# Student Handbook 2019-2020

**PURDUE UNIVERSITY**

Polytechnic Institute South Bend

# Purdue University – Purdue Polytechnic South Bend
**A WORLD CLASS UNIVERSITY … HERE AT HOME**

## Welcome Letter from the Director

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/or home

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.

Boiler Up!

Michael D. Sanders
Director

## 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 nine locations (Anderson, Columbus, Indianapolis, 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.

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)**
- ❖ **Engineering Technology (ET)**
- ❖ **Industrial Engineering Technology (IET)**
- ❖ **Mechanical Engineering Technology (MET)**
- ❖ **Robotics Engineering Technology (ROET)**

## Purdue University Logos, Mascots, and Fight Song

## Logos

| | |
|---|---|
|  | **Official Seal**<br>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. |
|  | **Signature Logo**<br>The Purdue University "signature" logo is the primary identifier for Purdue University. |
|  | **Purdue Polytechnic Logo**<br>Is the identifier for the Purdue Polytechnic Institute |

## Fight Song

### Hail Purdue!

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

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

All hail our own Purdue
**https://www.youtube.com/watch?v=GEoVvrd4izk**

## Mascots

| | |
|---|---|
| Official Mascot Boilermaker Special | Unofficial Mascot Purdue Pete |

## 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.*

## Student Affairs Administrators (SAA) – South Bend

Lori A. Butchko, lbutchko@purdue.edu, 574.520.4177
Jordon Budreau, rbudreau@purdue.edu, 574.520.4573

## Student Affairs Administrators (SAA) Job Responsibilities – South Bend

| *Lori – Internal* | *Jordon – External* |
|---|---|
| • **Academic Advising** | • Admissions |
| • **Registration** | • Recruiting & Event Coordinator |
| • **Drop/Adds – Changes in Schedule** | • Veteran's Certifying Official |
| • **Grades** | • Summer Camps & Conferences |
| • **Withdrawals** | • Scholarships |
| • **Change of Major** | • ID Cards |
| • **myPurdue Plan** | • Social Media & Website Support |
| • **Bursar related issues** | • Communications/Marketing/Media |
| • **Class Scheduling** | • Tours |
| • **Commencement Ceremony** | • Career Counseling |
| • **Career Counseling** | |

## High School vs. College

College = Self-directed learning
Every student is responsible for their education.

Students are expected to:
- Learn independently
- Master the material

### Hours Per Week Spent in the Classroom

| High School | College |
|---|---|
| 35 hours per week | **12 – 18 hours per week** |

### Hours Spent Outside of the Classroom per Week Studying

| High School | College |
|---|---|
| 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.
**Need to study two hours per unit per week, or 25-35 hours per week. That's 40-50 hours per week.**

## Purdue & IU systems – what you use for what

| myPurdue – Purdue system | One.IU– IU system |
|---|---|
| Address Changes | Address Changes |
| Bills & Payments | Register for classes |
| Confirming enrollment | Look up class schedule |
| Emergency Contact Information | Look up textbooks |
| Financial Aid | Drop a class (1st week ONLY) |
| Financial Obligation Agreement | |
| Grades | |
| myPurduePlan | |
| Purdue Course Descriptions | |
| Transcripts | |

# Purdue Email – Office 365

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.

Access Office 365 by going to your myPurdue account or purdue.edu and clicking on Office 365. For assistance with Office 365 go to purdue.edu/itap or call 765.494.4000

## How to Email a Professor

The way that you communicate with your Professors/teachers is very important and shows a lot about the kind of student you are. Most teachers have certain expectations for the messages they receive from students. Most professors and instructors will expect a student's level of communication to be professional, respectful, and use a proper tone.

Keep these five things in mind when emailing your professor.

**1. Be Formal** - Always use a proper salutation when emailing a professor — even if you know the professor personally or professionally. Use "Dear" to begin the email and address he or she by the name you would use if speaking to the professor in person (Dear Dr. _____ or Dear Mr. _____). If you do address the professor by first name, still use "dear" to set up a respectful tone for the letter.

**2. Specify** - Specify who you are by first and last name, and specify which class you are taking before diving into the specifics. Professors often teach anywhere from two to six classes per semester and usually have hundreds of students to serve. State your name, the class you are taking and the course section (the professor might teach three sections of your course and will need to know which one you attend).

**3. Be thorough** - Any time you send a message, you should have two things in mind: goal and audience. Your audience here is a professor, who is an authority figure. Your goal could be any number of things, from clarifying the reading assignment to asking for an extension. Whatever your goal may be, you'll want to anticipate any questions the professor may have and incorporate the information into your message. For example:

> *Dear Professor Smith,*
> My name is John Green and I attend your MET 14400 class. I missed class on Tuesday and would like to find out the assignment for Thursday. The syllabus only lists a reading assignment, but I wanted to make sure nothing is due to hand in Thursday. Thank you for your help.
> Sincerely,
> John Green
>
> The example above shows that John indicated that he had already checked the syllabus. This saves time and allows the professor to simply respond, "Yes, there is a written assignment and it is _____" or "No, there is no written assignment," knowing that John has already gone to the syllabus.

**4. Be kind** - Professors are people, too. They have friends, families, hobbies and favorite foods. So when you email a professor, remember that you are not writing to an entity, a building or a computer — you are communicating with a real person. Be kind, be thankful and never come across as demanding. This can be accomplished with the "You Attitude," a concept that asks you to consider yourself as the reader. What words or sentences would be off-putting? For example:

**"Get back to me as soon as possible."** This sentence is demanding, pushy and gives a direct command —
something you want to avoid. After all, you are communicating with a higher-up.
**"Please advise me at your convenience."** This conveys respect and awareness. The professor is not a public
servant and doesn't need to do anything as soon as possible for you.
Using the "You Attitude" establishes goodwill and respect and increases the chances you will receive the help
you need. It also won't hurt to thank the professor at the end of the email, which establishes good rapport
(see the example above).

**5. Proofread** - Perhaps the most important and final step, proofreading ensures that you come across as
professional and caring. An email full of errors and faulty sentence structure is sure to enflame a busy professor.
After all, if your writing is unclear, the reader has to work to understand what you want. Do the work on your end
and make the message clear and easy to read. For a short message, don't get fancy. Use simple syntax (subject-
verb-object) and proofread for run-on sentences, misspellings and other errors.
Together these tips will make emailing your professor a breeze.

*http://college.usatoday.com/2012/03/15/five-things-to-remember-when-e-mailing-a-professor/ USA Today CollegeMegan Roth holds a
bachelors degree from Birmingham Southern College and a Masters Degree from the University of Miami. She currently teaches Creative
Writing, Composition, and Literature at Florida Atlantic University and serves as the Web Editor for My College Guide.*

## 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

myPurdue Is the primary resource for all students'.To access your myPurdue account, go to
https://myPurdue.purdue.edu or go to the Purdue homepage www.purdue.edu and click on the
myPurdue link on the bottom of the page.

## myPurduePlan



myPurduePlan is a tool in myPurdue that students who were admitted after fall 2011 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.**

For information on myPurdue go to:
https://www.purdue.edu/registrar/currentStudents/myPurdue/index.html
Videos available.

Students should review myPurduePlan 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.

**Errors in your myPurduePlan worksheet:** Report to Lori Butchko, Academic Advisor.

## myPurdue Proxy

https://www.purdue.edu/registrar/currentStudents/students/myPurdueProxy.html

A student can give parents, legal guardians, or other trusted parties access to view certain pieces of their student information online. This access is referred to as proxy access, and the person who is granted this authorization is called myPurdue proxy. The student controls the entire process through their myPurdue Portal, and can add anyone with a valid email address as a proxy.

How to establish a proxy: The student must log in to the myPurdue Portal to create an account for the proxy. They can click Proxy Management in the Personal Information section to begin this process. Once the student has set up the proxy account, login information and account setup directions will be sent to the proxy's email address. Note: The proxy must have a valid e-mail address in order to access the site.

What information a proxy can see: A proxy will only see the pieces of information they have been authorized to view. Students select which information pages will be viewable when they set up the account, and can grant and remove access through the Proxy Management page. Examples of information a student may grant access to would be final grades, mid-term grades, registration and schedule.

## 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).

All Purdue students register through the IU registration system – **One.IU.**

NOTE: Purdue students WILL NOT utilize the Purdue system to register for classes.

**Students should seek academic advising from Lori Butchko PRIOR to registration.**

## Registering for Classes



You will *initially* register in the IU (One.IU) system and Lori will manually add your courses to the Purdue system.

### Registering Steps (One.IU)
Step 1: Login to One.IU (One.IU.edu)
Step 2: Enter your user name (this might be different from your Purdue username) and passphrase.
Step 3: Click on *Student Center*.
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: https://www.iusb.edu/registrar
Technical problems? IT Help Desk: 574.520.4362 or go to: https://www.iusb.edu/uits

### 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: polytechnic.purdue.edu/south-bend

### Registration Confirmation- Purdue System
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. Note: You will not be able to confirm your enrollment until Lori has registered you for classes in the Purdue system.

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To Confirm your Enrollment:
Login to your myPurdue account and click on Bills & Payments OR Financial Information. Click on ENROLLMENT CONFIRMATION, click on button on the bottom. If this is not done students will be subject to cancellation. As well you will remain subject to cancellation until your bill is paid.

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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.

*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: polytechnic.purdue.edu/south-bend. **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.**

## Avoiding Cancellation

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

**Repeatable Course Policy**

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

**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.

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. 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.

Steps to drop/add after the first week of classes
- Obtain Purdue Drop/Add Request form from Lori Butchko, TB102
- Take the form to be signed by the Professor of the course.
- Return form to Lori Butchko in TB 102 for processing.
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**Withdrawal from Purdue (Withdrawing 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.
> **Process to withdraw**
> 1. Complete the withdrawal via myPurdue under Academics
> 2. Withdraw from the University
> 3. Complete the form online
> 4. Submit
> 5. **Call, email, or stop-in to talk to Lori, 574.520.4177, lbutchko@purdue.edu. The date you communicate with Lori will be the official date of withdrawal**.
> 6. Lori will notify the Dean of Students.

**NOTE: If you do not let Lori know that you have withdrawn then the submission 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
http://www.purdue.edu/advocacy/students/probation.html

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
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 (being dropped from the University)

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**

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.*

## Readmission After Academic Dismissal
Students who have been academically dropped from any Purdue University campus are in dropped status at ALL Purdue University campuses.

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

## Classifications & Levels - Purdue University

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

## Dean's List and Semester Honors

**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**
2. 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**
2. Have at least a 2.0 graduation index.

## Grades

http://www.purdue.edu/studentregulations/regulations_procedures/grades.html

Grades are processed at each statewide location and students will be able to obtain grades through their myPurdue account, Academics, Final Grades. Purdue is on a plus/minus grading scales. Purdue Professors have the option to use whole 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 or email.
*Grades cannot be released to anyone other than the student unless a signed FERPA release from the student is on file.

For the purpose of averaging, each grade shall be weighted in the following manner (University Senate Document 96-8, April 28, 1997).

| Grade | Weight |
|---|---|
| A+, A | 4 x sem hrs = index pts |
| A- | 3.7 x sem hrs = index pts |
| B+ | 3.3 x sem hrs = index pts |
| B | 3 x sem hrs = index pts |
| B- | 2.7 x sem hrs = index pts |
| C+ | 2.3 x sem hrs = index pts |
| C | 2 x sem hrs = index pts |
| C- | 1.7 x sem hrs = index pts |
| D+ | 1.3 x sem hrs = index pts |
| D | 1.0 x sem hrs = index pts |
| D- | 0.7 x sem hrs = index pts |
| E, F, IF | 0.0 x sem hrs + index pts |
| P, N, I, PI, SI, W, WF, WN, WU, IN, IU, AU, NS | Not included |

## 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 – Applying to Graduate

*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.

- 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.

- Register to Graduate.  Undergraduate, degree-seeking students are eligible to apply to graduate once they reach classification 6.

    Login to your myPurdue and select the Academics tab. In the Destination Graduation box you will see Apply for Graduation. Take notice of the terms and deadlines you may apply for graduation.

    ■
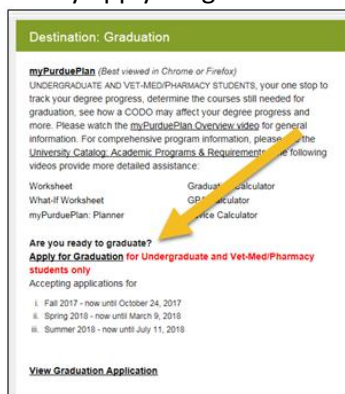
    You will then need to read the information and select a term. Note: this is **not** the term you wish to graduate. This is the most recent term in which you were enrolled in the degree-seeking program in which you plan to earn a degree. Select a term and hit Submit.

    A Curriculum Selection page will appear. Please carefully review the information on this page!

If anything is incorrect, do not continue. Contact your Academic Advisor right away to make updates to your curriculum.

If you have more than one active degree program, you will be presented with multiple buttons to select. You can only select one at a time. Select your highest degree first. Example: You are pursuing a Bachelor's and a Certificate; select the Bachelor's.

You will be required to submit the application for one completely. You can then go back and submit a new application for any additional programs or certificates. If everything is accurate, including minors, you may select the button and hit continue.

The next screen will ask you to select the semester in which you will complete your requirements and plan to graduate. Select your term and hit Continue.



Review the information one more time for accuracy before you Submit Request.



Congratulations! You have successfully submitted your Application to Graduate!
- Watch your e-mail for information about the Commencement ceremony.
- Please take a couple minutes to complete the Purdue's Center for Career Opportunities Survey (purdue.edu/cco).
- Lastly, you should make note to send an e-mail to your advisor and commencement@purdue.edu should your graduation term change for any reason.

## **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 & Fees, & Payments

**Purdue Billing** - All invoicing is done electronically and can be viewed via myPurdue, Bills & Payments.

### Tuition and 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 under Bills & Payments.

You can access your myPurdue account by going to 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.

### Billing and Payments

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.

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

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, Bills & Payments. 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 e-refund** through myPurdue, Bills & Payments.

Payments are made electronically by going to the **myPurdue** account, Bills & Payments. 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 send an email to: asktsw@purdue.edu.

### Installment (Payment) Plans

Purdue students may qualify for an installment (payment) plan and can sign up via their myPurdue account, Bills & Payments.

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.

## Financial Aid

- All students are responsible for understanding their financial aid.
- 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 Caitlyn Lutes at clutes@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                    Purdue school code:  001825

To check financial aid status, students can look up their information in myPurdue, Financial Information.

All students are required to setup an e-refund profile. This can be setup in myPurdue, Bills & Payments.

### 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 -** 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: polytechnic.purdue.edu/south-bend  & Click on "Scholarships" on the black bar
2. Stop in to talk to Jordon Budreau, 103 Purdue Technology Building
3. Call 574.520.4573 or 574.520.4180

**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 | Purdue Club of Elkhart County |
|---|---|
| http://www.purduealumni.org/stjoe/ | http://www.purduealumni.org/elkhart |
| Bob Shriner, President | Greg Holcomb, President |
| rshri3045@comcast.net | holcombgt@juno.com |
| | Purdueclubofelkhartcounty@gmail.com |
| **Purdue Club of Southwest Michigan** | **Purdue Club of Marshall County** |
| Http://www.purdue | Karen Schlosser |
| alumni.org/swmichigan/ | karen@plymouthfoundry.com |
| www.purduealumni.org/swmichigan | |
| Sharon King, President | |
| Yogini.Sharon@gmail.com | |

Find a Club Near You - http://purdue.imodules.com

# 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 Jordon Budreau in Purdue Technology Building, 103.
**Submit form to Jordon so he can certify you.

**Local Certifying School Official**

Jordon Budreau
Academic Affairs Administrator
rbudreau@purdue.edu
574.520.4573

# Student Identification Cards

*Purdue Identification Cards (PUID)*
Your Purdue ID card, which is sometimes referred to as your PUID card or photo ID, proclaims
you as a member of the Purdue community. Students are to upload a photo. This is part of the
Admissions check-list. You will be notified via e-mail when you can pick up your ID card. The
PUID card will be available in the main office.

Loss of Purdue ID Card

If your Purdue ID card has been lost, stolen or damaged (including a punctured hole in the card), the Purdue ID Card Office can replace it for a $25 fee. Fees are payable by cash, check, credit, debit or BoilerExpress. Note no temporary ID cards are issued.

For assistance contact the Main Office 574.520.4180.

*IUSB Identification Cards (ID) – Crimson Card*

All Purdue Polytechnic South Bend students have the opportunity to obtain an IUSB Student Identification Card referred to as the Crimson 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/Crimson ID cards can be obtained from the University Information Technology Services (UITS) Support Center located in Weikamp Hall, room 1245. You will need to present another form of photo ID (i.e., driver's license) in order to receive your student ID. There is no charge for the first ID ($25.00 replacement charge for subsequent ID's).

Hours: Monday through Thursday, 8:00 a.m. – 7:30 p.m., Friday, 8:00 a.m. – 5:00 p.m.
Phone: 574.520.5555

## Student ID Numbers

*Purdue University Identification (PUID) Numbers*
*Note: A student Purdue ID number is NOT the same as the IUSB ID number. Every institution assigns a student a unique 10-digit ID number.*

The Purdue University Identification (PUID) is a 10-digit number appearing on the front of your ID card, and it is unique to each individual. It is designed to:
- Correctly and consistently establish an individual's distinct identity for Purdue University business;
- Have value **only in the Purdue University system**;
- Serve as one piece of identification. In addition, other means of authentication, such as a PIN, date of birth, or other information, may be required;
- Allow an individual to access information or services when used with additional information.

*Indiana University Identification (IUID) Numbers*
All currently enrolled Purdue 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.*

# Extracurricular Activities

## 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 Clubs and Student Organizations
## 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. Ambassadors must be nominated by a faculty or staff member.

For more information inquire in the Main Office in the Purdue Technology Building.

## 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 574.520.4587, Room 130 Student Activities Center, or email sblife@iusb.edu.
Website: https://www.iusb.edu/studentlife/

## Student Resources

## 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
-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
Located in Room 104, Administration Building
Office Hours: Monday – Thursday: 8:00 a.m. – 5:30 p.m. & Friday: 8:00 a.m. – 5:00 p.m.

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

### Dental Clinic
Indiana University South Bend's Dental Hygiene Clinic is open to the public and provides preventive dental services 10 months out of the year from September until June.  Appointments are required and all services are provided by students in the dental hygiene program. Students are overseen by licensed dentists and registered dental hygienists in the state of Indiana.

Appointments are required and limited.  Clinic hours vary each semester according to student schedules.  Not all patients can be treated in the dental hygiene clinic.  Patients requiring specialized care, with complex medical histories, or rigid time requirements may not be able to be seen.

Please call (574)520-4156 or email dhclinic@iusb.edu for an appointment!
For services and fees go to https://healthscience.iusb.edu/dental-clinic/

**Disability Resources - Purdue**
**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.

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.

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.*

Statewide Contact:
Lisa Yates, Access Consultant
765-494-4321
ldyates@purdue.edu

General Information:      Phone: 765.494.1247          Email: drc@purdue.edu
**BE SURE TO LET THEM KNOW YOUR ARE A STATEWIDE STUDENT.**

**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.

**Health and Wellness Center**
The IU South Bend Health and Wellness Center is an all-inclusive facility
located in Vera Z. Dwyer Hall at 1960 Northside Blvd, South Bend, IN, 46615. Inside, you will find a range of services from vaccinations to birth control advice to STI services. We specialize in care for IU South Bend students, faculty and staff as well as the community.

Please call for appointments
Phone: (574) 520-5557
Fax: (574) 520-5042
Email: iusbwell@iusb.edu

**Academic Centers for Excellence - IUSB**
Website: https://www.iusb.edu/tutoring
The Academic Centers for Excellence is comprised of the:

1. Writers' Room and the Learning Center on the 4th floor of the Schurz Library
2. Math Tutoring Center in Northside 310, and the;
3. Computer Science and Informatics Tutoring Center in Northside 209.

The Writers' Room offers drop-in tutoring and WriteWell Coaching.

The Learning Center offers drop-in tutoring and Supplemental Instruction for multiple subjects including chemistry, biology, physics, anatomy/physiology, math, business, economics, computer science, modern languages, music and public speaking. The Learning Center also offers Study Smarter Coaching, Learning Resources and Workshops and Canvas navigation tutoring. See IUSB'S Canvas Resources page for links to video tutorials created by Canvas.

The Math Tutoring Center offers drop-in tutoring.

Online Tutoring is also available. Questions? Contact: sbtutor@iusb.edu

### Gateway Information Center - IUSB
Administration Building, Main Lobby
Website: https://www.iusb.edu/gateway/
Phone: 574.520.5005
sbinfo@iusb.edu
Hours: Monday – Thursday, 8:00 a.m. to 5:30 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

Located in the administration building, professional staff members and trained student peer mentors are available to make your experience at IU South Bend positive and convenient. The Gateway Information Center is here to provide information and offer one-on-one assistance to educate and assist with a variety of campus processes.

### Housing/River Crossing Campus Housing
Student housing is available on the IUSB campus and Purdue students are eligible to apply.
*A place to live, learn & grow* **-** Living on campus has many benefits. You'll be able to make new friends, participate in social and academic activities, and enjoy a safe living and learning environment that only on-campus housing can provide. There are one, two and four-bedroom apartments available. **Rental rates** include utilities, furnishings, cable TV, Internet and 24- hour security. Accommodations will be assigned on a first-come, first-served basis. Contact: http://www.iusb.edu/housing or 574.520.5805.

### Parking
Administration Building, Room 112
574.520.5528
parking@iusb.edu

To purchase a parking hang tag that allows student to park in any student designated parking lot go to: www.parking.iu.edu

If students want to pay by cash or check they have to go in-person to the Parking Office on the IUSB campus, room 112 Administration Building.

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

Hours of Operation
Monday – Thursday – 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

**Student Counseling Center**
Administration Building, Suite 175 (first floor, northwest corner of the building)
https://www.iusb.edu/student-counseling/
574.520.4125

The Student Counseling Center provides free and confidential help to IUSB and Purdue South Bend students for a variety of personal and emotional difficulties.

Services include:
- Counseling and Consultations
- Crisis Intervention
- Life Skills/Personal Development Workshops
- Links to Community Resources
- Group Counseling
- Prevention & Mental Health Promotion Programs

For issues including, but not limited to:
- Stress/Time Management
- Depression/Anxiety
- Academic Issues & Persistence
- Emotional Well Being
- Alcohol/Drug Misuse
- Eating Disorders
- Sexual Assault/Violence
- Grief & Loss
- Coping Skills
- Family/Relationship Problems

**Hours of operation:** 9:00 a.m. to 5:00 p.m., Monday through Thursday with extended hours on Tuesday and Wednesday evenings until 7:00 p.m. Friday open for pre-scheduled appointments only. Closed from 12:30 to 1:00 each day for lunch.

If you or someone else is experiencing a mental health emergency after hours please contact one of the following community resources:
- Contact 911
- Call Memorial Epworth Center at (574) 647-8400
- Go to Memorial Epworth Center at 420 N. Niles Ave., South Bend, IN
- Or go directly to the nearest Hospital Emergency Room

24-Hr National Suicide Prevention Lifeline: 1800-273-8255
(TALK)   http://www.suicidepreventionlifeline.org/ (please note this service is not affiliated with Indiana or Purdue University)

If you are located outside of St. Joseph County please follow this link and select your county of residence for Mental Health Emergency Service Information: http://www.iccmhc.org/providers.

### Student Life, Office of
Student Activity Center, Office of Athletics & Activities, Room 130
Phone: (574) 520-4587
E-mail: sblife@iusb.edu

The Office of Student Life offers many options and opportunities for campus involvement! Check out the **Titan Atlas website** https://titanatlas.iusb.edu/ to explore the myriad of Registered Student Clubs on campus.

If you don't find something that interests you we can help you start a club of your very own! Starting a club is very simple, you just need at least two other students, a full time faculty or staff advisor, and the drive to start something new!

### Student Life, Purdue Polytechnic South Bend
Purdue Polytechnic South Bend has Student Ambassadors. More information about this organization is included in this Handbook and also available on the website.

### Tutoring
See Academic Centers for Excellence.

### Mathematics
Free tutoring is available through the Mathematics Department located in Northside Hall 310. Private tutoring is also available for a fee.
NO APPOINTMENT NECESSARY. **Please just walk-in**

Contact Information: https://www.iusb.edu/math-sci/information-for-students/tutoring.php or 574.520.4335.

### English – Writing Resources/Writer's Room
4th floor of the Library
https://www.iusb.edu/tutoring/
Email: sbtutor@iusb.edu
Phone: 574.520.5022

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.

# Purdue Information Technology Assistance Program/Computing (ITAP)

## Purdue Career Account
Students need this to login to any Purdue computer and for myPurdue. Career Account consists of your username (portion of a students' email address to the left of the "@" sign: username@purdue.edu) and password. Students can look up their username by going to the Purdue Directory via the Purdue website – www.purdue.edu, go to bottom of the page and click on Directory. *Students must change their password every 365 days*

## Boilerkey



All secure systems require BoilerKey that is a two-factor authentication. For more information go to: https://www.purdue.edu/apps/account/IAMO/BoilerKeyNew/Purdue_CareerAccount_BoilerKey_FAQ.jsp

## 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 (username and password).

Labs with a keypad. Keypads are not active. If door is locked students will have to go to the Main Office or ask a faculty member to unlock the lab.

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, 574.520.5555.

**Problem with a lab computer in the Purdue Polytechnic Building?** Please submit a trouble report by going to: https://engineering.purdue.edu/ECN

OR report to Lori, Jason, or the Secretary in the Main Office.

### Online Course Environments
Purdue utilizes Blackboard while IU utilizes Canvas.

### 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) 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. Blackboard has the two-factor login – BoilerKey.

### IUSB – Canvas
Canvas is a learning management system developed by Instructure, Inc. Canvas includes most of the standard tools found in open source and commercial management systems (assignments, discussions, announcements, quizzes, syllabus, etc.) as well as enhance tools and features for communication, collaboration, and assessment, including real-time web conferencing, a multimedia recorder, a Google Docs integration, outcomes and rubrics, and course analytics. You can access Canvas via your One.IU account.


# Academic Integrity

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


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

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

### Definition of Academic Dishonesty
Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, *University Regulations*] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must

not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

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

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

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**<span style="color:red">Reporting a Student of Concern</span>**
<span style="color:red">We encourage students to submit a report online to report any concerns of academic dishonesty. We also encourage you to speak with a Student Services Coordinator or the Director at your location to discuss your concerns.</span>

<span style="color:red">To make a report go to: http://www.purdue.edu/odos/, click on Report a Student of Concern</span>

</div>

**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.

# Copyrights and Plagiarism

## Copyright Overview
https://www.lib.purdue.edu/uco/CopyrightBasics/basics.html

*What is copyright?*
- Copyright is a federal law. It is Title 17 of the United States Code.
- Copyright is the right of authors to control the use of their work for a limited period of time.
- A copyrighted work must be an original work of authorship which is fixed in a tangible medium of expression.

*Why is copyright law important?*
Copyright law has a dual role. It provides exclusive rights to authors in order to protect their work for a limited period of time but it was also established to promote creativity and learning.

**A. 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.

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

B. **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.

### Plagiarism
**https://www.lib.purdue.edu/uco/Resources/plagiarism.html**
Copyright infringement and plagiarism are two different issues. Copyright is a federal law that protects original works from being copied and distributed without the author's permission unless one of the exceptions applies. Plagiarism is passing off someone else's work as one's own or lack of attribution. There is no federal or state plagiarism law but there can certainly be severe repercussions for plagiarizing.

Copyright infringement example: Incorporating an entire poem by Maya Angelou into a published work without her permission. The poem is property attributed to Ms. Angelou.

Plagiarism example: Using a line or even an entire poem by Maya Angelou in a paper and not attributing the poem to the author or citing the source. It would appear that the poem is the creation of the person writing the paper and not Maya Angelou. For more information on plagiarism, see Purdue's Online Writing Lab at http://owl.english.purdue.edu


# Code of Conduct & Purdue University Code of Honor

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

## Purdue University Code of Honor
(From Vice President and Treasurer Memo A-16. Board of Trustees, April 30, 1970. Revised by the January 9, 1975, July 10, May 31, 1997.)
The purpose of the Purdue University academic community is to discover and disseminate truth. In order to achieve these goals, the university commits itself towards maintaining a culture of academic integrity and honesty. For this to be possible, self-discipline and a strong desire to benefit others must be present within each individual. Therefore, we students must follow the Regulations Governing Student Conduct of Purdue University out of a sense of mutual respect, rather than out of fear of the consequences of their violation.

Purdue University Student Conduct Code

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

2. Conduct Subject to Disciplinary Sanctions. The following actions constitute conduct for which students may be subject to informal action or disciplinary sanctions.

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

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

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

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

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

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

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

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

i. Disorderly conduct or lewd, indecent, or obscene conduct on University property or in connection with a University activity.

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

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

l. Violation of the University *Anti-Harassment Policy* (Policy III.C.1). Matters involving alleged violations of the University's *Anti-Harassment Policy* shall be governed exclusively by the *Anti-Harassment Policy* and Procedures for Resolving Complaints of Discrimination and Harassment.

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

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

3. Demonstrations. Any individual or group activity or conduct, apparently intended to call attention to the participants' point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Section III-B-2 will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.

4. Status During Suspension or Expulsion. No diploma shall be given and no grades other than directed grades, academic credit, or degree shall be awarded any student who has been expelled or suspended from the University so long as the expulsion or suspension is in effect.

5. Status During Disciplinary Proceedings. Except where summary action is taken as provided in Section III-C-7, the status of a student charged with misconduct shall not be affected pending the final disposition of charges, provided, however, that no diploma shall be given and no grades, academic credit, or degree shall be awarded to a student against whom charges are pending for which a disciplinary sanction may be imposed. The effective date of any disciplinary sanction shall be a date established by the final adjudicating authority.

6. Conduct Subject to Other Penalties. As provided by Indiana Code 21-39-2-5, conduct that constitutes a violation of these rules and regulations may be sanctioned after determination of responsibility by the procedures herein provided without regard to whether such conduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

Procedures in Student Conduct Cases

7. Any individual from inside or outside the University community may file a complaint against a student suspected of violating University Regulations. The complaint shall be in writing, dated and signed by the complainant and directed to the Office of Student Rights and Responsibilities. Complaints should be submitted as soon as possible after the event takes place, preferably no later than during the semester in which the event happened. Upon receipt of an alleged violation the student conduct officer will review the evidence to determine if charges are warranted and whether the allegations contained in the report if substantiated would constitute a violation of University Regulations.

   a. No Violation of University Regulations. Upon reviewing a complaint of suspected misconduct, the student conduct officer may determine there has been no violation of University Regulations, and no further action will be taken on the report.

   b. Possible Violation of University Regulations. If the student conduct officer determines that the complaint of suspected misconduct if substantiated would constitute a violation of University Regulations, he/she may initiate Informal Action or Disciplinary Action Proceedings.

8. Disciplinary and Informal Action Proceedings, General. The procedures hereby established shall be followed in all cases in which the University institutes disciplinary or informal action proceedings against students for violations of the rules of student conduct set forth in Part V, Section III-B. These procedures shall not affect additional jurisdiction or procedures established by recognized student organizations or agencies/offices authorized to act on behalf of the University (e.g., University Residences, Recreational Sports, Student Activities and Organizations, Intercollegiate Athletics, etc).

   a. Pre-Hearing Interview. Students have the option of scheduling a pre-hearing interview with a representative of the Office of Student Rights and Responsibilities (OSRR) either before or after they receive a notice of charges. In a pre-hearing interview a representative will meet with the student informally to explain the discipline process and answer questions about the procedures and possible consequences.

   b. Disciplinary Proceedings. Disciplinary proceedings are those proceedings initiated by the issuance of a written notice of charges and are governed by the

provisions of Section III-C-1 to 7. The term disciplinary proceedings does not include informal action proceedings.

c. Informal Action Proceedings. Investigated by the dean's office with a view to possible informal action. Informal action proceedings are informal investigations conducted and documented by the OSRR. Informal action may be taken by the OSRR without instituting disciplinary proceedings and such action shall be final and not subject to further hearing or appeal. A disciplinary sanction/decision may not be imposed under informal action proceedings.

9. Institution of Disciplinary Proceedings

a. Disciplinary proceedings shall be instituted by the OSRR by the issuance of a written notice of charges.

b. The notice of charges (and all other written notices given to students against whom disciplinary proceedings are initiated) shall be delivered by the most effective method (including electronic means) to the student's address as it then appears on the official records of the University. The notice shall inform the student of the rule or regulation allegedly violated, fairly inform the student of the reported circumstances of the alleged violation, and request the student to appear in the OSRR for a hearing on the incident. A reference to these regulations shall accompany each notice of charges. A copy of the notice of charges may be sent to the parent or guardian of the student if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986, as amended.

10. Failure to Respond to Charges

a. If the notice of charges requests the student to appear in the OSRR and the student fails or refuses to appear, the hearing officer may, after such investigation as he/she may deem necessary, dismiss the charges, take informal action, or impose a disciplinary sanction/decision that may include educational sanctions.

b. If the hearing officer takes informal action, he/she shall notify the student in writing of such action, and that action shall not be subject to further hearing or appeal. If the hearing officer imposes a disciplinary sanction as defined in A-5 of these regulations, he/she shall notify the student in writing of such action and the student may appeal this action to the VPSA or EVPAA/ Provost as provided in Section III-C-6.

c. When it appears necessary to avoid undue hardship or to avoid injustice, the hearing officer may extend the time to enable a student to respond to the charges.

11. Response to Charges

a. If the student appears in response to the notice of charges for the purpose of a conference regarding the alleged violation as provided in Section III-C-5, the OSRR shall advise the student as fully as possible of the facts concerning the charges and the names of witnesses then known to the OSRR. The hearing officer and the student will make a determination as to whether an individual hearing or a hearing before the Purdue University Community Standards Board (CSB) should occur. However, the final determination shall be made by the hearing officer.

b. The student shall also be advised that no response is required; that any statement made by the student may be used against the student; that if the student remains silent, that silence will not be taken as an admission against the student; and that the student may advise the OSRR of any witnesses or information/facts supporting the student's position. The hearing officer shall advise the student that if any new information is discovered during an investigation subsequent to the conference or administrative hearing, the student will have an opportunity to respond to such information.

Continue via website for more information:
http://www.purdue.edu/studentregulations/student_conduct/regulations.html

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

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## Policies and Regulations

Students can find **Regulations** via the websites below:
http://www.purdue.edu/policies/students.html
http://www.purdue.edu/studentregulations/regulations_procedures/degrees.html
http://www.purdue.edu/studentregulations/index.html

**A to Z Policy Index** - http://www.purdue.edu/policies/a-z_index.html

**Financial Obligations and Responsibilities**

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

A student's failure to pay the University amounts owed by established due dates may result in default interest charges and late fees and imposition of holds preventing access to student services such as registration, delivery of transcripts or diplomas (See Scholastic Records, Encumbrance, in Section D). The University may charge interest on any amounts that are not paid in full by the due date. Said interest will begin no earlier than the day after the due date and continue until the amount owed is paid in full. Unless a different interest rate is agreed upon in writing for a specific transaction, interest after the due date shall be at the rate of eight percent (8.00%) per annum. In collection of any indebtedness owed the

University, the University shall also be entitled to all additional costs referenced in Indiana Code 21-14-2-11, as from time to time amended or recodified. Expenses associated with collection of indebtedness by means of the Indiana state tax set off program shall be added to the indebtedness. Any judgment entered shall be without relief from valuation and appraisement laws. As to all disputes or collections relating to indebtedness owed the University, student consents to exclusive jurisdiction and venue in any competent court within the Indiana county in which the University campus enrolling the student is located, except as pre-empted by or prohibited by 15 USC 1692i, as hereinafter amended from time to time, other federal statutes, or state laws and regulations, including consumer protection laws but excluding general preferred venue rules and laws. All returned checks, drafts, or orders are subject to a service charge not exceeding the maximum allowed by Indiana law.

Students with past due financial obligations to the University may have their official university records placed on hold, including placement of a hold on registration eligibility for any future academic terms. (See Scholastic Records, Encumbrance, in Section D.) Degree candidates with delinquent financial obligations to the University must pay or satisfy such debts at least one week before the close of any term. If any such debts have not been paid or satisfied upon terms acceptable to the University before the close of any term, a candidate's diploma may be withheld from graduation ceremonies, or if the degree is granted without knowledge of such delinquency, the diploma and transcript will be held until the financial obligation has been satisfied.

# 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.

2. **The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.**
   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.**
   One exception that permits disclosure without consent is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. **The right to restrict disclosure of personally identifiable information the University has designated as directory information that may be released without the written consent of the student.**
   The right to restrict disclosure of personally identifiable information the University has designated as directory information that may be released without the written consent of the student. Student directory information includes the following: student's name; local and home address; local and home telephone listing; electronic mail address; school; curriculum, classification, enrollment status, and credit hour load; dates of attendance; degrees, awards, and honors received; participation in officially recognized activities; sports photograph; and weight, height, and position of members of athletic teams. The University reserves the right to amend this listing consistent with federal law and regulations and will notify students of any amendments by publication in the annual edition of *University Regulations*.
   Students may request, by reporting in person to the Office of the Registrar, that some or all of the above listed categories of directory information not be released without their consent. Such requests shall apply only to subsequent actions by the University and shall remain in place until removed by written request of the student. Students requesting that information be withheld from the printed student and staff telephone directory must make such a request prior to the end of the first week of the Fall semester. In addition, students living in University Residences must contact their hall manager to restrict access to directory information published by University Residences. Student employees must contact the Department of Personnel Services to restrict access to any employment-related directory information.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Purdue University to comply with the requirements of FERPA.**
   The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue S.W.
   Washington, DC 20202-4605

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

## Respecting Boundaries

### Sexual Violence Awareness
https://www.purdue.edu/sexual_assault/
## ALL Students MUST Do Training Online via Blackboard

### Policy Definitions
Sexual Violence and Relationship Violence is governed by Purdue University's *Anti-Harassment Policy*. 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, cohabiting, married, separated or divorced, and may be of the same or opposite sex.

**Sexual Harassment**
   A. Any act of Sexual Violence.
   B. Any act of Sexual Exploitation.
   C. 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
      3. 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.

### 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.
- 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.
- 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.

## Title IX – Education Equal Rights

### 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.

## To report an incident:

http://www.purdue.edu/sexual_assault/titleix/overview.php/index.html

24- Hour Confidential Information & Support Hotline: 765.495.HELP

### Who Is the Title IX Coordinator?

As Purdue University's Title IX Officer, Erin N. Oliver, 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:

| | |
|---|---|
| **Christina A. Wright** | **Katherine L. Sermershein, Ph.D.** |
| Interim Director | Dean of Students |
| Office of Institutional Equity | Office of the Dean of Students |
| Ernest C. Young Hall, 10th Floor | Schleman Hall, Room 294 |
| 155 S. Grant Street | 475 Stadium Mall Drive |
| West Lafayette, IN 47907 | West Lafayette, IN 47907 |
| 765-494-7255 (office) | 765-496-1257 (office); 765-496-1109 (fax) |
| wright438@purdue.edu | ksermer@purdue.edu / www.purdue.edu/odos |

**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.

**Reportable Offenses**

| Stalking | Discrimination on the Basis of Sex |
|---|---|
| Sexual Violence/Sexual Assault | Sexual Harassment |
| Relationship Violence | Sexual Exploitation |
| Unwelcome Sexual Conduct | |

# Miscellaneous Purdue Polytechnic Institute South Bend Information

### Business Hours
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.

### Building Hours
The Purdue Technology Building is open Monday thru Thursday, 8:00 a.m. – 10:00 p.m. and Fridays, 8:00 a.m. - 5:00 p.m.  Building is locked on the weekends. Student may access labs after hours IF arrangements have been made with a faculty member and the faculty member will be in the building with the student(s).

### Purdue Calendar
This information is available on the Purdue Polytechnic South Bend website: polytechnic.purdue.edu/south-bend, 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 the Purdue Technology Building.

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

### Stopped Attending/Need to "sit out" One or More Semesters??

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. Before applying for Re-entry it would be appreciated if students communicated with the Academic Advisor at the location.

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

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

### 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.

### 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.

<div align="center">

Location: 2002 Mishawaka Ave., South Bend, IN
Contact Information:
574.520.4239 – Dial 4239 from any campus phone.
iupdsb@iusb.edu
https://www.iusb.edu/police

</div>

### Traffic accident or car break-in on campus?

Students must contact security at 574.520.4499, ext. 2 *immediately*.

**<u>Active Shooter</u>** - Recommendations:

<u>Run</u> – Best Option
- If a safe path is available, run
- Always try to escape or evacuate even if others insist on staying
- Encourage others to leave with you but don't let their indecision slow down your escape
- Try to prevent others from entering the danger zone.
- Keep your hands visible for law enforcement
- Call IUPD from either a non-campus phone or 911 from a campus phone to report the incident and description/location of shooter(s)

<u>Hide</u> – Second Best Option
If you can't escape, find a place to safely hide and be silent
- Turn out lights, close window blinds/curtains, lock doors if possible and silence your cell phone ringer and vibration mode
- Barricade doors and windows if able to with furniture and other objects
- Stay low to the ground but don't sit down; be prepared to move
- Gather items to use for self-defense
- Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells or windows)
- Render first aid to the injured if safely able to do so
- If unable to evacuate, remain in place until the "All Clear" is released through IU-Notify or by law enforcement in the area
- If safe to do so, call IUPD and report your location. If shooter is in the area and able to be heard, call and keep the line open for dispatchers to listen

<u>Fight</u> – Third Option
- As a last resort, act with aggression and use improvised weapons to distract and/or disarm the shooter
- Throw objects at the shooter's head – aim for their eyes
- Work together as a team if others are present
- Upon use of a distraction device, immediately attempt to escape or take down the shooter
- Commit to action as your life is at risk
- Remove the weapon from the shooter's reach and safely hide it – do not handle it because law enforcement may perceive you to be a threat
- If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives

## Social Media

### 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.

### Twitter
Follow Purdue Polytechnic South Bend on twitter! Username: @purduesouthbend

# 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.

**BoilerKey** - A form of two-factor authentication, a system that requires two forms of verification of identity before a person can access protected computer resources.

**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.

**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.

**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 Request**- 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.

## Directory Information

**Note: faculty, staff, and student emails can be looked up in the Purdue Directory: https://www.purdue.edu/directory/**

### 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://polytechnic.purdue.edu/south-bend

## Staff Contact Information

| Name & Title | Room* | Phone | Email |
|---|---|---|---|
| **Michael D. Sanders**<br>*Director* | **101** | **574.520.5560** | **mdsanders@purdue.edu** |
| **Lori A. Butchko**<br>*Student Affairs Administrator*<br>*& Academic Advisor* | **102** | **574.520.4177** | **lbutchko@purdue.edu** |
| **Jordon Budreau**<br>*Student Affairs Administrator & VA*<br>*Certifying Official* | **103** | **574.520.4573** | **rbudreau@purdue.edu** |
| **Rita D'Avella**<br>*Administrative Assistant* | **107** | **574.550.4180** | **rdavella@purdue.edu** |
| **Michael Holtz**<br>*Lab Technician* | **135** | **574.520.4179** | **mrholtz@purdue.edu** |
| **Jason J. Culp**<br>*Assistant Director Statewide*<br>*Operation, Engineering Computer*<br>*Network* | **108** | **574.520.4531** | **jjculp@purdue.edu** |

## Faculty Contact Information

| Name & Title | Major | Room* | Phone | Email |
|---|---|---|---|---|
| **Gene Harding, P.E.**<br>*Associate Professor, School of*<br>*Engineering Technology* | EET | 104 | **574.520.4190** | **glhardin@purdue.edu** |
| **Sarah Leach, Ph.D. P.E.**<br>*Associate Professor, School of*<br>*Engineering Technologyl* | MET | 208 | **574.520.4172** | **leachs@purdue.edu** |
| **Megan Prygoski, Ph.D.**<br>*Clinical Assistant Professor, School of*<br>*Engineering Technology* | MET | 208 | **574.550.4681** | **mcgann@purdue.edu** |
| **Wm. Mike Pace**<br>*Clinical Assistant Professor, Technology*<br>*Leadership & Innovation* | IET | 106 | **574.520.4371** | **wpace@purdue.edu** |
| **Karl Perusich, Ph.D.**<br>*Associate Professor, School of Engineering*<br>*Technology* | EET | 202 | **574.520.5508** | **perusich@purdue.edu** |

*4362*All offices are in the Purdue Technology Building*

## Purdue West Lafayette Contact Information

| Department | Contact | Phone | Email |
|---|---|---|---|
| Admissions | Carmen O'Brien | 765.494.1776 | crobrien@purdue.edu |
| Bursar | Chad Lester | 765.494.6988 | cdlester@purdue.edu |
| Financial Aid | Caitlyn Lutes | 765.494.5050 | clutes@purdue.edu |
| Registrar's Office | | 765.494.0570 | |

## Purdue Report an Incident

- **General Incident Report** — Anyone within or outside the Purdue community may use this report
- **Academic Dishonesty Report** — For instructors only
- **Sexual Assault Report** — Anyone within or outside the Purdue community may use this report
- **Student Of Concern Report** — Anyone may use this to report any concerning or threatening behavior

http://www.purdue.edu/advocacy/students/report.html

## IUSB Contact Information

| Department | Location | Phone | Website |
|---|---|---|---|
| **General Information** (Gateway) | Administration Building, Main Lobby | 574.520.5005 | iusb.edu/gateway |
| **Bookstore** (Barnes & Noble) | Northside Hall | 574.520.4309 | iusb.bncollege.com |
| **Academic Centers for Excellence** | Schurz Library, 4th Floor | 574.520.5022 | www.iusb.edu/tutoring |
| **IT Help Desk** | DW – 1245 | 574.520.5555 | iusb.edu/uits |
| **Lost & Found** | Administration Building, 112 | 574.520.5528 | iusb.edu/parking |
| **Parking Services** | Administration Building, 112 | 574.520.5528 | iusb.edu/parking |
| **Police/Security** | 2002 Mishawaka Ave. | 574.520.4499, ext 2 | Iusb.edu/police |