

2023-2024 Undergraduate Catalog

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## Policies



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## Academic Renewal

This option may be available to students under the following conditions:

- Students have not registered for classes at Purdue University Fort Wayne or any other campus of Purdue University for five or more calendar years; and
- The college/school through which the student re-enters Purdue University Fort Wayne provides this option for eligible students.

The academic-renewal option provides the eligible student in a participating college/school a review to exclude from the calculation of their cumulative GPA grades previously earned that are considered to be below “passing.” These grades and the courses in which they were earned will remain on the official academic record. The student must request this option and it must be exercised during the re-entry semester and can be employed only one time per student. Academic renewal does not impact the academic standing in place at the time the student departed from the university. Students interested in this option should contact the college/school that offers the degree program they are seeking. Go to Academic Regulations, Rights, Responsibilities, and Conduct - Academic Renewal for more information regarding *Academic Renewal*.

## Admission

Students must be admitted to Purdue University Fort Wayne before they are eligible to register for classes. Admission applications may be obtained online at [pfw.edu/apply](http://pfw.edu/apply). Purdue University Fort Wayne admissions counselors are available to assist by emailing [ask@pfw.edu](mailto:ask@pfw.edu) or by calling [260-481-6812](tel:260-481-6812). Program-specific admission requirements may be imposed by schools/divisions and departments and

any such requirements become effective when published in the catalog or appropriate supplementary publications. Applicants should be aware that certain criminal convictions may result in ineligibility for admission to certain programs of study and/or to the university.

**Basic skills.** As an applicant for regular admission to Purdue University Fort Wayne, students should already possess the following basic-level skills in reading, writing, and mathematics:

- **Reading.** Students should be able to identify the main and supporting ideas in moderately complex texts, identify the authors' purposes, and evaluate the logic, accuracy, and value of their writing. Students should be able to recognize implications, inferences, and assumptions and to integrate information from their experience or reading with new information.
- **Mathematics.** Students should be able to demonstrate arithmetic numeracy and mastery of the content of a substantial first-year high school algebra course and a high school geometry course. Students should be able to use problem-solving strategies and translate word problems into mathematical expression; to recognize relationships between variables in graphs; and to identify one-, two-, and three-dimensional figures, and use the formulas that yield the dimensions, area, or volume of the figures.

### **Purdue University Fort Wayne Admission requirements**

- All applicants must have earned Indiana Core 40 high school diploma (or similar college preparatory diploma from high schools in other states) not a certificate of completion or non-standard curriculum or a GED.
  - Some of the university's degree and certificate programs have admissions requirements in addition to the general campus requirements. These program-specific requirements are explained in the **Colleges** and **Programs** area of the Purdue University Fort Wayne catalog and cannot be waived.
  - Purdue University Fort Wayne Admission requirements can be found at [pfw.edu/apply](https://pfw.edu/apply)

**Applicants for undergraduate admission are classified into one of the following admission categories:**

- **First-Year Students**
  - Applicants who never attended another college or university as a degree-seeking student.
    - To be considered for admission, an applicant must apply, provide all required documentation, and pay an application fee.
  - Applicants wishing to begin at Purdue University Fort Wayne in the fall semester should apply as soon as possible during their first semester senior year.
    - To have SAT scores sent to Purdue University Fort Wayne, use code number 1336.
    - To have ACT scores sent to Purdue University Fort Wayne, use code number 1217.
- **GED graduates**
  - To be considered for admission, an applicant must apply, provide all required documentation, and pay an application fee.



- Students must submit an official copy of their GED test scores. If a student scored 580 or above on the GED they will be offered regular admission to their program of choice.
- **Returning Adults**
  - To be considered for admission, an applicant must apply, provide all required documentation, and pay an application fee.
    - If the applicant graduated from high school or earned a GED more than two years prior to applying for admission and did not attend another college, an official copy of the high school transcript or GED scores must be submitted.
- **Transfers**
  - To be considered for admission, an applicant must apply, provide all required documentation, and pay an application fee.
    - If students have attended another college or university but never attended Purdue University Fort Wayne or Purdue University West Lafayette, an application, official high school transcript and official transcripts from all colleges attended must be submitted.
- **Students with military service**
  - To be considered for admission, an applicant must apply, provide all required documentation, and pay an application fee.
  - Documentation includes an official Joint Service Transcript (JST), official transcripts from all colleges attended, and test scores, as applicable, on CLEP, DSST, and/or Excelsior College examinations.
- **Intercampus transfer from Purdue University.**
  - To be considered for admission, an applicant must apply, and provide all required documentation. No application fee is due.
    - For students currently attending, or have attended a Purdue campus and want to transfer temporarily or permanently to Purdue University Fort Wayne.
- **Re-entry**
  - To be considered for admission, an applicant must apply and provide all required documentation. No application fee is due.
    - For students who previously attended Purdue University Fort Wayne but have not registered for classes at Purdue University Fort Wayne for more than one year, and were not academically dismissed from the university. Re-entry to desired degree program is not guaranteed.
- **Re-admit**
  - To be considered for re-admission, an applicant must apply, provide all required documentation, and pay a re-admission fee.
    - For students who have been academically dismissed from Purdue University Fort Wayne or from another campus of Purdue University.
    - A student may not enroll at Purdue University Fort Wayne until one fall or spring semester has passed post dismissal.



- All readmissions 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.

- **Non-degree/Guest Student**

- For students who have a bachelor's degree from a regionally accredited institution and wish to take undergraduate courses but do not plan to pursue another undergraduate degree, they may take up to 24 undergraduate credits as a temporary student. Students must apply and submit all necessary documentation. Students are not eligible for financial aid.
- For students who want to enroll temporarily and take a course or two, they may enroll temporarily at Purdue University Fort Wayne for up to 24 credits. Students must apply and submit all necessary documentation. No application fee is due and students are not eligible for financial aid.
- If students are admitted in temporary (non-degree) status, they may apply for regular admission for a subsequent semester and must submit all necessary documentation and pay an application fee. After they have earned 24 credits in temporary status, they may register for additional credits only after they apply for and are granted regular admission. If students are granted regular admission, their academic advisor will determine which of the courses completed as a temporary student may be applied to satisfy the requirements of their degree program.

- **Dual credit-Collegiate Connection**

- High school students (junior and seniors) with a GPA of 2.8 or higher and high school students (second semester freshmen and sophomores) with a GPA of 3.0 or higher may take college classes offered either on campus, via Internet, or at their high school campus as long as they meet the prerequisites for the course. Students must submit an application, high school transcript, and parent/guardian permission form. There is no application fee for the dual credit Collegiate Connection application. Students are not eligible for federal or state financial aid, but may qualify for financial assistance for classes held at their high school taught by a PFW credentialed high school instructor. Contact the Collegiate Connection office at [260-481-5478](tel:260-481-5478).

Institutional, state, and federal financial aid is not available to temporary/nondegree-seeking classifications.

## **Appeal of an Admission Decision**

- To appeal an admission decision, a student must submit a written statement to the Purdue University Fort Wayne Admission Appeals Committee explaining how, regardless of past academic performance, they are now prepared to be successful in university studies. The statement must be



typed and no longer than one page. Name, address, and contact information must be included. The decision of the committee will be sent in writing.

Mailing address: Appeal Committee, Purdue University Fort Wayne Office of Admissions, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805

FAX number: 260-481-5450

Email: [ask@pfw.edu](mailto:ask@pfw.edu)

**Graduation and persistence rates.** Graduation and persistence-rate information for Purdue University Fort Wayne is available at [www.pfw.edu/offices/ir/consumer](http://www.pfw.edu/offices/ir/consumer)

*For more information about Admissions, please refer to the **Academic Regulations, Rights, Responsibilities, and Conduct** section of the catalog.*

## Advanced Credit

You can establish advanced credit in the following ways:

*For more information regarding Advanced Credits (such as exams, directed credit, etc.), please refer to the **Academic Regulations, Rights, Responsibility, and Conduct** section of the catalog.*

## Affiliation with Purdue University

Purdue University Fort Wayne is a campus of Purdue University. Students enrolled at Purdue University Fort Wayne who elect to transfer to another campus of Purdue University, will have courses completed at Purdue University Fort Wayne treated as resident credit.

## Affirmative Action, Nondiscrimination, and Anti-harassment

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

Purdue University Fort Wayne 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 personal abilities, qualifications, and other relevant characteristics.

Purdue University Fort Wayne 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. The University will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations, and orders and in conformance with the procedures and limitations as set

forth in Purdue University's Equal Opportunity, Equal Access and Affirmative Action policy, which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunities for women, minorities, persons with disabilities, and veterans through its affirmative action program.

It is essential that Purdue University Fort Wayne demonstrate its intellectual and ethical leadership by reaffirming its strong position against harassment in all forms. All members of the University community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and Harassment.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University Fort Wayne 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, or gender expression. The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

For questions, advice or complaints, please contact the Office of Institutional Equity (Doermer School of Business, Suite 300, 260-481-6107) or with the director of Services for Students with Disabilities (Walb 113, 260-481-6657).

## Attendance

For more information on Attendance, please refer to the **Academic Regulations, Rights, Responsibilities, and Conduct** section of the catalog.

## Change of Major

Current students must work directly with the department of the intended major. The department and advisor will review the student's academic record.

## Drug and Alcohol Abuse Prevention

Guidelines for the prevention of alcohol and substance abuse are included in the *Student Handbook*. Copies of the handbook are available at various campus locations.

## English Language Proficiency

The language of instruction at Purdue University Fort Wayne is English. Therefore, the ability to read, write, speak, and understand English is vital to academic success.



**English-as-a-Second-Language.** 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. *For more information on English Language Proficiency, please refer to the **Academic Regulations, Rights, Responsibilities, and Conduct** section on the catalog.*

## Enrollment Certification

Current students can use Enrollment Certification services on the Enrollment tab in **goPFW** for the following enrollment certification services:

- Enrollment verification certificates for health insurers, lenders, insurance companies and other organizations
- Find out when deferment notices were sent to their student lenders
- View their enrollment history
- View the proofs of enrollment sent on their behalf to student service providers
- Obtain a list of their student loan holders

If enrollment certification is not undertaken using **goPFW**, the registrar's office is authorized to officially certify your enrollment status. Requests for enrollment certification may be directed to that office.

Enrollment status for a specific semester/session can be certified only after classes for that semester/session have begun and will be reported only as of the date requested.

## Ethical Guidelines for Purdue University Fort Wayne Information Technology (IT) Users

(Reprinted from Purdue University Fort Wayne Faculty Senate Document SD91-5, as amended December 13, 2010)

**The Purdue University Fort Wayne Code of Student Rights, Responsibilities, and Conduct** (hereafter, the Code) sets forth general policies and procedures governing the use of university facilities by students. Various university policies establish similar requirements for faculty and staff. The purpose of these guidelines is to interpret these policies and procedures specifically for students, faculty, and staff using the university's IT facilities.



**University IT** resources are designed to be used in connection with legitimate, university-related purposes. The use of university IT resources to disseminate obscene, pornographic, or libelous materials; to threaten or harass others; or to otherwise engage in activities forbidden by the Code or university policy is subject to disciplinary action.

**Intellectual property rights and responsibilities.** Central to an understanding of the rights and responsibilities of IT users is the notion of intellectual property. In brief, this concept holds that materials stored in electronic form are the property of one or more rightful owners. Like any other property, electronically stored information, whether data or programs, can be stolen, altered or destroyed, misappropriated, or plagiarized. Such inappropriate activities violate the Code and university policy and are subject to disciplinary action.

**Access rights and responsibilities.** The use of lab, e-mail, Web, and other IT resources, including wired and wireless networks, should be focused on facilitating university-related purposes; other uses-for example, using IT resources to conduct a commercial enterprise or private business-constitute theft from the university subject to disciplinary action. Similarly, the introduction of information that interferes with the access or information of others-for example, the introduction of programs of a type commonly called “viruses” or of nonacademic, network-game simulations-is subject to disciplinary action. E-mail should not be used for junk mailings. Junk e-mail, including chain mail, wastes system resources and the time of those who receive it. Neither should e-mail be used to forge a message so as to have it appear to come from another user. All such inappropriate uses of e-mail are subject to disciplinary action, including, but not limited to, loss of the university-sponsored e-mail account. Certain university-controlled IT resources are openly available to all students on a first-come, first-served basis; access to other resources is limited-often only by means of posted notices-to students in certain disciplines or specified courses; access to still other resources is carefully controlled by such means as user ID’s and passwords. Students are responsible for adhering to the spirit and the letter of these access controls. Violations of access rights can be interpreted under the Code and university policies as theft of university services whether or not those services have been separately billed. Students, faculty, and staff are also responsible for ensuring the confidentiality of access rights under their control. For example, release of a password, whether intentional or inadvertent, invites misuse by others and may be subject to disciplinary action.

**General rights and responsibilities.** Despite access controls imposed, system failures may occasionally make it possible for students to inappropriately read, use, copy, alter, or delete information stored electronically on a university computer system. System users are responsible for not exploiting such system failures and for reporting them to proper university personnel so that corrective steps can be taken. The university strives to maintain a quiet, environment in its computer labs in order that lab users can use their time productively and with minimal distractions. Proper use of computer resources follows the same standards of common sense and courtesy that govern the use of other public facilities. Improper use violates those standards by infringing upon others’ ability to fulfill their responsibilities. All inappropriate uses of IT resources should be reported to proper authorities for possible disciplinary action.s



# Fees and Expenses, Payment Options, and Payment Processing Policies

## Fees and Expenses

Banded tuition is defined as charging a single tuition rate for credits within a defined range. Beginning fall semester 2018, undergraduates will pay the same basic tuition rate for a course load of 12 to 18 credit hours per semester.

Banded tuition is a way to help students graduate on time and reduce the cost of their education. Students who take advantage of the band, and enroll in and pass 15 or more credits per semester will graduate in four years. Tuition charged by the credit hour creates a financial disincentive for students to take more courses in a particular semester. According to the Indiana Commission for Higher Education, an additional year of college can cost a student more than \$50,000 in tuition, lost wages and related costs.

All fees are subject to change by action of the trustees. Fees for the 2023-2024 school year are shown below:

**Course fees** listed below. If you audit a course, regular course fees are assessed.

### Fall 2023 and Spring 2024 Undergraduate Tuition

<b>Classification</b>	<b>Fewer than 12 credit hours</b>	<b>12-18 credit hours (flat rate, banded)</b>	<b>More than 18 credit hours (flat rate plus credit rate for hours over 18)</b>
<b>Resident</b>	\$308.49/credit	\$4,627.35	\$4,627.35 + \$308.49/credit
<b><u>Ohio Reciprocity</u></b>	\$308.49/credit	\$4,627.35	\$4,627.35 + \$308.49/credit
<b><u>Contiguous States</u></b>	\$462.74/credi	\$6,941.03	\$6,941.03 + \$462.74/credit
<b><u>Midwest Student Exchange Program</u></b>	\$462.74/credit	\$6,941.03	\$6,941.03 + \$462.74/credit
<b>Online Undergraduate Degree Programs (Domestic Nonresidents)*</b>	\$462.74/credit	\$6,941.03	\$6,941.03 + \$462.74/credit



## Fall 2023 and Spring 2024 Undergraduate Tuition

<b>Classification</b>	<b>Fewer than 12 credit hours</b>	<b>12-18 credit hours (flat rate, banded)</b>	<b>More than 18 credit hours (flat rate plus credit rate for hours over 18)</b>
<b>Nonresident</b>	\$740.69/credit	\$11,110.35	\$11,110.35 + \$740.69/credit
<b>International</b>	\$767.51/credit	\$11,512.65	\$11,512.65 + \$767.51/credit

**Other fees.** The following fees are in addition to the course fees listed above.

- Admission application - \$30
- Readmission (readmit) fee - \$100
- Late registration fee - \$8.50 per credit (\$100 maximum)
- Continuing Studies - varies
- Differential Fees Undergraduate - \$26.15 per credit
- Differential Fees Graduate - \$33.02 per credit
- Lab Fees - \$50
- MBA + Differential Fees - \$96.19 per credit

**Refunds.** Fee assessments and/or refunds are determined as of the date forms are submitted to the registrar's office in person or via the Web registration system, regardless of any other dates that may appear on the forms. Requests for exceptions to the refund schedule will be considered only to resolve problems that result from (1) documented errors made by university representatives, or (2) other circumstances that are clearly the responsibility of Purdue University Fort Wayne. Requests and supporting documentation must be received by the registrar's office within the first two weeks of classes.

Purdue University Fort Wayne reserves the right to cancel courses and will refund all fees assessed. If you withdraw from a class, the following refund schedule will apply:

<b>Number of Weeks</b>	<b>100%</b>	<b>60%</b>	<b>40%</b>	<b>20%</b>	<b>0%</b>
14, 15, or 16	Days 1-7	Days 8-14	Days 15-21	Days 22-28	Thereafter
12 or 13	Days 1-7	Days 8-14	Days 15-21	Days 22-28	Thereafter
9, 10, or 11	Days 1-7	Days 8-14	Days 15-21	Days 22-28	Thereafter
8	Days 1-3	Days 4-7	Days 8-10	Days 11-14	Thereafter
7	Days 1-3	Days 4-7	Days 8-10	Days 11-14	Thereafter



6	Days 1-3	Days 4-7	Days 8-10	Days 11-14	Thereafter
5	Days 1-3	N/A	Days 4-7	N/A	Thereafter
4	Days 1-3	N/A	Days 4-7	N/A	Thereafter
3	Days 1-3	N/A	Days 4-7	N/A	Thereafter
2	Days 1-2	N/A	Days 3-4	N/A	Thereafter
1	Day 1	N/A	Day 2	N/A	Thereafter
Less than 1	Day 1	N/A	N/A	N/A	Thereafter

**Note:** A 100 percent refund will be allowed through the day of the first class meeting, even if it occurs after the designated period. Any course meeting for more than eight weeks will use the refund schedule approved for fall and spring semesters. All calendar days are counted, including weekends. If you are receiving federal Title IV financial aid (Stafford, Pell, Perkins, SEOG), and you make a full withdrawal or do not attend classes, a calculation will be made to determine the amount of unearned aid that you will be required to repay. Specific information about this calculation may be obtained at the financial aid office or at [pfw.edu/financial](http://pfw.edu/financial). Refunds are not transferable from one student to another. To qualify for a refund, your class withdrawal must be processed during the periods specified above. The refund schedule for off-campus credit classes offered through the Division of Continuing Studies may differ from the one above and appears in registration materials published by the Division of Continuing Studies.

## Payment Options

- A. **Pay Online.** If students are paying by electronic check, credit/debit card (2.85 percent processing fee, minimum of \$3.00) or Western Union, they may do this through **goPFW**. Students username and password will be required.
- B. **Pay by Mobile.** Download the Purdue University Fort Wayne mobile app for Android or Apple from the app store. Students username and password will be required to access their bursar student account.
- C. **The after-hours drop box.** An after-hours drop box is located next to bursar window no.1 in Kettler Hall, G57. Students may drop a check, cashiers check or money order payment in the box, but it must be received by close-of-business on the payment deadline date. All check payments will be converted to an ACH electronic transaction.
- D. **Pay by mail.** Students may send a check, cashiers check or money order. All check payments will be converted to an ACH electronic transaction. Please allow adequate mailing time so the payment reaches the bursar's office by the payment deadline. All checks should be made payable to Purdue University Fort Wayne.
- E. **Stand in line.** Students may pay in-person by check, cashiers check or money order at the bursar's office, but the lines will be long if they wait until the payment deadline. Save time by using one of the above options, or by paying prior to the deadline date.



**Senior citizen fee-remission program.** A waiver equal to one-half the resident tuition (to a maximum of 9 credits per semester) is available to Indiana residents who are age 60 or older, retired, not employed full-time, and high school graduates or GED recipients. The waiver does not apply to fees. This program is available only during the week prior to the start of classes and also during late registration. Additional information and applications are available from the Purdue University Fort Wayne Financial Aid office (Kettler Hall 102, [260-481-6820](tel:260-481-6820) or online at [gopfw/financial/forms](http://gopfw/financial/forms)).

**Payment plan options.** Payment plan options are available through the bursar's office.

## Payment Processing Policies

A. Registration and drop/add changes are not official until processed at students academic division, department office, the registrar's office, or through [goPFW](#). Fee assessment is based on the date these forms are processed, regardless of other dates that may appear on the forms.

B. An e-mail notification will be sent to students who participate in all registration dates. It is the students responsibility to retrieve their bill through [goPFW](#). Students may review their class schedule through [goPFW](#) or request a class schedule from their advisor at the time registration is processed or from the bursar's or registrar's office. A paper bill will be mailed only if students opt out of Electronic Consent and must be requested in person.

C. When students register for classes, they are responsible for paying fees unless they officially withdraw from their classes before the end of the 100 percent refund period. The university reserves the right to administratively remove students from their classes for failure to pay their fees, but students will still owe the fees for these classes. The university may also administratively remove students from future terms if current or past terms are unpaid. Late registration and re-enrollments will be assessed a late registration fee of \$8.50 per credit with a maximum assessment of \$100.00.

D. Students may pay tuition and fees, and contracted housing charges by enrolling in a payment plan to pay their balance in installments over the course of the semester. Log into [goPFW](#) and go to the Billing & Financial Aid tab. The payment plan will not be processed without the first payment and the application fee (non-refundable) that is due by the payment deadline for the semester. Subsequent payments not received by the due date of the payment plan will be subject to a late payment plan charge of \$20.00.

E. An \$18.50 late payment fee will be assessed to delinquent accounts beginning 10 days AFTER the due date. To avoid paying this charge, accounts must be paid in full by the fee payment deadline. Students with deferred-payment contracts must keep their accounts current to avoid this fee.

F. All classes are assessed at full fees when added, regardless of the transaction date. Drops are refunded according to the [refund schedule](#).

G. Electronic check, credit/debit card (2.85 percent processing fee, minimum of \$3.00) may be used to pay fees through [goPFW](#). See [payment options](#) for additional information.

H. If students are receiving financial aid, they are responsible for accepting financial aid awards through **goPFW** by the fee payment deadline to apply their financial aid award to their account. Students whose fees are to be billed to an employer or other agency must confirm these arrangements with the bursar's office.

I. Student credit balances of less than \$1 will be held on account for 90 days.

## Grade Appeals

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. In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings. Grades may be changed only by a university authority upon the decision of the grade appeals subcommittee or by the instructor any time prior to the decision of the grade appeals subcommittee.

**Appeal deadlines.** An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

### Steps in the Process of a Grade Appeal

Step 1. **Course instructor:** The student makes an appointment with his or her instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the college or school shall authorize the extension.

Step 2. **College/school/department/program:** If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course, who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the college, school, department, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.



Step 3. **Grade appeals subcommittee:** If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the grade appeals subcommittee.

**College/school/department/program appeals procedure.** Each college, school, department or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that college/school/department/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each college, school, department or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit's procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students, upon request.

**Grade appeals subcommittee.** This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the Bylaws of the Senate. Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The bases for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by university employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the college, school, department, or program committee's recommendation. No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department or program. Members should also recuse themselves from cases in which they have potential conflicts of interest, personal involvement, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will elect the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case. If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid, and if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

**Reporting of subcommittee and panel decisions.** The subcommittee and each panel shall report its finding and actions to the student; the college, school, department, or program from which the appeal came; the instructor; the chair of the student's department; the dean of the student's college or school; the dean of students; and (in the case of a panel decision) the chair of the grade appeals subcommittee.

*For more information about Grade Appeals, please refer to the **Academic Regulations, Rights, Responsibilities, and Conduct** section of the catalog.*



**Parking.** Students are charged a parking fee based on the number of credits taken. This entitles students to park in open parking spaces (not in spaces designated as “A” parking, green-lined spaces) in lots or garages. Parking permits for students with disabilities are available from University Police (Support Services 105). Validation from a physician or Services for Students with Disabilities (Walb 113, 260-481-6657) is required.

**Traffic regulations.** The operation of motor vehicles on the Purdue University Fort Wayne campus is governed by applicable state, local, and campus regulations. University police officers are empowered to enforce these statutes. Additional information is published in the *Student Handbook*, with complete information about Purdue University Fort Wayne parking and traffic regulations appearing in the *Vehicle Regulations and Emergency Information* brochure available from University Police and other campus locations.

## Placement Tests

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

**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 only if the student has (1) completed the appropriate procedures; or (2) established credit in an entry-level English course.

**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 Purdue University Fort Wayne only if the student has (1) completed the appropriate procedures; or (2) established credit in an entry-level math course.

Students who place in developmental math must complete the appropriate developmental course(s) in their first 24 credits of Purdue University Fort Wayne course work, with the exception of developmental math for those students enrolled in a certificate or associate degree program that does not require math.

**Reading.** Regularly admitted beginning students are considered for reading placement using one of the following.

ENGL 19000 Rhetorical Reading is the required course for students who have

1. on the new SAT, a Total Score (Test Code S95 on far left of SOATEST) of 1020 or lower;
2. on the old SAT, a Critical Reading score (Test Code S01) of 450 or lower; or
3. on the ACT, a Reading score (Test Code A03) of 19 or lower.

A score above the minimum on any of these tests exempts the student from the requirement. A student not meeting the minimum has the option to take the Reading Placement Test for which a score of 003 requires ENGL 19000 (002 recommends the course, and 001 exempts).



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.

**Foreign language.** If a student studied Spanish for two or more years in high school and wishes to continue to study that language, the student may enroll in the Spanish 113 course, recommended unless the student graduated from high school five years or more prior to enrolling at Purdue University Fort Wayne. The 113 course is equivalent to the second semester of the first year, but incorporates a review of what is studied in Spanish 111. No placement test is required for enrollment in 113. Students who graduated from high school five years or more prior to enrolling at Purdue University Fort Wayne may start their study of Spanish over by enrolling in 111, or they may take a placement test to determine whether they might be successful in 113. French and German do not offer 113 classes, so a placement test is important to determine whether students who have had some French or German in high school should begin in 111 or 112.

If a student completed three or more years of high school French, German, or Spanish, the student is urged to take the foreign-language placement test in order to determine where they place. Call [260-481-6836](tel:260-481-6836) for more information.

If a student studied French, German, or Spanish at a college or university and have transfer credits, please contact the Department of International Language and Culture Studies (LA 267, 260-481-6836) before enrolling in additional classes in that language.

**English as a second language.** If a student has been designated as an ESL student, see [\*\*English Language Proficiency\*\*](#). For more information on *English Language Proficiency*, please refer to the [\*\*Academic Regulations, Rights, Responsibilities, and Conduct\*\*](#) section of the catalog.

## Release of Student Information

The Purdue University Fort Wayne policy governing access to student records, which complies with the *Family Educational Rights and Privacy Act of 1974* (FERPA), is described below:

### Definitions:

A *record* includes any data or information about you and related individuals, regardless of the media used to create or maintain the record.

*Educational records* include records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (that is, "personal files").

Educational records are located and maintained by administrators in one or more of the following offices: Admissions; Alumni Relations; Athletics, Recreation, and Intramural Sports; Bursar; Center for Academic Support and Advancement; Continuing Studies; Financial Aid; Honors Program; Registrar; The First Year Advising Center, and University Police, as well as the student affairs administration and academic units.

The registrar's office is the only university office authorized to issue official transcripts and certify students' enrollment status. Requests for official transcripts can be made directly through Purdue University

using the online self-service. Transcript request service is also available through Purdue University Fort Wayne. Refer to the Purdue University Fort Wayne registrar webpage for specific details on requesting a transcript.

*Public information* consists of name, class standing, college/school, major field of study, dates of attendance, degrees and awards, recognized student activities, sports, athletics information, and current enrollment status; address and telephone number are also public information unless the student has filed a registrar's form to keep these private. Records of arrests and/or convictions are public records and thus not subject to university policy.

While attending Purdue University Fort Wayne, students may request to restrict the release of all their directory information to non-university personnel by completing the **Request to Restrict Directory Information** form.

**Release in emergencies.** Institutions may take into consideration circumstances pertaining to the health and safety of a student or other individuals to disclose information from education records without a student's consent. If the institution determines there is "articulable and significant threat" to the health and safety of the student or others, information from education records can be released "to any person whose knowledge of the situation is necessary to protect" the health and safety of the student or other individuals.

**Release to you.** Records are available to students with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of parents' financial status; records related to student employment that are subject to other laws and are administered by Human Resources; medical and psychological records, which will be released only to a healthcare professional designated by the student; and, if the student has signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment. These records may be used only for the purpose originally intended. An eligible student has the right to inspect and review the student's own education records within 45 days after the day Purdue University (the "University") receives a request for access. A student may submit a written request to the appropriate records custodian that identifies the record(s) the student wishes to inspect. The records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the records custodian who receives the request, the records custodian will advise the student of the correct office where the request should be submitted. An eligible student has the right to seek amendment of his/her/their own education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the University to amend a record should write the records custodian responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- The University will, within a reasonable time after receiving the request, decide whether to amend the record as requested.

- If the University decides not to amend the record as requested, the University will notify the student in writing of (1) the decision, (2) the student's right to a hearing regarding the request for amendment, and (3) the student's right to insert in the record a written statement or explanation commenting on the information.

**Release to Purdue University Fort Wayne faculty and staff.** Student records are available to members of the faculty and staff who have a legitimate need for them, as determined by the administrator of the office responsible for maintenance of the record.

**Release to others.** An eligible student has the right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University may, and from time to time does, disclose education records without a student's prior written consent when authorized by FERPA, including to university officials whom the University has determined to have legitimate educational interests. Purdue defines "university officials" and "legitimate educational interests" as follows:

- "University officials" include (a) persons employed by Purdue University in an administrative, supervisory, academic, research, or clerical or support staff position (including but not limited to law enforcement unit personnel, attorneys, counselors, and health staff); (b) persons serving on the board of trustees; or (c) persons (including students) serving on an official university committee, such as a disciplinary or grievance committee.
- A university official also may include a volunteer, contractor, consultant or other party outside of Purdue University (i) who performs an institutional service or function for which the university would otherwise use its own employees, (ii) who is under the direct control of the university with respect to the use and maintenance of education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his/her/their tasks, and (iii) who is subject to the obligation not to disclose PII from any education record without the prior written consent of the student.
- "Legitimate educational interests" include performing a task or engaging in an activity related to (i) one's regular duties or professional responsibilities, (ii) a student's education, (iii) the discipline of a student, (iv) a service to or benefit for a student, (v) measures to support student success, and (vi) the safety and security of the campus.

This includes the National Student Clearinghouse and Educational Computer Systems Incorporated (ECSI).

**Retention of records.** Purdue University Fort Wayne reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the ad-

administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

**For more information regarding Purdue's FERPA**

**Policy: <http://www.purdue.edu/policies/records/viia4.html>**

## Residency

This pertains to resident student status for fee purposes. When students are admitted to Purdue University Fort Wayne, they are classified by Admissions as a resident or nonresident of Indiana. This classification is determined by rules established for all Purdue University Fort Wayne students by the trustees of Purdue University. Students classified as a nonresident must pay nonresident fees as shown in the schedule of fees. Among other criteria, resident student status for fee purposes requires all independent students who enter or re-enter Indiana to be domiciled in the state for 12 consecutive months before the first day of classes of the semester or summer session for which reclassification may be sought. Students who think they are classified incorrectly may apply for resident student status. To appeal a residency classification, [pfw.edu/offices/registrar/policies/residency.html](http://pfw.edu/offices/registrar/policies/residency.html) submit the form to Purdue University Fort Wayne Registrar, 2101 E. Coliseum Blvd., Fort Wayne, IN [46805-1499](tel:46805-1499).

## Smoking and Tobacco

Purdue University Fort Wayne is entirely tobacco-free and smoke-free.

Smoking and tobacco are prohibited in any university facility and on any university grounds. The purpose of this policy is to provide a healthy, comfortable, and productive environment for the campus community. Accordingly, all employees, students, and visitors are expected to comply.

The use or sale of any tobacco or smoking-related product, including the use or sale of smokeless tobacco products or electronic cigarettes, is prohibited on property controlled, operated, or leased by the University or in University vehicles, wherever located. Smoking and the use of tobacco products or electronic cigarettes is also prohibited in private vehicles parked on Purdue University Fort Wayne property.

## Statement on Civility

Purdue University Fort Wayne is committed to the goals and ethics of academic investigation and education. The foundation of academic pursuit is the process of free inquiry, in which individuals may openly explore and express ideas. Free inquiry requires an environment that encourages open investigation, as well as the educational growth and positive social development of individuals; therefore, it is important to state explicitly the ethics that define our academic community. Prominent among the values that define the academic community is civility, which includes mutual respect, fairness, and politeness. Membership in any community requires a concern for the common good for all who belong to that community. Each individual may possess different ideas, as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a university. Because of these differences, respect and civility

are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should therefore be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the university. Because it is not possible to establish a set of rules or guidelines that will address every issue of civility, all members of the academic community are called upon to promote and value this ethic of common respect and civility. Ultimately, such a community-wide concern will assure the continuation of a free and open exchange of ideas.

## Student Identification Number

Students will be assigned a unique nine-digit number (900 number) as their student identification number. It is used to identify records within Purdue University Fort Wayne. Students are also assigned a unique Purdue University Identification (PUID) which is a 10-digit number that is used to identify records within the Purdue University System for issuing student credentials and transcripts. Neither number will be provided to external agencies or individuals except in accordance with university policy on release of student information. Students are, however, required to provide Purdue University Fort Wayne with their social security number so that Purdue University Fort Wayne can issue certain informational returns to the Internal Revenue Service and to you. Students are also required to provide your SSN on the Free Application for Federal Student Aid (FAFSA) if they desire to apply for federal or state financial aid. Purdue University Fort Wayne does not use SSN as a student identification number, but only for those purposes required by law or governmental agencies.

## Transfer Credit

### Purdue Fort Wayne Transfer Credit Policies

- 1. Transferability:** For consideration, transfer credit must be represented as course credit on an official transcript. To assure the quality of courses and quality of student learning achieved, Purdue University only accepts credits for which a student earned a C- or better from the following accrediting agencies:
  1. Higher Learning Commission
  2. Middle States Commission on Higher Education
  3. New England Commission of Higher Education
  4. Northwest Commission Colleges and Universities
  5. Southern Association of Colleges and Schools Commission on College
  6. WASC Senior College and University Commission, and
  7. Accrediting Commission for Community and Junior Colleges
- 2. Only credit will transfer; grades do not.** Method of delivery (classroom, online, dual- or concurrent-credit courses taught in high school) will not affect transferability.
  1. Grades of "Pass," "Satisfactory," or "Credit" must be defined as C- or higher for courses to transfer.



2. Remedial or Developmental Courses, including English as a Second Language, will not transfer.
3. Institutions outside the US must be identified as holding the equivalent to an accrediting agency described above in order for courses to transfer (please see International Transfer Credit Requirements).
3. **Equivalency:** Equivalency is determined based on comparable learning outcomes using 70% matching of course outcomes (per American Association of Collegiate Registrars and Admissions Officers “A Guide to Best Practices: Awarding Transfer and Prior Learning Credit”) to determine equivalency, unless otherwise needed for specific accreditation, discipline content, or other written requirement. Equivalent courses will count toward degree requirements just like corresponding Purdue courses do. Equivalencies are ultimately at the discretion of the academic department and are subject to change.
4. **Academic departments have until a date set by the Registrar Office to review transfer course equivalents** which would alter a formerly direct equivalent course to undistributed and be effective for the following fall term.
5. **Undistributed Credit:** Courses that are transferable but not determined equivalent to a Purdue Fort Wayne course will be articulated as 1X..., 2X..., 3X... 4X... credit in the corresponding subject. Courses transferring to Purdue Fort Wayne as undistributed will have an X in the second position of the course number, the first number in undistributed courses are a level indicator. The course level of undistributed credit granted will match that of the source institution. Use of undistributed credit towards degree progress is at the discretion of the students advising department.
  1. With few exceptions, degree-audit exceptions may not be used to apply Undistributed Credit Pending Support Materials (1XPND, 2XPND, 3XPND, 4XPND) toward specific curriculum requirements.
6. **Maximum number of transfer credits allowed:** There is no limit on transferable credit. 32 credit hours must be completed at Purdue Fort Wayne or another Purdue campus in order to graduate with a degree from Purdue Fort Wayne. See academic program information for program-specific limitations on transfer credit.
7. **Number of Credits Student can apply to a Specific Area (General Education vs. Major):** Not all transfer credit granted will satisfy degree requirements for every major. Consult with student’s academic advisor for information on transferring credit for student’s major.
8. **Credit for Prior Learning:** Credit for Prior Learning not otherwise granted as transfer credit can be granted at the discretion of the corresponding department as Departmental Credit.
9. **International Transfer Credit Requirements:** For any institution outside the United States that does not hold United States Regional Accreditation, a credential evaluation will be prepared by the Office of International Education. XXXX credit in corresponding disciplines will be awarded for international credit unless course descriptions and/or syllabi are provided as well.
10. **Transfer of Credit across Academic Levels:** Graduate-level coursework will not transfer to an undergraduate record. If you would like to use a graduate-level course for an undergraduate degree, consult with student’s academic advisor.

11. **Credit Conversion of Transfer Credit:** Purdue Fort Wayne operates on a semester calendar. Credit from institutions operating on a calendar other than the semester will be converted to yield semester credit hours.
  1. For quarter hours, the credit will be multiplied by .75 to yield the semester hours.
12. **Transfer of Credit where Courses have differing hours:** Academic departments may choose not to approve equivalent credit articulations if transfer courses are less credits than a similar course offered at Purdue University Fort Wayne.
  1. If equivalent credit is granted at Purdue Fort Wayne for a transfer course which is less credits than Purdue University Fort Wayne's course, credit awarded will match the credit hours of the transfer course, additional credit will not be granted.
  2. For instances where the credit hours for an incoming course are greater than the appropriate Purdue University Fort Wayne equivalent course, Undistributed credit in that discipline will be also awarded to make up the difference in hours.
13. **Credit by Exam:** Credit by exam from another institution will transfer to Purdue Fort Wayne at the discretion of academic programs' and/or the university's approval. For credit from exams such as Advanced Placement (AP), Cambridge International, Oxford International, Pearson Edexcel, AQA, and OCR AS (A-Level); College Level Examination Program (CLEP); DANTES Subject Standardized Tests (DSST); International Baccalaureate (IB); UExcel, you must provide the official score report(s) from the testing service; the university does not accept this type of credit from another school's transcript.
14. **Duplicate Courses:** Credit for duplicate courses will only be granted once. This does not apply to repeatable courses.
15. **Grade Replacement:** The only way to replace grades from Purdue Fort Wayne courses is to retake the course with the same grade mode at Purdue Fort Wayne or another Purdue campus. Course credit from another institution will not replace grades for an equivalent Purdue course.
16. **Articulation agreements:** The following process applies to all qualifying courses taken at other institutions with which Purdue Fort Wayne has formed articulation agreements. Coursework completed with a grade of C- or better at institutions with which Purdue Fort Wayne has current articulation agreements will be evaluated according to the following categories:
  1. Non-specific, open general education or elective course equivalency evaluations, general education or elective courses for which students may choose one course from many options to fulfill program requirements, will be conducted after a student is admitted to Purdue Fort Wayne and has submitted official transcripts to the university.
  2. Program-specific course equivalency evaluations, specific courses academic programs require all students complete, will be in place (or established) by the appropriate academic programs before articulation agreements are ratified. The relevant academic programs will determine if a transfer course which is included in another institution's specific curriculum is substantially equivalent to a Purdue Fort Wayne course. Such determination will be communicated to the Office of the Registrar. The equivalents approved will apply to all students who successfully

complete the transferring course regardless of students' major, prior coursework completed, and class standing. Method of delivery (classroom, online, dual- or concurrent-credit courses taught in high school) will also not affect equivalent credit awarded.



**Registrar**

**Academics**

**About Purdue University Fort**

**Wayne**

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**Office of the Registrar**

Purdue University Fort Wayne

2101 E. Coliseum Blvd.

Fort Wayne, IN 46805-1499

Telephone: 260-481-6815

**U N I V E R S I T Y**®

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