

South Bend

Welcome to Purdue Polytechnic South Bend serving the Michiana area since 1984.

Purdue Polytechnic South Bend is part of a statewide network that offers the same technology degrees available in West Lafayette. The benefit of earning your degree at the South Bend location is that the campus is small enough to provide you with dedicated, one-on-one attention while you earn your degree from Purdue University.

Working in partnership with Indiana University South Bend (IUSB) Purdue Polytechnic currently provides:

* a quality curriculum with marketable degree programs
* world-class faculty
* low student-to-faculty ratios
* a Purdue education in close proximity to your work and home

Welcome from the Director

Graduates of these programs are employed in business and industry in South Bend and the surrounding communities. Additionally, Purdue serves as a resource for local business and industrial personnel who are updating their skills or who need retraining.

Purdue Polytechnic South Bend provides an individualized, practical, and real-world approach for the beginning student as well as the experienced student. The student population is a mix of traditional college-aged students who recently have graduated from high school and nontraditional students already in the workplace. This diversity brings a unique blend of education and experience into classroom discussions, benefiting all.

We are pleased you have selected Purdue Polytechnic South Bend. Please do not hesitate to stop me with a question, a concern, or just to talk.

Have a great year and Boiler Up!



Michael D. Sanders

Director

**Purdue Polytechnic South Bend**

**A WORLD CLASS UNIVERSITY … HERE AT HOME**

**About Purdue Polytechnic South Bend**

Purdue Polytechnic South Bend is part of the Purdue Statewide Technology Program that was formed to meet Indiana’s need for college-educated technologists. This program enables students to live and work at home while receiving a first-class education. The program is a unique partnership between education and business, industry, and government.

Representatives from local business and industry serve on the Purdue Polytechnic 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.

In addition to offering five 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 Polytechnic South Bend is directly linked to Purdue University in West Lafayette. There are eight locations (Anderson, Columbus, Kokomo, Lafayette, New Albany, Richmond, South Bend, and Vincennes) all of which are referred to as Statewide. All Statewide locations follow the curriculum in West Lafayette.

About Purdue Polytechnic South Bend

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.

**Degree Programs Offered at Purdue Polytechnic South Bend**

**Bachelor of Science Degrees:**

\*Electrical Engineering Technology (EET) \*Mechanical Engineering Technology (MET)

\*Engineering Technology (ET) \*Organizational Leadership (OLS)

\*Industrial Technology (IT)

**Linkages to the Community**

Purdue Polytechnic South Bend has their 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.

**Person in Charge**

Michael Sanders is the Director of the Purdue Polytechnic South Bend. He reports to Dr. Andrew Schaffer, Associate Dean of Purdue Polytechnic. Michael Sanders coordinates with IUSB administrators on local policy matters.

**Main Office Contact Information**

Main Office Contact Information

Purdue Polytechnic South Bend

Purdue Technology Building

1733 Northside Blvd.

P.O. Box 7111

South Bend, IN 46634-7111

**Telephone**: 574.520.4180

**Fax:** 574.520.4286

**Website:** <http://www.purdue.edu/southbend>

**Purdue University Logos, Mascots, and Fight Song**

Logos, Mascots, & Fight Song

Logos, Mascots, & Fight Song

Logos, Mascots, & Fight Song

**Logos**

|  |  |
| --- | --- |
| Griffin Kate | **Official Seal**The official seal was 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. |

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|  | **Signature Logo**The Purdue University “signature” logo is the primary identifier for Purdue University. |

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| --- | --- |
|  | **Purdue Polytechnic Logo**Is the identifier for the Purdue Polytechnic Institute |

**Mascots**

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**Boilermaker Special** **Purdue Pete**

 Official Mascot Unofficial Mascot

**Fight Song**

**Hail 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 | ChorusHail, 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 |

<https://www.youtube.com/watch?v=GEoVvrd4izk>

**Faculty, Staff, and Students**

The faculty and staff at Purdue Polytechnic South Bend are employees of Purdue University – 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 Purdue Polytechnic South Bend students utilize the local IUSB registration process (One.IU), the **official registration is processed by a Student Services Coordinator at each location. *All official records are maintained by Purdue in West Lafayette.***

Contact Information: Staff

**Staff Contacts**

**Name Office Phone Email**

Michael D. Sanders TB 101 574.520.5560 mdsanders@purdue.edu

*Director*

Lori A. Butchko TB 107D 574.520.4177 lbutchko@purdue.edu

*Student Services Coordinator*

Jordon Budreau TB 103 574.520.4573 rbudreau@purdue.edu

*Student Services Coordinator*

Jennifer Arquette TB 107 574.520.4180 corle@purdue.edu

*Location Secretary*

Michael Holtz TB 135 574.520.4179 mrholtz@purdue.edu

*Lab Technician*

Jason Culp TB 108 574.520.4531 jjculp@purdue.edu

*Assistant Director Statewide Operation, Engineering Computer Network*

**Faculty Contact Information**

**Name Office Phone Email**

James D. Burns TB 102 574.520.4269 burns128@purdue.edu

*Assistant Professor, Technology Leadership & Innovation*

Gene Harding, P.E. TB 104 574.520.4190 glhardin@purdue.edu

*Associate Professor, Electrical and Computer Engineering Technology*

Sarah Leach, Ph.D., P.E. TB 208 574.520.4172 leachs@purdue.edu

*Associate Professor, Mechanical Engineering Technology*

Megan McGann, Ph.D. TB 206 574.520.4681 mcgann@purdue.edu

*Clinical Assistant Professor, Mechanical Engineering Technology*

Wm. Mike Pace TB 106 574.520.4371 wpace@purdue.edu

*Clinical Assistant Professor, Assistant Professor, Technology Leadership & Innovation*

Karl Perusich, Ph.D. TB 202 574.520.5508 perusich@purdue.edu

Contact Information: South Bend Faculty & West Lafayette Departments

*Associate Professor, Electrical and Computer Engineering Technology*

Neil Petroff, Ph.D. TB 210 574.520.4174 npetroff@purdue.edu

*Visiting Assistant Professor, Mechanical Engineering Technology*

John Piller TB 204 574.520.4536 jpiller@purdue.edu

*Clinical Assistant Professor, Electrical and Computer Engineering Technology*

*\*TB = Purdue Technology Building*

**Purdue West Lafayette Contact Information**

**Department Phone Email**

**Admissions**

Contact: Carmen O’Brien 765.494.1776 crobrien@purdue.edu

**Bursar**

Contact: Linda Doke 765.494.7573 ldoke@purdue.edu

**Financial Aid**

Contact: Danielle Hayden 765.494.5050 haydend@purdue.edu

**Registrar’s Office** 765.494.8581 registrar@purdue.edu

**IUSB Contact Information**

**Department Phone Email or Website**

**General Information (Gateway)** 574.520.5005 <https://www.iusb.edu/gateway>

Located in the Administration Building

**Bookstore (Barnes and Noble)** 574.520.4309 <http://iusb.bncollege.com>

Located in Northside Hall

**Academic Learning Center**  574.520.5022 <https://www.iusb.edu/tutoring>

Located in the Administration Building, room 101

**IT Help Desk** 574.520.5555 helpdesk@iusb.edu

**Lost & Found** 574.520.5528 parking@iusb.edu

**Parking Services** 574.520.5528 parking@iusb.edu

**Police/Security**  574.520.4239 iupdsb@iusb.edu

Contact Information: IUSB & Purdue Student Service Coordinators

**Student Services Coordinators – South Bend**

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| --- | --- |
| **Lori A. Butchko**lbutchko@purdue.edu574.520.4177 | **Jordon Budreau**rbudreau@purdue.edu574.520.4573 |

**SSC Job Responsibilities**

|  |  |
| --- | --- |
| Lori | Jordon |
| * Academic Advising
 | * Admissions
 |
| * Registration
 | * Recruiting & Event Coordination
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| * Drop/Adds – changes in schedule
 | * Tours
 |
| * Grades
 | * Summer Camps and Conferences
 |
| * Withdrawals
 | * Scholarships
 |
| * Change of Major
 | * Student Ambassador Advisor
 |
| * Bursar
 | * ID Cards
 |
| * Class Scheduling
 | * Social Media & Website Support
 |
| * Veterans Certifying Official
 | * Communications/Marketing/Media
 |
| * Commencement Ceremony
 | * Commencement Ceremony
 |
| * Career Counseling
 | * Career Counseling
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**Emergency Phone Numbers**

#### Police, Fire, Ambulance

* Pay phones 911
* All other campus phones 9-911
* Off campus 911

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**High School vs. College**

College Expectations

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.

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Registrar: Academic Advising/ myPurdue

**Academic Advising**

Academic advising for all majors is provided by Lori Butchko. Students need to make an appointment with Lori for advising prior to registration every semester. Students are encouraged to seek additional advising from faculty members.

**myPurdue**

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myPurdue is the primary resources for all students.

To access your myPurdue account, go to [https://myPurdue.purdue.edu](https://mypurdue.purdue.edu) or go to the Purdue homepage [www.purdue.edu](http://www.purdue.edu) and click on the myPurdue link on the bottom of the page.

Purdue Polytechnic South Bend students utilize myPurdue for:

* + - 1. myPurdue Plan
			2. Confirming Enrollment EVERY semester
			3. Financial Aid
			4. Grades
			5. Billing
			6. Unofficial and Official Transcripts
			7. Address Changes

Purdue Polytechnic South Bend students WILL NOT utilize myPurdue for:

1. Registration
2. Dropping and/or adding courses
3. Official class schedule

**myPurduePlan**

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myPurduePlan is a tool in myPurdue that students starting fall 2013 to the present are to use to track degree completion. If you have any questions or notice any courses not in the place you think they should be you need to bring this to the attention of Lori Butchko, Academic Advisor so she can fix in the system. **Having this tool DOES NOT eliminate Academic Advising.**

Registrar: myPurduePlan

<https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html>

Videos available.

**FAQ’s - myPurduePlan**

**What is myPurduePlan powered by Degree Works?** myPurduePlan is a web-based tool used to monitor academic progress toward degree completion. It combines Purdue University’s degree requirements and the coursework that have been completed with easy-to-read worksheets. These worksheets will show how courses that have been completed count toward degree requirements and show what courses and requirements still need to be completed.

**What is a worksheet?** A myPurduePlan worksheet is a review of past, current and “planned” coursework that provides information on completed and outstanding requirements necessary to fulfill a degree/major/minor/concentration.

**Who can use myPurduePlan?**All currently enrolled undergraduate and professional students who first attended Purdue University beginning fall 2011 or later can use myPurduePlan. Additionally, any student with a Catalog Term beginning fall 2011 or later will be able to run a worksheet.

**Why can’t students who entered Purdue prior to Fall 2011 run a worksheet?** The University chose to start the myPurduePlan project starting fall 2011. Student who matriculated prior to fall 2011 should continue working with their academic advisor to check their degree requirements using the existing method in place. They may however utilize the “what if” worksheet to see how their coursework applies to degree requirements based upon the plan of study from fall 2011.

**What is the Planner feature?** The Planner is a tool for students to arrange course requirements into future semester blocks.  Advisors and students will find this helpful to forecast the students' academic career. It is recommended that students load a plan, then meet with their advisor. The advisor will review the plan, make any necessary adjustments, and lock the plan.  This information may be used by university administrators to determine the demand for various courses each term.

**Will advisors be able to see students' plan?** Yes. Advisors can see students' plans and participate in the planning process. There is a Notes section within the planner as well for students and advisors to keep additional information.

**If I have trouble logging into myPurduePlan and receive an error indicating "Access Denied," what should I do?** Check to see if your career account password has the following symbols: + % $ @ &. If yes, please change your password, and you should be able to access myPurduePlan.

**If a student puts a course in his/her planner, is he/she automatically registered for that course in that future semester?** No. The planner is for planning purposes only.

**Are the courses students plan for guaranteed in that future semester?**

Registrar: myPurduePlan

No. The planner is for planning purposes only. Final course schedules are available to students via One.IU or the IUSB Registrar’s Office before registration. If a student discovers that a course option planned is not being offered see your Academic Advisor.

**What is the "What If" feature?** The "What If" function allows students to hypothetically change major or minor. The new "What If" audit will show the coursework that is required for this major or minor, what courses have been taken that satisfy requirements, and what courses are still left to take.

**What does the Term Calculator show?** The Term Calculator will show students' estimated cumulative GPA after filling in hypothetical grade information. By entering their current earned credits and GPA and placing the in-progress courses in the table (this all will default) along with the grades anticipated for current courses, students will see a revised cumulative GPA based on the estimates provided.

**What does the Graduation Calculator show?** Students enter the GPA they would like to have at graduation. The Graduation Calculator will show what GPA is needed to average over their remaining semesters to obtain the desired GPA at graduation.

**What does the Advice Calculator show?** The advice calculator will show students how many credits must be earned at a certain GPA to achieve desired their GPA.

**What if I think my worksheet is incorrect?** Please consult with your advisor. While we have worked closely with all departments across campus, every unique situation is impossible to anticipate.

**My major is wrong and/or my minor/concentration does not appear on my worksheet**. **What do I do?** You need to contact your advisor to get your major, minor, and concentrations updated as appropriate.

**My advisor approved a course substitution and it isn’t showing.  What do I do?** Contact your advisor.

**How often should I review the myPurduePlan worksheet?** At least four times a term. You should review your worksheet at the following times:

1. Before you meet with your advisor to ensure your planner has three future terms populated.
2. After you register to ensure the courses apply to your requirements as you expected.
3. After your grades are posted.
4. Any time you make changes to your schedule.

Registrar: myPurduePlan

**How is the myPurduePlan worksheet different from my transcript?** The worksheet in myPurduePlan is a tool to assist you with planning and tracking your progress towards your degree.  Your transcript is your official university record.

**myPurduePlan placed one of my courses in two different places. Is that okay?** In most cases, yes. It is programmed to recognize that some courses may be used to fulfill more than one requirement.  If you have questions, you should consult with your advisor.

**My progress bar for degree requirements shows me at 90% but I’m only a sophomore. What’s wrong?** The progress bar for degree requirements reflects the total number of check boxes on your worksheet and calculates a percentage based on the number of boxes that are checked.

**My worksheet shows my progress bar for degree requirements at 97% but everything is checked. What’s wrong?** The progress bar will not show 100% until you finish all your in-progress courses and earn the required grades in them

**I’m working on two degrees (a B.A. and a B.S.). Only one appears. How can I review the progress on the other degree?** Look at the degree information next to your name at the top of the screen. You’ll notice that the degree box has a drop-down arrow. Use this to select your second degree.

**I’ve seen the @ symbol. What does this mean?** This is a wildcard. If the @ sign appears with a course number after it, you can take any 10000-40000 level course from any subject. If it appears after the subject (PSY@) then you can take any psychology course.

**Can I make more than one plan?** Yes, but mark only one as active. Purdue will collect information in the planners to assist departments in planning future offerings to help meet your goal towards graduation.

**Registration**

***Purdue students DO NOT register in the Purdue system (myPurdue)***

All Purdue students register through the IU registration system – **One.IU** (formerly Onestart). **Students should seek academic advising from Lori Butchko prior to registration.**

Purdue Polytechnic South Bend mutually utilizes IU’s registration system as it serves as a placeholder for 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 (One.IU) 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** (English, upper-level speech, physics, business courses, etc.), students need to let Lori Butchko know which course and section they want so she can provide permission to add the course(s).

**Registering for Classes**

Registrar: Registration/Registering for Classes



Purdue students DO NOT register in the Purdue system. You will initially register in the IU system and Lori will manually add your courses to the Purdue system.

Step 1: Login to One.IU (formerly OneStart): <http://onestart.iu.edu>

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

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 One.IU 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: <https://kb.iu.edu/d/ataz>

**Looking up Classes**

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 email attachment to current students, available in the 1st floor lobby of the Purdue Technology Building, and on the Purdue Polytechnic South Bend website: [www.purdue.edu/southbend](http://www.purdue.edu/southbend)

**Dropping & Adding Courses**

Students can drop and add courses electronically up until the end of the first week of classes through the IU One.IU registration system. \*When in doubt, call 574.520.4177.

Registrar: Drop/Adding Classes

After the first week of classes, a Purdue student MUST obtain a Purdue Drop/Add Request from Lori Butchko in the Purdue Technology Building. This applies to all courses a Purdue student is registered including support (IU) courses.

Steps to drop/add after the first week of classes

Obtain Purdue Drop/Add Request form.

Take the form to be signed by the Professor of the course

Return form to Lori Butchko in TB 107D for processing.

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

Check the Purdue calendar for drop/add and refund dates (available in the Main Lobby, Purdue Technology Building and on our website: <https://tech.purdue.edu/south-bend/student-services>).

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 Drop/Add Request (drop slip) and follow the Purdue drop/add dates even when taking an IUSB course.

**Withdrawal from Purdue (Withdrawing from All Classes)**

Registrar: Withdrawal from all Classes

If for any reason, after classes have started, a student needs to withdraw from all of the courses they are registered for, they must officially withdraw from the University. This process is available online via a students’ myPurdue account

Students must complete and submit a form 702 through their myPurdue account.

1. Click on Academics Tab

Drop/Adding Classes

2. Click on “Withdraw from the University” link in the lower right-hand corner

3. Complete the form

4. Submit

5. Call Dean of Students Office (ODOS) – 765.494.1747 to complete the withdrawal process- **let them know you are a Statewide Technology student**.

6. Please contact Lori Butchko once you have withdrawn from the University at 574.520.4177/lbutchko@purdue.edu

*If the student does NOT contact ODOS, the withdrawal process will not be completed. The system is automated and notifies all necessary parties (including the academic advisor) once the withdrawal process is completed.*

For more information about the University Withdrawal Procedures, go to: <https://www.purdue.edu/advocacy/students/withdrawal.html>

**Academic Probation**

**Academic Probation**

While being on academic probation is not the end of the world, it should be taken seriously and viewed as a warning that you are in jeopardy of being dropped from the University if your academic performance does not drastically improve. Students on academic probation for more than one semester should ask themselves if this major is a good fit and work with their academic advisor to identify campus resources and explore their options.

**Criteria for Being Placed on Academic Probation**

Registrar: Academic Probation

Effective fall 2015, a student at Purdue University shall be placed on academic probation if his/her semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0. A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves both semester and cumulative GPAs equal to or greater than 2.00. Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing. Academic standing will not be assessed in summer sessions.

**Academic Drop Status**

Students on academic probation who do not make sufficient academic progress may be dropped from the University. Students on drop status cannot take classes from any Purdue campus for a minimum of one semester (summer sessions do not count), but may take classes at another institution. While students often feel that being placed on DROP status is a punishment, it is really an opportunity for the student to step back from their studies, identify the root cause(s) of their academic difficulties. It is important that the student take personal responsibility for their academic situation and make every effort to form an objective evaluation of it. It may be necessary to seek professional counseling in order to accomplish this. Once the root cause(s) of the problem has been identified, the student can take appropriate corrective action. This may include taking courses to strengthen specific academic weaknesses or taking a full-time job to learn responsibility and develop an appreciation for the educational opportunity that they may be losing. Or, perhaps the academic problems are the result of personal/family issues that need to be addressed before the student continues with his/her education.

If a student does elect to take courses at another institution while on DROP status, there should not be the expectation that all these courses will apply towards Purdue degree requirements. Courses should be chosen primarily to strengthen academic weaknesses, not to continue progress towards a degree. Therefore, in most instances, transfer credit for technical courses taken at another institution while on DROP status will not be accepted.

Every student's situation is unique and it will take a determined effort by the student to identify and overcome their particular obstacle to success. However, if the student makes this effort and readmission is granted, there is every reason to believe that they can return and successfully complete her/his degree.

**Criteria for Being Academically Dropped**

Effective fall 2015, a student on academic probation shall be dropped from the University at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0.

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.*

**Classifications & Levels - Purdue University**

Registrar: Classifcations & Levels

|  |  |  |
| --- | --- | --- |
| **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 |

**Grades**

Grades are processed at each statewide location and students will be able to obtain grades through their myPurdue account, Academic Tab, Final Grades.

Beginning fall 2008 Purdue moved to a plus/minus grading scales. Purdue Professors have the option to use whole grades:

Registrar: Grades

|  |  |  |  |
| --- | --- | --- | --- |
| A (and A+) | 4.0 | C | 2.0 |
| A- | 3.7 | C- | 1.7 |
| B+ | 3.3 | D+ | 1.3 |
| B | 3.0 | D | 1.0 |
| B- | 2.7 | D- | 0.7 |
| C+ | 2.3 | F | 0.0 |

\*No grade reports will be mailed, nor given out via telephone.

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

**Dean's List:** You will receive Dean's List recognition at the end of a semester if you:

1. Have at least 12 credit hours in your graduation index with a graduation index of at least 3.5

**AND**

1. Have at least six credit hours in your semester index with a semester index of at least 3.0.

**Semester Honors:** You will receive Semester Honors recognition at the end of a semester if you:

1. Have at least 6 credit hours in your semester index with a semester index of at least 3.5

**AND**

1. Have at least a 2.0 graduation index.

**Transcripts**

Registrar: Transcripts

**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 students can order a copy via their myPurdue account or go to the Purdue Registrar’s web site: <http://www.purdue.edu/registrar> to print a request form. Students may also pick-up the necessary request form in the Main Lobby on the first floor in the Purdue Technology Building.

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

**Graduation**

Graduation & Commencement

*Prior to Graduating*

* Track your academic progress using myPurdue Plan via myPurdue and also make sure you seek academic advising from Lori Butchko. Check with Lori Butchko to ensure the completion of all your degree requirements. **myPurdue Plan is not a substitute for academic advising and it is not recommended students self-advise.**
* Check minimum GPA and credit requirements for your plan of study (see Lori or a faculty member).
* Verify that your degree requirements are being met by ordering a transcript and/or checking myPurdue.
* Register for CAND 99100 your final semester. *\*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 99200.*
* Make sure you have no holds. You will not receive your degree until hold(s) have cleared.
* Make sure the address listed in the myPurdue system is accurate as this is where your diploma will be mailed.

**Commencement**

Purdue Polytechnic South Bend holds their commencement ceremony every May in South Bend. Information will be provided in the spring semester to graduating students.

**Billing, Tuition and Fees, & Payments**

**Purdue Billing -** All invoicing is done electronically and can be viewed via myPurdue, Financial Tab, Manage my Account.

**Tuition and Fees**

Bursar: Billing, Tuition & Fees

All tuition and course related fees will be electronically invoiced and collected by Purdue. All communications from Purdue will be sent to your Purdue email address so it is **EXTREMELY** important that you check your Purdue email regularly. To access statements, view balance accounts and to make payments, please visit your **myPurdue** account, Financial Tab.

You can access your myPurdue account by going to [www.mypurdue.purdue.edu](http://www.mypurdue.purdue.edu) and logging in. We encourage students to setup parents or other 3rd party payers as an ***authorized user*** through their myPurdue account. Both students and authorized users receive notifications via email each time a new invoice is generated and ready to view.

The only time a student will be billed by Indiana University South Bend is if the student lives in campus housing, or receives a parking ticket. Everything else is billed through Purdue.

**Payments**

Your tuition and fees will be taken out of the financial aid you receive and then if there is a balance due, students need to pay via myPurdue, Financial Tab, Manage my Account. If there is any leftover money from the student’s financial aid, the remainder will be directly deposited into a bank account. **All students are required to set up a refund profile** through myPurdue, Financial Tab, Manage My Account.

Payments are made electronically by going to the **myPurdue** account, Financial Tab, Manage my Account. In additions to using a credit card students may elect to pay from a savings or checking account. *\*Note: There is a nominal fee charged to use a credit card for payment.*

If you have Purdue Bursar questions, you can contact **Linda Doke at 765-494-7573 or** **asktsw@purdue.edu**.

**Payment Due Date: Tuition and Fees are to be paid in full before the first day of classes to avoid cancellation. Students who are cancelled and want to be reinstated will incur late fees for both Purdue and IUSB.**

Tuition and fees for Purdue Polytechnic South Bend students are assessed according to the IUSB fee schedule. Purdue students must comply with any service charges, site fees, and/or late fees assessed by IUSB and/or Purdue University. All fees must be paid in full to the Purdue Bursar Office by the Friday before the first day of classes and confirm enrollment/registration to avoid late fees.

**Installment (Payment) Plans**

Purdue students may qualify for an installment (payment) plan. Students need to check myPurdue account for details or contact the Purdue Bursar’s Office at 765.494.7573. Using the payment plan does involve processing fees and does not prohibit a “hold” from being placed on your account until the balance is paid in full. Information available via myPurdue, Financial Tab, Manage my Account.

**Registration Confirmation**

All students must confirm their registration every semester via myPurdue. If you do not confirm your registration you will be dropped from all your classes in both the Purdue and IU systems. Confirming registration means that you will be attending and agree to pay all tuition and fees by the first day of classes.

To Confirm your Enrollment:

Login to your myPurdue account and click the link under the Financial Tab that says ENROLLMENT CONFIRMATION. It will then ask you to click the “accept fees” button. If this is not done students will be subject to cancellation. As well you will remain subject to cancellation until your bill is paid.

If you find that you cannot confirm your registration then it means we have not yet registered you in the Purdue system. Remember students initially register in the IU system. Our office runs a report and manually registers students in the Purdue system. Students who pre-register will be able to confirm registration several weeks to a month prior to the first day of classes. For all other students there will be at least a one week turn-around from the date you register to the time your registration will be entered into the Purdue system.

Bursar: Registration: Payment Plan, Registration Confirmation & Cancellation Policy

*It is always good practice to check your myPurdue account and email to make sure you are completing all needed information for attending Purdue University.*

**Cancellation Policy**

Tuition and fees are due no later than the first day of class every semester. Academic calendars are available on our website: [www.purdue.edu/southbend](http://www.purdue.edu/southbend). **Students who have not paid in full or made arrangements via one of the options listed below will have all classes cancelled in both the IU and Purdue systems.**

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

* Pay fees in full via myPurdue
* Financial Aid (paid in full). If financial aid does not cover all tuition and fees then remainder must be paid.
* Sign up via myPurdue for the Installment Plan (4 payments with 25% down. Processing fees and interest are applicable).
* Any combination of the above

Important Notes

1. After a students’ courses have been cancelled there is no guarantee of getting the same class schedule and some courses may be closed.
2. Late registration fees will be applied for **BOTH** Purdue University and IU for students who register after the cancel date.
* Purdue University late registration fee - $200
* IU late registration and late program fees

|  |
| --- |
| **Late Registration Fees (nonrefundable)** |
| First Week | Second Week | Third Week | Fourth Week |
| $25.00 | $50.00 | $75.00 | $100.00 |

|  |
| --- |
| **Late Program Change Fees:** $22.00 per change |

**Financial Aid**

\*All students are responsible for understanding their financial aid.

Financial Aid: FAFSA & SFA

\*All financial aid goes through Purdue West Lafayette

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

\*For assistance, contact Danielle Hayden at haydend@purdue.edu or 765.494.5050

**FAFSA (Free Application for Federal Student 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.

**Priority filing deadline for Purdue University is March 1.** 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.*

Website: [www.fafsa.ed.gov](http://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 required and can be setup in myPurdue via Financial Tab, Manage My Accounts.

**Indiana’s Division of Student Financial Aid (SFA)**

Often provides financial assistance for students of Indiana to attend college. For more information go to: <http://www.in.gov/sfa>

**Financial Terminology**

Financial Aid: Financial Terminology

**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.

**Scholarships**

**Purdue Polytechnic South Bend Scholarships**

Students can apply for a local Purdue scholarship early in the spring semester for the following academic year. To obtain more information about scholarships offered by Purdue Polytechnic South Bend:

1. Go to: [www.purdue.edu/southbend](http://www.purdue.edu/southbend)
2. Click on the “Scholarships” tab at the top of the page

Financial Aid: Scholarships

1. Stop in to talk to Jordon Budreau, 103 Purdue Technology Building
2. Call 574.520.4573

**Purdue Alumni Club Scholarships**

Alumni clubs are a great way to meet people in your area with a common interest: Purdue! They are also a great resource for scholarships. See chart below for contact information.

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**[www.purduealumni.org/stjoe](http://www.purduealumni.org/stjoe) Nate Pinter, President | **Purdue Club of Elkhart County**[www.purduealumni.org/elkhart](http://www.purduealumni.org/elkhart) Libby Eiseleeaeisele@aol.com |
| **Purdue Club of Southwest Michigan**[www.purduealumni.org/swmichigan](http://www.purduealumni.org/swmichigan) John Ripley, Presidentjohnmripley@gmail.com | **Purdue Club of Marshall County**[www.purduealumni.org/marshall](http://www.purduealumni.org/marshall) Tammy Houin, Presidenttammy@houinfamily.com |

**Admissions**

**Readmission**

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

Admissions: Readmission & Re-entry

Students must sit-out for at least one semester before they can apply for readmission.

**Deadlines for submitting the readmission application**

|  |  |
| --- | --- |
| **Academic session desired for readmission**  | **Application Deadline**  |
| Summer Session | 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/readmission>.

**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 than 3 semesters must complete the re-entry application online.

Students can complete the re-entry application online by visiting: [http://www.admissions.purdue.edu/apply](http://www.admissions.purdue.edu/apply/)

For more information or assistance, please contact Lori, 574.520.4177/lbutchko@purdue.edu

**Veterans Information**

Veterans Information

**VA Benefits**

Purdue students seeking information regarding VA Benefits should visit the United States Department of Veterans Affairs webpage at: <http://www.gibill.va.gov>

Veterans must complete a Veterans Request for Enrollment Certification form EVERY semester authorizing certifications. Form is available on the website

<https://polytechnic.purdue.edu/south-bend/admissions/veterans-enrollment-certification>

VA Request Form

Or you can get form from Lori Butchko in Purdue Technology Building, 107D.

\*\*Submit form to Lori Butchko so she can certify you.

**Local Certifying School Officials**

|  |  |
| --- | --- |
| Lori A. ButchkoStudent Services Coordinatorlbutchko@purdue.edu574.520.4177 | Michael SandersDirectormdsanders@purdue.edu 574.520.4180 |

**General Information**

**Business Hours**

General Information

The Purdue Polytechnic 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.

**Email**

Students need to use their Purdue email as every student agreed when they created their myPurdue account to conduct business with Purdue via their Purdue email. Some faculty and ALL Purdue departments require that communication comes from a Purdue email address. Students can forward their Purdue email to their phone. For directions go to [www.purdue.edu/itap](http://www.purdue.edu/itap)

**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.

**Bulletin Boards**

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

**Facebook**

Purdue Polytechnic South Bend has a Facebook page. Students can check this page for updates about the happenings at Purdue Polytechnic South Bend. Be sure to check it out: [www.facebook.com/purduesouthbend](http://www.facebook.com/purduesouthbend).

General Information: Social Media, Safety & Security

**Twitter**

Follow Purdue Polytechnic South Bend on twitter! Username: @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 Polytechnic South Bend will be closed.

**Safety & Security**

The Campus Police work in partnership with all members of the Purdue and IUSB 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: <https://www.iusb.edu/police> or 574.520.4239 or 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?

General Information: ID Cards

Students must contact security at 574.520.4499 immediately.

**Student Identification Cards**

*Purdue Identification Cards (ID)*

Purdue Polytechnic South Bend students receive a Purdue ID card. Students will have their picture taken for their Purdue ID (PUID) during orientation. The picture will then be sent to West Lafayette; the ID will be made and then mailed to the South Bend location. This usually takes 2 to 3 weeks. An email will be sent out to notify students when their PUID card arrives. The PUID card will be available in the main office.

Loss of Purdue ID Card

Contact the Main Office 574.520.4180.

*IUSB Identification Cards (ID)*

All Purdue Polytechnic 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.]). 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

**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;

General Information: Student ID #’s & Computer Use

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

*Indiana University Identification (IUID) Numbers*

All currently enrolled Purdue Polytechnic South Bend students are assigned an Indiana University identification number (IUID). \**Note: A student Purdue ID number is NOT the same as the IUSB ID number.*

**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>

**Computer Labs**

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).

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 the student’s login information. For login assistance, contact IU Information Technologies Help Desk in 1245 Weikamp, 574.520.4362.

**Extracurricular Activities**

*Purdue Sports*

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

Athletic Ticket Office: 765.494.3194 Online: [www.purduesports.com](http://www.purduesports.com)

 800.497.7678 Email: 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/>

*Purdue Student Ambassadors*

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

Purdue Polytechnic Ambassadors 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.

General Information: Extracurricular Activities

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: Jordon Budreau, rbudreau@purdue.edu or 574.520.4573.

*The Purdue Polytechnic South Bend Controls Society*

Our mission is to build strong relationships with local communities and industries through experience, professionalism, and networking while providing a service to the community and to promote the reputation of Purdue Polytechnic South Bend.  While doing this mission we will, self-fund student participation in Industry Conferences and Tradeshows, develop local industrial and commercial partners, and design, build and maintain technology displays and demonstrations to show our skills and be used for recruitment. All majors welcome! For more information contact Professor John Piller, 574.520.4536, jpiller@purdue.edu

*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 email sblife@iusb.edu.

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

**Student Resources**

Student Resources: Career Services

**Career Services**

*Center for Career Opportunities(CCO) - Purdue*

All Purdue students may utilize the Career Services Center (CCO) in West Lafayette. myCCO is a portal where Purdue students and alumni can apply for internships, full-time and part-time opportunities. You can also upload your resume and get resume assistance along with many other services.

Contact information: <https://www.cco.purdue.edu> or 765.494.3981

Students should activate their CCO account their freshman year. To do so go to:

[www.cco.purdue.edu](http://www.cco.purdue.edu)

-click on myCCO

-for username put in your PUID

-for password put in your PUID again

NOTE: Your PUID will always be your username to login to myCCO. Once you have completed your myCCO profile, the system will send an email with your “NEW” password.

Be sure to read the “participation agreement” and “cancellation and missed interview policy” BEFORE clicking “I Agree to Terms”

*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.

Contact information: <https://www.iusb.edu/career-services/> or 574.520.4425

Students are encouraged to create an account for IUSB Career Services by going to the website above and clicking on Student Login.

**Online Course Environments**

Purdue utilizes Blackboard while IU utilizes Canvas (formerly OnCourse).

*Purdue – Blackboard*

Blackboard can be accessed by going to: <http://www.itap.purdue.edu/learning/tools/blackboard> or by going to the Purdue homepage ([www.purdue.edu](http://www.purdue.edu)) and clicking on “Blackboard” at the bottom of the page. *\*Note: All Purdue students will use the West Lafayette campus log on unless otherwise instructed.*

*IUSB – Canvas (formerly 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 Canvas/OnCourse at: <http://oncourse.iu.edu>. Click on “Login”. Use your IUSB username and passphrase.

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 website from anywhere by entering the IU Network ID or IU Guest account username and password.

Student Resources: Online Course Environments & Disability Services

From IUSB Website: [www.iusb.edu](http://www.iusb.edu)

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

**Disability Resources**

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.

Student Resources: Disability Services

**Purdue’s Disability Resource Center Statewide Contact List**

Student Last Name Specialist

B-Bn, C-I Nicole Jasinski

njaskinsk@purdue.edu

Bo-Bz, J-Pe Susie Swensen

 sswensen@purdue.edu

 A, Ph-Z Keri Turrell

 kturrell@purdue.edu

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

*\*Note: Because the DRC 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 Centers for Excellence - IUSB*

Website: <https://www.iusb.edu/tutoring>

The Academic Centers for Excellence 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.

**Information Center/Gateway to Excellence - IUSB**

Website: <https://www.iusb.edu/gateway/>

Phone: 574.520.4135

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 Polytechnic South Bend students.

A wide range of free services, including placement exams, tutoring, 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. Contact: <http://www.iusb.edu/career-services> or 574.520.4425.

**Child Development Center**

Offers toddler through pre-K child care services in an on-campus, state-licensed, child-centered facility. Contact: [http://childdevcenter.webs.com](http://childdevcenter.webs.com/) or 574.520.4485.

Student Resources

**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. Contact:

<https://www.iusb.edu/disability-support/> or 574.520.4832.

**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. Contact: <https://www.iusb.edu/admissions/diversity/>.

**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.

**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**](http://www.housing.iusb.edu/rates/index.html) include utilities, furnishings, cable TV, Internet and 24- hour security.Accommodations will be assigned on a first-come, first-served basis. Contact:

<http://www.iusb.edu/housing> or 574.520.5805.

**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, Administration Building 123A. 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 parking office in the Administration Building and letting them know you are a Purdue student. The IUSB Bursar will submit parking fees to Purdue who will then bill the student’s Purdue account. There often is a lag of time so the student should check myPurdue account for billing information.

*\*Note: Purchasing a parking permit does not guarantee a student a parking space.*

**Placement Exams**

First-time students and some transfer students are required to take placement exams in English and mathematics.

**English** placement exams are taken via IUSB. Students must register for a day and time to take the test. Reservations are made online by going to <https://www.iusb.edu/exams>, click on reservations. A confirmation will be mailed to you.

Student Resources

**Math** placement exams must be taken via Purdue – myPurdue. Students login to their myPurdue account to get to the ALEKS math exams.

**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. Contact:

<https://www.iusb.edu/student-counseling> or 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. Contact: <https://www.iusb.edu/studentlife/> or 574.520.4587.

As well Purdue Polytechnic South Bend has the Student Ambassadors and Controls Society. More information about these organizations are included in this Handbook and also available on our website.

**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). Contact: <https://www.iusb.edu/tutoring> or

574.520.5022.

**Mathematics**

Free tutoring is available through the Mathematics Department located in Northside Hall 310. Private tutoring is also available for a fee. Contact: <https://www.iusb.edu/math-sci/information-for-students/tutoring.php> or 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. Contact: <https://www.iusb.edu/tutoring/writersroom.php> or 574.520.5022.

**General Information**

**Purdue vs. IU systems – what you use for what**

General Information

|  |  |
| --- | --- |
| **myPurdue – Purdue system** | **One.IU – IU system** |
| - Financial Aid | - Register for classes |
| - Grades | - Look up class schedule |
| -Transcripts | - Look up textbooks |
| - Billing | - Drop a class (1st week ONLY) |
| - Confirming enrollment |  |
| - myPurduePlan |  |
| -Purdue Course Descriptions |  |

**Purdue Career Account**

This consists of your username and password. ***Students must change their password every 365 days***.

**Password Reset Questions**

All students must answer the password reset questions 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’ email address to the left of the “@” sign: username@purdue.edu. Students can look up their username by going to the Purdue Directory via the Purdue website – [www.purdue.edu](http://www.purdue.edu), go to bottom of the page and click on Directory.

General Information

**Purdue Directory**

Students can look up their username by going to: <https://www.itap.purdue.edu/directory>. After typing in your name click on “search”, when information appears students can click on the “more” button. The email listed is your username with the @purdue.edu.

**myMail - Purdue Email**

Access myMail by visiting: <https://mymail.purdue.edu>

To access Purdue email using Purdue myMail students login with their Purdue Career Account (username and password). If you have forwarded your Purdue email then you will not be able to utilize myMail.

**All Purdue students MUST activate and use their Purdue email account. This is how Purdue communicates with all students.** Students activate their Purdue email after they are admitted.

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

**Purdue Calendar**

This information is available on the Purdue Polytechnic South Bend website: [www.purdue.edu/southbend](http://www.purdue.edu/southbend), click on the “Student Services” tab at the top of the website. The Purdue calendar is located on the right hand side of the page.

The calendar is also available in the Main Lobby on the 1st floor of thePurdue Technology Building.

Policies & Regulations

\**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.*

**Policies and Regulations**

Students can find **Regulations** via the website below:

<http://www.purdue.edu/studentregulations/index.html>

University **Policies** website: [www.purdue.edu/policies](http://www.purdue.edu/policies)

**Repeatable Course Policy**

Students can take the same course no more than 3 times. A fourth attempt requires an appeal process.

**Code of Conduct**

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

Purdue University Student Conduct Code

Policies & Regulations: Code of Conduct

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.

* + 1. 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).
		2. Forgery, alteration, or the unauthorized use of University documents, records, or identification.
		3. 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.
		4. 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.
		5. 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.

Policies & Regulations: Code of Conduct

* + 1. 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.
		2. 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.
		3. Use, possession, or distribution of narcotics or dangerous drugs, except as expressly permitted by law.
		4. Lewd, indecent, or obscene conduct or expression on University property or in connection with a University activity.
		5. Failure to comply with directions of University officials acting in the performance of their duties.
		6. 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.
		7. Violation of the University Antiharassment Policy (see Part 4, Section II).
		8. 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).
		9. 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](http://www.purdue.edu/oop/univregs/pages/stu_conduct/stu_conduct.html) for additional information on the student conduct procedures, sanctions, and appeals. [Part 5, Section V](http://www.purdue.edu/oop/univregs/pages/stu_conduct/misc_cond_reg.html) (below) of University Regulations contains additional miscellaneous regulations.

**Part 5 — Student Conduct**

Section V — Miscellaneous Conduct Regulations

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

1. **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.

1. **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 Polytechnic South Bend Main Office, 107 Purdue Technology Building.

1. **Change of Address**

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

Policies & Regulations: Code of Conduct

1. **Use of Alcoholic Beverages**
2. All Purdue students are responsible for complying with the Indiana state laws. Attention is called to the Indiana Alcoholic Beverages Law that states specifically:
	1. No person under 21 years of age may use or be in possession of alcoholic beverages.
	2. Persons 21 or over may not make alcoholic beverages available to minors.
	3. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
3. **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.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.

Policies & Regulations: Code of Conduct

For further information on the copyright law, please visit the University Copyright Office’s website at [www.lib.purdue.edu/uco](http://www.lib.purdue.edu/uco)

1. **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.

Policies & Regulations: FERPA

**FERPA – Family Educational Rights and Privacy Act**

**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.

1. **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.

1. **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.**

Policies & Regulations: FERPA

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.

1. **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.

1. **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).**

**Respecting Boundaries**

**Sexual Violence Awareness**

https://www.purdue.edu/sexual\_assault/

ALL Students MUST Do Training Online

# Policy Definitions

Policies & Regulations: Respecting Boundaries

Sexual Violence and Relationship Violence is governed by Purdue University's ﻿*[Anti-Harassment Policy](http://www.purdue.edu/policies/ethics/iiic1.html)*. While you may wish to review the Policy in its entirety for additional information and definitions, here are some important definitions:

##### **Consent/Consensual**

Clear communication given by words or actions that shows an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is given freely and voluntarily. Consent may not be inferred from silence, passivity or when an individual is Incapacitated or otherwise prevented from giving Consent as a result of impairment due to a mental or physical condition or age. No Consent exists when there is a threat of force or physical or psychological violence.

Although Consent may be given initially, it may be withdrawn at any point without regard to activity preceding the withdrawal of Consent.

The voluntary nature of Consent will be subject to heightened scrutiny in circumstances in which a person engages in a sexual relationship with a person over whom he or she has any power or authority within the University.

##### **Incapacitated/Incapacitation**

A mental state in which an individual cannot make rational decisions because they lack the capacity to give knowing Consent (e.g., to understand the who, what, where, why and how of their sexual interaction). Such Incapacitation may be caused by alcohol or other drug use, sleep or unconsciousness. Intoxication is not equivalent to Incapacitation.

##### **Relationship Violence**

Any physical, sexual and/or psychological harm against an individual by a current or former intimate or romantic partner. Intimate or romantic partners may be dating, cohabitating, married, separated or divorced, and may be of the same or opposite sex.

##### **Sexual Harassment**

1. Any act of Sexual Violence.
2. Any act of Sexual Exploitation.
3. Any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:
	1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University activity;
	2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University activity; or

Policies & Regulations: Respecting Boundaries

* 1. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University activity.

##### **Sexual Violence**

Any non-Consensual sexual act, including but not limited to rape, sexual assault, sexual battery and sexual coercion. Sexual Violence also includes Relationship Violence. Examples of Sexual Violence include, but are not limited to:

* Non-Consensual sexual contact: touching, with any body part or object, another person’s intimate parts (e.g., genitalia, groin, breast, buttocks), whether clothed or unclothed.
* Non-Consensual sexual intercourse: oral, anal and/or vaginal penetration, to any degree and with any body part or object.
* Compelling a person to touch his or her own or another person’s intimate parts without Consent.

##### **Stalking**

Any knowing or intentional course of conduct involving repeated or continued following, threatening or intimidating another by telephone, mail, electronic communication, social media, in person or any other action, device or method that 1) would cause a reasonable person to suffer substantial emotional distress or fear of bodily injury or death and 2) actually causes such person substantial emotional distress or fear of bodily injury or death.

# Prevention and Safety Tips

#### ****Be an Active Bystander****

Look out for fellow Boilermakers. Active bystander intervention discourages attitudes and behaviors that support sexual assault and other harmful behavior. When you witness a potential sexual assault or other behavior that promotes a culture of violence, don’t assume someone else will help or that it’s none of your business; speak up, step in and seek help.

The most important element in bystander intervention is getting involved. Never assume that just because other people saw or heard what was happening that someone else intervened to help. In crowds, diffusion of responsibility, in other words assuming someone else will do something, usually means that no one does anything. If you don't do something, maybe no one will.

Often times the fear of embarrassment, of making someone angry, or of losing a friend may cause you to hesitate. By taking action you are supporting a culture of respect and responsibility. Most people who have found themselves in the role of an active bystander are glad they stepped in to prevent violence. The person you watch out for today may be the person who watches out for you tomorrow.

Assess the situation and make your safety and the well-being of others a priority. Actively enlist the help of others so that you are not alone. If you recognize a problem and feel that you can intervene without putting yourself in danger, step in to prevent the harassment or violence from occurring. The goal of intervening is to prevent violence without causing further threat or harm. Contact the police if the situation escalates or if anyone is in imminent danger.

Remember to make your safety and the well-being of others a priority. Review the active bystander intervention strategies below.

Policies & Regulations: Respecting Boundaries

**Speak Up**

* If you hear derogatory jokes, don’t laugh, and say that the language is wrong and offensive.
* If you hear degrading or abusive language, say that the behavior is unacceptable and disrespectful.
* If you hear someone planning to take sexual advantage of another person, tell them the behavior is illegal.
* Check in on a person you see being harassed to let them know they’re not alone. Ask “are you ok?” or “do you need help?”

**Step In**

* Distract the potential perpetrator to safely remove the other individual from the situation.
	+ Interrupt and change the topic of conversation.
	+ Lie if you have to:
		- “Someone is looking for you outside.”
		- “I lost my phone, can I borrow yours?”
	+ Ask the potential perpetrator what time it is or for directions.
	+ If a friend is being targeted, call their cell phone to give them an out.

**Seek Help**

* Contact the police if the situation escalates or if anyone is in imminent danger.
* Tell others about your plan to intervene to gain support.
* If you can’t help, tell someone who can, such as another friend or an RA.
* Approach another friend with a plan to separate the pair. For example:
	+ “You tell her you need to talk to her and I’ll ask him to show me where the bathroom is."

#### ****To Respect Sexual Boundaries****

* Be alert and stay in control.  Alcohol and drugs inhibit your ability to make informed decisions.

Policies & Regulations: Respecting Boundaries

* If you aren’t certain if your partner wants to proceed, ask him or her.  Don’t assume that because your partner is silent, he or she is ok with it.
* Minds change.  Even if your partner previously consented to sexual activity, this doesn’t imply consent for another time.  Always ask!
* If your partner won’t answer with a definite yes when you ask for his or her consent for a sexual activity, then the answer is a no.  Don’t start or continue any sexual activity if your partner won’t give consent.
* Go on first dates with other people or meet in public places.  Always let your friends know where you are going and what time you should be back when on a date.

#### ****Tips for Dating Smart****

* Go on first dates with other people or meet in public places.  Always let your friends know where you are going and what time you should be back when on a date.
* Make arrangements to have a way home that doesn’t depend on your date in case the date does not go in the direction you hoped it would.
* Be alert and stay in control.  Alcohol and drugs inhibit your ability to make informed decisions.
* Don’t accept a drink from a stranger or leave your drink unattended.  Make your own drink or closely observe when your drink is being made.
* Let your partner know your limits.  No one can read your mind.  That brief moment of “awkwardness” when you let them know how far you are willing to go is far better than the feeling when things go too far.
* Your limits are yours, and any discussion about changing them should be initiated by you, not your partner.
* Be assertive.  No means no.  You are not being rude by saying no to someone sexually pressuring you.

#### ****Tips for Partying Smart****

* When going as a group, agree to hold each person accountable for the whereabouts of each member. Check in with each other periodically.
* Be alert and stay in control. Alcohol and drugs inhibit your ability to make informed decisions.
* Carry a whistle or air horn. Draw attention to yourself if you feel threatened. Yell “Fire!” if you don’t have a whistle or air horn.
* If you think someone put something in a friend’s drink, get him or her a new one or at least get rid of it, by any means necessary. “Accidently” spilling a drink could make a mess, but you also could be preventing a sexual assault.

Policies & Regulations: Respecting Boundaries

* If you aren’t sure everything is ok, ask. Draw attention to the situation. It may make the interaction uncomfortable, but being uncomfortable is better than staying silent and watching it happen.

# What Is Title IX?

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Title IX applies to all participants of such programs, including students, parents and faculty/staff members.

Title IX helps to foster safe and respectful University environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and abuse. In addition to knowing who Purdue's Title IX Coordinator is, you should also review additional information about why Title IX is important and protects all University community members.

#### ****What Does Title IX Require?****

The University is obligated to provide a prompt, thorough and equitable investigation of any report of sex-based discrimination, sexual harassment or sexual violence. This obligation remains even in the absence of a formal complaint.

Title IX ensures that both parties in a reported event have equal opportunity to be heard and participate in a grievance process.

#### ****Who Is the Title IX Coordinator?****

As Purdue University's Title IX Officer, Monica S. Bloom, Executive Director, Office of Institutional Equity, is responsible for coordinating the University's compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns may be directed as follows:

**Monica S. Bloom**
Executive Director
Office of Institutional Equity
Ernest C. Young Hall, 1049
155 S. Grant Street
West Lafayette, IN 47907
765-494-7255 (office); 765-496-1295 (fax)
bloom@purdue.edu or titleix@purdue.edu

Policies & Regulations: Respecting Boundaries

**James Hintz**
Interim Dean of Students
Office of the Dean of Students
Schleman Hall, Room 294
475 Stadium Mall Drive
West Lafayette, IN 47907
765-496-0292 (office); 765-496-1109 (fax)
jimhintz@purdue.edu

#### ****Office for Civil Rights****

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

**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

Policies & Regulations: Academic Integrity

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.

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*](http://www.purdue.edu/univregs/)] 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.

Policies & Regulations: Academic Integrity

* 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 re-grade
* 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

**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.

Policies & Regulations: Academic Integrity

* 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.
* 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.

Policies & Regulations: Academic Integrity

**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.

**Glossary of Terms**

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, PAL and VPN.

**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.

**Change of Major (CODO)** -students who wish to change to another major must see Lori Butchko in room 107D of the Purdue Technology Building.

**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.

Glossary of Terms

**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.

**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://www2.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.

**myPurdue Plan** – Students starting fall 2011 to the present need to use myPurdue Plan (available via myPurdue) which is a program that will assist students in tracking and meeting graduation requirements. This DOES NOT eliminate academic advising and students should still seek academic advising from Lori Butchko and faculty members.

**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.

**One.IU** - 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 Bachelor’s degree. Students should use the Plan of Study as an aid in scheduling classes and planning for graduation.

**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 campus to another.

Glossary of Terms

**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.

**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 Lori Butchko and must be completed and submitted by Lori.

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