

2023-2024 Undergraduate Catalog

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Academic Regulations, Rights, Responsibilities, and Conduct

This is information for all Purdue Fort Wayne (PFW) students on the structure, regulations, and procedures of the University that govern their relationship to the University in both academic and personal progress toward their ultimate educational goals. It is designed as a reference, with direct quotations from the **Faculty Senate Academic Regulations** website where applicable, covering the basic areas relating to all students on the campus.

Individual colleges, schools, and departments may adopt distinct procedures, standards, or guidelines, all of which must be consistent with Purdue Fort Wayne's Academic Regulations or Code of Conduct. The Policies page provides a list of where this additional information may be found.

There may be problems or questions of detail, particularly concerning academic regulations or code of conduct procedures of a student's instructor, school, or housing facility, for example, which can be answered only by the staff directly involved. Where a question regarding the interpretation of academic regulations, or code of conduct procedure arises, a student should consult the **Office of the Dean of Students**, the **Office of the Registrar**, an academic advisor, a school counseling office, or other appropriate offices. For the comprehensive list of all university policies, please see the University Policies section of the Academic Catalog at **Purdue Fort Wayne Policies**.

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Code of Students Rights, Responsibilities and Conduct

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Academic Regulations

Definitions

1.0 Definitions: As used herein, the terms below have the specified meanings.

1.1 Academic record: the Purdue Fort Wayne (PFW) cumulative record maintained by the Registrar in accordance with these academic regulations. The PFW academic record is the sole basis upon which all questions relating to such matters as grades, graduation requirements, academic standing, and scholastic recognition are resolved. Official transcripts will continue to be produced using Purdue University procedures, and it is the responsibility of the PFW Registrar to maintain consistency between the PFW cumulative record and official transcripts.

1.2 Credit: the semester hour. Any reference to credits, credit hours, etc., shall be understood as referring to semester hours.

1.2.1 Resident credit: credit earned at Purdue University Fort Wayne or at another campus of Purdue University.

1.2.1.1: Course credit: resident credit awarded by PFW on the basis of a student's enrollment in and satisfactory completion of courses.

1.2.1.2 Special credit: resident credit awarded by Purdue University Fort Wayne and based on bases other than a student's enrollment in and satisfactory completion of courses. Special credit may be established by any of the following methods:

1.2.1.2.1 Credit by examination: credit awarded to a student on the basis of achievement on a departmental/divisional proficiency examination. (See Section 7.1)

1.2.1.2.2 Departmental/divisional credit: credit for a course offered by a department/division and awarded on the basis of substantially equivalent experience; may be granted only by the chair/director or designee of the department/division offering the course.

1.2.1.2.3 Achievement credit: credit awarded on the basis of demonstrated achievement in a nationally administered college-level examination. (See Section 7.2)

1.2.2 Transfer credit: nonresident credit. Transfer credits for a student entering Purdue University Fort Wayne from outside the student's university system shall be evaluated by the Registrar's Office and accepted as transfer credit if completed at a regionally accredited institution with a grade of C or better. Designations of plus and minus that accompany these grades shall be disregarded in the evaluation of this credit.

Credit accepted as transfer credit shall be equated to Purdue University Fort Wayne course numbers (or included as an undistributed entry) and posted to the student's academic record at the time of matriculation or re-entry to PFW. The academic-record entry shall include the name of the transfer institution, the years of attendance, and the individual courses accepted for transfer. The course-equation process is subject to adjustment upon request by the student's department chair/dean/division director, and the department/school/division determines the applicability to a student's plan of study of credit earned at other institutions and accepted by PFW.

1.3 Student classification: a system for classifying students regularly admitted to Purdue University Fort Wayne:

Undergraduate Student Classification	Earned Credit Hours
Freshman	Fewer than 30
Sophomore	30-59
Junior	60-89
Senior	90 or more

The Registrar may establish additional classifications to serve Purdue University Fort Wayne's record-keeping needs. The Registrar will report classification codes to Purdue University in a manner consistent with their respective codes.

1.4 Advanced placement: the practice of admitting an entering student to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.

1.5 Substitution: the practice of replacing a course required in a curriculum with another course identified by the unit specifying that requirement.

1.6 Excusing: the practice of replacing a course required in a specific curriculum by an equal number of credit hours in courses not specified, as approved by the unit specifying the course requirement.

1.7 Work not scheduled for a regular fall or spring semester: regular work offered in a summer session or off-calendar, equivalent in content, contact hours, and credit value to the work of a regular semester. As these regulations apply to academic work not scheduled for a regular fall or spring semester, all deadlines and time periods are to be prorated.

1.8 Beginning student: a student enrolling in college courses for the first time, or a student who has completed a small number of credits as a nondegree student, most often while still also a high-school student.

1.9 Intensive course: a course that meets for extended class times and fewer weeks than a similar course would meet in a regular summer session.

1.10 Pass/Not-Pass option: an enrollment option that generally limits course grades to P and NP. The option may be used to allow the student to take the class with minimal concern for the grade that will be earned. Students who receive a grade of NP will have a grade of N recorded on official transcripts.

1.11 Grade-point averages: all reports and calculations of grade-point averages described in these regulations will be based on what is known as the "4-point" system, with grades of A equated to 4 points and other grades scaled accordingly. [Note: Prior to Summer 1993, Purdue University transcripts and related records were based on a "6-point" system, with grades of A equated to 6 points and other grades scaled accordingly (F equated to 2 points). Subsequent Purdue University records use the 4-point system described in these regulations.]

1.12 International student: For admission purposes, an international student is defined as: an individual who resides outside of the U.S. and will be applying for a temporary (e.g. F-1, J-1) visa to study at Purdue University Fort Wayne, or an individual who resides in the U.S. on a temporary visa, and who is not an immigrant (W.S. legal permanent resident), or an undocumented immigrant, or a refugee.

Admission

2.0: Admission. University requirements for admission are established by the trustees. Program-specific admission requirements in addition to those established by the trustees may be imposed by schools, divisions, and departments. Any such requirements shall become effective when published in the catalog or its supplement.

2.1: Regular admission of a nondegree student. Any student admitted in nondegree status may apply for regular admission. Nondegree admission is limited to a maximum of 24 credits; thereafter, a student may register only after applying for and being granted regular admission; exceptions are granted by the Registrar upon the recommendation of the student's advising unit. Any student who is denied regular admission shall be notified of the reasons for this decision; any student who is granted regular admission shall be notified of which courses taken in the nondegree status may be applied to satisfy degree requirements.

2.2: Admission of a student transferring between institutions or Purdue University Fort Wayne (PFW) programs.

2.2.1: A transfer student or a re-entering student who has not enrolled at PFW during the previous twelve months shall:

2.2.1.1: Designate the intended curriculum on the re-entry or transfer-admission form.

2.2.1.2: Submit the completed form to the admissions office for evaluation.

2.2.2: Any other student who wishes to transfer from one program to another at Purdue University Fort Wayne (PFW) shall:

2.2.2.1: Prepare the prescribed transfer-request form.

2.2.2.2: Secure the approval of the school/division to which the transfer is proposed.

2.2.2.3: Submit the completed request form to the Registrar's office. The Registrar shall notify the admissions office whenever such a transfer will also change the student's university affiliation, and the admissions office shall then transfer all previous PFW credits to the records system of the student's new university.

2.3: Credit transfer for a student transferring between Purdue University Fort Wayne (PFW) programs. When a student transfers from one degree or certificate program to another, the school/division to which the student is transferring shall promptly report to the Registrar the status of every course previously taken. Each completed course, regardless of the grade received, shall be classified into one of the following two categories:

2.3.1: Courses which are required for, or applicable to, the student's new curriculum or which are substantially equivalent to, and are acceptable as, substitutes for such required courses.

2.3.2: Courses not applicable to the program to which the student is transferring. The grade in any course which can satisfy a degree requirement, other than a free elective, may not be removed from the cumulative GPA.

2.4: Application of credit for students who re-enter Purdue University Fort Wayne (PFW). At the time a student is accepted for campus transfer, re-entry, or readmission after not having attended any other campus of Purdue University for five or more calendar years, the academic unit by which the student is accepted may report to the Registrar each GPA- applicable course on the student's academic record in which the grade earned cannot be counted toward graduation or degree credits because it is considered to be of less than passing quality. As recommended by the student's academic unit, the Registrar will exclude grades earned in these courses from the calculation of the student's cumulative GPA. However, both these courses and the grades earned therein will remain on the student's academic record. This option can be employed only once per student, and an appropriate notation of this transaction shall be made on the student's academic record. Go to the Policies section *for more information regarding Academic Renewal*.

*For information about Admissions policies, please check out **PFW Policies** section of the catalog.*

Registration and Course Assignment

3.0: Registration and course assignment

3.1: Procedures. Registration for courses shall be accomplished in accordance with procedures prescribed by the Registrar.

3.2: Placement procedures. Students should complete the following procedures as soon as possible after admission to Purdue University Fort Wayne (PFW). Students completing these procedures shall be notified of the test results and their implications in a timely fashion.

3.2.1: English. A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at Purdue University Fort Wayne (PFW) only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level English course.

3.2.2: Mathematics. A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at PFW only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level mathematics course.

Students who place into developmental mathematics must complete the appropriate developmental course(s) in their first twenty-four credits of Purdue University Fort Wayne (PFW) course work, with the exception of developmental mathematics for those students enrolled in a certificate or associate degree program that does not require mathematics.

3.2.3: Reading. A regularly admitted beginning student is allowed to register for classes only after submitting one of the following:

- SAT test score above 450 on the verbal test

- ACT test score above 19 on the individual reading test;
- Scoring above the lowest 15 percentile (determined by national norms) on the PFW placement test.

Students who do not meet at least one of these requirements will be required to complete a reading course as specified by the Department of English and Linguistics and approved by the College of Liberal Arts during one of the student's first two enrollment periods.

3.2.4: Foreign language. A student who has studied a foreign language before entering PFW and does not have transfer credit should take a foreign-language placement examination or complete the departmental placement process before continuing study in that language.

3.2.5: English-as-a-Second-Language¹. Prior to admission, the Admissions Office shall determine which prospective undergraduate students have a native language other than English. All such students who do not have transfer credit for an English composition course that carries credit toward graduation shall be identified as ESL students and shall be required to submit scores on the TOEFL or an equivalent test approved by the Department of English and Linguistics.

ESL students shall be admitted with the condition that they achieve appropriate competency levels in English composition.

Based upon TOEFL or equivalent test scores, the Department of English and Linguistics shall determine which ESL students need ESL instruction. Students who are found to be exempt from ESL course requirements shall be subject to the regular English placement-testing and course-completion requirements described in these regulations. Other ESL students shall:

3.2.5.1: Be admitted only to the Mastodon Advising Center unless they score the equivalent of 550 or above on the TOEFL and meet the admission requirements of a degree-granting academic unit. Students admitted in this fashion to the Mastodon Advising Center shall not be eligible for admission to another academic unit until they have completed ESL-related requirements.

3.2.5.2: Enroll in the appropriate ESL course each semester until the requirement is satisfied.

3.2.5.3: Complete the prescribed series of ESL courses within their first 36 credits at PFW.

The Mastodon Advising Center shall have authority to alter any student's registration if the provisions of Sections 3.2.5.2 and 3.2.5.3 are not being met.

This section applies to undergraduate students only. As noted in the Graduate Programs Catalog, graduate applicants must follow university-specific requirements to demonstrate competency in English.

3.3: Academic load. The following maximums apply to student enrollment:

3.3.1: Absolute limit in any academic session or intensive course: A student may never enroll for more than 1.5 credits per week.

3.3.2: Limit with special permission: A student's academic load shall exceed 18 semester hours (8 semester hours in a summer session) only under unusual circumstances and with special permission of the academic advisor.

3.4: Assignment to intensive courses. No student will be permitted to register in two intensive courses at the same time.

3.5: Course prerequisites and corequisites. When registering, a student must satisfy all course prerequisites and corequisites or secure the permission of the instructor. On an instructor's request, the Registrar may remove any student who has not satisfied prerequisites or corequisites.

3.6: Auditing. A student ineligible for readmission by reason of having been dropped from PFW for scholastic or other reasons is ineligible to attend classes as an auditor; any other student may enroll as an auditor by completing regular registration and enrollment procedures, noting "Auditor" on the registration card. Determination of allowable load is in accordance with the credits assigned to the courses involved.

An auditor does not receive academic credit but is assigned a grade of W or NC in the course. An auditor may later be allowed to take an examination for credit, under the usual rules, in courses audited. (see Section 7.1)

3.7: Initial registration. A student's initial registration shall occur according to the timetables for registration established for each academic term as published in the Schedule of Classes. An academic advisor's approval is required for all students who register at the Registrar's Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. School/division policy determines whether an academic advisor's approval is required for other students. A completed registration form with appropriate signatures must be submitted to the Registrar's Office or the student's department.

3.8: Schedule Revisions. A student may make schedule revisions in accordance with the following policies. The student must submit the completed schedule revision form with appropriate signatures to the Registrar Office or the department of the student's major. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester.

3.8.1: Course additions. A student may add a course after the initial registration on the schedule revision form. An academic advisor's approval is required for all students who add courses at the Registrar Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. Additional restrictions are described below:

Weeks	Restrictions
Up through the 1st week	College/School/Division policy determines whether an academic advisor's approval is required.

Weeks	Restrictions
of classes	
2 through 4	College/School/Division policy determines whether an academic advisor's approval is required. The instructor must approve.
5 through 9	College/School/Division policy determines whether an academic advisor's approval is required. The instructor and the student's dean or division director must approve. Approval will normally be given only when extenuating circumstances are involved.
10 and following	Courses may not normally be added during this time.

3.8.2: Course drops (cancellations of registration). A student may drop a course, subject to the time limits below and the restrictions described in this section and in section 3.9 by presenting a request at the Registrar Office, the department of the student's major, or through Self-service in the online registration system.

Weeks	Restrictions
First week of classes (or equivalent, based on course length. See chart below.)	College/School/Division policy determines whether an academic advisor's approval is required. Course is not recorded on the student record.
2 through 9	College/School/Division policy determines whether an academic advisor's approval is required. Course is recorded with grade of W on the student record.
10 through 16	Courses cannot normally be dropped during this period. If a drop is approved, the course is recorded with a grade of W on the student record.

The following table displays the point in time a withdraw grade will be recorded on the permanent record, based on course length.

Number of Weeks the course meets	Course Drop without Withdrawal Grade	Withdrawal Grade Recorded
9 or more	Days 1-7	Day 8 and thereafter
3 to 8	Days 1-3	Day 4 and thereafter
2	Days 1-2	Day 3 and thereafter
1 or less	Day 1	Day 2 and thereafter

Day 1 of a course is the first day of the term or part of term. All calendar days are counted, including weekends.

The opportunity to drop a class is restricted as specified below:

3.8.2.1: Alleged academic dishonesty. Students will not be permitted to drop a class in which there is an allegation of academic dishonesty.

3.8.2.2: Late-term drops related to academic performance. After the ninth week (or equivalent), students will not be permitted to drop a class due to poor academic performance in the class.

3.8.2.3: Late-term drops unrelated to academic performance. After the ninth week (or equivalent), and with the approval of the student's academic advisor and the student's dean/division director, a student may drop a course when the reason for requesting the drop is unrelated to the student's academic performance in the course.

3.8.2.4: Post-term drops. After the end of the sixteenth week, a course may be dropped only by following the procedure for a change of grade (see Section 6.6).

3.8.3: Change of Pass/Not-Pass option. A student may change the Pass/Not-Pass option for a course during the first four weeks of a regular semester or the first two weeks of a summer session by obtaining the signature of the academic advisor next to the appropriate notation on the schedule-revision form.

3.8.4: Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit or credit to audit may occur only during the first six weeks. The regular audit deadline is the Friday ending the first week of class. The late audit deadline is the Friday ending the sixth week of class. Approval of a regular change of auditing status in the first week of class requires a signature or written acknowledgment from the student's advisor and a representative from the Financial Aid Office (when applicable). Approval of a late change in auditing status during weeks two through six requires a signature or written acknowledgment from the course instructor, academic advisor, and a representative from the Financial Aid Office (when applicable).

3.9: Withdrawal from the university. Withdrawal from the university is normally accomplished by withdrawing from each course in which the student was enrolled. Special circumstances which can affect the withdrawal are specified below.

3.9.1: Withdrawal for military service. Any student called to active military duty may present a copy of their military service orders and (a) withdraw from all courses and receive a 100% refund of tuition and fees at any time during the semester through the end of final examinations or (b) with the permission of each instructor, receive an Incomplete or final grade in the courses taken. Such requests and documentation may be presented by the student or other responsible party who has the student's permission to make the request. Refunds of fees will not be made if the student receives a grade and credit for the

course, and all refunds will be adjusted as required by financial aid regulations. If a withdrawal is processed after the fourth week of classes, the grade of W will be assigned.

3.9.2: Withdrawal for personal circumstances. Students who seek to withdraw from PFW after the ninth week of classes, based on personal circumstances, should contact the Dean of Students for guidance about the process.

3.10: The resources of Purdue University Fort Wayne are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable learning environment and to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary for personal reasons beyond students' control. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse

Procedures and remedies for granting these absences are specified in the sections below. The student is responsible for informing the instructor in a timely fashion, if possible. The instructor is responsible for accommodating the student either by excusing the student or allowing the student to make up work.

Departments or colleges may have supplemental policies for absences outside this policy. If a department or college has such a policy, the course syllabus must include the relevant policy. If a student wishes to request an excused absence for a reason outside of University Excused Absences or Department/College policy, they must communicate directly with their instructor. It is each instructor's right to decide whether to approve the request.

The grade appeals policy applies to all students enrolled at Purdue University Fort Wayne. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned, or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

3.10.1: General Attendance Issues.

Instructor Responsibility. Instructors are expected to establish and clearly communicate attendance policies relevant to individual courses in the course syllabus. Course attendance policies must be consistent with University policy. Individual course policies may state expected notification periods. Additionally, in their course syllabus, instructors must clearly and explicitly state procedures in which assignments and assessments can be made up. Only the instructor can excuse a student from a course requirement or responsibility.

Student Responsibility. The University expects each student to be responsible for class-related work missed due to an unavoidable absence; this work may be made up at the instructor's discretion. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student or the student's representative should contact the Office of Student Conduct & CARE. A staff member in the Office of Student Conduct & CARE will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change the outcome of the instructor's decision regarding the student's academic work and performance in any given course.

When conflicts or absences can be anticipated, such as for many University sponsored activities or religious observances, the student should inform the instructor of the situation as far in advance as possible, and the instructor should strive to accommodate the student.

Specific Course Types. In certain laboratory-based, intensive short-term courses, or field-experiences, a student can jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

Licensing & Standard Considerations. When making a decision about the length of a given absence, variables such as state licensing requirements or national professional standards for a program will be considered. At times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. An incomplete grade may be awarded by the instructor.

3.10.2: Conflicts with Religious Observances. The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise.

Instructors are urged to be sensitive to the fact that scheduling of examinations, class assignments, meetings, and other significant events on certain holidays or days of religious observance may place some members of the Purdue Fort Wayne community in a very difficult situation. Instructors' cooperation with students in rescheduling coursework missed due to absences resulting from participation in religious observances is appreciated.

Students requesting an absence for a religious observation are encouraged to make this known to instructors well in advance, in order to arrange alternative times to complete any assignments they might miss.

3.10.3: University Excused Absences. The University Faculty Senate recognizes the following as types of absences that must be excused:

- Absences related to those covered under the Grief Absence Policy for Students (GAPS)
- Absences related to those covered under the Military Absence Policy for Students (MAPS)
- Absences related to those covered under Jury Duty Policy for Students
- Absences related to those covered under the Parenting Leave Policy for Students
- Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)

3.10.4: Grief Absence Policy for Students (GAPS). Students will be excused with no penalty to their attendance and will be given the opportunity to make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in incidences where a student does not travel from campus.

The following parameters are established related to the relationship to the student of the deceased loved one.

- Immediate Family: Students are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.
- Other Relationships: Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.

In unique circumstances, a bereaved student should petition for extended grief absence through the Office of Student Conduct & CARE (OSCC) by meeting individually with an OSCC staff member for case evaluation. In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified bereavement services from Fort Wayne, IN, as follows:

- Within 150 mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond a 300-mile radius of Fort Wayne - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the OSCC to request that a notice of their leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the OSCC. Given proper doc-

umentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

In cases of impending death, students should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of Student Conduct & CARE. A staff member in the Office of Student Conduct & CARE will notify the student's instructor(s) of the circumstances. Instructors should work to reasonably accommodate students in these unique circumstances.

3.10.5: Military Absence Policy for Students (MAPS). Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to make up coursework as defined in the course syllabus.

It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for their mandatory military training. Total absences, including travel, may not exceed 1/4 of the course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue Fort Wayne campus, as follows:

- Within 150-mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond 300-mile radius of Fort Wayne- two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors when informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the OSCC as soon as these documents are available. If necessary, the OSCC may consult with Military Student Services about the nature of the documentation. When documentation is presented to the Office of Student Conduct & CARE, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the OSCC, and an unverified preliminary (non MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only

when the student has returned to the OSCC with substantiating documentation and OSCC has sent a verified absence notification to the instructors. With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for mandatory military training, and the student will be given the opportunity to make up coursework as defined in the course syllabus.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, OSCC, or Military Student Services to review and consult on their situation.

3.10.6: Jury Duty Absence Policy For Students. Students will be excused, and no penalty will be applied to a student's absence for Jury Duty and given the opportunity to make up course work as defined in the syllabus in the event that a student is summoned to serve as a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty conflicts.

Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/4 of the total course meetings for any course. Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University Fort Wayne campus as follows:

- Within 150-mile radius of Fort Wayne - no additional excused absence days
- Between 150-300 mile radius of Fort Wayne - one additional excused absence days
- Beyond 300-mile radius of Fort Wayne - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student should contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a court summons.

With a verified absence notification from the OSCC, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC, to review and consult on the student's situation.

3.10.7: Parenting Leave Policy for Students. Students who are pregnant, have recently given birth, have experienced loss of pregnancy, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Title IX Coordinator or Deputy Title IX Coordinator. The student will be expected to provide documentation related to the petition for

leave. If approved, the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus. The student will be excused from classes.

The University will approve all absences due to pregnancy or childbirth for as long as a student's medical provider states that it is medically necessary and may approve other absences as appropriate. The University will provide services for pregnancy, pregnancy-related, and post-partum conditions with the same special services it provides to students with temporary medical conditions.

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

3.10.8: Medically Excused Absence Policy for Students (MEAPS). Students will be excused, and no penalty will be applied to a student's absence for situations involving hospitalization, emergency department, or urgent care visit, and be given the opportunity to make up coursework as defined in the course syllabus. Students experiencing hospitalization, emergency department, or urgent care visits can provide documentation to OSCC who will then assess the student's request for a Medical Excused Absence and issue notification of the start and end of the absence to the student's instructors. The student should follow up with the instructor to seek arrangements per the policy.

Students are eligible for up to fifteen (15) days for medically excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/4 of the course meetings for any course. A student can contact the Office of Student Conduct & CARE (OSCC) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department, or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department, or urgent care visit as proof of legitimate absence to the OSCC as soon as these documents are available.

When documentation is presented to the Office of Student Conduct & CARE, a verified absence notification will be sent to the student's instructors. With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department, or urgent care visit, and the student will be given the opportunity to make up course work as defined in the course syllabus. Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC to review and consult on their situation

Extended Medical Absences. A student who has or acquires a disability-related medical condition requiring extended absences from class must contact the Disability Access Center (DAC) to request an official University accommodation. The student will be expected to provide medical documentation related to the request for an absence-related accommodation. If approved by the DAC, instructors are required to work

with students to implement the accommodation and provide reasonable alternatives to meeting course requirements.

In certain laboratory-based, intensive short-term courses, or field-experience courses, an unreasonable number of absences can fundamentally alter the course objectives and a student can jeopardize their academic status, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the DAC, in collaboration with the instructor, and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the DAC and their instructor to determine the potential impact of any absence.

When making a decision about the length of a given absence the DAC, in collaboration with the instructor, will consider variables such as state licensing requirements or national professional standards for a program. At times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. The instructor may award an incomplete grade.

3.10.9: Other Considerations.

Student Status. Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University Fort Wayne-administered fellowships and scholarships.

Appeal Procedures. Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make-up work are encouraged to attempt to resolve the matter informally with the instructor, chair, and Dean of the College or School that the course is offered. Additionally, the OSCC, or the OIE, in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process

Academic Honesty

4.0: Academic Honesty

4.1: Definitions -Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of PFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. PFW has developed the following general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference. Purdue University Fort Wayne (FW) may discipline a student for committing acts of academic or personal misconduct.

4.1.2: Academic Misconduct: This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At PFW, specific

forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.
2. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another in committing acts of academic dishonesty.
4. Submitting the work of someone else as if it were one's own by adopting or reproducing the ideas and opinions of others without acknowledgment. Such instances of plagiarism may be intentional or unintentional, and may involve isolated words, formulas, sentences, paragraphs, entire works, or other intellectual property; either copied from other published sources, or from unpublished work such as those of other students.
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program. The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly to prevent repeated offenses and to ensure equity.

4.2: Policy

4.2.1: Student's responsibilities. Academic honesty is expected of all students. The student is responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

4.2.2: Instructor's responsibilities. The instructor is responsible for fostering the intellectual honesty as well as the intellectual development of students, and should apply methods of teaching, examination, and assignments which discourage student dishonesty. If necessary, the instructor should explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course.

- The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly to prevent repeated offenses and to ensure equity.

4.3: Procedures -In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at Purdue University Fort Wayne (FW), academic departments should establish a written policy/statement, addressing the professional or ethical standards of their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement. (For additional information, see the

Student Disciplinary Procedures section of the Code of Students Rights, Responsibilities and Conduct in the Catalog).

4.3.1: Initial decision. An instructor who has evidence of cheating shall initiate the process of determining the student's guilt or innocence and the penalty, if any, to be imposed. An instructor shall make initial findings only after informing the student, during an informal conference held within ten business days of discovering the alleged cheating, of charges and evidence, and allowing the student to present a defense. The instructor may assign a grade of Incomplete to any student whose case cannot be resolved before the course grades are due in the Registrar's Office.

4.3.2: Reporting. During the period in which the student is permitted to drop or withdraw from courses, the instructor shall inform the Chair/Director promptly to place an academic hold on the student's account in order to prevent the accused student from dropping or withdrawing from the course. The instructor who makes an initial finding that academic dishonesty has been practiced shall impose an academic sanction. Then, within seven business days, the instructor shall supply a written report to the student, the chair of the student's department, the dean or director of the student's school or division, and the dean of students. This report shall summarize the evidence and the penalties assessed.

4.3.3: Appeal. If a student's course grade is affected by the penalty, the student has the right to appeal the penalty imposed by an instructor through the Purdue University Fort Wayne (PFW) grade appeals system. (**See Appendix B**).

Final Examinations and Instructors' Grade Reports

5.0: Final Examinations and Instructors' Grade Reports

5.1: Penultimate week. No instructor may schedule an examination--comprehensive or non-comprehensive, except for laboratory practicums--during the week preceding the last week of a fall or spring semester.

5.2: Final week. With the exception of those courses classified as individual instruction, clinic, studio, practice teaching, research, or distance courses and those offered for zero credits, each class is expected to meet for a two-hour session during the last week of each fall or spring semester. The two-hour session may be used for:

- a final examination last,
- non-comprehensive examination
- submission of out-of-class examination or assignments, or
- a regular class meeting.

5.3: Conflicts. A student who is scheduled to take on one day more than two final examinations, or who has a final-examination conflict, or who is scheduled to take a state, national, or professional licensing examination may contact the instructors involved, prior to the last week of regularly scheduled classes, to obtain appropriate rescheduling. If the student and the instructors cannot agree upon a rescheduling, the

Vice Chancellor for Academic Affairs or a designee shall investigate and issue a binding schedule. Instructors shall not penalize a student who chooses to reschedule an examination under these options.

5.4: Absences. Any student who must miss a final examination because of an emergency must contact the instructor as soon as possible. A student who misses a final examination may receive a grade of F for the course.

5.5: Grade reports. Course grades are to be submitted to the Registrar's Office as completed, but not later than 12:00 p.m. on the Monday following the last scheduled examination.

Grades

6.0: Grades

6.1: Basis of grades. The instructor is responsible for explaining to students, preferably in writing at the beginning of an academic session, the course requirements and grading system to be used. Each student shall be assigned a grade in each course in which the student is enrolled at the close of the session.

- The student is responsible for the completion of all required work in each course, by the time of the last scheduled meeting of the course or other deadline set by the instructor, unless the student has officially withdrawn from the course, or unless the student and the instructor have agreed that a grade of Incomplete will be assigned.

6.2: Semester grades. The following grades may be assigned:

Grade	Meaning
A, A+, A-	Outstanding achievement
B, B+, B-	Above-average achievement
C, C+, C-	Average achievement
D, D+, D-	Below-average achievement; lowest passing grade
Except in the computation of GPA, these grades are referred to simply as A, B, C, or D grades	
F	Failure, or unauthorized discontinuance of class attendance; no credit

I	Incomplete; a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course. This grade does not affect GPA computations.
IF	Unremoved Incomplete, Failing; Recorded for failure to achieve a permanent regular grade by the deadline stated in these regulations. This directed grade counts in all respects as a failing grade, affecting GPA computations.
IN	Unremoved Incomplete-Not Passing; for a credit course taken under the pass/not pass option and in which the student received a PI grade. This directed grade counts the same as an IF grade except that it does not affect GPA computations.
IU	Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. This directed grade counts the same as an IF grade except that it does not affect GPA computations.
NC	Completion of the course as an auditor; carries no credit.
NP	Not passing grade when enrolled under the P/NP enrollment option. Purdue University students who receive this grade will have a grade of N recorded on official transcripts. This grade does not affect GPA computations.
NS	Not Submitted; assigned when a grade is not submitted by the instructor.
P	Passing Grade; under the P/NP option, equivalent to a grade of A, B, or C. This grade does not affect GPA computations.

- **Grade of PI**

- **Meaning:** Incomplete - Pass; no grade; same as I except that the student was enrolled in a credit course under the pass/not pass option. It is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress. This grade does not affect GPA computations.

- **Grade of S**

- **Meaning:** Satisfactory, credit; awarded by the Registrar upon satisfactory performance in a course offered only on an S/U basis, or on a departmental/divisional examination, or another award of special credit, or completion of a zero-credit course. This grade does not affect GPA computations.

- **Grade of SI**

- **Meaning:** Incomplete - Satisfactory; no grade; same as I except that the student was enrolled in a satisfactory/unsatisfactory graded course. It is a temporary record of passing work which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress. This grade does not affect GPA computations.

- **Grade of W**

- **Meaning:** Withdrew; a record of the fact that the student officially withdrew from a course or was administratively withdrawn from a course for nonpayment of fees.

6.3: Pass/Not-pass option. In order to provide students with the opportunity to broaden their educational foundations with minimal concern for grades earned, this alternative grading system, the pass/not-pass option is established. A student who is enrolled in a letter-graded course under this option has the same obligations as those who are enrolled in the course for credit with letter grade. In such cases, the instructor will not be informed which students have elected this option. The instructor's final grades of A+, A, A-,

B+, B, B-, C+, C, or C- for these students are changed to the grade of P by the Registrar, as indication of passing the course. The instructor's final grades of D+, D, D-, or F are changed by the Registrar to grades of NP, as indication of not passing the course. The registrar's class roster will indicate which students in a letter-graded course have elected this option. Grades of P and NP are not used in computing the GPA. Students who receive a grade of NP will have a grade of N recorded on official transcripts.

Exercise of this option is subject to three limitations:

6.3.1: The option is open to all students in the University subject to the regulations of the college/school in which the student is enrolled. In particular, the college/school will specify under what conditions a course that is passed under this option may be used to satisfy its graduation requirements. Additionally, a department or college/school may specify that certain courses intended only for students in that department or college/school are available only on the pass/not-pass grading basis.

6.3.2: Subject to the regulations of the student's college/school, a student may elect this option in any course that does not already appear on the student's academic record as completed with letter grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F and in which the student is otherwise eligible to enroll for credit with letter grade.

6.3.3: The student may not elect this option for more than 20 percent of the total credit hours required for graduation.

6.4: Incompletes. A grade of I, PI or SI is a temporary record of passing work for a course graded as regular, pass/no pass or satisfactory/unsatisfactory, respectively, which (1) was interrupted by circumstances beyond the student's control or (2) represents satisfactory work-in-progress in an independent-study or self-paced course. A student must have a majority of the required coursework completed (as determined by the instructor) before the instructor is permitted to assign a grade of I incomplete. The instructor who reports an incomplete grade shall file in the Registrar's Office a statement that includes the following information:

- The reason for the incomplete
- The requirements for completion of the course
- The grade for the course to date
- The time limit allowed for completion of the course, shall not exceed one calendar year. An instructor may change the incomplete to a regular letter grade if requirements for completion of the course are not met within the specified period.
- Given extenuating circumstances, and approval of the instructor and the instructor's dean/division director, the time limit may be extended for a period not to exceed one additional calendar year.
- The Registrar's Office shall change the incomplete grade to a grade of IF, IN or IU for regular, pass/no pass, or satisfactory/unsatisfactory grade modes, respectively, unless the student graduates or removes the incomplete within the time allowed.
- Students transferring resident credit for a course bearing an unremoved incomplete shall have the incomplete grade recorded but subject to the limitation of one calendar year from the time the grade

was originally recorded at the relevant campus. At the end of this period, if the student has not graduated or provided evidence that the incomplete has been changed to a permanent grade, the Registrar's Office shall change the unremoved incomplete grade to a grade of IF, IN or IU for regular, pass/no pass, or satisfactory/unsatisfactory grade modes, respectively.

6.5: Final grade report. Each student's complete record for the session and the student's cumulative GPA shall be reported to the student, to the student's major department, and to the student's school/division.

6.6: Changes of grade

6.6.1: An instructor who discovers, within 30 days of the grade-processing deadline, that a grade reported for a student was in error shall promptly submit to the Registrar a statement, on a form specified by the Registrar and countersigned by the instructor's department chair/division director, of the circumstances of the error and of the change to be incorporated in future GPA's. Correction of errors after this time shall also require the approval of the instructor's dean/division director.

6.6.2: The Registrar shall inform the student, the department chair/division director, and the dean of the change of grade.

6.6.3: A student may retake any course. Unless the course is described in the catalog or its supplement as repeatable for credit, credit will be given only once for a repeated course, and only the most recent grade earned will be incorporated in GPA calculations.

6.6.4: A student may seek to effect a change of grade through the grade-appeals procedure established by the Fort Wayne Senate.

Special Credit, Credit for Military Service, and Excess Undergraduate Credit

7.0: Special Credit, Credit for Military Service, and Excess Undergraduate Credit

7.1: Advanced Credit. Credit by departmental/divisional examination. Opportunities for earning undergraduate credit by departmental/divisional examination are encouraged in order to expedite the education of qualified students. Toward this end, each instructional department/division shall establish procedures to consider candidates, to administer, and to grade such examinations, and each department/division shall provide the Vice Chancellor for Academic Affairs or a designee with comprehensive information on the principal courses that are available for departmental/divisional credit by examination, and test schedules if known. This information shall be made available in the Catalog or its supplement, and it should be adequate to enable the student to assess eligibility and qualifications to take tests for credit.

- The student may request an examination for credit in a course if the course is available for credit by examination and if no grade in the course other than a grade of W or NC has been awarded. The examination shall be at least as comprehensive as those given in the course and shall be graded S (performance comparable to that expected of a student who receives an A, B, or C in the course) or

unsatisfactory. The Registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance shall record credit for the course on the student's record. No record shall be made on the transcript for unsatisfactory performance.

7.2: Achievement credit. Except as provided herein for the International Baccalaureate Program, credit or transfer credit for nationally administered examinations shall be awarded only after approval by the PFW division/department that offers courses in the subject area. For participants in the International Baccalaureate Program, credits will be awarded based on Department approval for select Subsidiary and Higher Level subjects with a score of 5 or above. Purdue University Fort Wayne Office of International Education will work with departments to determine the appropriate number of credits to award in each specific discipline. Undistributed credits will be awarded for subjects where the respective department has declined specific course credits. Participants who complete Advanced Subsidiary ("AS") or Advanced ("A") levels will be awarded credits based on Department approval for select AS and A level subjects with a score of C or above. Purdue University Fort Wayne Office of International Education will work with departments to determine the appropriate number of credits to award in each discipline. Undistributed credits will be awarded for subjects where the respective department has declined specific course credits.

7.3: Credit for military service. Distributed or undistributed credit will be awarded, based on evaluation by appropriate PFW disciplinary faculty, to optimize student academic progress and paths to degree completion while meeting expectations of professional accreditation and associations, for all Joint Service Transcript (JST) ACE academic credit recommendations at the undergraduate level. For military students, the maximum number of transferrable credits through the JST, CLEP, DANTES and Excelsior Exams may not exceed 70% of an individual's degree requirements for online programs or 75% for in person programs. Transfer for military personnel include:

- Distributed or undistributed credit, based on evaluation by appropriate PFW disciplinary faculty, for all JST ACE undergraduate level academic credit recommendations.
- Distributed or undistributed credit for transfer of courses from other institutions in accordance with established PFW transfer credit policies.
- Distributed or undistributed credit as established by the appropriate PFW disciplinary faculty for CLEP scores of 50 or higher.
- Distributed or undistributed credit as established by the appropriate PFW disciplinary faculty for DSST scores of 400 or higher.
- Distributed or undistributed credit as established by the appropriate PFW disciplinary faculty for Excelsior College examination scores of C or higher.

7.4: Excess undergraduate credit. A senior with a GPA of 3.00 or better may, with written permission from both an authorized graduate advisor and the instructor(s) involved, enroll in up to nine credits in excess of the requirements for graduation, in courses intended for use in a graduate program. Permission, if given, shall be noted on forms supplied by the Registrar, who shall make a transcript notation of the special status of these credits. Instructors shall impose graduate-level standards on such a student.

Grade-Point Averages

8.0: Grade-Point Averages. A grade-point average (GPA) is a weighted average of credits for which a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or IF has been assigned. Grade points will be assigned to each completed course according to the following table:

Grade	Grade Points
A+, A	4.0 x Semesters Hours
A-	3.7 x Semester Hours
B+	3.3 x Semester Hours
B	3.0 x Semester Hours
B-	2.7 x Semester Hours
C+	2.3 x Semester Hours
C	2.0 x Semester Hours
C-	1.7 x Semester Hours
D+	1.3 x Semester Hours
D	1.0 x Semester Hours
D-	0.7 x Semester Hours
F, IF	0.0 x Semester Hours

I, IN, IU, NC, NP, P, PI, S, SI, W, NS:Not Included

The GPA is the sum of the Grade Points for all included courses divided by the total number of hours for those courses. The GPA is rounded to two decimal places.

[Note: Prior to Summer 1993, Purdue University transcripts and related records were based on a "6-point" system, with grades of A equated to 6 points and other grades scaled accordingly (F equated to 2 points). Subsequent Purdue University records use the 4-point system described in these regulations.]

8.1: Semester GPA. The student's semester GPA is the GPA computed for those credits for which the student was assigned a GPA-related grade for the specified semester.

8.2: Cumulative GPA. The student's cumulative GPA is the GPA computed for all credits for which the student has been assigned a GPA-related grade, with the exception of those courses which have been repeated and which are not repeatable for credit (See Section 6.6.3).

8.3: Graduation GPA. The student's graduation GPA is computed by the Registrar each semester and is reported to every student enrolled. Included in this GPA are all credits for which the student has been assigned a GPA-related grade in courses which fulfill a graduation requirement for the student, with the exception of those courses which have been repeated or excluded as specified in Sections 2.3.2, 2.4, and 6.6.3 of these regulations. The graduation GPA of a student pursuing more than one degree program shall be computed in the academic unit through which the student registers.

All applicable credits earned at Purdue University Fort Wayne (PFW) or at another campus of Purdue University for which a GPA-related grade was assigned are included if they were received for courses that fulfill a graduation requirement.

Academic Standing

9.0: Academic Standing

9.1: Good standing. For purposes of reports and communications to other institutions, and in the absence of any further qualifications of the term, a student is considered in "good standing" unless that student has been dismissed, suspended, or dropped from Purdue University Fort Wayne and not readmitted.

9.2: Academic recognition. At the conclusion of each fall or spring semester (but not any summer session) the Registrar shall indicate which undergraduate students are eligible for academic recognition.

9.2.1: On the Dean's List for having (a) at least 12 credit hours included in the graduation GPA, (b) at least 6 credit hours included in the semester GPA, (c) achieving at least a 3.5 graduation GPA, and (d) achieving at least a 3.0 semester GPA.

9.2.2: On the Semester Honors List for (a) having at least 6 credit hours included in the semester GPA, (b) achieving at least a 3.5 semester GPA, and (c) achieving at least a 2.0 graduation GPA.

- Any student who achieves academic recognition for either of the two previous semesters is recognized at the annual Honors Convocation. An academic record entry will note the student's achievement of academic recognition.

9.3: Recognition of completion of honors program. When a student is certified by the Honors Program Council to have completed the requirements of the honors program, an appropriate academic record notation shall be made.

9.4: Academic probation, dismissal, and readmission. The following probation, dismissal, and readmission criteria are minimums for PFW; academic units may set higher standards which shall become effective upon publication in the catalog or its "What's New" section. Students supplement. A student dis-

missed from a program for failure to meet the higher standards imposed by an academic unit must be accepted in another program before registering for a subsequent academic session.

9.4.1: Academic Probation. A student shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPA's equal to or greater than 2.0.

- IF: Semester GPA or Cumulative GPA is <2.0 = ACADEMIC PROBATION
- IF: On academic probation and Cumulative GPA is <2.0 but Semester GPA is ≥ 2.0 = CONTINUED PROBATION
- IF: On academic probation and Semester GPA is <2.0 but Cumulative GPA is ≥ 2.0 = CONTINUED PROBATION
- Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing.
- Academic standing will not be assessed in summer sessions.
- A student who wishes to appeal an academic probation standing should contact the academic department of their major for guidance in the appeal process.

9.4.2: Academic Dismissal. A student on academic probation shall be dismissed at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0.

- IF: On academic probation and both the Semester GPA and Cumulative GPA are <2.0 =ACADEMIC DISMISSAL
- Any grade change due to a reporting error will result in a recalculation of the index and determination of the dismissal status.
- A student who wishes to appeal an academic dismissal standing should contact the academic department of their major for guidance in the appeal process.

9.4.3: Readmission. A student who has been dismissed from IPFW or from another campus of Purdue University may not enroll at Purdue University Fort Wayne (PFW) until one fall or spring semester has passed. All readmissions are into probationary status and are subject to stipulations in effect as a condition of readmission. Readmissions shall be reported to the Registrar, and an appropriate entry shall be made on the student's academic record. A student who is academically dismissed for a second time is not eligible to enroll for at least one year.

- A student dismissed by this policy must apply to the appropriate office or readmission committee. A fee is assessed for processing the readmission application. Readmission is not guaranteed.

Degrees

10.0: Degrees. Academic units may impose stricter requirements than those listed in this section but may not waive the following minimum standards. Provided these minimum standards are satisfied, adjust-

ments to any degree requirement may be made by the unit establishing that requirement.

10.1: Degrees offered. For completion of undergraduate plans of study of at least 60 credits, associate degrees may be conferred. For completion of undergraduate plans of study of at least 120 credits, bachelor's degrees may be conferred.

10.2: Requirements for degrees. Any student entering a degree, certificate, or pre-major program will be required to fulfill the requirements in the catalog current at the time of entry or re-entry to the university.

The primary reasons for a student to be required to meet the requirements of a subsequent catalog include:

- Re-entry to Purdue University Fort Wayne (PFW) (after a one year period of non-enrollment)
- By request with the written acknowledgment of the academic advisor
- When required by accreditation, a department may require students to complete the curriculum defined by the most current catalog.

Any student who remains continuously enrolled or admitted to the university will be required to meet the requirements of the term of entry or re-entry to the university unless the student chooses to change to a subsequent with the written acknowledgment of the academic advisor.

Any student who is not continuously enrolled due to a period of deployment to serve in a branch of the armed services may meet the requirements of the catalog of the most recent entry or re-entry to the university.

In addition:

Any new requirement for a degree, certificate, or pre-major program may not be applied to currently enrolled students in these programs if it would increase the number of semester hours or the number of semesters required for completion of the program.

The school/division/department committee in charge of curriculum matters may refuse to accept as credit toward graduation any course which was completed 10 or more years previously. Former students shall be notified of all such decisions upon reentering or when the credit is determined to be unacceptable.

To gain any associate or bachelor's degree at Purdue University Fort Wayne (PFW), the student shall satisfy the following requirements:

10.2.1: The completion by resident credit or transfer credit (see Section 1.2) of the plan of study underlying the degree, including:

10.2.1.1: For an associate degree, the registration in and completion of at least 32 credits of resident course credit, including at least 15 credits in courses applicable to the major.

10.2.1.2: For a bachelor's degree, the registration in and completion of at least 32 credits of resident course credit at the 200 level or above, including at least 15 credits at the 300 level or above in courses applicable to the major.

10.2.2: Normally, completion of the entire final year in residence. However, with the approval of the student's school/division, a student who has satisfied the resident course credit requirement may complete the remaining requirements in another approved college or university.

10.2.3: Establishment of a cumulative GPA of 2.00 or better.

10.2.4: Registration, either in residence or in absentia, as a candidate for the desired degree during the academic session immediately preceding its conferral.

10.3: Double majors and double degrees. A student who will be completing the requirements for two or more degree programs simultaneously may be eligible to be registered as a candidate for more than one degree according to the following criteria:

10.3.1: Double major. If the degree programs are in the same school and lead to the same degree, only one degree shall be awarded. The academic record shall reflect multiple fields of study, as appropriate.

10.3.2: Double degree. If the degree programs are in different schools, two (or more) degrees may be awarded upon special request approved by the deans of the schools concerned and filed with the registrar at the beginning of the semester or session in which the degrees are to be awarded. If the degree programs are in the same school and lead to different degrees, the appropriate degrees shall be awarded.

10.4: Graduation with distinction. A candidate for the bachelor's degree with distinction must have a minimum of 65 resident credits included in the computation of the cumulative GPA. A candidate for an associate degree with distinction must have a minimum of 35 resident credits included in the computation of the cumulative GPA. The required GPA, calculated each spring as outlined below, shall also apply to degrees for the following summer sessions and fall semester.

10.4.1: In each college, school or division, the minimum cumulative GPA for graduation with distinction from an associate or bachelor's- degree program shall be 3.80-3.94.

10.4.2: In each college, school or division, the minimum cumulative GPA for graduation with highest distinction from an associate or bachelor's degree program shall be 3.95-4.00.

10.4.3: In each school or division, the requirements for graduation with distinction or with highest distinction from an associate-degree program shall be separately calculated as outlined above for bachelor's-degree programs.

10.5: Conferring of degrees. Degrees may be granted as of the close of each academic session. The names of the degree nominees will be presented by the Registrar to the appropriate board of trustees for approval.

Minors

11.0: Minors

11.1: Establishment. A minor-subject program may be established by any academic unit at Purdue University Fort Wayne (PFW) subject to approval by the college/school/division containing the unit, to approval by the Curriculum Review Subcommittee, to acceptance by the Vice Chancellor for Academic Affairs, and to publication of requirements for completion of the program in the Bulletin or its supplement. Completion of any minor must require a minimum of 12 credits, including at least six resident credits at the 200-level or above.

11.2: Certification. A student may earn a minor by requesting acceptance into the minor from the academic unit offering the minor. If accepted, the unit offering the minor will submit the appropriate electronic Form 42 to the Office of the Registrar to add the minor to the student's current degree program. An academic unit may authorize a student's major advising unit to add the minor by submitted a Form 42 for the student. This authorization would be stated in the offering unit's minor requirements listed in the Catalog.

- At the same time as degree certification is processed, the degree-granting shall certify the student's completion of all minor requirements. Certification shall be based on completion of the minor program requirements in effect for the catalog of the student's current degree program.

11.3: Transcript entry. Concurrent with completion of degree requirements, the Registrar shall make an appropriate entry on the student's transcript to signal completion of the minor. No entry shall be made on the transcript if the minor is not completed by the time the student is certified for graduation.

Transcripts

12.0: Transcripts

12.1: Transcripts. A student or former student whose record is not encumbered for any reasons described herein shall, upon application at Purdue Fort Wayne, (PFW) to the Registrar and payment of any prescribed charge, be entitled to receive a transcript of the complete record, including any major(s) and minor(s). The PFW policy governing the release of student records appears in **Appendix A**.

12.2: Record of Actions on Transcripts. Disciplinary actions will not be recorded on transcripts unless disciplinary actions involve involuntary separation from the University (e.g., suspension and or expulsion), or degree revocation. In these instances, the following notations will be added to the transcript:

12.2.1: Suspension. The following statement will be added to the transcript while the suspension is in place. Once the suspension ends, regardless of whether or not the student returns to the University, the statement will no longer appear on the academic record.

"The student has been suspended until [insert date] due to violation of University regulations."

12.2.2: Expulsion. The following statement will be added to the transcript and remain a permanent part of the transcript.

"The student was expelled due to violation of University regulations."

12.2.3: Degree revocation. The following statement will be added to the transcript and remain a permanent part of the transcript.

"The individual's degree has been revoked and this individual has been expelled due to violation of University regulations."

For more information regarding transcripts please visit [PFW Policies](#).

Encumbrance

13.0: Encumbrance

13.1: Request for encumbrance. The request for the encumbrance of a student record shall be filed with the Registrar office and shall indicate whether either or both the registration of the student and/or the issuance of a transcript or diploma is to be encumbered. Because the encumbrance shall remain in effect until the Registrar is notified by the officer responsible to disencumber the record, it is the responsibility of the officer lifting the encumbrance immediately to notify the Registrar.

13.2: Effect upon graduation. A student in arrears to Purdue University Fort Wayne (PFW) shall not receive a diploma. The clearance of a student's financial obligation on or before the Friday before Commencement shall be essential for graduation. If a student so delinquent clears the obligation.

Amendments

14.0: Amendments. Subject to the following restrictions, these Purdue University Fort Wayne (PFW) Academic Regulations and Procedures may be amended in accordance with the Bylaws of the Senate.

14.1: Submission. Proposed amendments shall be submitted to the Senate under the title "Proposed Amendments to the IPFW Academic Regulations and Procedures."

14.2: Voting. A final vote on proposed amendments may not be taken at the meeting or convocation in which the proposals are introduced.

14.3: Dissemination. Copies of amendments shall be forwarded by the Presiding Officer of the Senate to the appropriate administrative personnel.

Code of Student Rights, Responsibilities, and Conduct

Part I. Student Rights and Responsibilities

University Principles

As Purdue University Fort Wayne (PFW) faculty, staff, and administrators, we have an obligation to uphold the university's statements of diversity, civility, integral and ethical conduct, academic freedom, and freedom of speech. Read the university principles at pfw.edu/about/statements.

Purdue University Fort Wayne Bill Of Student Rights

Preamble

Purdue University Fort Wayne (PFW) regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of Purdue University Fort Wayne's mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons.

In exercising their rights, students bear responsibility to act in accordance with local, state, and national laws, and university rules, regulations, policies, and procedures. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community.

It is imperative that students become thoroughly familiar with this part of Student Regulations in order to avoid jeopardizing their relationships with the university and to fully understand their responsibility as citizens and members of the university community.

A. Individual Rights and Responsibilities as Citizens

1. Students retain all their citizenship rights when enrolled at Purdue University Fort Wayne.
2. The 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. The university prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. (see purdue.edu/policies/ethics)
3. All members of the university community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by harassment as defined in Purdue University's policy on Anti-Harassment. In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. This Policy addresses harassment in all forms, including harassment toward individuals for reasons of race, sex, religion, color, age, national origin or ancestry, genetic information, disability, sexual orientation, gender identity, gender expression, marital status, parental status, or status as a veteran.
4. Academic Freedom and Freedom of Speech is the foundation of our academic community and requires an atmosphere of mutual respect among diverse persons, groups, and ideas. The policy of the university to promote such behavior in all forms of expression and conduct. The university reaffirms its commitment of freedom of speech as guaranteed by the First Amendment of the United States Constitution. Accordingly, any form of speech or expression that is protected by the First Amendment is not subject to this policy.

B. Individual Rights and Responsibilities as Students

1. Degree seeking students have the responsibility for selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree. The university will provide advisors to assist students in academic planning, but students are responsible for being knowledgeable about all academic requirements that must be met before a degree is granted.

2. Students have the right to receive in writing (the terms *in writing* or *written* here and throughout this Code include printed and electronic communication) accurate information that enables them to understand clearly. This includes:

a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within the university,

b. the graduation requirements for specific curricula and majors, and

c. at a minimum, the course objectives, requirements, and grading policies set by individual faculty members for their courses by means of a course syllabus.

3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class. Students who interfere with the academic process of a class may be directed to leave class for the remainder of the class period. Longer suspensions from a class must be preceded by the personal misconduct procedures set forth in Part III.B of this code.

4. Students' course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their faculty members. Students who feel that any course grade has been based upon criteria other than academic performance have the right to appeal through the university grade appeals procedures. (See Academic Regulations - Grade Appeals.)

5. Students have the responsibility to become familiar with, uphold, and follow all codes of conduct, including this Code and relevant codes of colleges/schools, departments, professional programs, Student Housing, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internship, or in-service experiences.

6. Students have the right to participate in the formulation of university policies that directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.

7. Students have the privacy rights specified in the university policy on the release of student information. (See Academic Regulations - Release of Student Information.)

C. Rights and Responsibilities as Participants in Campus Activities, Student Groups, and Student Organizations.

1. Students have the right to form, join, and participate in groups or organizations that promote the common interests of students, including but not limited to groups or organizations that are organized for academic, professional, religious, social, economic, political, recreational, or cultural purposes.
2. Any group of students may petition to become a recognized university student organization in accordance with the established guidelines. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.
3. Any student group recognized as a university student organization shall be entitled to the use of available campus facilities in conformity with university regulations. (See Regulations Governing the Use and Assignment of University Facilities at Purdue University Fort Wayne.) Recognition shall not imply university endorsement of group goals and activities.
4. Any recognized university student organization or any group of students able to secure sponsorship by a recognized student organization and to demonstrate financial responsibility has the right to present speakers of its choice to address members of the university community using appropriate campus facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the campus and the safety of persons or property.
5. Freedom of assembly shall be guaranteed to all members of the university community. Such assemblies shall be consistent with university regulations regarding the time, place, and manner of such assemblies.
6. A student, student group, or student organization has the right to distribute written material on campus without prior approval, providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with university activities.
7. Students who publish student publications under university auspices have the right to be free of unlawful censorship. At the same time, students who publish such publications must observe the recognized canons of responsible journalism and avoid libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Editors and managers of student publications may not be arbitrarily suspended or removed from their positions because of student, faculty, administrative, or public disapproval of their editorial policies or publications. Student editors and managers may be suspended or removed from their positions only for proper cause and by appropriate proceedings conducted by the publication's governing body. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the university or of the student body.

D. Summary of Rights and Responsibilities

This statement of Student Rights and Responsibilities is a reaffirmation by the entire Purdue University Fort Wayne (PFW) community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student's freedom to learn set forth in the foregoing articles, are essential to the proper operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, procedures,

rules, and regulations of the university, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the State of Indiana.

The enumeration of these rights and responsibilities shall not be construed to deny or disparage others retained by the student. Nothing contained in the Code of Student Rights, Responsibilities, and Conduct shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of the university.

E. Definitions

Advocate means any person selected by a student to assist them in a disciplinary proceeding. A student has the right to be assisted by an advisor, but the advisor is not permitted to speak or participate directly in any other manner during any disciplinary proceeding, nor may they appear in lieu of the student. Students are responsible for representing themselves. The advisor need not be an attorney, but the student is allowed to have an attorney serve as their advisor in the disciplinary proceeding, at their own expense, with the understanding that the attorney's role is as an advisor rather than as an advocate. It is the responsibility of the student to arrange for an advisor who is available at the time of the scheduled disciplinary proceeding. Postponement or rescheduling of student disciplinary proceedings due to availability of an advisor will not be permitted.

Chancellor means the chief executive officer of the Purdue University Fort Wayne and Purdue Northwest regional campuses.

Conduct Officer means a staff member authorized by the Office of the Dean of Students to administer disciplinary proceedings and represent the university at the Conduct Review Board hearings.

Dean of Students means the dean of students or their designee.

Disciplinary proceeding means an administrative hearing conducted by a conduct officer or by a Conduct Review Board panel in the manner described in these regulations for the purpose of considering whether a violation has been committed and making a determination as to any related disciplinary sanction/decision to be imposed.

Disciplinary sanction/decision means expulsion, degree deferral, suspension, disciplinary probation, written warning, restriction(s), and/or educational sanctions, as these terms are defined herein as determined appropriate for the charge by the respective conduct officer.

In writing or written includes both printed and electronic communication. Most often, an email is sent to the student's university-issued email address as it appears in the official records with the university.

Obstruction or disruption of a university activity means any unlawful or objectionable act or conduct (1) that seriously threatens the ability of the university to maintain or use its facilities for the performance of its educational, research and engagement activities, functions, or processes; (2) that is in violation of

the reasonable rules and standards of the university designed to protect the academic community from unlawful conduct; or (3) that presents a serious threat to person or property of the academic community. Such phrases shall include, without limitation of the foregoing general definition: (a) the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by the university; (b) using or occupying any such buildings or grounds in violation of reasonable 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; (c) injuring or harming any person or damaging or destroying the property of the university or the property of others within such buildings and grounds; (d) obstructing building entrances, walkways, and rights-of-way or otherwise obstructing vehicular or pedestrian traffic on or adjacent to campus; and (e) interfering with classes, meetings, events or ceremonies sanctioned or sponsored by the university or with other essential processes of the university.

Restriction means the withdrawal or limitation of privileges for a defined period of time. This may include but not limited to the ability to access or enter certain campus facilities, the ability to participate in co-curricular activities, the removal from Housing or the ability to hold positions in which one may represent the university in an official capacity.

Student means an individual who has been offered and accepted an offer of admission to Purdue University at the West Lafayette campus, a regional campus, or a Purdue Polytechnic Statewide location or who is otherwise enrolled or participating in any Purdue course or program of study at one of the campuses or locations. This definition includes individuals who withdraw after allegedly violating this code or who are registered for a future semester, even if not currently enrolled. In addition, persons who are living in Student Housing, although not enrolled in the institution, are also considered “students” for the purpose of enforcing this code.

Interim Suspension means an immediate disciplinary suspension and exclusion from university property imposed under certain circumstances, as more particularly described in Part III.C of these regulations.

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

University business day means a day when the university is open for normal business, regardless of whether classes are in session.

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

Part II. Student Conduct Subject to University Action

Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules, regulations, policies, and procedures of Purdue University Fort Wayne (PFW). Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that

maintain such freedom. The university has developed the following general regulations concerning student conduct which are intended to safeguard the right of every individual student to exercise fully the freedom to learn without interference. The university may hold a student responsible for his or her behavior, including for academic or personal misconduct.

A. Academic Misconduct

This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the university or subvert the educational process. At Purdue University Fort Wayne (PFW), specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for grade or hours.
2. Falsifying or fabricating any information or citation in an academic exercise.
3. Helping or attempting to help another student in committing acts of academic dishonesty, including, but not limited to, sharing papers and assignments.
4. Adopting or reproducing ideas or statements of another person as one’s own without acknowledgment (plagiarism).
5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.
6. Serving as or permitting another student to serve as a substitute in taking an exam.
7. Altering of answers or grades on a graded assignment without authorization of the faculty member.
8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at the university, academic departments should establish a written policy/statement addressing the professional or ethical standards for their discipline, which if developed, must be available to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department’s policy/statement.

B. Personal Misconduct

The university may find a student responsible for the following acts of personal misconduct that occur on campus property or in connection with a university activity, or when the health, safety, property, or security of the campus may be adversely impacted.

1. Offenses Against Persons:

a. Harassment: Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment, including Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity and/or gender expression. (Anti-Harassment Policy, III.C.1) Harassment is defined as: Conduct towards another person or identifiable group of persons that is so severe, pervasive or objectively offensive that it has the purpose or effect of:

1. Creating an intimidating or hostile educational environment, work environment or environment for participation in a University program or activity
2. Unreasonably interfering with a person's educational environment, work environment or environment for participation in a University program or activity
3. Unreasonably affecting a person's educational or work opportunities or participation in a University program or activity

Use of the term Harassment includes all forms of harassment, including Stalking, Racial Harassment and Sexual Harassment.

b. Hazing: Any mental or physical action, requirement, request of, or obligation placed upon any person (including but not limited to a pledge, associate member, affiliate, prospective member, guest, initiate, or team member) which could be harmful to the health, welfare, or academic progress of the person, or which is personally degrading to the individual involved, or which has an adverse effect on the academic progress of the person, or which violates any federal, state, or local laws, or university policy. Individual acceptance of or consent to any activity covered by the foregoing definition in no way validates or excuses the activity

c. Harm, Threat or Endangerment: Conduct that causes or threatens physical harm to any person is prohibited, as is any reckless or unauthorized conduct that threatens, endangers or reasonably could threaten or endanger the health or safety of any person. Conduct covered under this rule also includes but is not limited to intimidation, coercion, or impairment of any person's freedom of movement as well as verbal or written threats of any action described above. This includes consideration of how a reasonable person similarly situated would perceive harm, threat, or endangerment.

d. Privacy Violation: Use of audio, video, or photographic devices to make an image or recording of an individual without that person's prior knowledge, or without that person's effective consent, when such image or recording is likely to cause injury or distress as determined by a reasonable person, and when there is a reasonable expectation of privacy. This includes, but is not limited to, secretly taking audio recordings, video recordings, or other images/pictures of another person in a private

area such as a residence hall room, a public or private restroom, a dressing/locker room, or personal website.

e. Sexual Misconduct: Sexual misconduct is acts of Sexual Harassment or Sexual Violence as defined by the Anti-Harassment Policy, Interim (III.C.1), including: any act of Sexual Violence; any Act of Sexual Exploitation; any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University program or activity;
- Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University program or activity; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University program or activity.

As defined by the State of Indiana, sexual misconduct also includes any sexual act when the person is not of legal age.

f. Stalking: Stalking is any knowing or intentional course of conduct involving repeated or continued following, threatening or intimidating another person by telephone, mail, electronic communication, social media, in person, or by any other action, device or method when such conduct; that would cause a reasonable person to suffer substantial emotional distress or fear of bodily injury or death, or actually causes such person substantial emotional distress or fear of bodily injury or death.

g. Title IX Harassment: Title IX Harassment in the workplace or the educational

environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Title IX Harassment toward individuals for reasons of sex, sexual orientation, gender identity and/or gender expression, Title IX Harassment, (III.C.4). Title IX Harassment is conduct on the basis of sex that is:

- A University employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. *quid pro quo*); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies a person equal access to the university's educational programs or activities; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Retaliation Prohibited: The University prohibits Retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report

or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX Harassment investigation, proceeding or hearing.

2. Offenses related to the Operation of the University:

- a. Aiding, Abetting, or Being in the Presence: Knowingly or willfully encouraging or assisting others to commit acts prohibited by this Code. Being in the knowing presence of others committing acts prohibited by this Code without removing yourself from the situation or reporting it to a university official will be deemed complicit with the act.
- b. Computer Misuse: Any behavior that is a violation of the Ethical Guidelines for Purdue University Fort Wayne Information Technology Users.
- c. Disorderly or Disruptive Conduct: Conduct that interferes, obstructs or disrupts the teaching and/or learning process in any campus classroom, building, or meeting area, or any university-sponsored activity, pedestrian or vehicular traffic, classes, lectures, or meetings; obstructing or restricting another person's freedom of movement; or inciting, aiding, or encouraging other persons to do so.
- d Failure to Comply: Failing to comply with verbal or written instructions of university officials acting in the performance of their duties and made within the scope of their authority or failing to identify oneself upon request of a university official.
- e. False Information: Intentionally submitting false information, verbally or in writing, to a university official or office.
- f. Fraudulent Use: Forgery, alteration, taking possession of, or the unauthorized use of university documents, records, keys, or identification without the consent or authorization of appropriate university officials.
- g. Student Housing Published Policies or Contract: Violating Student Housing rules, regulations, the Housing contract or it's amendments as necessary.
- h. Violation of the Law: Committing or attempting to commit any act that would be a violation of local, state, or federal law on or off university property, when such behavior is judged by the Dean of Students or designee to be detrimental to the university's educational process or objectives. (see Appendix A for policy requiring students to disclose a felony charge or conviction occurring after admission to the university.)
- i. Other Policy Violations: Violating any other published university policies not specifically a part of this Code.
- j. Student Athlete Regulations or Handbook: Violating Athletics' rules and regulations put forth in the Student-Athlete Code of Conduct

k. Demonstrations: Any individual or group activity or conduct purposefully intended to call attention to the participants' point of view is not in itself misconduct. Demonstrations that do not involve behavior beyond the scope of constitutionally protected rights of free speech and assembly are permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration.

l. Misconduct Subject to Other Penalties: As provided by Indiana statute, misconduct that constitutes a violation of this Code may be sanctioned after determination of responsibility under 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.

m. Personal Conduct Not on University Property. The university may find a student responsible for acts of personal misconduct that are not committed on campus property or in connection with an university activity if the acts distinctly and adversely affect the security of the campus community, the safety of others, or the integrity of the educational process, including, but not limited to, drug and alcohol violations or offenses against another person.

3. Offenses that compromise the Health/Safety/Welfare of Others

a. Alcohol:

- Possession of alcoholic beverage by any student, regardless of age, on campus property is prohibited.
- Illegal purchase, consumption, or possession of alcoholic beverages by any student under 21 years of age is prohibited.
- Providing alcoholic beverages to an individual who is under 21 years of age.
- Adverse behavior, such as public intoxication or public indecency, as a result of alcohol consumption and regardless of age is prohibited.
- The hosting of events (including but not limited to parties, "pre-gaming," "socials" etc.) where minors consume alcohol, alcohol is provided to minors, or alcohol is otherwise distributed in violation of local ordinances or state laws is prohibited.

b. Drugs:

- The use, abuse, possession, sale, distribution, manufacture, or transfer of narcotics, illegal drugs, as defined by state or federal law, or any controlled substance is prohibited at all times, except as expressly permitted by law.
- Possession or manufacture of drug paraphernalia which is to be used for any one of the following purposes:

1. to introduce a drug, marijuana or any controlled substance into a person's body

2. to test the strength, effectiveness or purity of a drug, marijuana or any controlled substance
3. to enhance or is perceived to enhance, the physiological effect of a drug, marijuana or any controlled substance, is also a violation of this policy.

c. Weapons: 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.

4. Offenses Against Property

a. Misuse of Property: Trespass, occupancy of, unauthorized entry into, possession of, or use of the property of another person, of the university, or of university services, facilities, or resources including, but not limited to, the university's name, seal, or insignia. This includes unauthorized use of wheeled vehicles (e.g., skateboards, "hoverboards," bicycles, etc.) inside of any building.

b. Theft: Attempted or actual theft, unauthorized use, or unauthorized possession of public property, university property, or personal property.

c. Vandalism: Attempted or actual vandalism, damage to, or destruction of public property, university property, or personal property.

Part III. Student Conduct Procedures

Preamble

Purdue University Fort Wayne (PFW) procedures for imposing academic and personal misconduct sanctions are designed to provide students with the guarantees of due process and procedural fairness. Except as provided in Part III.C, the procedures outlined below shall be followed in all cases in which Purdue University Fort Wayne institutes proceedings against students for violations of rules of student conduct as outlined in Part II.

General Procedures: Any individual (student, employee of the university, or other person) who believes a student or student organization may have committed a violation of the Code published above, may file an incident report or complaint report with one of the following offices:

1. Office of the Dean of Students
2. Office of Student Housing
3. Office of Institutional Equity/Deputy Title IX Coordinators (Harassment, Title IX Harassment, sexual harassment and sexual misconduct)
4. University Police Department (reports of crimes)

Student's Status During Conduct Proceedings: Except where interim suspension is used as provided in Part III.C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any sanction shall be a date established by the final adjudicating body (Dean of Students, the Conduct Review Board, or Vice Chancellor for Student Affairs). 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.

Good Neighbor Exception: Students are always encouraged and expected to call for emergency assistance as needed, even at the risk of disciplinary action for one's own conduct. When another person needs critical care or when a situation warrants emergency response, call 911 immediately. The Good Neighbor Exception provides students the opportunity for university conduct action to be waived for drug or alcohol policy violations if they risked revealing one's own violation of the Code of Student Rights, Responsibilities and Conduct in order to seek medical or other emergency assistance to another person in distress. The decision to provide the exception shall be the judgment of the designated conduct officer.

NOTE: The exception does not apply to criminal charges that might be incurred as a result of an offense.

A. Procedures for Academic Misconduct

When a student allegedly commits an act of academic misconduct, the faculty member teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with the following procedures.

Hold

Once a faculty member decides to initiate an academic misconduct proceeding against a student, the instructor shall inform the Chair/Director promptly to place an academic hold on the student's account in order to prevent the accused student from dropping or withdrawing from the course. If the student is found not responsible, the hold should be removed after the proceeding has concluded. If the student is found responsible, the hold shall be removed after the point which the student would have been able to drop or withdraw from the course.

Academic Misconduct Conference

The faculty member of the course in which the student has allegedly violated the Code, is required to hold a conference with the student concerning the matter within 10 business days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and afford the student the opportunity to address the information supporting the allegation. At minimum, the requirement for the student to have the opportunity to be heard must include the following:

- notice of the nature of the alleged misconduct
- notice of the date, time, location, and general procedure of the review of the allegation
- notice of the potential outcomes of the review
- opportunity to address the information supporting the allegation

Any action that must be performed by faculty under these procedures may be performed by the faculty chair or next highest administrator.

Finding and Sanctions

If after the conference, the faculty member finds that the student did commit the act of misconduct as alleged, the faculty member is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct is limited to one or more of the following:

1. The student may be given a lower grade than the student would otherwise have earned or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.
2. The student may be required to repeat the assignment, complete some additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.
3. The student may be given a lower grade than the student would otherwise have earned or a failing grade for the course.

Notification Requirements

After imposing an academic sanction, the faculty member is required to report the matter and action taken within 10 business days in writing to the following parties:

- the student
- the chair of the department in which the course is offered
- the dean/director of the college/school/division in which the course is offered
- the chair of the student's department (if different from above)
- the dean/director of the student's college/school/division (if different from above)
- the dean of students.

The student has the right to appeal the faculty member's findings and/or sanction through the procedures specified in Part III.A.I of this Code.

Additional Sanctions from the Department

The chair of the student's department has the authority to initiate additional academic sanctions against the student if the chair concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct.

The chair of the student's department must notify the student in writing within 10 business days of the date of the faculty member's report if additional sanctions are to be assigned at the department level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The chair must report any decision to initiate additional sanctions in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the department level may include academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

Additional Sanctions from the College/School/Division

The dean/director of the student's college/school/division also has the authority to initiate additional academic sanctions against the student if the dean/director concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within 10 business days of the date of the chair's report if additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the original faculty member, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

Procedures for Specialty/Other Cases of Academic Misconduct

When a student is alleged to have committed an act of academic misconduct that is not related to a course in which the student is enrolled, the chair of the student's department has the authority to initiate a review of the allegation.

After discovering the alleged academic misconduct, the chair must notify the dean of students and the student in writing within 10 business days if action is contemplated at the department level and provide the student an opportunity to be heard in accordance with the standards articulated in the opening sentence of Part III, Section A.

The chair must report the decision, including any sanctions imposed, in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Sanctions imposed at the department level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part III.A.I-VI. of this Code.

Similarly, the dean/director of the student's college/school/division has the authority to initiate additional academic sanctions against the student if the dean/director concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct in accordance with the procedures above.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision about additional sanctions through the procedures specified in Part III.A.I-VI. of this Code.

Sanction Restrictions

A student may not be placed on disciplinary probation, suspended, or expelled from the university because of an act of academic misconduct unless the dean of students concludes that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct. If the dean of students concludes that additional disciplinary sanctions are warranted, the proceedings will be governed by the same procedures that apply to acts of personal misconduct (Part III.B) and may be commenced when notified of the outcome from the faculty member.

I. Appeals for Academic Misconduct

The Campus Appeals Board (CAB) may hear the following types of appeals from students:

1. appeals of academic misconduct findings imposed by faculty members, department chairs, or academic deans or division directors
2. appeals of SGA Judicial Court rulings
3. appeals of faculty/staff decisions claimed to violate student rights recognized in Part I of the Code. Extension to any time limits specified below must be approved by the chair of the board.

4. II. Campus Appeals Board

Composition. The Campus Appeals Board (CAB) shall consist of nine members selected in the following manner: four students appointed by the president of Purdue University Fort Wayne Student Government Association subject to confirmation by the SGA Senate; three faculty members elected by the Faculty Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From the members and alternates, the chair shall designate a hearing panel consisting of a minimum of three members including at least one student. A minimum of three panel members including at least one student is required for quorum.

Terms of Office. The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make its prescribed appointments to the Campus Appeals Board, or to fill any vacancy on the panel of alternates within seven calendar days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute the Campus Appeals Board with a full complement of members.

III. Criteria for Appeal

Appeals may only be requested for one or more of the following reasons:

1. Failure to follow an established policy or procedure
2. The assigned sanction is unduly harsh or arbitrary
3. New information has become available since the conclusion of the process
4. Bias has been exhibited through the process.

The purpose of an appeal shall not be simply to hold a rehearing of the original matter.

IV. Filing the Petition

Students who wish to request Campus Appeals Board action shall complete the online form within 10 business days of the date of the sanction letter or within 10 business days of the conclusion of the previous step in the appeal process, as applicable. The dean shall in turn forward properly filed appeals to the chair of the Campus Appeals Board.

To be properly filed, the appeal must be submitted within the established time limits, identify the action or decision being appealed, name the party whose decision or action is being appealed (sometimes referred to below as the “named party”), and identify one or more of the criteria identified in the Criteria for Appeal set forth above. If the above criteria are not met, the CAB chair shall dismiss the appeal.

V. Investigation of Appeals

Within 10 business days of the chair’s receipt of the appeal, the CAB chair will assign a board member or alternate who is a faculty member or administrator to investigate the appeal and notify the party named that an appeal has been filed. Notification will include a copy of the appeal and the identity of the student who filed the appeal. The party whose action or decision is being appealed will be requested to respond in writing within 10 business days from the date of notification. To protect both the student and the named party, CAB appeals will be treated with the greatest degree of confidentiality possible.

As soon as practicable following appointment, the investigator will interview the student who filed the appeal. The student may have an advisor or legal counsel (at the student’s own expense) present at meet-

ings with the investigator. However, the advisor or counsel may not stand in place of the student or otherwise participate in the investigation process.

Within 10 business days following completion of the interview with the student, the investigator will notify the chair as to whether or not the allegations set forth in the appeal, if substantiated, would support the basis for the appeal and, if so, whether the action or decision being appealed would constitute a violation of one or more student rights recognized in Part I of the Code. If in such notification the investigator answers these inquiries in the negative, the chair may dismiss the appeal, and the decision shall be final. The chair shall provide the student and named party with written notice of such dismissal. In all other cases, the investigator will conduct a thorough fact-finding investigation, and will meet separately with the student and named party, interview pertinent witnesses, and review relevant documents regarding the appeal. The investigation shall be completed within 10 business days following the assignment of the appeal to the investigator.

Within 10 business days following conclusion of the investigation, the investigator will prepare and deliver a report to the chair, the student filing the appeal, and the named party. The report will include a finding based upon a preponderance of information that the appeal shall be upheld or denied. The “preponderance of information” standard requires that the information supporting the finding is more convincing than the information offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

VI. Determination

Within 10 business days of receipt of the investigator’s report, the chair will convene a meeting of the CAB hearing panel. The student and the named party will be notified of the date, time, and location of the meeting. Prior to the meeting, the student, named party, and panel members shall be furnished with a copy of the investigator’s report and copies of the appeal and response. The student may have an advisor or legal counsel (at the student’s own expense) present at the meeting. However, the advisor or counsel may not stand in place of the student or otherwise participate in the hearing process. At the meeting the panel will be afforded the opportunity to ask questions of the investigator. The student who filed the appeal and the named party will be afforded the opportunity to make a brief statement to the panel, after which the panel members may ask questions. The panel shall meet separately with the student and the named party.

Within 10 business days following the final meeting with the panel, the chair shall render the written recommendation of the hearing panel and include a brief explanation of the recommendation setting forth the findings upon which the recommendation is based. The chair shall furnish copies of the recommendation to the chancellor, the student who filed the appeal, the party whose decision is being appealed, and to others within the university with a need to know as determined by the panel. The chancellor shall render a written and final decision within 10 business days of receiving the panel’s recommendation.

VII. Student Complaint Procedures

The following student complaint procedures are designed to ensure that students have an identified and well-understood mechanism for registering and resolving complaints of the types described below.

A. Students having complaints concerning alleged violations of the Anti-Harassment Policy should use the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment.

B. Students having complaints concerning actions or decisions which are claimed to violate other rights recognized in Part I of the Code must first make a reasonable effort to resolve the complaints informally with the faculty/staff member whose action or decision is the basis for the complaint.

The effort to resolve the complaint informally with the faculty/staff member must be initiated by the student in a documented manner no later than within 21 calendar days the action or decision occurred. The documentation only needs to be dated and indicate that the student has made a good faith effort at initiating the conversation with the responsible faculty/staff member. For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 21 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 21 calendar days of initiation.

If the complaint is not resolved informally between the student and the responsible faculty/ staff member, the student may pursue the complaint informally with the faculty/ staff member's department head, who shall investigate, mediate, and suggest a resolution.

If the complaint remains unresolved after the department head's attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level (e.g., the college/school/division dean/director), who shall investigate, mediate, and suggest a resolution.

Only after all such remedies have been exhausted may the student petition for a hearing before the Campus Appeals Board. To petition for a hearing before the Campus Appeals Board, the student must complete the online form. The complaint must describe the action or decision claimed to violate one or more of the student rights recognized in Part I of the Code, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean shall direct properly received complaints to the chair of the Campus Appeal Board. The Campus Appeals Board shall have the authority and duty to reach findings and to convey recommendations to the chancellor. If necessary, the chancellor may present such recommendations to the university president and Board of Trustees for their consideration.

B. Procedures for Personal Misconduct

I. Notice of Charges

Personal misconduct proceedings are initiated by the Office of the Dean of Students by sending a notice to the student who is the subject of the complaint. If proceedings are initiated against a student under the age of 18, the Conduct Officer is required to make reasonable efforts to assure that the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.

For each case, the Conduct Officer will determine whether:

1. An administrative conduct conference with the Conduct Officer should occur or
2. A hearing before the Conduct Review Board panel should occur.

The notice shall be sent by email to the student's address as it appears in the official records of the university. The notice shall quote the policy claimed to have been violated. The notice shall require the student to appear at a time and on a date specified (which ordinarily will not be earlier than three business days after the emailing of the notice) for a conduct conference on the alleged violations.

The notice shall inform the student of the following:

1. The offense that the student is alleged to have committed by citing the relevant section of this Code
2. The date, time, and place of the conduct conference to discuss the alleged violation
3. That the student may have an advisor or other counsel present during the hearing, but with the understanding that such an advisor or counsel is limited to the role of advising the student and that such an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing
4. The student need not answer questions and that a choice to remain silent will not be taken as an admission of responsibility, nor shall it be detrimental to the student's position

II. Failure to Respond to Charges

If the student fails or refuses to appear, an administrative hold will be placed on their account. The Conduct Officer may, after conducting such investigation as they may deem necessary, dismiss the charges or impose a disciplinary sanction and a decision as defined in these regulations.

If the Conduct Officer imposes a disciplinary sanction and a decision as defined in Part III.B.VII. of these regulations, they shall notify the student in writing of such action, and the student may appeal this action to the Dean of Students per the administrative conduct conference appeal procedure outlined below.

III. Administrative Conduct Conference

The conduct conference is a meeting with a designated Student Conduct Officer at which time the accused student is made aware of university conduct procedures, the nature of the complaint, alleged violations, and the range of sanctions possible for the type of offense of which they have been charged. Students will be sent notification of the conference at least three (3) business days in advance. The student is also given an opportunity to respond to the complaint at this conference. Based on the information available, the Student Conduct Officer may:

- a. dismiss some or all of the charges if determined that the violation alleged is not supported by the information
- b. continue an investigation into the complaint to determine if the allegations have merit
- c. Find the student responsible and impose sanction(s) by means of a written notice if the information supports the alleged violation.

The student is also informed of their options in adjudicating the violation(s), including one of the following:

- a. To take responsibility for the violation. The designated Conduct Officer conducting the preliminary meeting may choose to refer the determination of sanctions to another administrator or to the conduct review board if the level of offense warrants more serious sanctions.
- b. To not take responsibility for the violation.
 - a. In the case of minor offenses, the designated staff person may choose to hear the case administratively or to refer the case to another administrative hearing officer or conduct review board.
 - b. Cases that are complicated in nature and scope, or where the violations may result in removal from Housing, suspension, or expulsion are referred to the Conduct Review Board.

Administrative Conduct Conference Appeal Information: The student may appeal the result (finding and sanctions) of an administrative hearing decision to the next level administrator. The student has five (5) business days from the date of the decision letter in which to submit an appeal. It is the student's responsibility to ensure that the appeal notice is received by the appropriate appeal officer by the specified due date. Disciplinary decisions not properly appealed by such date are deemed final.

A student may appeal based on the following reasons:

1. There is significant new information related to the case that was not available at the time of the conduct conference with the Conduct Officer that would alter the finding and/or sanction(s) assigned in the case. The new information must be detailed in an appeal letter with an explanation of why the information was not available at the time of the individual hearing with the Conduct Officer. A student who fails to appear for his/her initial conduct conference after the sanction notice has been sent to their University-issued email address will be deemed to have waived the right to present witnesses and relevant information in the student's own behalf and thus precluded from presenting "significant new information" for an appeal.
2. There is evidence that the university failed to follow established procedures outlined in this Code.
3. The assigned sanction of disciplinary probation, suspension, expulsion, degree deferral, or restrictions, is grossly disproportionate to the violation. Assigned sanctions of a written warning and/or educational sanctions such as apology letters, reflection papers, and community service may not be appealed.

IV. Conduct Review Board

The Conduct Review Board (CRB) hears conduct cases referred to it by the Dean of Students or designated Conduct Officer. Cases heard by the Conduct Review Board (CRB) typically involve behavior that potentially warrants removal from housing, suspension or expulsion. Additionally, the Dean of Students or designated Conduct Officer may refer other student cases to a CRB hearing.

- *Student Membership.* Students are typically recruited and selected by Office of the Dean of Students during the fall semester. Student members must participate in an initial orientation before they are

- eligible to serve as panelists in a hearing. Student members are expected to serve through one academic year (Fall to Spring). A student member may stay a panelist for unlimited number of terms.
- *Faculty and Professional Staff Membership.* The faculty members shall be nominated by the Fort Wayne Faculty Senate for a one-year term. Staff employees shall volunteer and be confirmed by the Dean of Students. These members must participate in an initial orientation before they are eligible to serve as panelists in a hearing. Faculty and staff employees are expected to serve a term for one calendar year (Fall to Summer). Additionally, they may serve for unlimited number of terms.
 - *Quorum.* To conduct a hearing for a student conduct case, a hearing panel composed of at least three but no more than five members of the CRB, including both faculty/staff and student representation.
 - *Hearing Chairperson.* The hearing shall be chaired by one member of the hearing panel designated in advance by the Office of The Dean of Students. The chairperson shall be a voting member of the Board. The Dean of Students, a Conduct Officer or designee will be present at all hearings as a non-voting Board Advisor to the hearing panel.
 - *Hearings during Summer Session and Breaks.* To ensure the functioning of the hearing panel during summer terms and at other times when regular classes are not in session, the Dean or designee may convene a CRB hearing with a minimum of three panelists chosen from the pool of the Conduct Review Board members who are available. Should a minimum of three panelists be unavailable from the CRB pool, the Dean of Students, Conduct Officer, or designee may select unappointed or unconfirmed faculty, professional employees, or students to serve.
 - *Cases That Do Not Warrant Suspension.* The Dean of Students or designated Conduct Officer may refer cases that do not warrant suspension or expulsion to CRB hearings. These cases may be complex in nature.

V. Procedures for Conduct Review Board Hearings

Procedures for disciplinary cases resolved by a hearing shall be as follows:

- *Written Notice of Hearing.* In cases where removal from housing, suspension or expulsion is under consideration, the accused student shall be notified by the Conduct Officer or designee in writing of the date, time, and place of the hearing at least five (5) business days before the hearing. This notice shall also include a statement of the allegations of policy violations and information about the hearing process.
- *Pre-Hearing Information Session.* The Dean of Students or designated Conduct Officer will meet informally with the student prior to the hearing to explain the disciplinary process and to answer questions about the procedures and possible consequences. The pre-hearing information session may be held either before or after a notice of charges is formally delivered to the student.
- *Absence of the Accused Student.* Accused students may choose not to attend the hearing and may instead submit a written presentation of their case at least one (1) business day before the hearing. The hearing may proceed in the absence of the accused. By such absence, accused students forfeit their right to question witnesses and the Conduct Officer.

- *Witnesses.* The accused student, and the designated Conduct Officer may invite persons who have information relevant to the alleged violation to present testimony at the hearing; however, the chairperson of the Board may limit the number of witnesses to avoid repetition and cumulative testimony. The names of witnesses and written disclosure of the main points of their testimony must be provided to the Office of the Dean of Students a minimum of two (2) business days before the hearing. Each party shall be responsible for ensuring the presence of their witnesses at the hearing or delivery of a written or recorded statement in lieu of personal testimony. Witnesses invited by either party shall be present only while they are testifying. Character witnesses may not provide testimony directly to the Board but may provide written statements to be considered only if a student is found responsible. Character witness statements will be considered for sanctioning purposes only.
- *Student Assistance.* The accused student may be accompanied and assisted at the hearing by an advisor of their choice. Students must provide the name of their advisor to the Office of the Dean of Students at least one business day before the hearing. At no time may the advisor participate directly in the hearing proceedings. They may only consult and speak with the student they are supporting. If the advisor does not comply with this directive, they may be asked to remove themselves from the proceedings.
- *Recusals and Challenges.* Board members may recuse themselves if they have a conflict of interest with the case, with the accused student, or when the Board member believes a personal bias makes it impossible to render a fair decision. The accused student may challenge a Board member on the grounds of conflict of interest or personal bias.
- *Conduct of the Hearing.* The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Hearing Board with a complete understanding of the facts involved. The chairperson may limit questioning deemed to be irrelevant, immaterial, and unduly repetitious. The hearing and the deliberations of the Board shall be private. Decisions of the Board shall be made by majority vote.
- *Record of the Hearing.* There shall be a single verbatim record, such as an audio recording, of all Conduct Review Board hearings. The Board's deliberations shall not be recorded. No other recording shall be made. The accused student may review the recording in the Office of the Dean of Students upon request, for any reason. The recording shall be the property of Purdue University Fort Wayne and shall be maintained by the Office of the Dean of Students until the conclusion of all appeal proceedings, until the appeal deadline has surpassed, or as required by law.
- *Additional Rules:* Procedural rules not inconsistent with this process may be established by the Board from time to time to fulfill its functions in an orderly manner.

VI. The Conduct Review Board Decision

The Board shall submit its recommendations regarding responsibility and sanction, if applicable, to the referring Conduct Officer who shall

- a. Accept the recommendation and impose the recommended sanctions.
- b. Refer the case back to the Hearing Board with a written request to reconsider its recommendations, giving specific reasons for doing so.
- c. Modify the Board's decision: only lesser sanctions may be imposed

VII. Range of Sanctions

Office of the Dean of Students Conduct Officers or the Conduct Review Board panel may impose any of the sanctions listed below and one or more of the following sanctions when a student is found responsible for violations of the Purdue University Fort Wayne's Code of Student Rights, Responsibilities, and Conduct:

1. Warning: a disciplinary action consisting of an official notification to a student that their behavior is inappropriate and not in compliance with the standards set forth in these regulations. Additionally, the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this Code.
2. Educational Requirements: the imposition of mandatory learning opportunities for students who violate the university's regulations, which require them to participate in reasonable and relevant educational activities that foster their personal, ethical and social development. Educational sanctions may be proposed in combination with other disciplinary actions. Examples include interviews, a research project, a reflection paper, university or community service or other type of assignment to provide a learning experience related to the violation.
3. Participation in a Specific Program, Assessment, or Evaluation: a student may be required to participate in a specific program, assessment, or evaluation, such as an alcohol-education program. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion
4. Restitution: a student whose actions cause damage to, defacing of or destruction of public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of or replacement of property or for medical bills related to injuries.
5. Referral: a student may be referred to an appropriate university office or to an outside agency to assist that student in achieving personal, social, or emotional growth.
6. Disciplinary Probation: a status imposed for a limited, specified period of time during which the student must demonstrate a willingness and ability to conform to all university regulations. Any violation of university policy while on Disciplinary Probation is more likely to result in more severe sanctions up to and including suspension or expulsion from the university. A sanction of disciplinary probation does not include any other restrictions. However, disciplinary probation may be combined with restrictions and loss of privileges and other sanctions. Additionally, other university offices and programs may consider disciplinary probation and choose to restrict/deny a student's involvement in

certain activities such as participation in athletics, service as student organization leader, international study abroad, or other off-site programs.

7. **Persona Non Grata/Trespass Warning:** a student may be prohibited from entering or being on the premises of specific locations, facilities or buildings or the entire campus.
8. **Restriction and Loss of Privileges:** denial or restriction of specified privileges (including contact with a specific person or persons) for a designated period of time.
9. **Removal from Housing:** termination of housing contract for current term and all future terms. During removal, the student is issued a persona non grata/trespass notice and may not be present on Student Housing property at any time without prior authorization by the Director of Student Housing or their designee. Conditions of re-contracting prior to or following a period of removal will be determined by Student Housing.
10. **Suspension:** termination of enrollment for a specific period of time. During the period of suspension, the student is issued a persona non grata/trespass notice and may not be present on university property at any time or attend any university-sponsored event or activity without prior authorization by the Office of the Dean of Students. Conditions of re-enrollment prior to or following a period of suspension will be determined by the Office of the Dean of Students.
11. **Expulsion:** permanent termination of enrollment. Upon expulsion, the student is issued a trespass notice and may not be present at Purdue University Fort Wayne, any Purdue sanctioned event, or any Purdue University affiliated campus at any time or attend any university-sponsored event or activity without prior authorization by the Office of the Dean of Students.
12. **Revocation of Admission and/or Degree:** admission to, or a degree awarded from Purdue University may be revoked for fraud, misrepresentation, or other violation of Purdue University Fort Wayne standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

VIII. The Appeal Process for a Conduct Review Board Hearing

Decisions by the Conduct Review Board and subsequent sanctions may be appealed to the Vice Chancellor for Student Affairs. The student has five (5) business days from receipt of the original decision in which to submit an appeal in writing. A student may appeal based on the following reasons:

1. A procedural or substantive error occurred that significantly affected the outcome of the hearing, such as substantiated bias or material deviation from established procedures
2. An unduly harsh sanction
3. New information of a substantive nature sufficient to alter a decision, because such information and/or facts were not known to the student appealing at the time of the original hearing

An appeal may be resolved in one of the following ways:

1. The original decision may be upheld
2. Modified, lesser sanctions, may be imposed

3. The case may be remanded to the Board reconstituted with new members to allow reconsideration of the original determination and/or sanctions.

The appellate decision shall be final and not subject to any further appeal.

C. Interim Measures Including Interim Suspension

I. Interim Measures

Should there be reasonable cause, the university may find it necessary to take interim measures before a formal decision is made in order to mitigate the effects of alleged misconduct and otherwise promote the safety of university community members. If a student fails to comply with the requirements of the interim measure(s), the university may take further actions as it deems necessary to ensure the safety of the campus community. Interim measures may include, but are not limited to

1. No contact orders
2. Student Housing reassignments or removal
3. Changes to student employment assignments
4. Changes to academic schedule
5. Counseling
6. Temporary delay of graduation or other academic progress
7. Restriction on the student's presence in university buildings, on university property, at university events, and/or use of the university's online resources

No contact and other orders do not always involve actions that threaten the safety or operations of the university community.

The Dean of Students or designee will make decisions on interim measures after appropriate review. The Director of Student Housing or designee may initiate a residential move or removal in cases concerning immediate safety. They may also issue temporary no contact order under the same circumstances. All interim measures described above will be documented in writing.

Interim Measures cannot be appealed.

II. Interim Suspension

When the behavior of a student poses an immediate risk to the safety of or a substantial disruption to the effective operations of the university community, the university may interim suspend the student. This interim suspension immediately suspends the student from all university premises and activities.

The interim suspension will be decided by the Dean of Students or their designee. The interim suspension will be confirmed via email in writing to the student and remain in effect until such time as the alleged violations of the Purdue University Fort Wayne Code are resolved. The student will be notified of the interim suspension by the Dean of Students or designee. Within three (3) business days of the notification of the interim suspension, the student may request a review of the interim suspension. The request for review must be submitted in writing and include all relevant documentation the student wishes to be consid-

ered as part of the review. The purpose of the review is to determine only if the student poses an ongoing threat. After a thorough and comprehensive review of the available information, the Vice Chancellor for Student Affairs or designee will then determine if the interim suspension remains in effect, is modified, or is rescinded. The Vice Chancellor for Student Affairs or designee may make their decision in consultation with other personnel. The decision on the review will be provided to the student in writing and is final.

The student may request an extension of the deadline to submit a request for review in extreme circumstances, such as hospitalization or incarceration. Students may be required to provide documentation related to their request for an extension.

The outcome of the review will not impact the pending disciplinary process. If the Vice Chancellor for Student Affairs or designee upholds the interim suspension, the decision will remain in effect until the matter has been resolved through formal procedures including investigation and adjudication as needed. The student will be notified of the decision of the Vice Chancellor for Student Affairs or designee in writing within a reasonable time frame.

If the final decision of the student conduct process is to suspend or expel the student, the sanction will take effect from the date of the interim suspension. The student has the right to appeal the final decision.

Part IV. Authority, Application, and Amendments

A. Authority: Student rights, responsibilities, and standards of conduct will be established by campus administrators in consultation with the student and faculty government organizations and shall be consistent with the principles established by Purdue University.

B. Application: This Code, as from time to time amended, shall apply to all undergraduate and graduate students while enrolled at Purdue University Fort Wayne and shall be deemed a part of the terms and conditions of admission and enrollment at the university. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, this Code shall govern. They shall be enforced by the chancellor.

C. Amendments: In General. This Code, and any amendments hereto, shall remain in effect until rescinded or modified by or under the authority of the Board of Trustees of The Trustees of Purdue University, as exercised by the president of the university under delegated authority from the Board and in consultation with the chancellor. Amendments may be proposed by the Purdue University Fort Wayne Student Government Association, Purdue University Fort Wayne Senate, university administrative officials, or the Board of Trustees, and any such proposed amendment shall be submitted to the Purdue University Fort Wayne Student Government Association and Faculty Senate for review and comment before adoption.

Amendments to Part I: Student Rights and Responsibilities. Without limiting the generality of the amendment process described in Part VI.C.1 above, the following additional provisions shall apply to amendments to the student rights and responsibilities set forth in Part I. Proposed amendments of such rights and responsibilities may be initiated by the Purdue University Fort Wayne Student Government

Association, the Faculty Senate, university administrative officials, or the Board of Trustees and shall be submitted to the Purdue University Fort Wayne Student Government Association, and the Faculty Senate for consideration and recommendation before adoption by or under the authority of the Board of Trustees, as exercised by the president of the university under delegated authority from the Board. In the event such an amendment to the rights and responsibilities set forth in Part I is adopted without approval of the Purdue University Fort Wayne Student Government Association or the Faculty Senate, either of such bodies may withdraw its endorsement of such rights and responsibilities, in whole or in part.

APPENDIX A - Requirement to Disclose Felony Conviction or Charge after Admission

Purdue University Fort Wayne is concerned with the safety and achievement of its students and employees. Out of that concern, the university requires students who have been charged with or convicted of a felony after being admitted to report felony charge or conviction to the Office of the Dean of Students within five (5) business days (reports can be made via the following ways to the Office of the Dean of Students: located in Walb Union, Room 111; phone [260-481-6601](tel:260-481-6601); email dos@pfw.edu).

As noted in section Part II.B.2.9 of the Code of Student Rights, Responsibilities and Conduct, persons “may be subject to the university sanctions for the same conduct, in accord with established policies and procedures, when the conduct is in violation of a university rule. At the discretion of the Office of the Dean of Students, disciplinary action under this Code, may proceed in advance of or during the pendency of criminal proceedings. Determinations made or sanctions imposed under this Code, shall not be subject to change because criminal charges arising out of the same set of facts giving rise to university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.”

Disclosing a felony charge or conviction will not result in an automatic separation from the university. Any disciplinary action that is taken will take place according to procedures noted in Part III of this Code.

Per Part III.C.2 of this Code, discovery of a student’s failure to report a felony charge or conviction as required in this policy may result in an interim suspension from the university pending a conduct proceeding.

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Office of the Registrar

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