PNC Students,

I am very pleased to welcome you to Purdue University North Central for the 2009-10 academic year. PNC not only provides a first class Purdue education with small class sizes in a safe environment but it also offers many activities and organizations for students.

I hope you will find this publication, "Connections" a very important resource. You can keep track of your due dates for assignments as well as exams, quizzes and other student-related activities. It is also filled with important information for students regarding university policies. Please take the time to review the material contained in this publication.

Since my arrival at PNC in 2000, we have been able to substantially expand our programmatic offerings. We now offer two Master's degrees- an MBA and an MS in Elementary Education- plus 18 baccalaureate degrees and 11 associate degrees. In the PNC strategic plan for 2008-14, we intend to continue to expand the number of degrees we offer to our students.

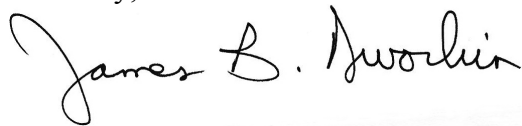
You will find a wide array of student clubs and organizations here at PNC. In addition, we also offer four intercollegiate athletic programs for those students interested in participating in men's baseball and basketball or women's softball and volleyball.

Our campus is well known in the community for the student services that are offered to our student body. These include advising, counseling, financial aid, tutoring and many others. These are important services for student success at the college level so I encourage you to take advantage of them.

Throughout the year I offer 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.

It is important to me and the faculty and staffs that you have a very positive educational experience while a student at PNC. I look forward to seeing you on campus and I wish you much success in your academic career now and in the semesters to come. I especially look forward to handing you your diploma when you graduate!

Sincerely,



James B. Dworkin
Chancellor

Dear Fellow Students,

My name is Aleah Turner and I am honored to serve as your Student Government President for the 2009-10 school year. Let me be among the first to welcome you to our beautiful campus! Whether you are visiting us before you head off to another university or staying here to earn your degree, you have truly made an excellent decision. Purdue North Central has often been called one of Purdue's nicest campuses, but that is not all we have to offer.

Currently our campus offers seven associate's degrees, nineteen undergraduate degrees, and two master's degrees. Unlike the West Lafayette campus, we offer smaller classes that give students one-on-one attention from professors and the option to stay close to home and save money. We are also not solely a commuter campus; students have the option of living near campus at the University Village just across the highway. For those of you who are looking to play college sports, we offer basketball, baseball, softball, volleyball, and cheerleading.

It's an exciting time to be a Purdue North Central student. Our campus has been rapidly expanding not only in student enrollment, but also in size. For the past few years Purdue North Central's students, staff, and faculty have been working on a strategic plan for the future of our university, which included a new Student Activities building. In July of 2009 the State Assembly approved a budget that included our new activities center. To paraphrase Neil Armstrong's famous quote, "That was one small step for Indiana and one giant leap for Purdue North Central!"

Whatever your reason for becoming a student at our fine university, I encourage you to become involved and make the most of your time here. Our campus offers 42 clubs ranging from national honor societies like Phi Eta Sigma to the Kickboxing Club. Taking the initiative to become more involved in extracurricular activities will not only enrich your education and time as a student, but also serves as a résumé builder.

Good luck in the semesters ahead. I encourage you to take the extra effort to be involved and enjoy your time at Purdue North Central. You will be glad you did.

Sincerely,

Aleah Turner

IMPORTANT DATES

Fall 2009

| | |
|----------------|--|
| August 22 | New Student Orientation |
| August 24 | Classes Begin |
| August 24-28 | Late Registration and Drop/Add |
| September 7 | Labor Day (campus closed) |
| October 12-13 | Mid-Semester Break (no classes; campus open) |
| November 25-27 | Thanksgiving Vacation |
| December 11 | Classes End |
| December 18 | Finals End |

Spring 2010

| | |
|---------------|--|
| January 11 | Classes Begin |
| January 11-15 | Late Registration and Drop/Add |
| January 18 | Martin Luther King Holiday (campus closed) |
| March 8-12 | Mid-Semester Break (no classes; campus open) |
| April 30 | Classes End |
| May 7 | Finals End |
| May 17 | Commencement |

Summer 2010

| | |
|----------|---------------------------------------|
| May 10 | Four-week Session Begins (ends 6/4) |
| May 31 | Memorial Day (campus closed) |
| June 7 | Eight-week Session Begins (ends 7/30) |
| June 7-9 | Late Registration and Drop/Add |
| July 5 | Holiday (campus closed) |
| July 28 | Finals Begin |
| July 30 | Finals End (eight-week session) |

Fall 2010

subject to change

| | |
|----------------|--------------------------------|
| August 21 | New Student Orientation |
| August 23 | Classes Begin |
| August 23-27 | Late Registration and Drop/Add |
| September 6 | Labor Day (campus closed) |
| October 11-12 | Mid-Semester Break |
| November 24-26 | Thanksgiving Vacation |
| December 10 | Classes End |
| December 17 | Finals End |

Summer and Fall registration normally begins in late March and continues until the first week of classes. Spring registration normally begins in late October and continues until the first week of classes.

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

Indiana Minority Teacher and Special Education Teacher Scholarship: Minorities (Black or Hispanic) or students seeking Special Teaching Certification, 12 or more sem. hours, GPA 2.0 on a 4.0 scale required to teach 3 out of 5 years in an accredited Indiana elementary or secondary school. **All applications for these awards will need to be turned in before January 31st of that current school year for consideration.**

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

Registration Office
SWRZ 40, Ext. 5341

The Registration Office 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 Registration Office for the following reasons:

- To change a student's major course of study. Students must fill out a Change of Degree Objective (CODO) form.
- To report any changes in a student's name, address or phone number, or to correct a student's 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 file a Regional Campus Transfer form.

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

Registering For Classes

Registration - Approximately midway through each semester, opportunity is provided to register for the following semester. Registered students are billed for fees and may pay fees by mail, in person, or via the internet. Registration dates are listed in the fall, spring and summer semester schedules. Every effort should be made to register during these periods. Students should make an appointment with their advisors to register.

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 they 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 and is not a freshman. Freshman do not need the instructor's signature. The completed drop card must then be submitted by the student to the Registration Office. 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

"My PNC" is your single sign-on gateway to all PNC electronic resources, including the Blackboard course management system, the Banner student information system, e-mail, and personal storage (I, H, W, etc. drives).

You can access the portal directly at <http://my.pnc.edu> or go to the PNC homepage and then click on the "My PNC" logo. Just enter your user ID and password. Please fill out the comment box and let us know your thoughts. If you experience problems while using the portal, e-mail HelpDesk@pnc.edu. To use the bulletin board please refer to the posting guidelines listed under the bulletin board section of the web portal.

MyPNC Banner

A web-based program that provides you with immediate access to your academic records from home, school or work. For example, you can:

- . Register for courses
- . Access your transcript data
- . Find your advisor's name, phone number, and email address
- . Pay for classes using a credit card.
- . Update your personal information (address, phone number, etc.)
- . Review your financial aid information

And you can do this from anywhere in the world. You can also do long-term academic planning, allowing you to build an approved plan of study for your entire academic career at Purdue North Central and record your progress toward a degree. To access myPNC Banner, you will need the same user ID and password that were issued to you for login to the campus computer system. Just go to the myPNC Portal website (my.pnc.edu) and log on, as explained above. If you need assistance, send an email to helpdesk@pnc.edu or contact the Computer Lab in the Technology Building, Room 265.

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. The Dean of Students Office is available to help the individual attain a stage of development where an honest self-appraisal can be conducted. Services are offered in the following areas:

Academic Advising - Upon admission to the University, each student is assigned an appropriate academic advisor who is available to provide information on policies, procedures, and programs of the University. The Dean of Students Office provides academic advising for students who are undecided as to their choice of major, students majoring in Purdue schools not represented by PNC academic sections and students assigned to the office by academic sections. Students served by academic advisors in the Dean of Students Office can receive assistance in choosing educational and career objectives as well as course selection and planning. In addition, students can receive information about a wide range of educational opportunities at this University and elsewhere that are pertinent to their objectives.

The Dean of Students Office provides a central location for the handling of routine academic questions and for storing and disseminating appropriate academic advisory materials as approved by the academic sections.

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

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

Computer-based Career Assessment - DISCOVER, a computerized career guidance program, contains the latest occupational and educational information to assist students in career planning, including major and school selection. There is no charge for this service.

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.

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. The office also provides advisors for students who have not established career objectives.

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

TRIO Student Support Services SWRZ 38, Ext. 5312

TRIO Student Support Services is funded by the U.S. Department of Education for \$290,468 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, workshops, career counseling, limited personal counseling, social and cultural activities, textbook loans, laptop loans, and supplemental grant aid to eligible participants.

Applications are available in SWRZ 38 or online at www.pnc.edu/s3

If you have a documented disability which requires accommodations, contact Jodi James, Disability Services Coordinator, SWRZ 38.

Frequently Asked Academic 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 the Admissions Office decides that you have met the admissions requirements for the new major, you must have your new advisor sign you into the program.

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 dismissal from the University.

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. **See page 108** for the Grade Appeals System Memorandum.

If I am dismissed 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.

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 dismissed, 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, Ext. 5660**

The responsibility of the Student Activities/Athletics Office is to administer a balanced program of cultural, educational, social and recreational activities within a student development framework. In addition, the office works closely with PNC's many student organizations and their leaders by providing referral information and administrative assistance. Your involvement in co-curricular/extra-curricular activities is an integral part of your college experience.

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. The programs administered represent the value of the academic spectrum and the educational environment.

Recreation - Recreational sports activities are planned throughout the entire academic year. Because the needs of individuals differ, a comprehensive package of recreational activities, both indoor and outdoor, is provided. Intramural sports, special events, and fitness activities together with league and tournament play are implemented in the program. Recreational activities are provided for men and women, both team and individual. Other recreational 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.

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 are regulation pool tables, ping pong tables, and playing cards. Game Room hours are posted at the room's entrance at the beginning of each semester.

The Fitness Center (LSF 77) is an exercise room limited to current PNC student, faculty and staff use only. 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. A daily locker system is in effect in this area. Students must bring their own lock to place on an available locker for a period of one day at a time. Lockers can also be rented for the semester.

Intercollegiate Sports - PNC is affiliated with the NAIA, competes in the Chicagoland Collegiate Athletic Conference, and currently sponsors men's basketball and baseball, 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, women's volleyball home games at The Courts of Northwest Indiana in Valparaiso, and women's softball home games take place at off campus locations. Athletic schedules are available in the Student Activities/Athletics Office and 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 college sports programs at PNC. The primary focus of all is to provide team support at sports activities and other programs and activities, on and off campus, when appropriate. The Cheer Squad is associated with athletics and members must adhere to certain standards of academics. Cheerleaders must be full-time students, each with a minimum load of 12 credit hours. Lifters, Dancers, and Pounce may be part-time students. Participants receive Fitness Center privileges and may also be eligible for other benefits. Dance Squad members and Pounce are considered part of student activities. Full- and part-time students may participate. For more information, contact Jean-Ann Morton, jmorton@pnc.edu.

Campus Programs - The Student Activities/Athletics Office provides the campus community with a diversity of programming. The 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 directors of Student Activities.

Among the featured programs for the year:

- Special Events/Variety programs are sponsored throughout the year. These multi-dimensional, high quality programs range from creative lecture presentations and entertainment to theatre and minority cultural events.

- American Red Cross Bloodmobile Drive is a university/community event concerned with maintaining a sufficient regional blood supply through blood donations from the campus community.

- Awareness Week occurs once each semester, focusing on major health issues such as Anxiety Disorders, Depression, Eating Disorders and Alcohol Abuse. The presentations concentrate on education and stress the importance of responsible decision making.

The University provides the opportunity for membership in a number of student organizations. 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.

With a variety of student organizations on campus, student groups at Purdue University North Central function to serve your social, academic, professional, athletic, or community interests. In addition, many students have personally benefited by becoming a leader in their chosen organization. This kind of leadership experience develops skills that are valuable at PNC and after graduation in every profession and vocation. The following listing will give students an idea of some of the clubs, organizations, activities and events in which they can participate.

Student Government

LSF 63, Ext. 5330
stugov@pnc.edu
Administrative Advisors:

John T. Coggins
Dean of Students
LSF 103, Ext. 5230
jcoggins@pnc.edu

Keri Marrs Barron
Director of Student Activities
LSF 78, Ext. 5479
kmarrs@pnc.edu

2008-2009 Student Government Officers: Aleah Turner, President
Jacob Havner, Vice President
Nick Mucha, Secretary
David Myers, Treasurer

Members: Sean Casey Taylor Coleman Lyndsie Daikhi
Karissa Inglis Kayla Mrozinske Emily Turner

Student Government members are the elected representatives of the student body. They act as the liaison between the student body and faculty, staff, and administration, attend to student needs, and promote, in the university community, a program of service, social activity and educational projects. Student Government members are elected for one academic year and are eligible for re-election. A student is eligible if he/she has maintained a cumulative grade point average of at least 2.0 (on the Purdue scale of 4.0); first semester freshmen have no grade restrictions.

Members are determined through an election by the student body during the first complete week of April each spring semester. Each candidate shall institute and circulate a petition to have his/her name placed on the election ballot. After the general elections the members elect four officers.

Members plan a variety of projects; Purdue Pride Week, Scholarship Fundraisers, and evaluation of Budget Allocation/Student Service Fees.

The goal of the Student Government is to be accessible to the student body. Students should feel free to visit the Student Government office and attend meetings. Dates and times of meetings are posted at the Student Government office. Student suggestions and comments are always welcome.

In the fall of 2000-01, the Student Government formed a group called The Presidents' Roundtable. The purpose of this group is to link all student leaders, particularly club and organization presidents, together to better serve the student body. The group's goal is to improve and increase communication for the student body concerning activities, opportunities, and growth on our campus. For more information, please contact the Student Government Office at 785-5330 or email stugov@pnc.edu.

The following are examples of Purdue University North Central club organizations:

Active Voices

Advisor: Dr. Kim Scipes
Associate Professor of Sociology
SWRZ 30F, Ext. 5294
kscipes@pnc.edu

American Sign Language

Advisor: Karen Donah
Continuing Lecturer of American Sign Language
TECH 318, Ext. 5432
kdonah@pnc.edu

A.S.M.E. Student Chapter (American Society of Mechanical Engineers)

Advisor: Edward Vavrek
Associate Professor of Mechanical Engineering Technology
TECH 287, Ext. 5245
evavrek@pnc.edu

Business Leaders of Tomorrow

Advisor: Janet Knight
MBA Program Coordinator
TECH 190, Ext. 5557
jknight@pnc.edu

Cheer / Dance / Mascot "Pounce the Panther"

Head Coach: Jean-Ann Morton
Secretary, College of Liberal Arts
TECH 353, ext. 5202
jmorton@pnc.edu
AIM: [pncmortonja](https://aim.pncmortonja.com)

Christian Campus Bible Studies

Advisor: Keri Marris Barron
Director of Student Activities
SWRZ 78, Ext. 5479
kmarrs@pnc.edu

Construction Club

Advisor: Martha Garcia-Saenz
Associate Professor Building Construction Management Technology
TECH 289, Ext. 5522
mgarcia@pnc.edu

Dean's Leadership Group

Advisors:

John T. Coggins
Dean of Students
LSF 103, Ext. 5230
jcoggins@pnc.edu

Keri Marris Barron
Director of Student Activities
LSF 78, Ext. 5479
kmarrs@pnc.edu

Dean's Leadership Group Officers: Co-Presidents – David Myers & Sean Casey

Delta Sigma Science Club

Advisor: Rosa Rivera-Hainaj
Assistant Professor of Chemistry
SWRZ 106, Ext. 5204
rhainaj@pnc.edu

ECET (Electrical & Computer Engineering Technology) Club

Advisor: Christopher J. Smith
Associate Professor of Electrical and Computer Engineering Technology
TECH 280, Ext. 5256
csmith@pnc.edu

English Club

Advisor: Dr. Jesse Cohn
Associate Professor of English
TECH 311, Ext. 5328
phecht@pnc.edu

Fine Arts, Convocations & Events Committee (F.A.C.E.)

Advisors:

John T. Coggins
Dean of Students
LSF 103, Ext. 5230
jcoggins@pnc.edu

Keri Marris Barron
Director of Student Activities
LSF 78, Ext. 5479
kmarrs@pnc.edu

French Club

Advisor: Dr. Nikki (Kaltenbach) Hollis
Limited Term Lecturer
TECH 340, Ext. 5598/4179
nkaltentb@pnc.edu

German Club

Advisor: Dr. Silvia Dapia
Professor of Foreign Languages & Literature
TECH 315, Ext. 5250
sdapia@pnc.edu

Literary Journal

Advisor: Dr. Paul Hecht
Assistant Professor of English
TECH 325, Ext. 5296
phecht@pnc.edu

Martial Arts Club

Advisor: Dr. Derek Bjonback
Associate Professor of Business
TECH 191, Ext. 5694
dbjonback@pnc.edu

Multi-Cultural Club

Advisor: Dr. Kenneth Kincaid
Assistant Professor of History
LSF 21, Ext. 5244
kkincaid@pnc.edu

Philosophy Club

Advisor: Dr. Deepa Majumdar
Assistant Professor of Philosophy
SWRZ 30G, Ext. 5693
dmajumdar@pnc.edu

P.L.A.Y.C.E. (Purdue Learning About Young Children in Education)

Advisor: Dr. Mary Jane Eisenhauer
Assistant Professor of Education
Tech 310, Ext. 5637
meisenhauer@pnc.edu

Pre-Med Club

Advisor: Dr. Nancy Marthakis
Assistant Professor of Microbiology
SWRZ 102, Ext. 5641
nmarthakis@pnc.edu

Pre-Pharmacy Club

Advisor: Kent Lange
Continuing Lecturer of Biology
SWRZ 111D, Ext. 5614
klange@pnc.edu

Pre-Vet Club

Advisor: Dr. Vanessa Quinn
Assistant Professor of Biology
SWRZ 111A, Ext. 5457
vquinn@pnc.edu

Rotaract Club

Advisor: To be announced

Social Work Club

Advisor: Lori Radtke
Limited Term Lecturer
SWRZ 203A, Ext. 5325
lradtke@pnc.edu

Dr. Roy Fowles
Associate Professor of Social Work
SWRZ 201, Ext. 5743
rfowles@pnc.edu

The Society for Creative Anachronism

Advisor: Rey Barreto
Associate Professor of Chemistry
SWRZ 107, Ext. 5475
rbarreto@pnc.edu

Spirit Club

Advisor: Jean-Ann Morton
Secretary, College of Liberal Arts
TECH 353, Ext. 5202
jmorton@pnc.edu
AIM: *pncmortonja*

Student Education Association

Advisor: Tara Wiltfong
Director of Field Experiences
TECH 209, Ext. 5305
twiltfong@pnc.edu

Spanish Club

Advisor: To be announced
For further information contact the Department of English & Modern Languages
TECH 353, Ext. 5202

STAND (Student Association for Nursing Development)

Advisor: Dr. Marne Juestel
Assistant Professor of Nursing
TECH 379, Ext. 5615
mjuestel@pnc.edu

TRiO Club

Advisor: Kila Ward
sSs Program Coordinator
SWRZ 38, Ext. 5367
kward@pnc.edu

Additional information about campus clubs can be found on the PNC Activities home page www.pnc.edu/activities/organizations.html. With renewed student interest, inactive clubs may be reactivated according to the regulations for student organizations. If you are interested in these clubs, please contact Keri Marrs Barron, Director of Student Activities (LSF 78), *kmarrs@pnc.edu*.

HONOR SOCIETIES**Alpha Phi Alpha**

Advisor: TBA
The Alpha Phi Alpha is a male African American fraternity. Their emphasis is serving their community and being very involved with the campus.

Alpha Mu Pi (Sigma Tau Delta)

Advisor: Dr. Jane Rose
Associate Professor of English
TECH 309, Ext. 5491
jrose@pnc.edu
The Alpha Mu Pi chapter of this international honor society honors English majors.

Alpha Sigma Lambda

Advisor: Allana Burke
Academic Advisor
LSF 103, Ext. 5284
aburke@pnc.edu

Chapter Councilor: John T. Coggins
Dean of Students
LSF 103, Ext. 5368
jcoggins@pnc.edu

The Kappa Delta chapter of this national honor society honors nontraditional/adult students, with membership by invitation only, based on scholarship and leadership. Monthly meetings are held during the academic year. For more information, contact the Dean of Students Office.

Beta Beta Beta or Tri Beta

Advisor: Dr. Kenneth C. Holford
Associate Professor of Biology
SWRZ 104, Ext. 5586
cholford@pnc.edu

Beta Beta Beta, is a National Biological Honor Society, which emphasizes a three-fold program: stimulation of scholarship, dissemination of scientific knowledge, and promotion of biological research. Regular membership into the Xi Rho chapter is by invitation only, based on scholarship and satisfactory completion of required biology curriculum. Those interested in the field of Biology who do not meet the requirements can join as an associate member.

Kappa Delta Pi

Advisor: Dr. David Pratt
Assistant Professor of Education
TECH 206, Ext. 5578
dpratt@pnc.edu

The Purdue University North Central Alpha Alpha Upsilon chapter of Kappa Delta Pi is an international all-disciplinary honor society for students majoring in Education.

Phi Eta Sigma

Advisor: Barbara Austin
Director of Academic Advising
LSF 214, Ext. 5634
baustin@pnc.edu

Phi Eta Sigma is a national honor society that was founded to recognize high scholastic achievement among freshmen. Membership is open to all freshmen who have a cumulative grade point average of 3.5 and are full time students.

Psi Chi

Advisor: Dr. Cheryl DeLeon
Assistant Professor of Psychology
SWRZ 30B, Ext. 5728
cdeleon@pnc.edu

Regulations For Student Organizations

Organizational Procedures - Each student organization is required to have at least one faculty advisor. The first step in starting a club is to pick up a Petition for Student Organization from the Dean of Students Office or the Student Government Office. The petition with 20 students' signatures is to be submitted to Student Government (LSF 67) along with a club constitution. Following submission of the petition, a member of the potential club must be present at a Student Government meeting in order to be recognized as an official club. From here, the recommendation to recognize the club is passed on to the Director of Student Activities and the Dean of Students for final approval.

Guests and Chaperones - Organizations are encouraged to use social functions to invite faculty and staff members, parents, and community residents as guests. Such events may serve as an informal basis to establish good faculty, student, and community relations. Guests should be invited well in advance and be given complete information in writing. Students should specify whether wives, husbands, families, and escorts are included in the invitation. All functions must have two chaperones; one must be a faculty or administrative staff member. The second person must be someone other than the spouse of a student. Undergraduate students may not serve as chaperones.

Chaperones are responsible for working with the officers of a group to keep good order, proper conduct, and adherence to University regulations. The chaperones should call any violations to the attention of the responsible student officer, who should see that the matter is immediately remedied. Serious violations should be reported to the Dean of Students Office (LSF 103).

Finances - All student organizations are required to handle their financial affairs through the Bursar's Office (SWRZ 127). The following regulations are in effect for organizations in handling of finances:

Each organization shall prepare, in advance, a budget for the school year in accordance with the procedures outlined in the Manual for the Administration of Student Services Fee Funds Purdue University North Central (August 1, 1991). General financial procedures, including receiving and disbursing of funds, are to be made in accordance with policies and procedures as prescribed by the Bursar's Office.

All financial records are to be kept complete and current by the responsible student organization officer. Financial records may be requested at any time for audit purposes by the Chancellor, Bursar's Office, or the Dean of Students Office.

Tickets for all events to which an admission fee is charged are to be secured through the Bursar's Office. The Director of Purchasing is to be consulted before services are solicited. All contracts entered into by organizations are to be approved by the Vice Chancellor for Business and Administrative Services. For the purposes of giving full publicity to all financial matters of student organizations, their officers and the University, a financial report of student organizations is published annually showing receipts, expenditures, and balances of each organization's treasury.

Financial Responsibility of Student Organization Members - Student organizations are responsible for their own financial affairs. Failure of any members to account for cash received and expended, or other property entrusted to him as a member of the student organization shall result in referral to the Dean of Students for appropriate action.

Student Service Fee Committee - A Student Service Fee Committee composed of three students recommended by the Student Government, two administrators, and two faculty members shall review all student activity budgets recommended by the Student Government. It is the duty of this committee to establish a continuum from fiscal year to fiscal year and to see that all recommendations are financially sound in light of the purposes of the university.

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 the required forms, including an Event Planning Form and Room Set-Up Request Form, to the Student Activities Office (LSF 78/80) at least two weeks in advance. The sponsoring group will then contact the Facilities Coordinator at ext. 5531 to reserve the required space and arrange for related services.

ADDITIONAL OPPORTUNITIES AND EVENTS

Distance Education

Access to Distance Education classes is available on this campus. These classes provide PNC students with an opportunity to take classes via Internet or video. See Heather Engstrom, Academic Advisor, Ext. 5619 for details.

Odyssey 2009-2010 Arts and Cultural Events Series

Join us for the Odyssey 11 Opening Reception on Saturday, October 24, 2009 from 5-6:30 p.m. in the LSF Building, Assembly Hall Room 02. The formal program begins at 5:30. Exhibiting sculptors 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 campus. Walking self-tour guides 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 inside of the Library located on the second floor of the LSF Building.

Odyssey events include three film showings per semester, presented in the Assembly Hall in conjunction with the Michigan City Public Library and the LaPorte County Public Library.

Rotating art exhibits can be found in the Technology Building: In the first floor North Lounge as well as in the Computer Lab Rm. 265; and in the LSF Building, in Assembly Hall Room 02.

Additional changing programs are also presented. Most are free and open to the public. Visit our website for more information www.pnc.edu/odyssey. Group tours may be arranged with the Campus Relations and Marketing Department by contacting Assistant Vice Chancellor of Marketing and Community Relations, Judy Jacobi at jjacobi@pnc.edu or Coordinator of Special Events and Marketing, Elizabeth Bernel at ebernel@pnc.edu.

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 graduates are part of the over 409,000 living Purdue alumni worldwide. Membership in Purdue Alumni is open to Purdue graduates, current or former Purdue students, and any community members who wish to support the university.

Purdue alumni continue to bring honor to our great university with their many accomplishments and professional work. We are here to provide programs and services to keep you engaged with the university and with each other. Purdue Alumni serves as a worldwide network that supports, enriches, cultivates, and celebrates the Purdue Experience and helps make that experience last a lifetime!

The Purdue North Central Alumni Association (PNCAA) is affiliated with and operates under the constitution and by-laws of Purdue Alumni. We are dedicated to reconnecting our alumni, partnering with the community and forming lasting relationships with students prior to graduation.

By keeping us up to date, we are easily able to keep you connected with the latest news and events. Please take a moment to update your information. It is simple...just call the PNC Alumni Association at (219) 785-5307 or visit our website at <http://www.pnc.edu/alumni/> to update your information on-line and view our many services, events and benefits.

Membership and loyalty have their privileges! Our paid members receive invitations to members-only events, as well as special discounts on products and services both locally and throughout the United States. Your very moderate membership fee tremendously helps support many PNC Alumni Association activities, including: PNCAA Endowed Scholarship for PNC students, events for the community and much, much more!

It's never too late to show your Purdue Pride and loyalty by joining the PNC Alumni Association! Please contact Karen Cobbs, PNC Director of Alumni Relations, at (219) 785-5307 to learn more about membership.

The Voice (Student Newspaper)

LSF 68, Ext. 5213 or 5442

Editors: Lyndsie Daikhi, Kayla Mrozinske

thevoice@pnc.edu

Advisor: John Cates

TECH 341, Ext. 5598/4371#

jcates@pnc.edu

The student newspaper, *The Voice*, is published regularly during the year and distributed to the campus community at no charge. The newspaper organization offers students opportunities to gain practical experience in journalism, photography, advertising and layout. Previous newspaper experience is not a requirement for participation. The leadership of the newspaper is provided by the editor who welcomes and encourages students to volunteer their talents to the efficiency and competency of *The Voice*. Needed are reporters, columnists, sports writers, photographers, artists and page editors.

Wellness Programming

SWRZ 25P, Ext. 5519

Human Resources offers a wellness program for faculty and staff. All members of the campus community are invited to participate in ongoing programs such as blood pressure screenings, annual health fairs (including blood chemistry profiles, vision & hearing screenings and posture checks), fitness programs, massage therapy, and many special presentations focusing on wellness.

Women in Engineering and Technology (WIET)

Advisor: Martha Garcia-Saenz

Associate Professor of Building Construction Management Technology

TECH 013, Ext. 5522

mgarcia@pnc.edu

The purpose of the Women in Engineering and Technology program is to encourage women to study Engineering and Technology through the creation of an environment that helps nourish them during the completion of their studies. The program encourages students to succeed not only academically, but personally and professionally through seminars, talks, and discussions with guest speakers from alumni, industry and academia. The goal is to provide to our female students valuable resources, including career opportunities, and help them strengthen their skills. A mentoring segment, where second year students advise and work with first year students, is an essential part of the program.

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.

Portals Writing and Art Contest

The **2009-2010** Writing and Art Contest is open to PNC students who enrolled in the Spring, Summer, or Fall 2009 semesters or who will be enrolled in the Spring 2010 semester. Financial Aid awards will be granted to the Pappas Award winner, best overall essay, and the essay or artwork that best honors cultural diversity and promotes tolerance. Winning submissions will be published in the student literary journal, *Portals*. Contest winners will also be recognized at the Writing and Art Contest Banquet on April 29, 2010, in the Library-Student-Faculty Building, Room 144, from 6:00-9:00 pm.

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

Deadline for submission is March 5, 2010, at noon; submissions can be handed to any English faculty member or submitted electronically to portalseditor@pnc.edu. Other options for submissions may be available closer to the deadline. Please check the website.

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 7 p.m., Fri -9 a.m. to 5 p.m. Extended hours during rush (beginning of classes) and buy back weeks (final's weeks) and shortened hours during the summer. Hours are posted at the bookstore, in class schedules and on the website. 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.** It is wise to keep a copy of your current PNC semester's paid receipt with you at all times as ID for purchasing Microsoft CD's and text books. Special orders for books, class rings, nursing pins and personalized graduation announcements are welcomed. Come select a gift of clothing, glassware, gift books and etc. and we will wrap it free.

BUILDING OPERATING HOURS

Physical Plant 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 Plant Department. 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 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 Admissions/Registration 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 on duty

Office of Career Development
LSF 28, Ext. 5498

The Office of Career Development offers the following services for students & alumni of Purdue University:

Job Search Preparation: Whether it is personalized assistance in developing your resume, cover letter, interview preparation, or putting together an effective job search strategy, the Office of Career Development will work with you one on one to ensure you are successful in your job search endeavors.

Resume Maker: Resume Maker is a self directed tool used to help students get started with their first resume or cover letter. Students can easily develop their resume by using one of the many custom resume templates now available. As an added benefit, the system includes more than 1,000 high-quality examples written by professional resume writers. Once a student completes the basics, a professional in the Office of Career Development can meet with the student to review the resume for content and effectiveness. The program assists with cover letters, references, interview questions, salary information, and more. This tool is only available in LSF 28.

Internship Program: The Office of Career Development receives internship opportunities through our community partners and local employers. Students can obtain information on internship opportunities by contacting our staff in LSF 28. Please note, students must be currently enrolled, be in good academic standing (2.7 GPA) and have completed 50% or more of their major course requirements to be eligible for an internship for academic credit.

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 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, Sign Language 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 at the child care center, the Dean of Students Office or Admissions Office.

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 both credit and non-credit 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.

COMPUTER LABS (STUDENT) TECH 265 and TECH 164

Hours, including dates closed are found at: www.pnc.edu/is/lab_hours.htm. TECH 164 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. Information Services provides each registered and paid student with a personal network account. Shortly after admission, you will receive a letter in the mail that contains your account name (user ID) and initial password.

CONTINUING EDUCATION LSF 104, Ext. 5343

The Office of Continuing Education provides a variety of opportunities for the lifelong learner to expand their skills and knowledge. Courses are offered at PNC's main campus in Westville and at PNC - Porter County in Valparaiso. We understand that your education does not stop when you obtain your degree or enter the workforce. 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. We offer a vast assortment of programs in computers, foreign languages, the arts, online learning, and licensing and certificate programs. Continuing Education is also 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. Continuing Education works with area businesses to provide customized training initiatives in management, leadership and a variety of other business skills topics as well as manufacturing focused topics that meet specific industry needs.

COPIERS

Printing Services welcomes all students. A wide variety of services are offered including: color copies, black & white copies, overhead transparencies, comb binding, lamination 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.

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.

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. 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 Physical Plant staff 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 now 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

The Office of Career Development utilizes the College Central Network for advertising all on and off campus job opportunities. Students may register online by going to www.collegecentral.com/pnc Employment opportunities posted on campus bulletin boards are not monitored by the Office of Career Development and therefore students should use caution when inquiring on these opportunities. Some on campus employment opportunities are available only to students who are eligible for federal work study. To determine if you are eligible for on campus work study opportunities, please contact a member of the Enrollment Service staff in TECH 157.

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. 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 undergraduate, graduate, and professional students, beginning enrollment on the North Central campus during the Summer or Fall of 2006 will be classified to be assessed the fee, which will first be assessed beginning the Fall of 2006. The fee will not be billed to those students continuing enrollment on the North Central campus from the Spring Semester of 2006. Eligible students will be exempt from the fee until the date of the attainment of one degree (Bachelors, Masters, and Ph.D.). Students may sit out only one semester in order to maintain exemption of the fee. All students will be assessed the R&R fee beginning with Fall 2011. 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. Course fees will be refunded according to the following conditions:

| Withdrawal Period | Fall/Spring Semesters | Summer Sessions |
|-------------------|-----------------------|-----------------|
| First week | 100% | 100% |
| Second week | 60% | 40% |
| Third week | 40% | 0% |
| Fourth week | 20% | 0% |
| Fifth week | 0% | 0% |

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.

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 Switchboard Operator (SWRZ 158), to obtain a refund. During evening and weekend hours, report any malfunctions to the University Police Department (PF/CP Building).

FOREIGN LANGUAGE PLACEMENT TESTS AND THE MODERN LANGUAGES LAB

TECH 359, Ext. 5683

Everyone taking a foreign language class 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.

All placement tests will take place in the Modern Languages Lab, TECH 359, by appointment only. Appointments are necessary because of limited seating capacity. Appointments must be made by contacting the Modern Languages Lab at extension 5683. If you get a voicemail response, please leave your name, your phone number, and the date and time you wish to schedule your placement test. You will be contacted only if your request cannot be accommodated.

More specific information regarding the Modern Languages Lab and some scheduled days of Foreign Language Placement Testing may be found posted outside Tech 359 or at www.pnc.edu/mld/tests.html.

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

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. The photos are taken in the Media Services Office, SWRZ 229. Check www.pnc.edu/cd/idcard.html for more information.

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.-8:30 p.m., Friday: 7:30 a.m.-5 p.m.
Closed: Saturday and Sunday
Hours change during summer sessions 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 e-journals can be accessed from on- and off-campus. For off-campus access login with PNC username and password. Other online resources and services can be accessed from the library's homepage, www.pnc/ls/.

The librarian or the library assistants at the 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 Circulation Desk. 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. Fifteen 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 e-journal 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 check out one of the twenty laptops at the circulation desk. These laptops may be used anywhere in the LSF Building.

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/ls/ill.html.

Workshops on searching the online catalog, electronic periodical indices, and the World Wide Web are presented throughout both semesters. 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.

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.

PURDUE NORTH CENTRAL – PORTER COUNTY

Purdue North Central – Porter County provides students with another location to earn a Purdue degree. This growing location is comprised of an Undergraduate and a Graduate Center, both located at 600 Vale Park Road in Valparaiso, Indiana.

PNC-Porter County offers courses for those interested in pursuing a bachelor's degree in several disciplines including Liberal Studies, Organizational Leadership and Supervision, and Business. 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 11 classrooms, a computer lab, student study/break-out rooms, student lounges, and conference rooms. Teleconferences can also be scheduled in a tiered room.

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. 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.

A review of basic arithmetic skills (STAR) and basic algebra review (BAR) will be held at PNC to prepare you for the PNC Assessment Test. The sessions are free and no reservation is necessary. Dates and times are available at www.pnc.edu or call the Student Success Center at ext. 5326.

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 now 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

219-785-5657

PNC's Student Success Center offers academic support services to all PNC students. Tutoring services, academic and study skills development, and academic guidance are provided through seminars, workshops, individual appointments, and group study sessions to support and challenge our students as learners. 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 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 student or graduating senior, whether you are struggling with classes or on the Dean's List, 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 Alexandria Densmore, Coordinator, Ext. 5657 for details.

TELEPHONES

Public telephones are located in the main lobbies of all three buildings. Each building is equipped with a wheelchair-accessible and hearing-aid-compatible pay phone.

Calls to LaPorte and Westville are toll-free. Michigan City and Valparaiso are long distance.

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 and Spring semesters. These services are available to all current students without charge. Schedules are posted on campus bulletin boards at the beginning of each semester. Students are encouraged to consult the posted hours for faculty as faculty are available to assist students. Visit the Student Success Center for information on educational software and video tapes as well as tutoring.

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.

Writing Center hours for each semester are posted around the campus and on the website <http://www.pnc.edu/engl/writingcenter/index.html>; or call the Writing Center at extension 5383 for more information.

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, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran;
- An advisor does not take your career and educational goals seriously because the advisor appears to believe them inappropriate for your sex, age, race, or because of a physical, mental or emotional disability;
- A professor or staff person is pressuring you to participate in social and/or 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 are concerned about issues of equity and equality. 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 lodom@pnc.edu | Asst. Director EEO & Training | ext. 5545 | Swrz 25C |
| John Coggins jcoggins@pnc.edu | Dean of Students | ext. 5368 | LSF 131 |
| Sue Miller smiller@pnc.edu | Assoc. Vice Chancellor of Human Resources | ext. 5300 | Swrz 25N |

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

| | | | |
|---|---|-----------|-----------|
| Barbara Austin baustin@pnc.edu | Director of Academic Advising | ext. 5634 | LSF 214 |
| Carol Kurmis ckurmis@pnc.edu | Enrollment Manager Porter County | 531-4200 | PPC |
| Sarah Sanders Smith ssmith@pnc.edu | Assistant Professor of Organizational Leadership & Supervision | ext. 5684 | Tech 196 |
| 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, tapes, specific comments on behavior) and a logical presentation. Present your objection objectively and rationally.

To get support for yourself, consider going to see the person with several other people. 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, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran, 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 *Fostering Respect, Creating Community: Equal Access and Equal Opportunity at Purdue University* which includes Executive Memorandum No. D-1 (Revised), C-33, Revised February 1993 and Procedures for Handling Complaints of Discrimination and Harassment, Revised May 2004. Hardcopies are available in the Human Resources Office, Dean of Students Office or EO/AA Office. This information is also available on the EO/AA Web site: pnc.edu/cd/policy/index.html.

Anti-Harassment Complaint Procedure

See Executive Memorandum No. C-33, September 16, 1994 and Procedures for Resolving Complaints of Discrimination and Harassment (revised May 3, 2004) on the EO/AA Web site: www.pnc.edu/cd/policy/index.html. Copies of *Fostering Respect, Creating Community: Equal Opportunity at Purdue University* are 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 (revised May 3, 2004).

Formal Procedures - At Purdue University North Central, formal procedures are started when you file a written charge with the Chancellor which is simultaneously sent to the Vice President for Human Relations.

- 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, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran. 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 Executive Memorandum No. D-1 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 Vietnam era 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 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.

REGULATIONS GOVERNING STUDENT CONDUCT, DISCIPLINARY PROCEEDINGS, AND APPEALS *(Adapted from University Regulations 2005-06)*

A. Authority, Application, Amendments

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 IC 20-12-36-4, and the power and duty to do all acts and things mandated or provided for in IC 20-12-1.

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 of the University.

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 Board of Trustees. Amendments may be proposed at any time by the Purdue Student Government, University Senate, administrative staff, or by the Board of Trustees.

4. Adaptation for Regional Campuses. The administrative dean for regional campuses is 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 of the University.

5. Definitions:

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, practicums, field experiences, and athletic or other intercollegiate activities.

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

Dean's Office means the dean of students and any associate, assistant, or other person authorized to act for him/her.

Administrative action means the issuance of an oral or written warning, admonition, reprimand, and/or use of counseling procedures.

Disciplinary penalty means expulsion, suspension, probated suspension, disciplinary probation, and other educationally sound sanctions.

Educationally sound sanctions means sanctions other than disciplinary probation, suspension, probated suspension, or expulsion and are limited to the following:

Restitution - monetary payment for damages and/or theft committed in violation of Section III-B-2(e).

Work assignment - assignment of duties to correct destructive acts or behavior.

Educationally sound sanctions may be proposed in combination with other disciplinary actions.

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.

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

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 penalty during the time probated suspension is in effect. If, during the period of probated suspension, the student is found guilty of 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.

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.

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.

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 administrative actions (as defined in Section III-A-5). If the violation falls within one of the categories of misconduct listed in Section III-B-2, the student may also be subject to disciplinary penalties (as defined in Section III-A-5). No disciplinary penalty may be imposed except for misconduct covered by one of the categories listed in Section III-B-2.

2. Misconduct Subject to Disciplinary Penalties. The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties.

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, and copying during examinations) 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 chancellor, or his designee, may issue a disciplinary suspension warning. The minimum disciplinary penalty 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 penalty 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 penalty 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 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 Executive Memorandum C-33 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).

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.

5. Status During Disciplinary Proceedings. Except where summary action is taken as provided in Section III-C-7, 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 penalty may be imposed. The effective date of any disciplinary penalty shall be a date established by the final adjudicating body (the dean's office or the Campus Appeals Board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.

6. Misconduct Subject to Other Penalties. As provided in Chapter 273 of the 1969 Acts of the Indiana General Assembly, misconduct that constitutes a violation of these rules and regulations may be punished after determination of guilt by the procedures herein provided without regard to whether such misconduct 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 Misconduct Cases

1. Disciplinary and Administrative Action Proceedings, General

a. The procedures hereby established shall be followed in all cases in which the University institutes disciplinary proceedings or administrative action proceedings against students for violations of the rules of student conduct set forth in Section III-B. These procedures shall not apply to or affect the jurisdiction or procedures established by student organizations, now or hereafter organized under the auspices of the Purdue North Central Student Government, or similar organizations.

b. Disciplinary proceedings are those proceedings initiated by the issuance of a notice of charges and are governed by the provisions of Section III-C-1 to 7 inclusive. The term disciplinary proceedings does not include administrative action proceedings.

c. Administrative action proceedings are informal investigations conducted by the dean's office with a view to possible administrative action. Administrative action may be taken by the dean's office without instituting disciplinary proceedings, and such action shall be final and not subject to further hearing or appeal. A disciplinary penalty may not be imposed without first instituting disciplinary proceedings pursuant to Section III-C-2. If the dean's office confers with the student in the course of administrative action proceedings, no statement made by the student during such conference shall be used against the student in any disciplinary proceedings that may thereafter be instituted.

2. Institution of Disciplinary Proceedings

- a. Disciplinary proceedings shall be instituted by the dean's office by the issuance of 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 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, also fairly inform the student of the reported circumstances of the alleged violation, and request the student to appear in the dean's office for a hearing on the incident. A copy of 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 dependent as defined in Section 152 of the Internal Revenue Code of 1954.

3. Failure to Respond to Charges. If the notice of charges requests the student to appear in the dean's office and the student fails or refuses to appear, the dean's office may, after such investigation as it may deem necessary, dismiss the charges, take administrative action, or impose a disciplinary penalty. If the dean's office takes administrative action, it shall notify the student in writing of such action, and such action shall not be subject to further hearing or appeal. If the dean's office imposes a disciplinary penalty, it shall notify the student, in writing, of such action, and the student may appeal such action to the Campus Appeals Board as provided in Section III-C-6. When it appears necessary to avoid undue hardship or to avoid injustice, the dean's office may extend the time to enable a student to respond to the charges.

4. Response to Charges

- a. If the student appears in response to the notice of charges for the purpose of a hearing of the alleged violation as provided in Section III-C-5, the dean's office shall advise the student as fully as possible of the facts concerning the alleged charges and the names and addresses of witnesses then known to the dean's office. The student also shall 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 dean's office of any witnesses or evidence supporting the student's position. The dean's office also shall advise the student that if any new information is discovered during an investigation subsequent to the hearing, the student will have an opportunity to respond to such information.
- b. After the hearing with the student and such further investigation as the dean's office deems necessary, the dean's office shall proceed as follows:
 1. If the dean's office determines that the violation alleged is not supported by the evidence, the charges shall be dismissed and the student notified.
 2. If the dean's office is satisfied that the violation occurred as alleged, but that no disciplinary penalty shall be imposed, the dean's office may take administrative action and notify the student. Such action by the dean's office shall be final and not subject to further hearing or appeal.
 3. If the dean's office is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the dean's office shall so notify the student.

5. Conduct of Hearing. Each hearing shall be conducted before one or more members of the dean of students' office staff and, although the hearing is informal in nature, it shall provide the student certain procedural safeguards.

The student shall be given the opportunity to hear the evidence against him/her; rebut statements made by witnesses; and present witnesses, evidence, 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. The dean of students' office has the burden of proving the student guilty of the alleged violation, and the decision of the dean's office 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 dean's office (University Senate Document 93-8, March 28, 1994).

No person other than the student shall be present during the discussion between the dean's office and the student except by mutual agreement of the dean's office and the student. In cases of alleged sexual assault, the student and the student's accuser are entitled to the same opportunities to have others present during the hearing.

Within five days following the conclusion of the hearing and subsequent investigation, the dean's office shall notify the student, in writing, of what action it will take. The decision letter shall contain a finding as to the guilt or innocence of

the student and a brief statement of the reasons for the penalty. Any disciplinary penalty imposed or administrative action taken is subject to the provisions of Section III-B-4 of this regulation 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 sexual assault.

6. Appeal of the Dean's Office Decision. The student may appeal the decision of the dean's office to the Campus Appeals Board. An appeal may be initiated by filing a notice of appeal with the Campus Appeals Board through the dean's office or with the chairperson of the Campus Appeals Board. Such an appeal must be physically received in the Office of the Dean of Students, or by the chairperson of the Campus Appeals Board, within seven days of the date on the letter from the dean's office containing the decision, and the appeal must be personally signed by the student. The dean's office will provide the Campus Appeals Board with a copy of the notice of charges and the decision letter sent to the student. The University will be represented at the appeal hearing by the dean's office or other appointed representative.

7. Summary Action. Summary disciplinary action by way of temporary suspension and exclusion from University property may be taken against a student charged with misconduct 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 chancellor of the North Central Campus or by an authorized vice chancellor of the campus, 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 chancellor or vice chancellor 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-7, 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

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 nine members selected in the following manner: Four undergraduate students shall be appointed by the Student Government. Three faculty members shall be appointed by the Faculty Senate from a roster of nominees prepared by the Student Affairs Committee. Two administrative staff members shall be appointed by the chancellor of the North Central campus, one of whom shall be designated as chairperson of the Campus Appeals Board. An equal number of alternates of each class shall be appointed at the same time and in the same manner as the regular members. From such a panel of alternates, the chairperson of the Campus Appeals Board shall designate the particular alternates to serve as temporary or permanent replacements for the regular members as may be necessary.

b. The term of office for regular members and alternates shall be one year, starting on September 1 and continuing through the next August 31. Appointment of regular members and alternates to take office on September 1, shall be completed by the preceding June 1. 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 to fill any vacancy on the panel of alternates within five days after being notified to do so by the chancellor of the North Central Campus, 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 North Central Campus may make appointments, fill vacancies, or take such other action as he/she deems necessary to constitute a Campus Appeals Board for each campus of the University.

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. Conduct of Appeal

a. The Campus Appeals Board may prescribe regulations governing the conduct of the appeal not inconsistent with these regulations. The appeal hearing shall be open to the public or closed as the Campus Appeals Board shall determine. If a hearing is to be open to the public, the Campus Appeals Board may change the place of hearing, and its determination of the place and of the number of advisers and observers that can be conveniently accommodated shall be final. Notice of a change of place shall be given promptly to the student. An official tape recording shall be made of the appeal that shall be kept by the Campus Appeals Board for at least one year. The student is entitled to be present at the appeal and to be accompanied by advisers of the student's choice. In cases of alleged sexual assault, the student and the student's accuser are entitled to the same opportunities to have others present during the appeals process. The student also may be represented by legal counsel, provided he/she files a statement of such intention, giving the name and address of such counsel to the chairperson or secretary of the Campus Appeals

Board at least 48 hours before the time of the hearing. If the University intends to be represented at such hearing by legal counsel, the accused student shall be notified of that in writing at least 72 hours before the time of the hearing. If the student has given such notice and is entitled to be represented by legal counsel, the University also may be represented by legal counsel regardless of any previously expressed intention to the contrary. The student shall have the right to confront and cross-examine witnesses and to present witnesses and evidence in the student's behalf. At the hearing, the burden of proving the student guilty of the alleged violation shall be on the University. The Campus Appeals Board shall consider any evidence relevant to the incident.

b. The Campus Appeals Board shall decide the appeal and issue its written decision within 10 days after the date of the appeal hearing, except where the chancellor of the University authorizes additional time. The decision of the Campus Appeals Board is the final step in the internal review process. Copies of its decision shall be furnished to the student, the chancellor's office, and the dean's office. Both the student and the student's accuser shall be informed of the outcome of any appeals proceeding brought alleging a sexual assault.

If the decision being appealed found the student guilty and imposed a disciplinary penalty, the Campus Appeals Board shall have the power:

- To reverse the finding and acquit the student;
- To affirm the finding and the disciplinary penalty proposed by the dean's office;
- To affirm the finding and in cases where a proposed disciplinary penalty is believed inappropriate to the misconduct, to reduce or increase the severity of the disciplinary penalty or to direct that appropriate administrative action be taken by the dean's office in lieu of any disciplinary penalty.

3. Appeals from the Dean's Office. The Campus Appeals Board shall hear each case appealed from the dean's office and the procedures to initiate such appeals shall be as provided in Section III-C-6.

4. 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 misconduct penalty, the Campus Appeals Board has the power:

- To affirm the finding and penalty proposed;
- To affirm the finding and change the penalty to any of the following:
 1. A verbal or written warning to the officers of the organization.
 2. A limitation of privileges.
 3. Probation which may include a restriction of privileges.
 4. Suspension of the student organization for a prescribed period of time (the actions may be appealed through the Campus Appeals Board).
 5. Withdrawal of recognition of the student organization (the actions may be appealed through the Campus Appeals Board).
- To reverse the finding and dismiss the penalty. In any case, the action of the Campus Appeals Board is final.

5. Complaints under Bill of Student 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 of the North Central Campus.

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 the Registrar's Office. The request will be reviewed and the student notified of the action taken. Students that are admitted conditionally into a program of study will be moved to regular status once they earn 12 credit hours with a "C" or better.

Transferring - Students wishing to transfer to another Purdue Campus must obtain a Transfer of Enrollment form from the Admissions Office for processing. Applications for transfer require the signature of both the student and his/her academic advisor. 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 Highest passing grade

B

C

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.

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 comptroller 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 www.pnc.edu for detailed information.

Students are considered to be meeting the Satisfactory Academic Progress standards if the following requirements (standards) are met.

GPA Requirement. Undergraduate students whose attempted credit hours is greater than 24 hours must maintain a minimum graduation index based on their current grade classification as outlined below. Graduate students whose attempted credit hours are greater than 15 credit hours must maintain a minimum graduation index of 3.00.

| Current Grade Classification | Minimum Required Graduation Index |
|-------------------------------------|--|
| 1 | 1.50 |
| 2 | 1.60 |
| 3 | 1.70 |
| 4 | 1.80 |
| 5 | 1.90 |
| 6 | 2.0 |
| 7 | 2.0 |
| 8 | 2.0 |
| M or B | 3.0 |

Completion Rate Requirement. The average length of an undergraduate program of study at Purdue University North Central is 126 credit hours. An undergraduate student is eligible to receive financial aid for a maximum of 186 attempted credit hours at Purdue University North Central. Graduate students may receive financial aid for a maximum of 90 attempted credit hours. In order to show progression toward completion of their program of study, a student's overall total number of earned (completed) credit hours must be equal to or greater than 67% of the overall total number of their attempted credit hours.

Student is meeting the Completion Rate Requirement if:

Overall Earned Credit Hours \geq 67% of Overall Attempted Credit Hours

Example: Student's Overall Earned Credit Hours is 127

Student's Overall Attempted Credit Hours of 136

$136 \times .67 = 91$ (minimum number of Overall Earned Credit Hours the student must have)

As the Student's Overall Earned Credit Hours (127) is greater than 67% of the Student's Overall Attempted Credit Hours ($136 \times .67$ or 91), the student is meeting the Completion Rate Requirement.

General Information

- Transfer credit hours are included in determining attempted credit hours (quantitative).
- Withdrawals, grades of "F", grades of "incomplete", courses that are repeated, and non-credit courses are included in determining a student's Satisfactory Academic Progress status.

Probationary Status

Students failing to meet the GPA or Completion Rate requirements as outlined are placed on Financial Aid Probation for one semester. While on Financial Aid Probation the student is eligible to receive student financial aid. Students failing to meet the GPA or Completion Rate requirements by the end of their Probationary period automatically become ineligible to receive financial aid.

Ineligible Status

Students with an ineligible status are not eligible to receive student financial aid at Purdue University North Central. A student's eligibility for financial aid may be reinstated once they again meet the GPA, Completion Rate requirements, and pay for and complete 6 credit hours at PNC with a 'C' or better. A student must submit a written request for this review to be completed.

Appeal Process

An ineligible status can be appealed if the student has had mitigating circumstances such as personal illness or injury, or the death of an immediate family member. Students may contact the Office of Enrollment Services to request a Satisfactory Academic Progress Appeal form or print a form on-line at www.pnc.edu/financialforms. Note: A probationary status cannot be appealed.

Payment after Reinstatement

A student may be paid Pell Grant and campus-based funds, state funds, and/or FFELP Student Loan funds for the payment period in which the student is again meeting Satisfactory Academic Progress standards, but cannot be paid for any payment period during which time the student was in an ineligible status.

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.

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, 2008*. For a complete listing of state drug laws, consult the *Indiana Criminal and Traffic Law Manual, 2008*. 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 calling the Physical Plant Department at ext. 5347.

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 Programs; the National League for Nursing Accreditation Commission; the National Council for the Accreditation of Teacher Educators; and the Accreditation Board for Engineering.

The information contained in this planner 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.

PURDUE NORTH CENTRAL LOGOS

The Signature Logo

The signature logo is the fundamental ingredient of the theme, identity, and character development of Purdue University North Central. It is the foundation on which the representation of the university program and communications is focused, and is imperative that consistent use of its signature remain throughout.

The Panther

The PNC Panther is the campus athletic mascot. The mascot was named "Pounce" in the spring of 2003. The Panther appears on athletic uniforms, and can be displayed on the PNC web site, campus publications and items sold in the PNC bookstore. Pounce can be seen roaming the campus during Orientation and special events, greeting students and visitors and spreading PNC pride.

Secondary Mark: The Purdue Seal

The Purdue seal was formally adopted during the University's centennial in 1969. The seal represents the head of a griffin, symbolizing strength. The three-part shield signifies the three stated aims of the University – education , research and service. The seal should be used only in formal and official communications from the Board of Trustees and the University president.

Contact the Campus Relations Office for guidelines on the use of the
Purdue University and Purdue University North Central logos.

DEGREES AVAILABLE AT PURDUE NORTH CENTRAL

Master's Degrees

Business Administration
Elementary Education

Bachelor's Degrees

Behavioral Sciences
 Concentrations in Psychology, Sociology, Social Work
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 & Information Technology
Construction Engineering & Management Technology
Early Childhood Education
Elementary Education
 Early Childhood Education
 Reading Licensure
Engineering Technology
 Concentrations in Electrical & Computer Engineering Technology, Industrial
 Engineering Technology, Interdisciplinary Engineering Technology
English
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
Organizational Leadership and Supervision
Secondary Education (Freshman Only)
 Subject tracks in Biology, Chemistry, Physical Science, Mathematics

Associate Degrees

Building Construction Management Technology
Business
Computer & Information Technology
Electrical Engineering Technology
Mechanical Engineering Technology
Nursing
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