Welcome!

Welcome to the Purdue University College of Technology in South Bend. Serving the Michiana area, our location is one of ten such sites located across Indiana.

Purdue's College of Technology is one of the largest colleges of its type in the United States and is respected as a technology leader worldwide. Nearly 11% of all Purdue students are enrolled in degree programs offered by the College of Technology.

Working in partnership with Indiana University South Bend, the Purdue College of Technology provides students an opportunity to earn a Purdue degree close to home. Personal attention in a small class setting is a hallmark of the various technology degree programs found here in South Bend. The faculty and staff will challenge you to maintain the high standards for which a Purdue education is known, and we look forward to helping you along the way.

We are very pleased that you have selected Purdue University and its College of Technology in South Bend. Please do not hesitate to stop in and see me with a question, a concern or just to talk. Have a great year!

Sincerely,

Michael D. Sanders
Director

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College of Technology

About the College of Technology

Purdue University College of Technology at South Bend is part of the Purdue Statewide Technology Program that was formed to meet Indiana's need for college-educated technologists and technicians. The program is a unique partnership between education and business, industry, and government.

Representatives from local business and industry serve on the Purdue South Bend Advisory Board and assist with planning, developing, and implementing academic programs. Their participation helps ensure that graduates meet the needs of Northern Indiana business and industry today... and in the future.

The College of Technology at South Bend enables students to live and work at home while receiving a first-class technical education. Courses are offered to accommodate the work schedules of part-time students as well as to serve the needs of full-time students.

In addition to offering one Associate of Science (A.S.) and four Bachelor of Science (B.S.) degree programs, Purdue serves as a resource for local business and industrial personnel who are updating their skills or who need retraining in technical fields. Graduates of these programs find employment in business and industry in South Bend, Elkhart, and the surrounding communities.

Purdue University College of Technology at South Bend is directly linked to Purdue University in West Lafayette. There are ten locations (Anderson, Columbus, Greensburg, Indianapolis, Kokomo, Lafayette, New Albany, Richmond, South Bend, and Vincennes) all of which are referred to as Statewide Technology. All Statewide locations follow the curriculum in West Lafayette.

The South Bend location operates on the Indiana University – South Bend (IUSB) campus under a written partnership agreement. Purdue pays for dedicated and temporary use of space and for general education courses taken by Purdue students. It is also possible for IUSB students to take Purdue courses. Every attempt is made to make the operation transparent to both IU and PU students. The partnership, however, extends beyond a written document. There is a sense of a common intellectual community with academic and collegial relationships that transcend the business agreements. The key words here are partnership and collegial.

Faculty, Staff, and Students

The faculty and staff are employees of Purdue University in West Lafayette and have all the privileges and responsibilities as such. Students are admitted through the West Lafayette Admissions Office as Purdue University students. Although South Bend Purdue students utilize the local IUSB registration process (OneStart), the **official registration is processed by the Student Services Coordinator at each location.** *All official records are maintained by Purdue in West Lafayette.*

Linkages to the Community

Purdue South Bend has its own business/industrial advisory committees and councils and a close working relationship with the area K-12 schools. Purdue is a member of The Chamber of Commerce of St. Joseph and Elkhart Counties. The Purdue/South Bend 400 Club is a group of Purdue supporters who raise money for scholarships for South Bend students. In addition, faculty and staff are involved in community activities.

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Director

Michael Sanders is the Director of the Purdue College of Technology at the South Bend location. He reports to Dr. Gary Bertoline, Dean of the Purdue University College of Technology. Michael Sanders coordinates with IUSB administrators on local policy matters.

Majors Offered at Statewide Technology Locations

CGT   = Computer Graphics Technology

CNIT   = Computer & Information Technology (formerly Computer Technology)

*ECET = Electrical & Computer Engineering Technology

*ENGT = Engineering Technology

*IT   = Industrial Technology

MFET = Manufacturing Engineering Technology

*MET = Mechanical Engineering Technology

*OLS   = Organizational Leadership & Supervision

Only majors in ***bold** *are offered at the South Bend location.*

Logos

Official Seal

The official seal was officially adopted in 1969 and retains elements   of earlier versions that evolved beginning in 1890. The dragon-like griffin, a medieval heraldic device, represents strength. The three-part shield represents Purdue's traditional aims: education, research and service. The seal combines these traditional elements with modern simplicity of design to form one of the most distinctive of university symbols. This seal is officially retired and used only by the President.

Signature Logo

The Purdue University "signature" logo is the primary identifier for Purdue University.

College of Technology Logo

The College of Technology logo is the primary identifier for the College of Technology.

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Mascots

Boilermaker Special
Official Mascot

Purdue Pete
Unofficial Mascot

Purdue Hymn – Hail Purdue!

Close by the Wabash in famed Hoosier land,
Stands old Purdue serene and grand;
Cherished in memory, by all her sons and daughters true;
Fair Alma Mater, All Hail, Purdue
Fairest in the land,
Our own Purdue.

Hail Purdue
To your call once more we rally,
Alma Mater, hear our praise;
Where the Wabash spreads its valley,
Filled with joy our voices raise.
From the skies in swelling echoes,
Come the cheers that tell the tale,
Of your victories and your heroes,
Hail Purdue! We sing all Hail

Chorus
Hail, Hail to old Purdue!
All hail to our old gold and black!
Hail, Hail to old Purdue!
Our friendship may she never lack.
Ever grateful, ever true,
Thus we raise our song anew,
Of the days we've spent with you,
All hail our own Purdue.

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High School vs. College

College = Self-directed learning

Every student is responsible for their education.

Students are expected to:

- Learn independently
- Master the material

Hours per week spent in the classroom		Hours spent outside of the classroom per week	
High School	**College**	**High School**	**College**
35 hours per week	12-18 hours per week	5 -10 hours per week	30-50 hours per week

1 semester of college = 2 to 3 semesters of high school

To be successful in college, a student will spend most of their learning time OUTSIDE the classroom.

Web Resources:

http://www.collegeview.com/articles/CV/campuslife/youre_not_in_hs.html

http://www.videojug.com/interview/youre-not-in-high-school-anymore-2

Housing

Student housing is available on the IUSB campus and Purdue students are eligible to apply.

A place to live, learn & grow - Living on campus has many benefits. You'll be able to make new friends, participate in social and academic activities, and enjoy a safe living and learning environment that only on-campus housing can provide. There are one, two and four-bedroom apartments available. **Rental rates** include utilities, furnishings, cable TV, Internet and 24 hour security. Accommodations will be assigned on a first-come, first-served basis.

Questions?

Contact: River Crossing Campus Housing
Live@iusb.edu
574.520.5805
http://www.iusb.edu/housing

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Re-entry

- Students who stop attending for less than 3 semesters do not have to complete a re-entry application.
- Students who stop attending for more then 3 semesters must complete the re-entry application online.

Students can complete the re-entry application online by visiting:
http://admissions.purdue.edu/apply_now/apply_now.html

For more information or assistance, please contact the Main Office at 574.520.4180.

Readmission

Students who have been academically dropped/dismissed from any Purdue University campus are in dropped/dismissal status at ALL Purdue University campuses.

Deadlines for submitting the readmission application

Academic session desired for readmission	Application Deadline
Summer Session (modules one, two and three)	April 1st
Fall Semester	July 1st
Spring Semester	November 1st
All applications will be available on August 1 for the following academic year. *The nonrefundable application fee is $100.*	

For more information on the readmission process, go to:
http://www.purdue.edu/odos/services/readmissioninformation.php

Classifications & Levels - Purdue University

Level	Number of Credit Hours	Classification
Freshman	00 - 14	01
	15 - 29	02
Sophomore	30 - 44	03
	45 - 59	04
Junior	60 - 74	05
	75 - 89	06
Senior	90 - 101	07
	105+	08

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Graduating Students & Commencement

Prior to Graduating

- Track your academic progress using a Plan of Study and Track Sheet.

- Check with the Student Services Coordinator to ensure the completion of all your degree requirements.

- Check minimum G.P.A. and credit requirements for your plan of study.

- Verify that your degree requirements are being met by ordering a transcript and/or checking MyPurdue.

- Register for CAND 99100 your final semester. *Please note if you sign-up for this course while taking another course(s) there is no fee. If Candidacy (CAND) is the only course needed to graduate a student must register for CAND 99200. A charge will be assessed for CAND 992.*

- Make sure you have no encumbrances (owe money). You will not receive your degree until encumbrances have cleared.

Commencement

The Purdue College of Technology at South Bend holds their commencement ceremony every May in South Bend. Information will be provided in the spring semester to graduating students.

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Tuition & Fee Payment

Purdue students are billed by Purdue West Lafayette for all tuition and fees. For students who live in IUSB housing, they must pay Indiana University South Bend. This can be done via their OneStart account.

Purdue does not mail a hard copy of student bills. All billing is done electronically via MyPurdue. Students can access and pay via MyPurdue under "Manage My Account."

Purdue does not accept VISA.

For questions regarding your bill, you can contact the Main Office at 574.520.4180 or e-mail asktsw@purdue.edu.

TSW Cancellation

Students MUST pay their tuition and fees no later than the first day of classes. If the student has not met their financial obligation and/or accepted charges via their MyPurdue page, they will be subject to cancellation. Students will be notified about cancellation through their Purdue e-mail account.

To avoid cancellation students must meet their financial obligations with one of the following methods:

- Pay Fees in Full
- Financial Aid
- Installment Plan (4 payments with 25% down)
- Any combination of the above

If a student has made a 25% down payment or more, but has not officially enrolled in the payment plan, the student will be notified before cancellation. The Purdue Bursar will be able to work with these students as they enroll in the plan.

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Financial Aid

All students are responsible for understanding their financial aid.

To qualify for financial aid and scholarships, students must complete a Free Application for Federal Student Aid (FAFSA) form and be admitted to Purdue. Aid is based on part-time (6 credit hours), three-quarter time (9 – 11 credit hours), and full-time (12 credit hours or more) status. Each course is typically 3 credit hours.

Website: www.fafsa.ed.gov   Purdue School Code: 001825

To check financial aid status, students can look up their information in MyPurdue under the financial tab.

Direct Deposit is recommended and can be set-up in MyPurdue via a refund profile in "Manage My Accounts."

All monies received (grants, scholarships, loans, Vocational Rehab, WorkOne, etc.) are deemed financial aid.

*For assistance, contact Crystal Jones at jones635@purdue.edu.

Financial Aid Terms

Encumbered - Not eligible to register for classes because of fees owed to the university, being dropped from the university, or for misconduct.
Financial Aid - Funds available through private, state, and federal sources to assist students with educational experiences.
Grant - Financial assistance that does not have to be repaid, usually awarded on the basis of financial need.
Loan - Financial assistance based on need; must be repaid; provided through schools, banks, and state and federal governments. Interest rates on educational loans are often less than for other types of loans.
Scholarship/Awards - Financial assistance awarded on the basis of academic merit and/or financial need and does not require repayment.
Tuition - The fee charged by Purdue University for courses in which the student is enrolled. For more information on current tuition rates contact the Purdue Main Office, 107 Purdue Technology Building.

Free Application for Federal Student Aid (FAFSA) Forms
FAFSA application forms are available in the Main Office of the Purdue Technology Building. Forms can also be completed electronically by going to: www.fafsa.ed.gov.

Priority filing deadline for Purdue University is March 1st. Meeting the priority deadline places students in a possible pool of "free money" (money that does not have to be paid back).

Note: Do not use any website or service that requires a fee to process your FAFSA. Filling out the FAFSA is FREE.

Student Assistance Commission of Indiana (SSACI)
Often provides financial assistance for students of Indiana to attend college. For more information go to: http://www.in.gov/ssaci/

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Scholarships

Students can apply for a local Purdue scholarship late in the fall semester for the following academic year. To obtain more information and for an application:

1. Go to: http://www.tech.purdue.edu/southbend/academics/scholarships/index.cfm

2. Stop in to the Purdue South Bend Main Office, 107 Purdue Technology Building; or

3. Call 574.520.4180.

Employee-Sponsored Scholarship - *$250.00*
Open to all majors, who are degree-seeking, with at least three technical courses or one completed semester. This award may only be received one time.

Nole & Rosalyn Walters Scholarship - *$500.00*
Open to ECET majors only. The award is based on scholastic & leadership abilities. Student must be a member of the current graduating class with a 3.00 GPA and show leadership qualities during class and outside. This award may only be received one time.

William Shields Scholarship - *Up to $3,000.00*
Open to all majors who exhibit leadership, initiative, and character with scholastic achievements. Student must be enrolled in at least 6 credit hours, have a GPA of 3.0 or higher, and show leadership qualities. Student must have at least one completed semester before applying. This award may only be received one time.

General Scholarship License Plate - *$500.00*
Student must be employed on a full-time basis and enrolled in a degree seeking program. This scholarship will be awarded to the student who best demonstrates in writing his/her desire and commitment to meeting his/her educational and professional goals. Student(s) must meet financial need as deemed by the Purdue Financial Aid Office, completed the FAFSA Application, and meet the priority FAFSA filing deadline of March 1, 2012.

College of Technology at South Bend Scholarship - *Up to $1,000.00*
This scholarship is open to all Purdue South Bend Technology degree seeking students enrolled in at least 6 credit hours. Students must complete the scholarship form, demonstrates leadership, initiative, and character with scholastic achievements.

College of Technology at South Bend Director's Scholarship - *Up to $1,000.00*
This scholarship is open to all Purdue South Bend Technology degree seeking students enrolled full-time (12 or more credit hours). Students must complete the scholarship form, demonstrates leadership, initiative, and character with scholastic achievements.

Bruce Albert Wilhelm Scholarship - *$500.00*
Student must be an incoming freshman with a B or higher average OR undergraduate student with a GPA of 3.0 or higher. Student(s) must meet financial need as deemed by the Purdue Financial Aid Office, completed the FAFSA Application, and meet the priority FAFSA filing deadline of March 1, 2012.

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BSET Scholarship - *Up to $2,000.00*
The BSET (Bachelors of Science in Engineering Technology) Scholarship recipients must have a high school GPA of 3.00 (B) or higher, have applied to the College of Technology at South Bend and plan to take at least 9 credit hours. This scholarship is an award of $1,000 for two consecutive years.

Charles W. Cole Scholarship - *Up to $3,800.00*
This scholarship is open to current undergraduates, incoming freshmen, and transfer students from St. Joseph County, Indiana, or adjacent Indiana counties. Applicants must: Rank below the top 10 percent of their graduating high school class; demonstrate financial need by completing the FAFSA; maintain a minimum 2.5 semester and cumulative GPA and satisfactory academic progress toward a degree; be enrolled a minimum of 6 credit hours. This scholarship is awarded annually and awards vary on financial need and number of credit hours enrolled. The award amount includes a book stipend and additional funds to pay child care expenses at the IU South Bend Child Development Center may be requested.

Alumni Club Scholarships

Purdue Alumni Club of St. Joseph Valley Scholarship -Varies depending on availability of funds
(amount is determined by the members of the Purdue St. Joseph Alumni Club)

Open to all majors and incoming freshmen. This scholarship is to be used for textbooks and supplies at the discretion of the recipient(s). Students can apply for this scholarship every year. More information is located on the Purdue Alumni Club website: found at http://www.purduealumni.org/stjoe

Note: This application must be submitted directly to the Purdue Alumni Club of St. Joseph Valley. You will need to submit an official transcript with your application.

Purdue Club of Elkhart County
http://www.purduealumni.org/elkhart

Purdue Club of Southwest Michigan
www.purduealumni.org/swmichigan

Purdue Club of Marshall County
www.purduealumni.org/marshall

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Registering for Classes

OneStart is Indiana University's Web-based application portal that provides a common front door to online services at all IU campuses. OneStart offers easier and more direct access to the multitude of services available for students, faculty, and staff. The goal for OneStart is to create a virtual campus community -- a place to study, work, collaborate, and have fun!

All Purdue students register through the IU registration system - OneStart

Purdue South Bend mutually utilizes IU's registration system as it serves as a placeholder for our students in classes. All classes that students register for through the IU system are input into Banner (Purdue's official registration system) for official recording of classes for transcripts. IU **does not** keep an official record of any Purdue student.

Because IU is not the official record keeper of Purdue students, the IU system (OneStart) will never know if a Purdue student has completed a prerequisite course. Therefore **when needing to register for a support course that requires a prerequisite** (Math, English, upper-level Speech, Physics, business courses, etc.), students need to let the Students Services Coordinator know which course and section they want so the SSC can get the student permission to add the course(s).

OneStart Access
Step 1: Login to OneStart: http://onestart.iu.edu

Step 2: Enter your user name (this might be different from your Purdue username) and passphrase.

Note: A student automatically has an IU E-Mail account when they activate their account to register for classes. Please forward your IU e-mail to your Purdue e-mail.

Step 3: Click on *Go to Student Center*. The student center will appear.

Step 4: Click on *Register & Drop/Add* on the left side. You are now ready to begin registration.

For more information on how to use OneStart go to: http://www.iusb.edu/registrar

Technical problems? IT Help Desk: 574.520.4362 or go to: http://www.iusb.edu/uits

Forgot your passphrase? Go to: http://uits.iu.edu/page/alzz

It is strongly recommended that all students seek advising from the Student Services Coordinator prior to registration.

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Where Students Get Registration Information

1. Course information is available by going to the IUSB Registrar's Office home page:
http://www.iusb.edu/registrar/

2. A "short-version" of Purdue course offerings is sent as an e-mail attachment to current students, available in the Main Office - 107 Purdue Technology Building, and on the Purdue South Bend website:
www.purdue.edu/southbend

Purdue Calendar

This information is available on the Purdue University College of Technology at South Bend website:
http://www.tech.purdue.edu/SouthBend/academics/calendar/index.cfm, in the Main Office, 107 Purdue Technology Building, and posted on Bulletin Boards in the Purdue Technology Building.

Note: Purdue students SHOULD NOT follow the Calendar in the IUSB Schedule of Classes as dates may differ from the Purdue calendar. As a Purdue student you MUST follow the Purdue calendar for ALL courses.

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MyPurdue

MyPurdue is a website that all Purdue students can access. Students may obtain grades, view and pay their bill, view financial aid information, change personal information, etc.

To access your MyPurdue account, go to https://mypurdue.purdue.edu/ or go to the Purdue homepage www.purdue.edu and click on the MyPurdue link on the bottom of the page.

Statewide College of Technology students WILL utilize MyPurdue for:
*Financial Aid   *Grades   *Billing
*Unofficial Transcripts   *Official Transcript Requests   * Address Changes

Statewide College of Technology students WILL NOT utilize MyPurdue for:
*Registration   *Dropping and/or adding courses

Purdue Career Account
This consists of your username and password. **Students must change their password every 120 days**.

Password Reset Questions
All students must answer the password reset question so if you forget your password you can use the reset system. If you do not answer the questions, your account will not remain active and you will have to call the Purdue IT Help Desk 765.494.4000 for assistance.

Username/Login for a Purdue Career Account
A students username/login is the portion of a students' e-mail address to the left of the "@" sign: username@purdue.edu. Students can look up their username by going to the Purdue Directory.

Purdue Directory
Students can look up their username by going to: https://www.itap.purdue.edu/directory/. After typing in your name click on enter, when information appears students can click on the "more" button. The Career Acct. Login is your username.

Webmail/MyMail
Access MyMail by visiting: https://mymail.purdue.edu

To access Purdue e-mail using Purdue Webmail/MyMail students login with their username and password (Purdue Career Account). If you have forwarded your Purdue e-mail then you will not be able to utilize webmail.

Purdue E-Mail
All South Bend students MUST activate and use their Purdue e-mail account. This is how Purdue communicates with all students. Students activate their Purdue e-mail after they are admitted.

For assistance, go to http://www.itap.purdue.edu/ or call 765.494.4000.

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Student Services

Student Service Coordinators

Lori A. Butchko	Shanna Ebert
lbutchko@purdue.edu	sjebert@purdue.edu
574.520.4180	574.520.4180

Questions? Concerns? Need help? Please contact one of the SSCs.

Academic Advising

Academic advising for all majors is provided by Lori Butchko.

Note: Although advising is provided by Lori, students can seek additional advising from other faculty members.

VA Benefits

Purdue students seeking information regarding VA Benefits should visit the United States Department of Veterans Affairs webpage at:

Website: http://www.gibill.va.gov

Purdue College of Technology at South Bend's Local Certifying School Officials:

Lori Butchko	Michael D. Sanders
Student Services Coordinator	Director
lbutchko@purdue.edu	mdsanders@purdue.edu
574.520.4180	574.520.4180

Disability Resource Center (DRC) - Purdue West Lafayette

Students who have special needs must go through the Disability Resources Center (DRC) in West Lafayette as the primary contact. The support on the IUSB campus should be in addition to the contact with the DRC in West Lafayette.

The DRC is committed to creating a welcoming and inclusive campus community that provides academic adjustments and services to enable students with disabilities to fully participate in all university sponsored programs and activities. The DRC also serves as a resource to the campus community at large regarding disability information and referral. The DRC will continue to provide the same services that were offered by Adaptive Programs and TAEVIS. For additional information, please contact the Disability Resource Center at 765.494.1247.

The DRC arranges academic adjustments, auxiliary aids, and services for students with permanent or temporary disabilities. A DRC Specialist works individually with a student to determine the most appropriate accommodations based on the student's medical documentation and specific needs. Academic accommodations, auxiliary aids, and services are designed to assist students in obtaining equal access to course activities, materials, and evaluations.

Students with temporary or permanent disabilities receive assistance from the DRC staff with course scheduling, accessibility concerns, note takers, readers, interpreters, parking, and individual counseling. A variety of **Auxiliary Services** are provided for students with disabilities.

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Disability Resource Center Statewide Contact List

Student Last Name	Specialist
A-B	Jesse Raney jlraney@purdue.edu
C-I	Nicole Jasinski njaskinsk@purdue.edu
J-Pe	Susie Swensen sswensen@purdu.edu
Ph-Z	Keri Turrell kturrell@purdue.edu

For more information, go to: http://www.purdue.edu/drc/

Because the Disability Resource Center is located in West Lafayette, Purdue students can utilize additional services on the IUSB campus.

Office of Disability Support Services – IUSB (Same as the DRC in West Lafayette)

Website: https://www.iusb.edu/disability-support/

Indiana University South Bend understands and endorses the ideal that everyone should be given an equal opportunity to learn.

The Office of Disability Support Services (DSS) is committed to assisting the university community so that people with disabilities are assured an equal opportunity to participate in, contribute to, and benefit from all university programs, services, and activities. DSS supports disabled individuals in achieving their academic potential to the greatest extent possible by coordinating reasonable accommodations and facilitating services. We are committed to providing equal access to higher education for academically qualified individuals with disabilities.

Academic Learning Services – IUSB

Website: https://www.iusb.edu/acad-learning-srvcs/index.php

Academic Learning Services (ALS) at IU South Bend offers a wide range of free services, including tutoring, workshops, small study groups, foreign language conversation groups, online and video resources, and faculty with special expertise.

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Information Center/Gateway to Excellence - IUSB

Website: https://www.iusb.edu/gateway/
Phone: 574.520.5005
Hours: Monday – Thursday, 8:00 a.m. to 5:30 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

The Gateway to Excellence is part of an ongoing commitment to the quality of student life at IU South Bend. Through a variety of programs and services that promote academic, social, and personal development, they seek to maximize the opportunities for student success and to enhance the overall educational experience. All services are available to Purdue College of Technology South Bend students.

A wide range of free services, including placement exams, tutoring, advising, supplemental instruction, workshops, and review sessions are offered. Specifically, the Gateway to Excellence is a place to turn for information and questions regarding:

Career Services
The Career Services Office helps students choose majors and find internships; offers job-search skills workshops, on-campus interviews, career and job fairs, and professional networking opportunities to both students and alumni.
Website: http://www.iusb.edu/~sbcareer/
Phone: 574.520.4425

Child Development Center
Offers toddler through pre-K child care services in an on-campus, state-licensed, child-centered facility.
Website: https://www.iusb.edu/children/
Phone: 574.520.4485

Connection Courses
Students who register for a connections course are enrolled in a set combination of a math and an English course. Students will be in both classes with the same group of students, and will have a one-hour period between the two classes during which the student can talk with their instructor and study individually or in small groups.

Disability Support Services
(Purdue students must initiate services through the DRC at Purdue in West Lafayette).
The Office of Disability Support Services assists students with physical, psychological, or learning disabilities by offering accommodations and assistance with the campus experience.
Website: https://www.iusb.edu/disability-support/
Phone: 574.520.4832
TDD: 574.520.4121

Diversity Services
The Office of Campus Diversity promotes a multicultural campus by recruiting and supporting underrepresented students, faculty, and staff, and by offering diversity training and developmental seminars on diversity issues.
Website: https://www.iusb.edu/diversity/
Phone: 574.520.4524

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Computer-Based Skill Tutorials
The SOS Computer Lab offers computer-based workshops in math fundamentals, graphing techniques, reading comprehension and speed, spelling and vocabulary, and typing. Contact the SOS for more information.

International Student Services
International students can seek guidance on admissions processes, clarification on university and immigration policies and procedures, and assistance in obtaining campus employment, insurance, and housing.
Website: https://www.iusb.edu/oiss/
Phone: 574.520.4419

Placement Exams
First-time students and some transfer students are required to take placement exams in English and mathematics. Please remember to register under the 'Reservations' tab.
Website: https://www.iusb.edu/exams/
Phone: 574.520.4135

Student Counseling Center
Provides students and their families free individual and group counseling, life-skills workshops, and crisis intervention for stress, depression, substance abuse, eating disorders, and grief.
Website: https://www.iusb.edu/student-counseling/
Phone: 574.520.4125

Student Life
The Office of Student Life and Programs oversees student activities and campus life programs including more than 50 student clubs, intercollegiate athletics, fraternities and sororities, and the Student Activities Center.
Website: https://www.iusb.edu/studentlife/
Phone: 574.520.4587

Threshold Seminars
The U100 Threshold Seminar is a 3 credit hour course that helps students develop textbook learning strategies and test-taking skills, and introduces important campus academic resources and services to new students.

Tutoring
Free tutoring is available in English, accounting, math, business, psychology, most foreign languages, and many of the natural sciences (biology, chemistry, and physics). All tutoring sessions and study groups are FREE and held in the Academic Learning Center (ALC), Administration Building 122 (across the hall from the IU Credit Union).
Website: https://www.iusb.edu/tutoring/
Phone: 574.520.5022

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Mathematics
Free tutoring is available through the Mathematics Department located in Northside Hall 310.
Private tutoring is also available for a fee.
For more information contact the Mathematics Department:
Website: https://www.iusb.edu/math-sci/tutoring.php
Phone: 574.520.4335

English
Get **free** one-to-one help for all writing needs and assignments for any class. Whether exploring ideas, organizing thoughts, or polishing a draft, a tutor can help you improve your papers and your writing. Help with research, grammar, and mechanics is available online or in person from a tutor and students can use the computer lab to write and print your papers.

The IUSB Writers' Room is available to Purdue students and is located in Administration Building 120.
Website: https://www.iusb.edu/tutoring/writersroom.php
Phone: 574.520.5022

Questions?
If you have any questions, please contact the Gateway Information Center at 574.520.4135

Extracurricular Activities

Purdue Sports
All Purdue students can purchase tickets to athletic events in West Lafayette. To purchase student tickets contact the Ticket Office:

Athletic Ticket Office:	765.494.3194	Online: www.purduesports.com
	800.497.7678	E-mail: sporttix@purdue.edu

Student Activities Center - IUSB
All Purdue Students must pay a Student Activity fee that allows them access to the Student Activities Center.

For current operation hours, fees, and general information go to:
http://www.iusbtitans.com/f/Student_Activities_Center/Student_Activities_Center.php

For the most up-to-date schedule of events, activities, and hours of the SAC go to:
http://www.iusbtitans.com/

Center for Career Opportunities - Purdue
Statewide students may participate and seek assistance from the Career Services Center in West Lafayette. Services include: •Major & Career Exploration •Graduate School Preparation •Internship/Job Search Preparation

Questions? E-mail: askcco@purdue.edu.
Website: https://www.cco.purdue.edu
Phone: 765.494.3981

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Career Services Office - IUSB

Purdue Students can also utilize IUSB Career Services. The Career Services Office (CSO) supports and empowers students and alumni in their career development as they make career decisions, develop job search strategies, pursue experiential opportunities, and secure employment. Further, we promote faculty involvement in the career development process through collaborative relationships and classroom presentations.

Website: https://www.iusb.edu/career-services/
Phone: 574.520.4425

Clubs & Organizations

Purdue Student Ambassadors

The student ambassador program exists to help the Purdue College of Technology at South Bend recruit new students, bring visibility and community awareness to our program, and to bring energy, enthusiasm, fun, and Boilermaker Spirit to the faculty, students, staff, and alumni of the college.

Technology student ambassadors will act as representatives of the college by relaying important information about student life, campus opportunities and activities, and academics from a student perspective. Ambassadors may be asked to speak with prospective students and parents, attend recruiting events, visit local schools, speak with alumni, lead tours of the Technology Building, and speak with business and industry professionals.

In addition, technology student ambassadors will plan events such as a community service project, a College of Technology "Open House" event, and other events that bring some fun to our program.

Student Ambassadors act as representatives of the College of Technology at South Bend. They attend alumni events, speak with prospective students in various forums, and help to plan and organize events.

In order to qualify for the program students must have at least a 2.8 cumulative GPA. For more information contact: Shanna Ebert, sjebert@purdue.edu or 574.520.4180.

IUSB Clubs & Organizations

Purdue students are welcome and encouraged to join IU Clubs and Organizations.

There are more than 50 student organizations at IU South Bend, ranging from the Accounting Association to the Women's Student Union. Get involved and meet other students who share your professional, athletic, academic, and community-service interests. If you would like to join one of these groups (and there is no contact information provided on their website), or start a group of your own, please contact the Office of Student Life 574.520.5533, Room 202 Student Activities Center, or e-mail sblife@iusb.edu.

Website: https://www.iusb.edu/studentlife/

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Registrar's Office

Official Transcripts
Purdue University in West Lafayette issues transcripts at no charge. ***Note:** As a Purdue student you will never request a transcript from the IUSB Registrar's Office, as you are NOT an IU student.*

To obtain an official transcript go to the Purdue Registrar's web site: Go to: http://www.purdue.edu/registrar/ to print a request form, pick-up the necessary request form from the Purdue Main Office (107 Purdue Technology Building), or submit a request via MyPurdue (current students only).

No transcript can be issued without the student's signature unless submitted through a students' MyPurdue account.

Grades

Grade Reporting
Grades are processed at each statewide site and students will be able to obtain grades through their MyPurdue account by going to Self-Service Banner under the folder "final grades".

Beginning fall 2008 Purdue moved to a plus/minus grading scales. Purdue Professors have the option to use whole grades. (A+, A=4.0; A-=3.7; B+= 3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0)

*No grade reports will be mailed.

*Grades cannot be released to anyone other than the student unless a signed release from the student is on file.

Student Identification Cards

Purdue Identification Cards (ID)
Purdue South Bend students receive a Purdue ID card. The ID card is does not have a photo and is not valid on the IUSB campus. Students must obtain an IUSB ID card to access IUSB facilities and services. The Purdue ID card serves as identification for all Purdue University services including the West Lafayette campus.

Where students can use their Purdue ID card?
Your card has many system-wide Purdue University uses:

- **Purdue University Libraries:** ID card can be used to check out books from any of Purdue University – West Lafayette campus libraries.

- **Software Purchases:** Purdue students can purchase various types of computing software at greatly reduced prices. You can purchase Microsoft and Macromedia software in person at the Boiler Copy Maker in the Purdue Memorial Union on the West Lafayette campus, or online using your Purdue career account password (see Purdue Career Account in this handbook for more information).

- **Purdue Athletic Office:** Students can purchase discounted student tickets to Boilermaker sporting events. Contact the Athletic Ticket Office at 765.494.3194 for details.

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- **Convocations Box Office:** Get discounted student tickets to concerts, plays and speakers on the West Lafayette campus. Call 765.494.9712 for more details.

- **Recreational Sports Center:** Students interested in using the Purdue Recreational Sports Center and/or the Boilermaker Aquatic Center will need to arrange access directly with Recreational Sports 765.494.3108. An additional membership fee may apply.

Time-line for receiving ID Cards

Purdue ID cards will be available approximately 4 - 5 weeks after the first day of classes. They are not available sooner because ID cards are produced in West Lafayette and sent to the South Bend location after a final enrollment count each semester.

Distribution of ID Cards

Students will be notified by Purdue email when they can pick-up their student ID card.

Loss of Purdue ID Card

1. Contact the Main Office 574.520.4180.

2. Complete a "Purdue Identification Card Replacement Form for Lost/Stolen ID Cards".

3. Submit completed form with payment ($5.00 for non-photo ID, $20.00 for photo ID --photo ID cards can only be obtained by going to West Lafayette) to:

   > Card Services Office
   > Purdue Memorial Union, Room 130
   > 101 N. Grant Street
   > West Lafayette, IN 47906-3574

4. Once processed, students can claim their replacement ID from the Main Office, 107 Purdue Technology Building. Approximate replacement time will be 1-2 weeks.

Purdue Photo Identification Card

Students wishing to replace their non-photo ID card with a photo ID will need to do so in person at the Purdue Card Service Office, in the Purdue Memorial Union, Room 130, on the West Lafayette campus. The current charge to replace a non-photo ID with a photo ID is $5.00 and surrender of the non-photo ID.

IUSB Identification Cards (ID)

All Purdue South Bend students are strongly recommended to obtain an IUSB Student Identification Card. There is no cost and the card allows you access to IUSB buildings (i.e. Student Activity Center, IUSB Computer Labs, Library [serves as your library card, etc.]). The IUSB ID card is a photo ID. IUSB ID cards can be obtained from the Gateway Desk, in the Administration Building.

Hours: Monday through Thursday, 8:00 a.m. – 5:30 p.m., Friday, 8:00 a.m. – 5:00 p.m.
Phone: 574.520.5005
Replacement Cost for Lost ID Cards: $10.00

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Student ID Numbers

Purdue University Identification (PUID) Numbers

NOTE: A student Purdue ID number is NOT the same as the IUSB ID number. Every institution assigns a student a unique 10-digit ID number.

The Purdue University Identification (PUID) is a 10-digit number appearing on the front of your ID card, and it is unique to each individual. It is designed to:

- Correctly and consistently establish an individual's distinct identity for Purdue University business;

- Have value **only in the Purdue University system**;

- Serve as one piece of identification. In addition, other means of authentication, such as a PIN, date of birth, or other information, may be required;

- Allow an individual to access information or services when used with additional information.

Indiana University Identification (IUID) Numbers

All currently enrolled Purdue University College of Technology at South Bend students are assigned an Indiana University identification number (IUID). There will be rare occasions in which a Purdue student would be asked what their IUID number is. If a student would like to know what their IUID is they can go to www.onestart.iu.edu or come to the Purdue Main Office, 107 Purdue Technology Building. *NOTE: A student Purdue ID number is NOT the same as the IUSB ID number. Every institution assigns a student a unique ten-digit ID number.*

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General Information for Purdue South Bend

Normal Business Hours
Purdue South Bend Main Office, 107 Purdue Technology Building is open Monday through Friday 8:00 a.m. to 5:00 p.m. Evening appointments are available and must be scheduled prior to visit.

Emergencies
University staff cannot release the whereabouts of a student even in case of an emergency. Students are responsible for providing class information (days and times) to a parent, spouse, relative, friend, baby-sitter, etc., who can contact a student directly if necessary.

Textbooks
Students may purchase new and used books at Barnes and Nobles in Northside Hall. Call 574.520.4309 for current hours. You may also view and purchase books from their website: http://iusb.bncollege.com/ or via your class schedule (list view) in OneStart.

House Phones
There is a phone available that has direct lines to Financial Aid, Admissions, Bursar, Registrar, and International Student Services.

Bulletin Boards
Check bulletin boards throughout the Purdue Technology Building and IUSB for on campus happenings, academic club news, jobs, and meetings.

Facebook
The Purdue College of Technology at South Bend has a Facebook page. Students can check this page for updates about the happenings at Purdue South Bend. Be sure to check it out: www.facebook.com/purduesouthbend

Campus Closings
It is the general policy that classes will not be cancelled because of inclement weather. In rare situations when classes are cancelled please tune-in to your local radio and TV stations or check the IUSB website homepage. If IUSB is closed then Purdue South Bend will be closed.

Academic Regulations and Procedures

Section VIII - Scholastic Deficiency

A. Contact Information - Purdue University Office of the Dean of Students 765.494.1747

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

A student on probation shall be removed from that status at the end of the first subsequent semester in which he/she achieves semester and graduation indexes equal to or greater than those required for a student with his/her classification as shown in Table A.

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

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

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

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

Table A. Index Levels for Probation		
Classification	Semester Index Less than	Graduation Index Less Than
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2.0
7	1.7	2.0
8 and up		2.0

Table B. Index Levels for Dropping	
Classification	Graduation Index Less Than
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 and up	2.0

Students will be dropped if they earn failing (F) grades in six credit hours or more for the semester, regardless of graduation index.

A student dropped by this rule must apply to the appropriate office or readmission committee for the Purdue campus of choice. A fee is assessed for processing the readmissions application (*Board of Trustees minutes, June 5-6, 1970*). *Readmission is not guaranteed but any student who gains readmission is readmitted on probation and is subject to stipulations in effect as a condition of readmission.*

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Computer Labs

No food or drink is permitted in any lab in the Purdue Technology Building

There are computer labs in the Purdue Technology Building. To utilize the lab one must be a registered student at Purdue. Students will use their Purdue Career Account login information (same login information as MyPurdue).

Note: All accounts are cleared prior to school starting in August.

Labs with a keypad. Code is available in the Main Office or via Purdue faculty members.

Computers are also available for Purdue students on the IU campus. IU computer labs require IU passwords — contact IU Information Technologies Help Desk in 1245 Weikamp, Phone: 574-520-4362 to utilized computers in IU computer labs.

Software

Because of the partnership with IU, Purdue students can purchase software from both Purdue and IUSB. Software for purchase is available from IUSB's Campus Bookstore while additional free student software is available online at "IUware" http://iuware.iu.edu/Windows

For more information:
> IUSB: Go in person to the IUSB Bookstore or e-mail: iuware@indiana.edu
> Purdue: http://www.itap.purdue.edu/shopping/software.cfm

Online Course Environments
Purdue utilizes Blackboard Vista while IU utilizes OnCourse

Purdue's online course system - Blackboard

http://www.itap.purdue.edu/tlt/blackboard/

Blackboard can also be accessed by going to the Purdue homepage and clicking on Blackboard.

*Note: All Purdue students will use the West Lafayette campus log on unless otherwise instructed.

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IUSB - OnCourse

OnCourse is an online course environment that allows Indiana University faculty and students to create, integrate, use and maintain Web-based teaching and learning resources.

You can access OnCourse at: http://oncourse.iu.edu Click on *Login* in the top right corner.

Once a course offering is entered in the Office of the Registrar's database, teaching faculty and students registered for the courses can reach the course web site from anywhere by entering the IU Network ID or IU Guest account username and password.

From IUSB Website: www.iusb.edu

Note: Purdue students may be required to use OnCourse for a class that is taught by an IU faculty member (i.e., psychology, sociology, math, English, etc.).

Purdue Alumni Clubs

Alumni clubs are a great way to meet people in your area with a common interest: Purdue!

The Purdue Alumni Association has more than 100 clubs around the world. Activities include annual meetings, TV viewing parties for Purdue sports, scholarship programs, informal gatherings community services projects, student recruiting at high school fairs, alumni recognition for accomplishments and pregame events during football and basketball seasons.

For more information about club activities in your area contact one of the local clubs listed below.

You are encouraged to join an Alumni Club while a student.

Purdue Club of Saint Joseph Valley	Purdue Club of Elkhart County
www.purduealumni.org/stjoe	www.purduealumni.org/elkhart
Lori Szczpiorski, President	Joe Gross, President
Lori_ski@hotmail.com	jrbgross@comcast.net
Purdue Club of Southwest Michigan	**Purdue Club of Marshall County**
www.purduealumni.org/swmichigan	www.purduealumni.org/marshall
Robert Gifford, President	Tammy Houin, President
regifford@sbc.global.net	tammy@houinfamily.com

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Dropping & Adding Courses
(Purdue Schedule Revision Request)

__When in doubt, call 574.520.4180__

Students can drop and add courses electronically up until the end of the first week of classes through the IU OneStart registration system.

After the first week of classes a Purdue student MUST obtain a **Purdue Schedule Revision Request** (drop slip) from the Student Services Coordinator in the Purdue Technology Building. This applies to all courses a Purdue student is registered including IU courses.

Steps to drop/add after the first week of classes

1. Obtain Schedule Revision Request form.
2. Take the form to be signed by the Professor of the course
3. Return form to the Student Services Coordinator for processing.

Purdue students CANNOT do e-drops through the IU system for any courses they are taking after the first week. If a student fails to drop the course through Purdue, it will result in a grade of F with no refund.

If a student withdraws or cancels (drops all courses) his/her registration after classes have started a "Withdrawal from Purdue University," Form 702, must be completed. Forms are obtained from the Student Services Coordinator.

Check the Purdue calendar for drop/add and refund dates (available in the Main Office, 107 Purdue Technology Building, on all Purdue Technology bulletin boards, and on our website: www.tech.purdue.edu/southbend/academics/calendar).

If a student needs to withdraw from one or two courses and still be registered for at least one course the student must complete a Purdue Schedule Revision Request (drop slip) and follow the Purdue withdrawal dates even when taking an IUSB course.

Withdrawal from Purdue

If for any reason, after classes have started, a student needs to drop all of the courses they are registered for, a "Withdrawal From Purdue University" form must be completed by the student. Forms can be obtained from the Student Services Coordinator.

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Parking, Safety & Security

Parking
Students can opt to check-off parking when registering for classes. Parking fees are assessed per credit hour. Parking hang-tags are obtained through IUSB Parking Services, A123 Administration Building. If a student does not opt for parking when registering for classes a parking permit can still be obtained by first going to the IUSB Bursar in the Administration Building and showing them a current class schedule. A student will pay the Bursar according to credit hours on their class schedule and then take a receipt of payment to IUSB Parking Services.
Note: Purchasing a parking permit does not guarantee a student a parking space.

Parking Contact Information:
Website: https://www.iusb.edu/parking/
Phone Number: 574.520.5528
E-Mail: parking@iusb.edu

Safety & Security
The Campus Police work in partnership with all members of the Purdue and IU South Bend community to minimize the potential for harm and provide a safe and secure setting for all. Whether you want to know about the campus's crime prevention efforts, building hours, the latest on the university's emergency preparedness plan or how to register your bicycle, you'll find what you need by contacting the Campus Police.

Contact Information:
Website: https://www.iusb.edu/police/
Phone: 574.520.4499
E-mail: iupdsb@iusb.edu

Campus Police are available 24 hours every day - dial 4239 from any campus phone or 574.520.4239 from any other phone for non-emergency related assistance.

Traffic accident or car break-in on campus?
Students must contact security at 574.520.4499 immediately.

Emergency Phone Numbers
Police, Fire, Ambulance
- Pay phones 911
- All other campus phones 9-911
- Off campus 911

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Main Office Contact Information

Purdue University College of Technology
Purdue Technology Building
1733 Northside Blvd., P.O. Box 7111
South Bend, IN 46634-7111

Telephone: 574.520.4180
Fax: 574.520.4286
Websites: http://www.purdue.edu/southbend
http://www.facebook.com/purduesouthbend

Staff and Faculty Contact Information

Name	Office	Phone	E-mail
Michael D. Sanders *Director*	TB 101	574.520.5560	mdsanders@purdue.edu
Lori A. Butchko *Student Services Coordinator*	TB 102	574.520.4177	lbutchko@purdue.edu
Shanna J. Ebert *Student Services Coordinator*	TB 103	574.520.4573	sjebert@purdue.edu
Michele Talos *Location Secretary*	TB 107D	574.520.4180	mtalos@purdue.edu
Michael Holtz *Lab Technician*	TB 135	574.520.4179	mrholtz@purdue.edu

Faculty

Name	Office	Phone	E-mail
Professor Gene Harding *Electrical and Computer Engineering Technology*	TB 104	574.520.4190	glhardin@purdue.edu
Professor Sarah Leach *Mechanical Engineering Technology*	TB 208	574.520.4172	leachs@purdue.edu
Professor Karl Perusich *Electrical and Computer Engineering Technology*	TB 202	574.520.5508	perusich@purdue.edu
Professor John Piller *Electrical and Computer Engineering Technology*	TB 204	574.520.4536	jpiller@purdue.edu
Professor Fred Ziolkowski *Organizational Leadership and Supervision*	TB 210	574.520.4174	fziolkow@purdue.edu

(TB = Purdue Technology Building)

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Contact Information – Purdue West Lafayette

Department	Contact	Telephone	Fax	E-mail
Admissions	Carmen O'Brien	765.496.6874		crobrien@purdue.edu
Bursar	Linda Doke	765.494.7573		ldoke@purdue.edu
Credit Evaluation		765.494.1776	765.494.0544	
Financial Aid	Crystal Jones	765.494.5081	765.494.6707	jones635@purdue.edu
Registrar		765.494.8581	765.494.0570	registrar@purdue.edu
Child of a Disabled Veteran (CDV)	Donna Rush	765.494.5081	765.494.6707	dlclites@purdue.edu

Contact Information – IUSB

Department	Telephone	Location	E-mail and/or Website
General Information	574.520.5005	Administration Building	https://www.iusb.edu/gateway/
Barnes and Noble	574.520.4309	Northside Hall	http://iusb.bncollege.com/
Bursar	574.520.4489	Administration Building 101	https://www.iusb.edu/bursar/
Cashier/Teller	574.520.4320	Administration Building 101	https://www.iusb.edu/bursar/contact_us.php
Academic Learning Center	574.520.5022	Administration Building 101	sbtutor@iusb.edu OR https://www.iusb.edu/tutoring/
Math Tutoring Center	574.520.4335	Northside Hall 310	https://www.iusb.edu/math-sci/tutoring.php
IT Help Desk	574.520.5555	Weikamp Hall 1275	helpdesk@iusb.edu
Lost & Found	574.520.5528	Parking Services	parking@iusb.edu
Parking Services	574.520.5528	Administration Building 123	parking@iusb.edu
Police / Security 24 hours	574.520.4239	2002 Mishawaka Avenue	iupdsb@iusb.edu
Private Math tutoring	574.520.4335		lknefely@iusb.edu
Registrar	574.520.4451	Administrative Building	regofc@iusb.edu

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Code of Conduct

For complete reference, go to: http://www.purdue.edu/univregs/studentconduct/regulations.html

Purdue University Student Conduct Code

Students are responsible for observing the policies, rules, and regulations of Purdue University. These, in general, state the expectation that Purdue students will at all times conduct themselves as responsible citizens. Failure to show respect for duly established laws or University regulations will be handled by the Office of the Dean of Students in conformance with the various policies and regulations.

University Regulations, Section III-B states:

1. General. Students are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the University. A student who violates these general standards of conduct may be subject to administrative actions (as defined in Section III-A-5). If the violation falls within one of the categories of misconduct listed in Section III-B-2, the student may also be subject to disciplinary penalties (as defined in Section III-A-5). No disciplinary penalty may be imposed except for misconduct covered by one of the categories listed in Section III-B-2.

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

   a. Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest. (University Senate Document 72-18, December 15, 1972).

   b. Forgery, alteration, or the unauthorized use of University documents, records, or identification.

   c. Obstruction or disruption of any University activity (as defined in Section III-A-5) or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the President, or his/her designee, may issue a disciplinary suspension warning. The minimum disciplinary sanction for violation of this subsection during the period of such warning shall be suspension for the remainder of the semester (or summer session) during which the offense occurred and for the next full academic semester and any intervening summer session thereafter. However, a more severe disciplinary sanction may be imposed.

   d. Physical abuse of any person or conduct that threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property.

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e. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the University, a member of the University community, a campus visitor, or a person or agency participating in a University activity.

f. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property including without limitation lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a University activity.

g. Violation of any University rule governing student organizations, or the use of University property (including the time, place, and manner of meetings or demonstrations on University property), or of any other University rule that is reasonably related to the orderly operation of the University; provided, however, that no disciplinary sanction shall be imposed in any such case unless it is shown that the accused student knew, or, in the exercise of reasonable care, should have known, of the rule in question.

h. Use, possession, or distribution of narcotics or dangerous drugs, except as expressly permitted by law.

i. Lewd, indecent, or obscene conduct or expression on University property or in connection with a University activity.

j. Failure to comply with directions of University officials acting in the performance of their duties.

k. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity that invades the rights of others.

l. Violation of the University Antiharassment Policy (see Part 4, Section II).

m. The possession or use of alcoholic beverages in or on any University property, unless expressly permitted by University regulations (University Senate Document 99-9, April 24, 2000).

n. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity unless specifically authorized by the University (University Senate Document 99-10, April 24, 2000).

Refer to University Regulations for additional information on the student conduct procedures, sanctions, and appeals. Part 5, Section V (below) of University Regulations contains additional miscellaneous regulations.

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Part 5 — Student Conduct
Section V — Miscellaneous Conduct Regulations

For complete reference, go to: http://www.purdue.edu/univregs/studentconduct/misc.html

A. Financial Obligations

Students should make every effort to keep their credit good in the community for their own benefit and that of all students.

Students with past due financial obligations to the University may have their registration encumbered. (See Scholastic Records, Encumbrance, in Section D by visiting: http://www.purdue.edu/univregs/academicprocedures/scholrecords.html).

Degree candidates delinquent in financial obligations must remove such debts at least one week before the close of any term. Otherwise his/her diploma may be withheld, or if the degree is granted without knowledge of such delinquency, the degree may be revoked and the diploma cancelled.

B. Absence from the University

For emergency purposes, it is important that the University be able to locate students at all times. All students are requested, therefore, to leave information with the Purdue South Bend Main Office, 107 Purdue Technology Building.

C. Change of Address

Students are required to notify the registrar of any change of campus or home address.

D. Use of Alcoholic Beverages

1. All Purdue students are responsible for complying with the Indiana state laws. Attention is called to the Indiana Alcoholic Beverages Law that states specifically:
   a. No person under 21 years of age may use or be in possession of alcoholic beverages.
   b. Persons 21 or over may not make alcoholic beverages available to minors.
   c. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

E. Use of Copyrighted Materials

All members of the Purdue University community are responsible for complying with the United States Copyright Law and with Purdue University's Executive Memorandum B-53, as amended from time to time, which governs the use of copyrighted works for educational and research purposes.

Copyright is a federal law that protects creative works such as websites, CDs, DVDs, audio and visual works, computer programs, books, and journals. Copyright allows authors to control the use of their works for a limited period of time. Authors or the owners of the copyrighted work have exclusive rights to the work. It is their decision as to whether the work can be copied and/or distributed. Violating the copyright owner's rights is considered copyright infringement and may be subject to legal action.

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Works are protected for a limited period of time but once that time period has expired, the work becomes part of the public domain. The public can then freely use the works without paying royalties or obtaining permission from the copyright holder.

Works created on or after January 1, 1978, are protected for a term of the life of the author plus 70 years. If the work is a product of a corporate author, then the protection is for the shorter of 95 years from first publication or 120 years from creation. Works that were published prior to 1923 no longer have copyright protection and are in the public domain. Any work created or published from 1923 to the present time should be considered still protected by the copyright law.

There are exemptions to the copyright law that allow use of a work without seeking permission. One of the most utilized exemptions in higher education is the fair use exemption. This exemption is a four factor test that weighs whether the use of a work is fair under certain circumstances. If the use is not fair and no other exemption is applicable to the specific use of the work, then permission from the copyright holder must be granted before the work can be used.

For further information on the copyright law, please visit the University Copyright Office's website at www.lib.purdue.edu/uco

F. **Commercial Note Taking in Classes** (University Senate Document 03-9, April 19, 2004.)
As used in this paragraph, the term "instructor" is defined as the individual who authored the material being presented as part of the course. Among the materials that may be protected by copyright law are the lectures, notes, and other material presented in class or as part of the course.

Always assume the materials presented by an instructor are protected by copyright unless the instructor has stated otherwise. Students enrolled in, and authorized visitors to, Purdue University courses are permitted to take notes, which they may use for individual/group study or for other non-commercial purposes reasonably arising from enrollment in the course or the University generally.

Notes taken in class are, however, generally considered to be "derivative works" of the instructor's presentations and materials, and they are thus subject to the instructor's copyright in such presentations and materials. No individual is permitted to sell or otherwise barter notes, either to other students or to any commercial concern, for a course without the express written permission of the course instructor. To obtain permission to sell or barter notes, the individual wishing to sell or barter the notes must be registered in the course or must be an approved visitor to the class. Course instructors may choose to grant or not grant such permission at their own discretion, and may require a review of the notes prior to their being sold or bartered. If they do grant such permission, they may revoke it at any time, if they so choose.

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Student Records: Part 6 Section 1, FERPA
Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.**

   Students should submit to the Registrar, Dean, Head of the Academic Department, or other appropriate official, written requests that identify the records(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.**

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.**

   One exception that permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. **The right to restrict disclosure of personally identifiable information the University has designated as directory information that may be released without the written consent of the student.**

   The right to restrict disclosure of personally identifiable information the University has designated as directory information that may be released without the written consent of the

student. Student directory information includes the following: student's name; local and home address; local and home telephone listing; electronic mail address; school; curriculum, classification, enrollment status, and credit hour load; dates of attendance; degrees, awards, and honors received; participation in officially recognized activities; sports photograph; and weight, height, and position of members of athletic teams. The University reserves the right to amend this listing consistent with federal law and regulations and will notify students of any amendments by publication in the annual edition of *University Regulations*.

Students may request, by reporting in person to the Office of the Registrar, that some or all of the above listed categories of directory information not be released without their consent. Such requests shall apply only to subsequent actions by the University and shall remain in place until removed by written request of the student. Students requesting that information be withheld from the printed student and staff telephone directory must make such a request prior to the end of the first week of the Fall semester. In addition, students living in University Residences must contact their hall manager to restrict access to directory information published by University Residences. Student employees must contact the Department of Personnel Services to restrict access to any employment-related directory information.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Purdue University to comply with the requirements of FERPA.**

    The name and address of the office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue S.W.
    Washington, DC 20202-4605

See *Executive Memorandum C-51* (August 7, 2000) to review the University policy regarding student rights and responsibilities under the "Family Educational Rights and Privacy Act of 1974" (as amended).

Academic Integrity

"Academic Integrity: A Guide for Students"
Written by: Stephen Akers, Ph.D.
Executive Associate Dean of Students
1995, Revised 1999, 2003, 2009
Published by the Office of the Dean of Students in cooperation with Purdue Student Government
Schleman Hall of Student Services, Room 207 475 Stadium Mall Drive, West Lafayette, IN 47907-2050
Phone: 765.494.1747

Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education, which is valued because of Purdue's high academic standards.

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Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. The information in this brochure is directed to students to define academic dishonesty and how to avoid it.

Definition of Academic Dishonesty

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, *University Regulations*] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

More specifically, the following are a few examples of academic dishonesty which have been discovered at Purdue University.

- substituting on an exam for another student
- substituting in a course for another student
- paying someone else to write a paper and submitting it as one's own work
- giving or receiving answers by use of signals during an exam
- copying with or without the other person's knowledge during an exam
- doing class assignments for someone else
- plagiarizing published material, class assignments, or lab reports
- turning in a paper that has been purchased from a commercial research firm or obtained from the internet
- padding items of a bibliography
- obtaining an unauthorized copy of a test in advance of its scheduled administration
- using unauthorized notes during an exam
- collaborating with other students on assignments when it is not allowed
- obtaining a test from the exam site, completing and submitting it later
- altering answers on a scored test and submitting it for a regrade
- accessing and altering grade records
- stealing class assignments from other students and submitting them as one's own
- fabricating data
- destroying or stealing the work of other students

Plagiarism is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author

- presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment

- submitting a document written by someone else but representing it as one's own

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Basic Tips on Avoiding Claims of Dishonesty

Careful attention to your own academic duties is the best way to avoid allegations of academic dishonesty. If you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid. Review course syllabi and make sure you understand your instructors' expectations and responses regarding academic dishonesty. The following tips may help you avoid problems:

- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.

- When taking an exam, shield your answer sheet. If you feel someone is trying to copy from you, ask the proctor if you may move. This will alert the proctor to a potential problem and help remove suspicion from you as aiding the other student if a claim of cheating arises.

- If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids (cribs).

- Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.

- Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if others alter that program and submit it as their own work.

- Protect your computer log-in identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.

- Since it is impossible to write everything with complete originality, use quotation marks, footnotes, and parenthetical textual notes to acknowledge other people's words or ideas employed in your paper. Check with you instructor for proper techniques for citations and attribution if you have any doubts.

- Do not include sources in a bibliography or reference list if you have not used the sources in the preparation of your paper. To list unused sources is called padding the bibliography.

- Do not acquire previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material. Consult with your instructor on how such materials may be used as general guides.

- Keep rough drafts and copies of papers submitted in courses since other students may get access to your work and attempt to claim it as their own.

- Do not leave copies of assignments in computer labs.

- Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if part or all of your work is lifted by another student. Sometimes friendly assistance may escalate into claims of blatant dishonesty.

- Check with your instructor before turning in a paper or project you submitted in another course.

- Do not give your homework papers, projects, or other assignments to other students to submit for you. They may use parts of your work.

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- When completing take-home exams, do not collaborate with other persons unless approved by the instructor.

- Keep your student identification card in your possession or secured. Never loan your identification to anyone.

- Do not make any marks on a graded exam if there is any chance you may submit it for a re-grade. Make all notations on a separate paper.

What to do if you Suspect or Become Aware of Cheating

Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may seem difficult, failure to do so hurts you as well as Purdue. Observations or knowledge of academic dishonesty should be reported immediately to course instructors. Even if your observations are reported anonymously, such information may encourage instructors to do further investigation, detect patterns of cheating or impose effective preventive measures. If you are uncomfortable speaking directly with an instructor, you are urged to consult with staff in the Office of the Dean of Students who will advise and assist you in addressing the problem.

Consequences for Academic Dishonesty

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty, the matter may be resolved with the student through punitive grading. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty.

Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in Part 5, Section III of *University Regulations*. If found guilty, possible penalties include a warning, probation, probated suspension, suspension, or expulsion.

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Glossary of Terms

Banner - Purdue's student registration system. Currently Statewide students do not utilize Banner to register for classes. All courses are "pulled" from the IU system and entered by Purdue staff into the Banner system.

Baccalaureate Degree - a university degree completed with a minimum of 120 credit hours in specified courses.

Blackboard - Purdue's online course system.

Bursar - a college treasurer. The Bursar's Office is responsible for sending bills and receiving payments.

Career Account - Purdue Career Account (PCA) provides students electronic access to a number of services at Purdue University. From access to your @purdue.edu email account to computer lab access, your PCA gives you access to a variety of services including email, MyPurdue, and ResNet including PAL and VPN. Some services are enabled based on a specific affiliation with Purdue.

Certification Request - students who need certification of registration, full-time status, etc. can complete a Request for Certification via MyPurdue.

Classification - is based on the number of credit hours a student has completed and equivalent to freshman, sophomore, junior, and senior classification (see Admissions tab).

Change of Major (CODO) - students who wish to change to another major must see the Student Services Coordinator.

Concurrent/Co-requisite - a course that must be taken at the same time as another course.

Credit - a numerical unit that indicates the completion of academic work. Ordinarily, one credit hour is given for one hour class attendance per week for the period of a semester. Most courses are worth three credits.

Credit Transfer Report (CTR) - a document issued by the Admissions Office indicating how much academic work completed at another institution applies to academic programs in the accepting institution.

Curriculum - courses required within a particular field of study.

Elective - a course taken out of the major requirements. Courses required for a major frequently include a certain number of required electives.

Grade Index (Graduate Index, Overall GPA, grade point average) - the average of one's total grades. Purdue uses the four point grading system: A+, A=4.0; A-=3.7; B+= 3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0.0. =/- are effective starting fall semester 2008.

Family Educational Rights and Privacy Act (FERPA) - the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records http://www.ed. gov/policy/gen/guid/fpco/ferpa/index.html).

MyPurdue - Purdue's online student system where students can access their financial aid, unofficial transcripts, grades, request official transcript, billing, etc.

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Non-degree Student - a student not formally admitted into a degree program. A non-degree student can be formally admitted after passing 12 credit hours (not including remedial classes, and one class must be math). All non-degree students will be required to apply for formal admission after 18 credit hours and will enter the current plan of study in effect at the time of formal admission.

OnePurdue - Purdue's system for all functions of the University.

OneStart - IU's online registration system initially used by all Purdue students to register for courses.

Plan of Study - A document listing courses in a discipline that are required to obtain a Certificate, Associates and/or Bachelor's degree. Students should use the Plan of Study as an aid in scheduling classes and planning for graduation.

> *It is the responsibility of each student to assure that he/she schedules the necessary prerequisites and courses to meet graduation requirements. Questions may be directed to your academic advisor or the Student Services Coordinator. Any variation from the courses listed on the Plan of Study requires an advisor's approval and/or a Variance.*

Pre-technology - individuals can be admitted as a pre-technology student to a Statewide Technology site when there is a deficiency in one or more Admissions requirements (i.e., needing to take a math course). Admissions will notify the student of the requirements needed so that one can transfer into one's desired major. Once the requirement(s) are completed a Change of major must be submitted to the Purdue Registrar's Office via the Student Services Coordinator. Being classified as pre-technology allows a student to qualify for financial aid whereas a non-degree student is ineligible for financial aid. Pre-technology is not an option for students attending the Main Campus in West Lafayette.

Prerequisite - a course which must be taken before the student can enroll in another, more advanced course. Prerequisites are indicated in the campus bulletin and on the list of course descriptions in the Plan of Study brochures.

Regional Campus Transfer - student who transfers from one Purdue to another. To do so a Regional Campus Transfer Form must be submitted to the Student Services Coordinator mid-semester before the semester a student wants to transfer.

Re-entry - any student who has not been in attendance for two or more semesters and is now returning to Purdue.

Registrar - the staff who maintain a record of your college transcripts. The Registrar's Office is in charge of registration, the processing of grades, and the posting of drop/add courses.

Syllabus - a course information document listing instructor data, tests, expectations, dates, and other information. It is given out by the instructor on the first day of class.

Track Sheet - internal document for students and faculty to track degree courses and requirements.

Transcript - a document that lists the student's academic record, including courses completed, grades received and credit earned.

Undergraduate - a college student who has not yet earned a bachelor's degree. A term related to a degree, as in undergraduate education, student course, or program.

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Variance - form that must be completed and submitted to the students' major department in West Lafayette for any course(s) that transfer to Purdue as "UND" (undistributed). Form may be obtained from the Main Office or the Student Services Coordinator and must be completed and submitted by an advisor or the Student Services Coordinator.

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