

**UNIVERSITY SENATE**  
First Meeting, Monday, 11 September 2017, 2:30 p.m.  
Pfendler Hall, Deans Auditorium

**AMENDED AGENDA**

1. Call to order Professor Alberto J. Rodriguez
2. Approval of Minutes of 17 April 2017
3. Acceptance of Agenda
4. **Remarks of the Senate Chair** Professor Alberto J. Rodriguez
5. **Remarks of the President** President Mitchell E. Daniels, Jr.
6. Question Time
7. **Résumé of Items Under Consideration** For Information  
by Various Standing Committees Professor S. Laurel Weldon
8. **Senate Document 16-12** Updated Language to Student For Action  
Regulations Professor Ralph Kaufmann
9. **Senate Document 16-15** Tobacco Education and Cessation For Action  
Resolution Professor Alan Friedman
10. **Presentation by Purdue Student Government** For Information  
PSG President Samuel Eschker
11. **Athletic Affairs Report** For Information  
Senate Vice Chair & Chair of the Athletic Affairs Committee Natalie Carroll
12. **PLaCE presentation** For Information  
Professor April Ginther
13. **Kaplan Update** For Information  
Vice Provost for Teaching and Learning Frank Dooley
14. New Business
15. Memorial Resolutions
16. Adjournment

## UNIVERSITY SENATE

First Meeting, Monday, 11 September 2017, 2:30 p.m.  
Pfundler Hall, Deans Auditorium

**Present:** *President M. E. Daniels Jr., J. W. Camp (Secretary of Faculties and Parliamentarian), Alberto J. Rodriguez (Vice-Chair of the Senate), Pam Aaltonen, Robin Adams, Kolapo Ajuwon, Jay T. Akridge, Stewart C. Chang Alexander, Jo Ann Banks, Heather Beasley, Stephen P. Beaudoin, Frederick Berry, Bharat Bhargava, Greg Blaisdell, Allen Bol, A. Sasha Boltasseva, Kristina Bross, Michele Buzon, Natalie Carroll, Christian E. Butzke, Laura Claxton, Christopher W. Clifton, Mary Comer, Cheryl Cooky, Jan Cover, Bruce Craig, Lawrence P. DeBoer Jr., Frank J. Dooley, David Eichinger, Daniel S. Elliott, Sam Eschker, Donna Ferullo, Clifford Fisher, Andrew Freed, Alan M. Friedman, Stan Gelvin, Jason Harris, Peter Hollenbeck, Stephen Hooser, William J. Hutzell, Ayhan Irfanoglu, Russell E. Jones, Yaman Kaakeh, Ralph Kaufmann, Neil Knobloch, Nan Kong, Steven Landry, Markus Lill, Jianxin Ma, Stephen Martin, Kenji Matsuki, Helen A. McNally, Sulma I. Mohammed, James L. Mohler, Carlos Morales, Jon Neal, Norbert Neumeister, Larry Nies, John C. Niser, Linda Prokopy, James Pula, Jeremy Reynolds, Jeff Rhoads, Jorge H. Rodriguez, Alysa C. Rollock, Jerry Ross, Sean M. Rotar, Audrey Ruple, David Sanders, Darmendra Saraswat, Darrell G. Schulze, Katherine L. Sermersheim, Heather L. Servaty-Seib, Tatyana Sizyuk, Krishnamurthy Sriramesh, Jon A. Story, Roy Tasker, Mark Thom, Brittany Vale, Jeff Watt, Laurel Weldon, Steve Wereley, Jane F. Yacilla and S. Johnson (Sergeant-at-Arms).*

**Absent:** Brad J. Alge, Caren (Hanley) Archer, Alan M. Beck, Tithi Bhattacharya, Steven S. Broyles, Guang Cheng, Michael B. Cline, Martin Corless, Edward J. Delp III, Edward A. Fox, Alexander Francis, Barbara Frazee, Jessica Huber, Gregory S. Hundley, Richard Johnson-Sheehan, Lowell Kane, Todd Kelley, Ellen Kossek, J. Mick La Lopa, Robert Lucht, Marcela Martinez, Eric T. Matson, Deborah L. Nichols, Song No, Raghu Pasupathy, Rodolfo Pinal, Darryl Ragland, P. Suresh C. Rao, Randy Rapp, Charles S. Ross, Gerald E. Shively, Elliott Slamovich, William E. Sullivan, Paul Wenthold.

**Guests:** Valerie O'Brien (Marketing & Media), Taylor Bailey (PGSG), Diane BeaudoinN (OIRAE), Ayse Ciftci, (Faculty), Jason Harris (HSCI), Stan Jastrzebski (WBAA Radio), Rachael Withall (Exponent), Madi Witman (ANTH), Cody Connor (ITaP), Matthew Allen (PLaCE) and April Ginther (OEPP/PLaCE).

1. The meeting was called to order at 2:30 p.m. by Chairperson Alberto J. Rodriguez.
2. The minutes of the 17 April 2017 Senate meeting were approved as distributed.
3. The Agenda was accepted as distributed.
4. Professor Rodriguez presented the remarks of the Chairperson (see **Appendix A**).
5. President Daniels the remarks of by the President (see **Appendix B**).
6. Question Time- No written questions had been received. Questions were entertained from the floor.
  - Professor Linda Prokopy noted that there was not enough housing for incoming freshmen. She expressed concern about the housing shortage and the disruptions it caused. President Daniels acknowledged these facts and said that the yield of incoming freshmen increased beyond the available housing. He also noted that more sophomores and juniors have been encouraged to live on campus and they have taken advantage of on-campus housing. Hence, Purdue ran out of on-campus

housing. Most of the students have been accommodated since the beginning of the semester. Some students were housed in brand new off-campus apartments that cost more than on-campus housing and these costs were subsidized by the Board of Trustees (BoT) until on-campus housing was available.

- Professor S. Laurel Weldon thanked President Daniels for his informative presentation to the Senate. She then asked: “With such a large group of freshmen, are there plans to add faculty members and new facilities to handle the increased number of students?” President Daniels said that there are such plans, but there are also right-sizing issues to that must be considered to ensure that programs that need faculty and facilities will receive them. It is not the intention of the Administration to cover the course loads with temporary instructors.
- Professor David Sanders suggested that increasing the number of in-state students affects the funding formula from the State of Indiana. He asked: “Does taking additional in-state students financially benefit the University?” President Daniels said “...that in the short-term, the out-of-state students bring in more funds. The ratio of in-state and out-of-state students has not changed, but we have more of both as the incoming classes have enlarged. More is better and this has helped keep the rate per student under control. If there are enough in-state students, it will eventually show up in increased funding by the state.”
- Professor Cheryl Cooky mentioned that she is pleased by upward trajectories. She asked the President: “Are there any concerns from your perspective?” President Daniels identified one of the macro-issues as the flattening of the total number of 18-year-olds that serve as the pool of college students. Secondly, the readiness of the incoming students is not adequate. Our new high school in Indianapolis is a small measure to address the issue of preparedness. Demographics are also shifting with more students who do not have English as their first language and this is an issue of concern throughout higher education. Now, we are competing very successfully for in-state and out-of-state students. The out-of-state proportion is still approximately 46% of the total. However, the percentage of international out-of-state students has been decreasing since a high of about 17% of the total. We have had increasing numbers from Latin America and other countries and some lower percentage of the total from China. Finally, the total number of students pursuing U.S. degrees is decreasing.

7. Professor S. Laurel Weldon, Chair of the Steering Committee, presented the Résumé of Items under Consideration (ROI) by various standing committees (see [Appendix C](#)). The Chairs of the Senate Standing Committees briefly described the current activities of their respective committees. Of note was the request from Professor Sulma Mohammed, Chair of the Nominating Committee, seeking members for various Standing and Faculty Committees. She distributed hard copies of the lists of committee vacancies.
8. Professor Kauffman presented [Senate Document 16-12](#), *Updated Language to Student Regulations*, for Action. Professor Kaufmann was accompanied to the podium by Registrar Jerry Ross. Professor Kristina Bross made a motion to approve the document, which was seconded by Professor Stephen Beaudoin. Professor Kauffman explained the rationale for the proposed changes. He noted that corrections had been made as recommended by the Senate at the April 2017 Senate meeting. Professor Linda Prokopy remarked that some of the pronoun changes from “he/she” to “they/their” had not been made in the document. Professor Kaufmann stated that these changes will be made, where found. Following the brief discussion, the motion to approve the document passed with 60 votes in favor, 1 in opposition with 4 abstentions.

9. **Senate Document 16-15**, *Tobacco Education and Cessation Resolution*, was presented, for Action, by Professor Alan Friedman, Chair of the University Resources Policy Committee. Professor Robin Adams made a motion to approve the document, which was seconded by Professor Beaudoin. Professor Friedman explained that these types of programs have been successful at other institutions. The program is designed to focus attention on educating individuals to encourage tobacco use cessation. The vote was taken and the motion to approve the document passed with 59 votes in favor, 1 in opposition with 2 abstentions.
10. Purdue Student Government President Samuel Eschker updated the Senate on the activities of his organization (see **Appendix D**).
11. Vice-Chair of the Senate and Chair of the Athletic Affairs Committee (AAC) Natalie Carroll gave a brief update on the activities of the AAC (see **Appendix E**). She asked that any questions be sent to her or Associate Director of Athletics Ed Howat.
12. Professor April Ginther provided the Senate with an update on the Purdue Language and Culture Exchange (PLaCE) Program (see **Appendix F**). She noted that the funding for the program will soon expire and there are no current administrative plans to fund it beyond this year. The current funding is provided by the College of Liberal Arts (CLA). Provost Jay Akridge stated that the Administration is discussing how best to fund the program. Professor Heather Servaty-Seib made a motion to suspend the rules to allow a vote on a resolution of support for the PLaCE Program. The motion to suspend the rules passed with 44 votes in favor, 17 in opposition with 1 abstention. The motion to approve the resolution of support (**Senate Document 17-01**, *Senate Resolution in Support of Continued Funding for the PLaCE Program*) was made by Professor Servaty-Seib with several seconds. This motion passed with 58 votes in favor, 2 in opposition with 1 abstention.
13. Vice Provost for Teaching and Learning Frank Dooley presented an update on the Purdue-Kaplan agreement (see **Appendix G**). Following the presentation, Vice Provost Dooley entertained questions from the Senate floor. Concern was expressed that IVY Tech and Kaplan will compete for the same population of students. Vice Provost Dooley said that Kaplan will encourage students to take courses at local community colleges before starting their Kaplan coursework. Kaplan does not see itself in competition with local community colleges. Professor Carlos Morales asked if the agreement will include the Concord Law School. Vice Provost Dooley stated that the agreement does include the Concord Law School. Professor Jonathan Neal asked if we anticipated transfers from Kaplan to Purdue. Vice Provost Dooley said that there is nothing to prevent transfers, but most Kaplan students are place-bound. Vice Provost Dooley explained that in a typical year, 40,000 courses are transferred to Purdue. There have only been three transfer courses from Kaplan in the last few years. We can follow our existing procedures for evaluating transfer courses. Professor Helen McNally brought up the PPI Deltek agreement. Vice Provost Dooley said that this is still being worked on. Regarding these various agreements, he does not think Purdue will compete against itself. Professor Kaufmann suggested that the Kaplan recruiting practices have been called dubious. He asked: "Are we going to allow them to maintain these tactics?" Vice Provost Dooley said that Senior Communication Strategist Spencer Deery had tracked down the allegations of dubious practices and they were unfounded. Since those allegations were made, Kaplan has changed its policy. Finally, anything else associated with these issues will be under Purdue's control. Professor Kaufmann noted that Kaplan is an online provider not associated with any

geographic region of the U.S. Hence, it does not seem to be within the Indiana component of the Land-Grant mission for the State of Indiana. Vice Provost Dooley maintained that the U.S. Dept. of Education recognizes Kaplan as an institution that follows appropriate requirements. Most of Kaplan's students in their physical locations are based in Iowa, but the Indiana Commission for Higher Education (ICHE) is now the state oversight authority and Indiana is the state for eligibility for financial support. A Senator asked: "What is the mission of Purdue-Kaplan?" Vice Provost Dooley recommended that to understand the mission of an institution for adult learners, one should read the book from the President of Arizona State University that addresses the current information society and the educational requirements to live in that society. Opportunities to expand education are needed. Professor Alan Friedman mentioned the case of LTV, a corporation that became involved in many, perhaps too many, industries. As a result, they were spread thin and went bankrupt. He asked: "How will Purdue keep that from happening?" Vice Provost Dooley stated that the Board of Trustees is aware of this possibility and will work to avoid such a situation for Purdue. President Daniels has been concerned that we have not been adequately involved in online education. If we are not involved, "What will happen to Purdue in the coming years?" President Daniels has brought us 30,000 students in a very short time. Kaplan does a good job of tracking a student in each course and this will be beneficial for the new entity. For comparison's sake, Kaplan's faculty are closest to our Continuing Term Lecturers (CTLs). As part of this agreement, they are expecting improvement from their CTLs.

14. There was no New Business.
15. No Memorial Resolutions had been received this month.
16. Having no additional business, the meeting adjourned at 4:40 p.m.

**TO:** The University Senate  
**FROM:** Educational Policy Committee  
**SUBJECT:** Updated Language to Student Regulations  
**DISPOSITION:** University Senate for Discussion  
**CAMPUSES:** System-wide

**RATIONALE:** The Office of the Registrar has been leading an effort to publish updated University catalogs for each academic year. Part of this initiative involved a holistic review of all current student regulations. The following document presents a series of modifications to our current student regulations. These proposed modifications have been developed with input from academic advisors, the Office of the Registrar, members of the Educational Policy Committee of the University Senate, and the Office of the Vice Provost for Teaching and Learning. Broadly speaking, the following proposed changes were developed to provide great clarity in our regulations, not change the intent of the existing regulations. In most cases, proposed changes clarify outdated language (as many of our regulations are decades old) and separate policies and procedures, where appropriate. The Educational Policy Committee recommends approval of the proposed changes.

CURRENT	PROPOSED								
<h2>01. Academic Year and Calendar</h2>	<h2>01. Academic Year and Calendar</h2>								
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b. 3.2 B. Summer Sessions Work

4. 4 Procedures
  5. 5 Related Documents, Forms and Tools
  6. 6 Contacts
  7. 7 Definitions
  8. 8 History and Updates
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**Exclusions**

The faculties at regional campuses shall be free to establish their own calendar dates.

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**Statement of Regulation**

Courses are scheduled during the academic year and summer session. The academic year shall consist of two 16-week semesters. Summer session(s) may be one 4-week and one 8-week or two 6-week or other configurations as approved by the Provost's Office.

**A. Academic Calendar**

1. In each semester/session, classes shall begin with the first instructional period of the first day.
  - a. The calendar for students enrolled in the fourth year of veterinary medicine will comprise 12 blocks of approximately one month duration. The starting dates for the blocks will be chosen so that the end of the 12th block coincides with the end of the second semester.
  - b. The second semester for fifth-year pharmacy students will begin on the first Monday in January and end the 18th following Saturday. During this semester, each

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**A. Academic Calendar**

1. In each semester/session, classes shall begin with the first instructional period of the first day.
  - a. The calendar for students enrolled in the fourth year of veterinary medicine will comprise 12 blocks of approximately one month duration. The starting dates for the blocks will be chosen so that the end of the 12th block coincides with the end of the second semester.
  - b. The second semester for fifth-year pharmacy students will begin on the first Monday in January and end the 18th following Saturday. During this semester, each

of these students will be scheduled for two six-week externships and one three-week clerkship.

2. The first semester shall begin on either the third or fourth Monday of August, be in recess Monday and Tuesday of the eighth week, and Wednesday, Thursday, Friday, and Saturday of Thanksgiving week, and classes will end on the 17th following Saturday, which shall not occur after the 20th day of December.
3. The second semester shall begin on either the first or second Monday of January, which shall not occur prior to the seventh day of January, be in recess during the tenth week, and end on the 17th following Saturday.
4. The summer session shall begin on the next Monday following the spring commencement and will be comprised of one 4-week and one 8-week, or two 6-week module(s) or other configurations as approved by the Provost Office. Courses may be scheduled during any one or any combination of modules throughout the 12-week period. There shall be no classes on Memorial Day (the last Monday in May), or on July 4, nor on the nearest class day when July 4 is not a regular class day.
5. Faculty shall enter grades as completed, but no later than 5 p.m. on the second working day after the end of the respective academic semester/session.
6. Commencement will be held as follows: First Semester: first Sunday following the end of the first semester; Second Semester: next subsequent weekend after the end of the second semester; Summer Session: first Saturday following the end of the last summer module.

### **B. Summer Sessions Work**

Regular work offered in the summer sessions shall be equivalent in method, content, and credit value to the work of the academic year, regular class and laboratory periods being increased proportionately.

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

- 7. [Academic Calendar](#)
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**Contacts**

Subject	Contact	Phone	Email

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**Definitions**

N/A

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**History and Updates**

- 8. University Senate Document 12-1, November 19, 2012
- 9. University Senate Document 96-4, February 17, 1997
- 10. University Senate Document 90-30, April 22, 1991

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

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## 02. Academic Programs

### Academic Programs

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Responsible Office:	Office of the Registrar

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## 02. Academic Programs

### ~~Academic Programs~~ Academic Credit

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## Exclusions

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### Statement of Regulation

The semester hour shall be the unit of University academic credit that shall represent approximately three hours of work per week by an average student throughout a normal semester, or its equivalent in total work for short courses and summer sessions.

Any reference to credit hours, course credits, etc., shall be understood as referring to semester hours.

#### A. Unit of Credit

##### *Transfer Credit*

1. The University will accept transfer credit only for work done at those institutions fully approved by a regional accrediting association of secondary schools and colleges or those whose regional accreditation designation is Associate/Vocational-Technical (A/V) when agreements with academic departments exist that specify courses or blocks of credit that will transfer into specific Purdue University degree programs. In addition to regional association approval, certain programs may require accreditation by professional organizations and/or societies before credit will be considered for transfer.
2. Students participating in college credit courses that are taught concurrently for high school and college credit during the regular school day by local secondary teachers must validate the credit through the subject department.
3. The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the

## Exclusions

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### Statement of Regulation

The semester hour shall be the unit of University academic credit that shall represent approximately three hours of work per week by an average student throughout a ~~normal~~ **fall/spring** semester, or its equivalent in total work for short courses and summer sessions.

Any reference to credit hours, course credits, etc., shall be understood as referring to semester hours.

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- ~~3. The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the~~

school head or his/her designated representative, in accordance with the regulations of the University faculty.

*Dual Credit*

If a Purdue course is to be taught for dual credit, it must be approved by the sponsoring department at the University in the same manner it approves new courses - including approval by the school if the school requires it - and it must be offered in collaboration with an accredited high school. In addition, departmentally designated Purdue faculty must endorse and supervise the teacher as well as approve the syllabus, grading standards, and examinations.

*Directed Credit*

1. A student eligible to receive directed credit shall be a student newly admitted or currently enrolled in the University who has not received a grade or directed grade in the course, other than a grade of W.
2. Directed credit may be established by any of the following methods:
  1. *Credit by Examination.* Credit awarded to a student on the basis of achievement in a Purdue departmental proficiency examination.
  2. *Departmental Credit.* Credit for a course offered by a department and awarded to a student on the basis of substantially equivalent experience. May be granted only by the head of that department or his/her designated representative.
  3. *Achievement Credit.* Credit awarded to a student on the basis of demonstrated achievement in a nationally administered college-level examination.

~~school head or his/her designated representative, in accordance with the regulations of the University faculty.~~

1. The University will accept transfer credit.
2. Transfer credit is a credit represented on a transcript from a regionally accredited institution.
3. The Purdue cognate department determines equivalency to Purdue courses based on virtually equivalent learning outcomes.
4. For transfer courses determined to have equivalency, the application toward meeting degree requirements will be identical as the Purdue course for all programs.

~~*Dual Credit*~~

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1. A student eligible to receive directed credit shall be a student newly admitted or currently enrolled in the University who has not received a grade or directed grade in the course, other than a grade of W.
2. Directed credit may be established by any of the following methods:
  1. *Credit by Examination.* Credit awarded to a student on the basis of achievement in a Purdue departmental proficiency examination.

*Exempt*

1. Undergraduate students, without respect to the school in which they are enrolled, may be exempted by the University faculty from any general requirement that has been established by the University faculty.
2. An undergraduate student in a specific school may be exempted by the faculty of that school from any requirement established by that school faculty.

### **B. Academic Classification of Undergraduate Students**

1. Each student shall be admitted and identified as one of the following:
  1. *Degree*. A student who has been admitted and registered for the purpose of earning a degree.
  2. *Nondegree*. A student who is not in a program of study leading to a degree. A nondegree student has a limited purpose for his/her registration. A nondegree student is enrolled for personal or professional enrichment or to strengthen his/her academic background to gain degree-seeking status. Such a student must provide evidence that he/she is qualified to enroll in the course(s) he/she desires. An applicant currently enrolled in high school will be admitted as a non-degree student only when all of the following conditions are met:
    1. The student ranks in at least the top half of the high school class and maintains an above-average grade(s) in subjects related to the course(s) in which he/she wishes to enroll, and
    2. The high school guidance counselor or principal has signed a recommendation for the student and has included a current copy of the high school

2. *Departmental Credit*. Credit for a course offered by a department and awarded to a student on the basis of substantially equivalent experience. May be granted only by the head of that department or his/her designated representative.
3. ~~*Achievement Credit*~~ *Credit by External exam (eg. CLEP, IB, AP)*. Credit awarded to a student on the basis of demonstrated achievement in a nationally/internationally administered college-level examination.

*Exempt*

- ~~1. Undergraduate students, without respect to the school in which they are enrolled, may be exempted by the University faculty from any general requirement that has been established by the University faculty.~~
2. An undergraduate student in a specific school may be exempted by the faculty of that school from any requirement established by that school faculty.

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### **B. Academic Classification of Undergraduate Students**

- ~~1. Each student shall be admitted and identified as one of the following:~~

transcript for review by members of the admissions committee. A nondegree student is generally limited to enrolling in a maximum of seven hours per semester during the fall and spring semesters, and is generally limited to enrolling in no more than four hours during the summer session; however, a nondegree student who has earned a bachelor's degree is eligible to enroll on a full-time basis. In order to continue to register as a nondegree student, he/she must meet the same minimum grade index required of degree students. A student may apply no more than 18 semester hours of work completed as a nondegree student toward an undergraduate degree at Purdue University. The dean of the school to which the student applies may determine which credits will be accepted toward a degree in that school. A department may limit the number of nondegree students acceptable in any course.

2. A student's academic classification for an associate or bachelor's degree shall be classified by numerals 1, 2, 3, etc., corresponding to the total number of credit hours of college work earned.

Total Credits Earned	Semester Classification	Status
14.0 or less	1	First-year Student
15 - 29	2	
30 - 44	3	Sophomore
45 - 59	4	
60 - 74	5	Junior
75 - 89	6	
90 - 104	7	Senior

1. ~~Degree.~~ A student who has been admitted and registered for the purpose of earning a degree.
2. ~~Non-degree.~~ A student who is not in a program of study leading to a degree. A ~~non-degree~~ student has a limited purpose for his/her registration. A ~~non-degree~~ student is enrolled for personal or professional enrichment or to strengthen his/her academic background to gain degree-seeking status. Such a student must provide evidence that he/she is qualified to enroll in the course(s) he/she desires. An applicant currently enrolled in high school will be admitted as a non-degree student only when all of the following conditions are met:
  1. The student ranks in at least the top half of the high school class and maintains an above-average grade(s) in subjects related to the course(s) in which he/she wishes to enroll, and
  2. The high school guidance counselor or principal has signed a recommendation for the student and has included a current copy of the high school transcript for review by members of the admissions committee. A ~~non-degree~~ student is generally limited to enrolling in a maximum of seven hours per semester during the fall and spring semesters, and is generally limited to enrolling in no more than four hours during the summer session; however, a ~~non-degree~~ student who has earned a bachelor's degree is eligible to enroll on a full-time basis. In order to continue to register as a ~~non-degree~~ student, he/she must meet the same minimum grade index required of degree students. A student may apply no more than 18 semester hours of work completed as a ~~non-degree~~ student toward an undergraduate degree at Purdue University. The dean of the school to which the student applies may determine which credits will be accepted toward

105 or more	8	
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**C. Degree Requirements**

1. The starting date for degree requirements for an approved curriculum is the Fall semester of the academic year.
2. When a new or revised curriculum or degree requirement is approved by a college or school, the new requirements shall not apply to the students currently enrolled in the University.
3. This limitation will expire 6 academic years after the new/revised curriculum is adopted. Current students may elect to use the new/revised curriculum or degree requirements for graduation on written request to the school or college.
4. Curriculum or degree requirement changes made to satisfy requirements for professional accreditation may have a starting date in the semester in which the changes are made.

**D. Credit in Courses by Examination**

1. The establishment of credit by examination is encouraged in order to expedite the education of qualified students. Toward this end, each instructional department shall determine which of its courses are available for credit by examination and shall establish procedures to determine the eligibility of candidates, to administer, and to grade such examinations.
  1. The examinations shall be as comprehensive as those given in the course and shall be graded as satisfactory (performance comparable to that expected of students who receive A, B, or C in the course) or unsatisfactory.

a degree in that school. A department may limit the number of ~~non-degree~~ students acceptable in any course.

2. ~~A student's academic classification for an associate or bachelor's degree shall be classified by numerals 1, 2, 3, etc., corresponding to the total number of credit hours of college work earned.~~

<del>Total Credits Earned</del>	<del>Semester Classification</del>	<del>Status</del>
<del>14.0 or less</del>	<del>1</del>	<del>First year Student</del>
<del>15-29</del>	<del>2</del>	<del>-</del>
<del>30-44</del>	<del>3</del>	<del>Sophomore</del>
<del>45-59</del>	<del>4</del>	<del>-</del>
<del>60-74</del>	<del>5</del>	<del>Junior</del>
<del>75-89</del>	<del>6</del>	<del>-</del>
<del>90-104</del>	<del>7</del>	<del>Senior</del>
<del>105 or more</del>	<del>8</del>	

**~~C. Degree Requirements~~**

1. ~~The starting date for degree requirements for an approved curriculum is the fall semester of the academic year.~~
2. ~~When a new or revised curriculum or degree requirement is approved by a college or school, the new requirements shall not apply to the students currently enrolled in the University.~~
3. ~~This limitation will expire 6 academic years after the new/revised curriculum is adopted. Current students may elect to use the new/revised curriculum or degree requirements for graduation on written request to the school or college.~~



2. The registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance, shall record credit for the course on the student's record.
3. The testing coordinator in the Office of the Dean of Students shall schedule and administer written examinations if requested by the instructional department.
4. The registrar shall collect from each department a list of courses that are available for credit by examination. The registrar shall also make this information available to current students, prospective students, and academic advisors. In addition, each department shall make available information about courses appropriate for credit by examination and shall identify faculty members responsible for administering these examinations.

2. A student eligible to request examination for credit in a course shall be a newly admitted student or a currently enrolled student who has not received a grade or directed grade in the course, other than a grade of W.
  1. Requests to take an examination for credit normally shall originate with the eligible student who must obtain the consent of his/her advisor and the approval of the instructional department; however, newly admitted students whose previous records indicate high degrees of competence in particular areas may be invited and authorized to take specific examinations at the discretion of the instructional department and the academic advisor.
  2. Any student receiving such invitation or approval must meet the examination schedule of the instructional department. In consenting to requests from currently enrolled students, the advisor and the instructional department shall be guided by their assessment of the

- ~~4. Curriculum or degree requirement changes made to satisfy requirements for professional accreditation may have a starting date in the semester in which the changes are made.~~

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  1. The examinations shall be as comprehensive as those given in the course and shall be graded as satisfactory (performance comparable to that expected of students who receive A, B, or C in the course) or unsatisfactory.
  2. The registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance, shall record credit for the course on the student's record.
  3. The testing coordinator in the Purdue Testing Center shall schedule and administer written examinations if requested by the instructional department.
  4. The registrar shall collect from each department a list of courses that are available for credit by examination. The registrar shall also make this information available to current students, prospective students, and academic advisors. In addition, each department shall make available information about courses appropriate for credit by examination and shall identify faculty members responsible for administering these examinations.
2. A student eligible to request examination for credit in a course shall be a newly admitted student or a currently enrolled student who has not received a grade or directed grade in the course, other than a grade of W.

student's need and ability as demonstrated by performance in conventional coursework at Purdue.

#### **E. Courses Taken in Postbaccalaureate or Teacher License Status**

1. Although there is no limit to the number of course credit hours that an individual may accumulate while registered in either of these classifications, no more than 12 total hours of credit earned in postbaccalaureate or teacher license status may be used on a graduate plan of study.
2. However, if an application to a graduate degree program is approved during the session in which a person is enrolled for the 12th credit hour as a postbaccalaureate or teacher license student, all credits taken prior to and during that session will be eligible for inclusion on a plan of study for a graduate degree program, providing the courses are appropriate to the degree program and the courses and grades are acceptable first to the department and then to the Graduate School.

#### **F. Excess Undergraduate Credits**

1. Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:
  1. The student had junior or senior standing when taking the course,
  2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
  3. The course was designated as a graduate course, and

1. Requests to take an examination for credit normally shall originate with the eligible student who must obtain the consent of his/her advisor and the approval of the instructional department; however, newly admitted students whose previous records indicate high degrees of competence in particular areas may be invited and authorized to take specific examinations at the discretion of the instructional department and the academic advisor.
2. Any student receiving such invitation or approval must meet the examination schedule of the instructional department. In consenting to requests from currently enrolled students, the advisor and the instructional department shall be guided by their assessment of the student's need and ability as demonstrated by performance in conventional coursework at Purdue.

#### **E. Courses Taken in Post baccalaureate or Teacher License Status**

1. Although there is no limit to the number of course credit hours that an individual may accumulate while registered in either of these classifications, ~~no more than 12 total hours of credit earned in postbaccalaureate or teacher license status~~ **Graduate School policy manual limits the number of credits taken that** may be used on a graduate plan of study.
2. However, if an application to a graduate degree program is approved during the session in which a person is enrolled for the 12th credit hour as a post baccalaureate or teacher license student, all credits taken prior to and during that session will be eligible for inclusion on a plan of study for a graduate degree program, providing the courses are appropriate to the degree program and the courses and grades are acceptable first to the department and then to the Graduate School. **F. Excess Undergraduate Credits**

4. If the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator, or other designee) shall then complete the Academic Record Change Form 350, which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final semester. The academic advisor's (or candidate coordinator's, or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation available for graduate credit on the student's record.
2. The sum of credits earned as undergraduate excess and the credit earned in post baccalaureate and teacher license status that can be used on a plan of study is limited to 12 credit hours except as stated in Section II-G above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.

### G. Correspondence Courses

1. All Purdue courses that are proposed for correspondence credit, including existing courses, must be approved through a school's normal approval process before being offered. Correspondence courses are defined as those courses that are characterized by instructor-student interaction that occurs primarily outside the traditional classroom setting.
2. Courses offered for credit will be taught by instructors approved by the department offering such courses. Whether a correspondence course is to be considered a normal teaching responsibility or an overload will be at the department's discretion.
3. Courses offered as correspondence courses will count toward degree requirements the same as any other approved course within the curriculum. Limitations on correspondence courses

1. Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:
  1. The student had junior or senior standing when taking the course,
  2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
  3. The course was designated as a graduate course, and
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2. The sum of credits earned as undergraduate excess ~~and the credit earned in post baccalaureate and teacher license status~~ that can be used on a **graduate** plan of study ~~as is limited to 12 credit hours except as stated in~~ **the Graduate School policy manual Section II-G-E** above. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments.

### G. Correspondence Courses

1. All Purdue courses that are proposed for correspondence credit, including existing courses, must be approved through a school's

applicable toward a degree will be determined through a school's normal course and degree approval process.

4. Correspondence courses taken for credit will require the individual to be admitted to the University and officially registered for the course. Fees will be assessed separately from any other fees in accordance with the current standard per-credit-hour fee structure for the University or, if warranted, a special fee structure for the course will be requested through the Office of the Executive Vice President and Treasurer. The grade in the correspondence course will be incorporated in the computation of the scholastic index for the student, and a permanent academic record will be maintained.
5. The beginning date and time period allotted, up to one calendar year, for a correspondence course will be established by the department and recorded by the registrar. A student withdrawing during the first half of the time period established may be assigned a grade of W, WF, or WN by the instructor. Within one calendar year of enrollment a final grade will be reported to the registrar by the instructor for each enrolled student. If, due to extenuating circumstances, an incomplete grade is issued, the established regulations for removal or assignment of a permanent grade will apply.
6. Departments may wish to offer non-credit correspondence courses under an alternate course number that does not require the individual to be admitted to Purdue.
7. No permanent academic record will be maintained, and fees will be established in accordance with the policies administered by the Office of the Executive Vice President and Treasurer.

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## Procedures

- [Academic Procedure: Dual Credit](#)

- [Academic Procedure: Transferring between Curricula](#)

**Related Documents, Forms and Tools**

- Form 705: Request for Undergraduate Change of Curricula
- Form 350: Academic Record Change

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

**Advanced Placement:** The assignment of entering students to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.

**Advanced Standing:** Means that an entering student has credit for or exemption from one or more courses.

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**Related Documents, Forms and Tools**

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- Form 350: Academic Record Change

**Contacts**

Subject	Contact	Phone	Email

**Directed Credit:** Directed Credit is academic credit awarded by the University on bases other than a student's enrollment in and satisfactory completion of a course.

**Dual Credit:** Dual Credit is credit earned for a college course that is used as a part of a high school's curriculum and is taught concurrently for high school credit and college credit by a secondary school employee.

**Excuse:** To Excuse is to replace a course required in a specific curriculum by an equal number of credit hours in courses not specified.

**Exempt:** To Exempt is to waive a course required for graduation together with its equivalent hours.

**Semester Hour:** The semester hour shall be the unit of University academic credit that shall represent approximately three hours of work per week by an average student throughout a normal semester, or its equivalent in total work for short courses and summer sessions.

**Student:** A student at Purdue University is any person who has been admitted to the University and who is currently enrolled in one or more courses for which there will be a permanent academic record.

**Substitute:** To Substitute is to replace a course required in a specific curriculum by another course specified by the head of the school in charge of that curriculum or his/her designated representative.

**Transfer Credit:** Transfer Credit is credit earned at another accredited college or university and accepted by Purdue.

## Definitions

**Advanced Placement:** The assignment of entering students to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.

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**Directed Credit:** Directed Credit is academic credit awarded by the University on bases other than a student's enrollment in and satisfactory completion of a course.

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### History and Updates

- University Senate Document 10-9, April 25, 2011
- University Senate Document 09-6, April 19, 2010
- University Senate Document 02-6, February 17, 2003
- University Senate Document 95-8, April 22, 1996
- Graduate Council, April 16, 1992
- University Senate Document 90-29, April 22, 1991
- University Senate Document 88-17, April 24, 1989
- University Senate Document 87-13, April 25, 1988
- University Senate Document 87-11, March 28, 1988
- University Senate Document 79-5, October 15, 1979
- University Senate Document 74-15 [amended], April 21, 1975
- University Senate Document 71-11, January 17, 1972

## 03. Degrees and Requirements

### Degrees and Requirements

Responsible Executive:	Board of Trustees
Responsible Office:	Office of the Registrar

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2. [2 Exclusions](#)
3. [3 Statement of Regulation](#)
  1. [3.1 A. Requirements for Degrees](#)
    1. [3.1.1 Associate Degree](#)

**Substitute:** To Substitute is to replace a course required in a specific curriculum by another course specified by the head of the school in charge of that curriculum or his/her designated representative.

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## 03. Degrees and Requirements

### Degrees and Requirements

Responsible Executive:	Board of Trustees
Responsible Office:	Office of the Registrar

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<hr/> <p><b>Exclusions</b></p> <p>N/A</p>	
<hr/> <p><b>Statement of Regulation</b></p> <p>Appropriate degrees may be granted at the conclusion of each regular semester and summer session of the academic year. In addition, degrees may be granted on other dates, providing the students are members of a group working on a common degree program. The degrees awarded during each academic year at various campuses and on the various dates will be presented to the Board of Trustees for approval in accordance with lists of recipients that shall be provided by the registrar for entry into the permanent record of the board.</p>	<hr/> <p><b>Exclusions</b></p> <p><del>N/A</del> <b>System wide</b></p> <hr/> <p><b>Statement of Regulation</b></p>



## A. Requirements for Degrees

### *Associate Degree*

To gain an associate degree from Purdue University, a student shall satisfy the following requirements:

1. The completion, either by resident coursework, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree.
  1. Deans of schools may refuse to accept as credit toward graduation any course that was completed 10 or more years previously.
  2. Former students shall be notified immediately of all such decisions upon reentering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree.
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree.
  1. Students normally are expected to complete the entire second year in residence; however, with the approval of the dean of the school concerned, students who have at least three semesters of resident study may complete not to exceed 16 semester hours of the second year in another approved college or university.
  2. For the purpose of this rule, two summer sessions may be considered as equivalent to one semester.

Appropriate degrees may be granted at the conclusion of each ~~regular~~ **fall or spring** semester and summer session of the academic year. In addition, degrees may be granted on other dates, providing the students are members of a group working on a common degree program. The degrees awarded during each academic year at various campuses and on the various dates will be presented to the Board of Trustees for approval in accordance with lists of recipients that shall be provided by the registrar for entry into the permanent record of the board.

## A. Requirements for Degrees

### *Associate Degree*

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  2. Former students shall be notified immediately of all such decisions upon reentering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree.
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree.
  1. Students normally are expected to complete the entire second year in residence; however, with the approval of the dean of the school concerned, students who have at least three semesters of resident study may complete not

3. Registration, either in residence or in absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.
4. A minimum cumulative GPA of 2.00 shall be required for graduation.
  1. A student who has completed all other requirements for an associate degree, but has failed to meet the quality requirements may register for additional courses with the approval of an authorized representative of the dean of his/her school after a review of his/her record.
  2. The additional courses that the student may take after meeting all quantity requirements shall not exceed 10 credit hours.
  3. Credit in these additional courses must be established within three years of the date on which all degree requirements except the minimum cumulative GPA were met. The student will be considered as having met the quality requirement for graduation if his/her graduation index including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

*Baccalaureate Degree*

To gain a baccalaureate degree from Purdue University, a student shall satisfy the following requirements:

1. The completion, either by resident course work, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree.
  1. Deans of schools may refuse to accept as credit toward graduation any course that was completed 10 or more years previously.
  2. Former students shall be notified immediately of all such decisions upon reentering. Substitutions of courses

- to exceed 16 semester hours of the second year in another approved college or university.
2. For the purpose of this rule, two summer sessions may be considered as equivalent to one semester.
3. Registration, either in residence or in absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.
4. A minimum cumulative GPA of 2.00 shall be required for graduation.
  1. A student who has completed all other requirements for an associate degree, but has failed to meet the ~~quality~~ **GPA** requirements may register for additional courses with the approval of an authorized representative of the dean of his/her school after a review of his/her record.
  2. The additional courses that the student may take after meeting all quantity requirements shall not exceed 10 credit hours.
  3. Credit in these additional courses must be established within three years of the date on which all degree requirements except the minimum cumulative GPA were met. The student will be considered as having met the ~~quality~~ **GPA** requirement for graduation if his/her graduation ~~index~~, **GPA** including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

*Baccalaureate Degree*

To gain a baccalaureate degree from Purdue University, a student shall satisfy the following requirements:

1. The completion, either by resident course work, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree.

required for graduation may be made by the dean of the school conferring the degree.

2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree.
  1. These courses are expected to be at least junior-level courses.
  2. Students normally are expected to complete the senior year in residence; however, with the approval of the dean of the school concerned, a student who has had four semesters of resident study may complete the last year or a portion of it at another college or university, provided that the number of semester hours of credit to be taken does not exceed 25 percent of the total hours required for the degree.
3. The foregoing stipulations do not apply to students who earn credit elsewhere through a contract or arrangement entered into by the University or one of its academic units.
4. Registration, either in residence or absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.
5. A minimum cumulative GPA of 2.00 shall be required for graduation.
  1. A student who has completed all other requirements for a bachelor's degree but has failed to meet the quality requirements may register for additional courses with the approval of an authorized representative of the dean of his/her school after a review of his/her record.

1. Deans of schools may refuse to accept as credit toward graduation any course that was completed 10 or more years previously.
2. Former students shall be notified immediately of all such decisions upon reentering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree.

2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree.
  1. These courses are expected to be at ~~least junior-level courses.~~ **the 30000 level or higher.**
  2. Students normally are expected to complete the senior year in residence; however, with the approval of the dean of the school concerned, a student who has had four semesters of resident study may complete the last year or a portion of it at another college or university, provided that the number of semester hours of credit to be taken does not exceed 25 percent of the total hours required for the degree.
3. The foregoing stipulations do not apply to students who earn credit elsewhere through a contract or arrangement entered into by the University or one of its academic units.
4. Registration, either in residence or absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.
5. A minimum cumulative GPA of 2.00 shall be required for graduation.
  1. A student who has completed all other requirements for a bachelor's degree but has failed to meet the ~~quality-cumulative~~ **GPA** requirements may register for additional courses with the approval of an authorized

2. The additional courses that the student may take after meeting all quantity requirements shall not exceed 20 credit hours.
3. Such a student may take in another approved college or university not more than 9 of the 20 credit hours permitted, provided such courses are approved in advance in writing by an authorized representative of the dean of his/her school. A copy of such approval must be filed in the Office of the Registrar.
4. Credit in these additional courses must be established within five years of the date on which all degree requirements except the minimum cumulative GPA were met.
5. The student will be considered as having met the quality requirements for graduation if his/her cumulative GPA, including the above extra courses, meets the quality standards in effect at the time when all other graduation requirements were satisfied.
6. The demonstration of satisfactory knowledge of the English language, with particular reference to composition and spelling. Junior and senior students who are determined by the Office of Writing Review to be markedly deficient in English shall be assigned to a noncredit English course, which they will be required to pass before graduation.

*Advanced Degrees*

Requirements for the several master's degrees, for the Educational Specialist, and for Doctor of Philosophy degrees are established by the Graduate Council and are stated in the Graduate School Bulletin and

- representative of the dean of his/her school after a review of his/her record.
2. The additional courses that the student may take after meeting all ~~quantity~~ **cumulative GPA** requirements shall not exceed 20 credit hours.
3. ~~Such a student may take in another approved college or university not more than 9 of the 20 credit hours permitted, provided such courses are approved in advance in writing by an authorized representative of the dean of his/her school. A copy of such approval must be filed in the Office of the Registrar.~~
4. Credit in these additional courses must be established within five years of the date on which all degree requirements except the minimum cumulative GPA were met.
5. The student will be considered as having met the ~~quality~~ **GPA** requirements for graduation if ~~his/her~~ **their** cumulative GPA, including the above extra courses, meets the ~~quality standards~~ **required GPA for their catalog term** in effect at the time when all other graduation requirements were satisfied.
6. ~~The demonstration of satisfactory knowledge of the English language, with particular reference to composition and spelling. Junior and senior students who are determined by the Office of Writing Review to be markedly deficient in English shall be assigned to a noncredit English course, which they will be required to pass before graduation.~~

*Advanced Degrees*

Requirements for the several master's degrees, for the Educational Specialist, and for Doctor of Philosophy degrees are established by the

the Policies and Procedures Manual for Administering Graduate Student Programs.

*Professional Degree - Doctor of Pharmacy*

To gain the degree Doctor of Pharmacy, a student shall complete the required professional curriculum.

*Professional Degree - Doctor of Veterinary Medicine*

To gain the degree Doctor of Veterinary Medicine, a student shall satisfy the following requirements:

1. The satisfactory completion of the prescribed preprofessional curriculum of two or more years prior to admission to the School of Veterinary Medicine.
2. The satisfactory completion of the four-year professional curriculum in veterinary medicine.

*Multiple Degree Programs*

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

1. If the degree programs are in different schools, two (or more) degrees may be awarded upon special request approved by the deans of the schools concerned and filed with the registrar at the beginning of the semester or session in which the degrees are to be awarded.
2. If the degree programs are in the same school and lead to different degrees, the appropriate degrees shall be awarded.
3. If the degree programs are in the same school and lead to the same degree, only one degree shall be awarded. The academic record shall reflect multiple fields of study, as appropriate.

**B. Meeting Degree Requirements**

Graduate Council and are stated in the Graduate School ~~Bulletin~~-**catalog** and the Policies and Procedures Manual for Administering Graduate Student Programs.

*Professional Degree - Doctor of Pharmacy*

To gain the degree Doctor of Pharmacy, a student shall complete the required professional curriculum.

*Professional Degree - Doctor of Veterinary Medicine*

To gain the degree Doctor of Veterinary Medicine, a student shall satisfy the following requirements:

1. The satisfactory completion of the prescribed pre-professional curriculum of two or more years prior to admission to the School of Veterinary Medicine.
2. The satisfactory completion of the four-year professional curriculum in veterinary medicine.

*Multiple Degree Programs*

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

1. If the degree programs are in different schools, two (or more) degrees may be awarded upon special request ~~approved~~-**signed** by the deans **or their designee** of the schools concerned and filed with the registrar at the beginning of the semester or session in which the degrees are to be awarded.
2. If the degree programs are in the same school and lead to different degrees, the appropriate degrees shall be awarded.

Specific deadlines for the various requirements for graduate degrees are outlined in the Graduate School Web site and must be met as specified.

1. All degree requirements for undergraduate and professional degrees are to be met as of the end of the academic session in which the degree is to be conferred.
2. In the event that academic requirements for an undergraduate or professional degree have not been met as of the end of the session, the candidate's school may grant an extension of time, not to exceed 30 calendar days following the end of the session, for these requirements to be completed in order for the degree to be conferred for that session.
3. Academic requirements that have not been completed, as of the end of the 30-day period, shall disqualify the student from receiving the degree in the intended session and shall delay the conferring of the degree until the end of the next session in which the student is duly registered and all degree requirements have been completed.
4. Requirements for graduate degrees are outlined in the Graduate School Web site and must be met as specified \*

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### Procedures

N/A

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### Related Documents, Forms and Tools

- [Grades and Grade Reports](#)
- [Graduate Program Requirements](#)

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

### B. Meeting Degree Requirements

~~Specific deadlines for the various requirements for graduate degrees are outlined in the Graduate School Web site and must be met as specified.~~

1. All degree requirements for undergraduate and professional degrees are to be met as of the end of the academic session in which the degree is to be conferred.
2. In the event that academic requirements for an undergraduate or professional degree have not been met as of the end of the session, the candidate's school may grant an extension of time, not to exceed 30 calendar days following the end of the session, for these requirements to be completed in order for the degree to be conferred for that session.
3. ~~Academic~~ Degree requirements as stated in the plan of study published in the university catalog that have not been completed, as of the end of the 30-day period, shall disqualify the student from receiving the degree in the intended session and shall delay the conferring of the degree until the end of the next session in which the student is duly registered and all degree requirements have been completed.
4. Requirements for graduate degrees are outlined in the Graduate School Web site <http://www.purdue.edu/gradschool/> and must be met as specified \*

### C. Degree Requirements

1. The starting date for degree requirements for an approved curriculum is the fall semester of the academic year.

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**Contacts**

Subject	Contact	Phone	Email

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**Definitions**

N/A

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**History and Updates**

- University Senate Document 93-2, November 29, 1993
- University Senate Document 89-5, November 13, 1989
- Board of Trustees minutes: October 27, 1924; January 16, 1925; March 15, 1974

## 04. Registration and Course Assignment

**Registration and Course Assignment**

Responsible Executive:	
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2. When a new or revised curriculum or degree requirement is approved by a college or school, the new requirements shall not apply to the students currently enrolled in the University.
3. This limitation will expire 6 academic years after the new/revised curriculum is adopted. Current students may elect to use the new/revised curriculum or degree requirements for graduation on written request to the school or college.
4. Curriculum or degree requirement changes made to satisfy requirements for professional accreditation may have a starting date in the semester in which the changes are made.

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

- Grades and Grade Reports
- Graduate Program Requirements

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**Contacts**

Subject	Contact	Phone	Email

Responsible Office:	Office of the Registrar
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## Definitions

N/A

## History and Updates

- University Senate Document 93-2, November 29, 1993
- University Senate Document 89-5, November 13, 1989
- Board of Trustees minutes: October 27, 1924; January 16, 1925; March 15, 1974

# 04. Registration and Course Assignment

## Registration and Course Assignment

Responsible Executive:	
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Responsible Office:	Office of the Registrar
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**Exclusions**

- Schedule Revisions: Applies to West Lafayette and North Central campuses only

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**Statement of Regulation**

**A. Registration**

Students shall register during a prescribed period prior to the beginning of each semester or session. Registration for courses shall be accomplished in accordance with the procedures prescribed by the registrar. Late registrations will be accepted for one week after the beginning of classes in a regular semester and three days after the beginning of classes in a summer session. After the beginning of any session a late registrant shall be assessed an additional late registration fee.

**B. Immunization Requirements**

Effective August 1995, Indiana state law requires all newly enrolled, full-time students attending residential campuses of Indiana public universities to be immunized against rubeola (10-day measles), rubella (German measles), mumps, diphtheria, and tetanus. This law requires

- 3. **3.3** C. Auditor
- 4. **3.4** D. Allowable Academic Load
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- 6. **3.6** F. Assignment to a Dependent Course Courses with Prerequisites
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- 5. **6** Contacts
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- 3. **8** History and Updates
- 2. **9** Appendix

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**Exclusions**

the University to block the enrollment of any student who does not comply with immunization requirements.

### **C. Auditor**

An auditor in a course shall be entitled to hear lectures, recitations, and oral quizzes.

1. He/She shall not participate in classroom exercises except as invited by the instructor.
2. He/She shall neither submit papers, when tests or examinations are given, nor take part in laboratory work.
3. An auditor shall receive no credit for the course.

A person who has status in the University by reason of admission to, and registration in, a definite classification may enroll in a course as an auditor.

1. The assignment and enrollment must be completed by the regular procedure for registration.
2. The assessment of fees and determination of allowable load shall be in accordance with the credit value or equivalent of the course(s) involved.
3. For a staff member, the registrar will also require the approval of the staff member's immediate supervisor. The fee for auditing shall be waived for persons who are eligible for fee remission.
4. Members of the staff who, as part of the regular duties for which they are paid, are required to attend course(s) in their own department without credit shall be exempt from the above provisions requiring a special permit for registration and approval of the dean of the Graduate School acting for the president.

- Schedule Revisions: Applies to West Lafayette ~~and North Central campuses only~~

---

### **Statement of Regulation**

#### **A. Registration**

Students shall register during a prescribed period prior to the beginning of each semester or session. Registration for courses shall be accomplished in accordance with the procedures prescribed by the registrar. Late registrations will be accepted for one week after the beginning of classes in a regular semester and three days after the beginning of classes in a summer session. After the beginning of any session a late registrant shall be assessed an additional late registration fee.

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1. ~~He/She~~ **They** shall not participate in classroom exercises except as invited by the instructor.
2. ~~He/She~~ **They** shall neither submit papers, when tests or examinations are given, nor take part in laboratory work.

#### D. Allowable Academic Load

A student's academic load shall be arranged, so far as possible, in accordance with the following policy:

1. Credit hours in excess of 18 hours during a regular session shall be carefully monitored by the academic advisor, who may wish to consult with appropriate University personnel concerning the student's prognosis for success. Unless the student's curriculum requirement for that session is specified as greater than 18 credit hours, approval by the dean of his/her school or the dean's designee must be obtained before the student may be assigned more than 18 credit hours.
2. In summer session, a student may not be assigned to more than nine credit hours without approval by the dean of his/her school or the dean's designee.

#### E. Assignment to Intensive Courses

1. No person shall be permitted to register in two intensive courses in the summer session at the same time.
2. In general, no one who is taking an intensive course shall be permitted to take another nonintensive course at the same time except, in special cases, with the approval of the instructor in the intensive course, the head of the department administering the intensive course, and, for graduate students, the dean of the Graduate School.

#### F. Assignment to a Dependent Course

A student who received a grade of F, N, or U in any course shall not be admitted to any dependent course (one requiring the failed course as a prerequisite as set forth in the catalog), and any assignment to or enrollment in such dependent course shall be cancelled. Enrollment in a dependent course also may be cancelled if the student has not taken the

3. An auditor shall receive no credit for the course.

A person who has **an active student** status in the University ~~by reason of admission to, and registration in, a definite classification~~ may enroll in a course as an auditor.

1. The assignment and enrollment must be completed by the regular procedure for registration.
2. The assessment of fees and determination of allowable load shall be in accordance with the credit value or equivalent of the course(s) involved.
3. For a staff member, the registrar will also require the approval of the staff member's immediate supervisor. The fee for auditing shall be waived for persons who are eligible for fee remission.
4. ~~Members of the staff who, as part of the regular duties for which they are paid, are required to attend course(s) in their own department without credit shall be exempt from the above provisions requiring a special permit for registration and approval of the dean of the Graduate School acting for the president.~~

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prerequisite course or otherwise satisfied the stated requirements for enrolling in the course.

A student who received a grade of E, I, PI, or SI in any course may be admitted to a dependent course on trial with the approval of the head of the department administering the course. A transfer student deficient in prerequisite courses also may be admitted to a dependent course on trial with the approval of the department head. If any student on trial is reported delinquent, the student's assignment to the course may be cancelled upon the recommendation of the instructor and with the concurrence of the department head.

If a student on trial in a dependent course completes the course with a passing grade, his/her achievement may, by prior agreement, be construed as satisfying the requirements for changing an E grade in any prerequisite course in the same department, provided the department head approves and reports the change of grade properly to the registrar. However, satisfactory work in a dependent course shall not relieve the student of the requirement to complete required work in any prerequisite course in which a grade of I, PI, or SI (incomplete) was received. None of these provisions shall deprive a student of the opportunity to resolve a grade of E, I, PI, or SI in the normal manner.

### **G. Schedule Revisions**

Schedule revisions may occur following the beginning of a semester or session and are governed by policies intended to be uniformly administered across the various schools of the University. Students may revise their schedule in accordance with the following policy:

#### *Course Additions, Change of Level, or Change of Pass/No-Pass Option*

A student may add a course, change course level, or change the pass/no-pass option during the first four weeks of a semester or the first two weeks of a summer session by obtaining on the schedule revision form the signatures of the academic advisor and the instructor of the

2. In summer session, a student may not be assigned to more than nine credit hours without approval by the dean of his/her **their** school or the dean's designee.

### **E. ~~Assignment to Intensive Courses~~**

- ~~1. No person shall be permitted to register in two intensive courses in the summer session at the same time.~~
- ~~2. In general, no one who is taking an intensive course shall be permitted to take another nonintensive course at the same time except, in special cases, with the approval of the instructor in the intensive course, the head of the department administering the intensive course, and, for graduate students, the dean of the Graduate School.~~

### **F. ~~Assignment to a Dependent Course~~ **Courses with Prerequisites****

A student who received a grade of F, N, or U in any **prerequisite** course shall not be admitted to any dependent course (one requiring the failed course as a prerequisite as set forth in the catalog), and any assignment to or enrollment in such dependent course shall be cancelled. Enrollment in a dependent course also may be cancelled if the student has not taken the prerequisite course or otherwise satisfied the stated requirements for enrolling in the course.

A student who received a grade of E, I, PI, or SI in any **prerequisite** course may be admitted to a dependent course on trial with the approval of the head of the department administering the course. A transfer student deficient in prerequisite courses also may be admitted to a dependent course on trial with the approval of the department head. If any student on trial is reported delinquent, the student's assignment to the course may be cancelled upon the recommendation of the instructor and with the concurrence of the department head.

course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.

In the case of extenuating circumstances, Course changes may be made during weeks five through nine of a semester or during weeks three through four and one-half of a summer session, upon recommendation of the student's academic advisor, instructor, and head of the department in which the course is listed. Such course changes shall not be made during the last seven weeks of a semester or three and one-half weeks of a summer session.

Week	Restrictions
1	No approval required
2-4	Approval of academic advisor and instructor
5-9	Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed
10-16	Not permitted

#### *Cancellation of Assignment*

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.

When a course assignment is cancelled prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student's record. When a course assignment is cancelled after two weeks and prior to the end of four weeks of a semester or after one week and prior to the end of two weeks of a summer session, a grade of W shall be recorded.

If a student on trial in a dependent course completes the course with a passing grade, ~~his/her~~ **their** achievement may, by prior agreement, be construed as satisfying the requirements for changing an E grade in any prerequisite course in the same department, provided the department head approves and reports the change of grade properly to the registrar. ~~However, satisfactory work in a dependent course shall not relieve the student of the requirement to complete required work in any prerequisite course in which a grade of I, PI, or SI (incomplete) was received. None of these provisions shall deprive a student of the opportunity to resolve a grade of E, I, PI, or SI in the normal manner.~~

#### **G. Schedule Revisions**

Schedule revisions may occur following the beginning of a semester or session and are governed by policies intended to be uniformly administered across the various schools of the University. Students may revise their schedule in accordance with the following policy:

##### *Course Additions, Change of Level, or Change of Pass/No-Pass Option*

A student may add a course, change course level, or change the pass/no-pass option during the first four weeks of a semester or the first two weeks of a summer session by obtaining on the schedule revision form the signatures of the academic advisor and the instructor of the course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.

~~In the case of extenuating circumstances,~~ Course changes may be made during weeks five through nine of a semester or during weeks three through four and one-half of a summer session, upon recommendation of the student's academic advisor, instructor, and head of the department in which the course is listed. Such course changes shall not be made during the last seven weeks of a semester or three and one-half weeks of a summer session.

After four weeks and prior to the end of nine weeks of a semester or after two weeks and prior to the end of four and one-half weeks of a summer session, a course assignment may be cancelled upon the request of the student with the approval of the academic advisor. The instructor shall indicate whether the student is passing or failing (see [Academic Procedures and Regulations: Grades and Grade Reports](#), section D). If the student is not passing, the case may be referred by either the student or the instructor to the dean of students, who, after consultations with the dean or the designee of the student's school and other appropriate University agencies, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the cancellation of the course assignment without a failing grade.

No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all courses assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

Week	Restrictions
1-2	No approval required, course will not be recorded
3-4	Approval of academic advisor; course will be recorded with grade of W
5-9	Approval of academic advisor. The instructor shall indicate whether the student is passing or failing. A

Week	Restrictions
1	No approval required
2-4	Approval of academic advisor and instructor
5-9	<del>Extenuating circumstances only.</del> Approval of academic advisor, instructor, and head of the department in which the course is listed
10-16	Not permitted

~~Cancellation~~ *Drop or Withdraw from a Course/s of Assignment*

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly **cancelled** **dropped or withdrawn by obtaining a schedule revision form and securing the appropriate signatures to then present to** at the registrar's office ~~upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.~~

When a course assignment is ~~cancelled~~ **dropped** prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student's record. When a course assignment is ~~cancelled~~ **withdrawn** after two weeks and prior to the end of four weeks of a semester or after one week and prior to the end of two weeks of a summer session, a grade of W shall be recorded.

After four weeks and prior to the end of nine weeks of a semester or after two weeks and prior to the end of four and one-half weeks of a summer session, a course assignment may be ~~cancelled~~ **withdrawn** upon the request of the student with the approval of the academic advisor. The instructor shall indicate whether the student is passing or failing (see [Academic Procedures and Regulations: Grades and Grade Reports](#), section D). If the student is not passing, the case may be referred by either the student or the instructor to the dean of students, who, after consultations with the dean or the

	grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus. Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2 need not have the instructor's signature. Grades recorded for these students will be W.
10-16	Course assignments cannot be cancelled during this period

Exceptions to the preceding regulations for registration, schedule revision, and cancellation of assignment may be made for courses that do not span the regular semester or summer session.

### H. Withdrawal from the University

A student who withdraws from the University during any semester or summer session shall secure an written authorization from the head of the school in which he/she is registered and from the dean of students and shall present it to the registrar of the University for proper entry upon the record. Each assignment on the student's schedule will be cancelled by the registrar in accordance with regulations governing cancellation of assignments. In cases of emergency, when a personal interview is impossible the student should present to the head of the school a proper written statement containing the reasons for his/her withdrawal.

When a student withdraws from the University, the registrar will issue authorization for refunds in accordance with the existing policy regarding such refunds,

designee of the student's school and other appropriate University agencies, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the ~~cancellation~~ **withdrawal** of the course assignment without a failing grade.

No course ~~assignment~~ shall be ~~cancelled~~ **withdrawn** within the last seven weeks of any semester or three and one-half weeks of a summer session. ~~The cancellation **withdraw** of all course assignments constitutes withdrawal from the University. Cancellation~~ **When a student initiates a University withdrawal** of all courses assignments as a result of ~~withdrawal~~ **it** shall be treated and recorded in the same manner as the ~~cancellation~~ **withdrawal** of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.

Week	Restrictions
1-2	No approval required, course will not be recorded
3-4	Approval of academic advisor; course will be recorded with grade of W
5-9	Approval of academic advisor. The instructor shall indicate whether the student is passing or failing. A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. <del>This restriction includes weeks 5-12 at the North Central Campus.</del> Undergraduate students <del>with a semester classification of 0-1 or 2 and fewer than 310 hours of college credit,</del> or with a semester classification of 1 or 2 need not have the instructor's signature. Grades recorded for these students will be W.

10-16

Courses assignments cannot  
be cancelled **withdrawn** during this period

*Courses meeting for nonstandard duration will be prorated accordingly.*

~~Exceptions to the preceding regulations for registration, schedule revision, and cancellation of assignment may be made for courses that do not span the regular semester or summer session.~~

## H. Withdrawal from the University

A student who withdraws, **except for Military withdrawal, see section J**, from the University during any semester or summer session shall secure an ~~written authorization from the head of the school in which he/she is registered and~~ from the dean of students, **who and** shall present it to the registrar ~~of the University~~ for proper entry upon the record. Each ~~assignment course~~ on the student's schedule will be cancelled **or withdrawn** by the registrar in accordance with regulations governing ~~cancellation drop or withdraw~~ of assignments ~~courses~~. ~~In~~ cases of emergency, when a personal interview is impossible the student should present to the head of the school a proper written statement containing the reasons for his/her withdrawal.

When a student withdraws from the University, the registrar will issue authorization for refunds in accordance with the existing policy regarding such refunds,

## I. Refunding of Fees and Tuition

Registered students who find it necessary to ~~cancel~~ **drop or withdraw** their registration prior to the beginning of classes, upon the recommendation of the registrar, will receive a 100 percent refund of all fees and tuition.

## I. Refunding of Fees and Tuition

Registered students who find it necessary to cancel their registration prior to the beginning of classes, upon the recommendation of the registrar, will receive a 100 percent refund of all fees and tuition.

Students who withdraw during the first six weeks of a semester, with the recommendation of the registrar, will receive a partial refund of the general service fee and tuition. More specifically, the percentage of refund is determined as follows:

1. Fall or spring semester
  1. Withdrawal during the first or second week - 80 percent refund
  2. Withdrawal during the third or fourth week - 60 percent refund
  3. Withdrawal during the fifth or sixth week - 40 percent refund.
2. Summer modules
  1. Refunds for summer modules are proportionate on the same basis as semester refunds.
  2. No portion of the health, student activity, recreation facilities, or academic building facilities fees will be refunded on or after the beginning of classes.
  3. For first-time students to Purdue University with Title IV Aid, and once classes begin, refunds are prorated based on the date of withdrawal from class(es). Refunds are calculated on all fees and tuition based on a diminishing scale. The refund period is through week 10 of the fall and spring semesters and through week five for an eight-week summer module. An administrative fee of \$100 or five percent of tuition, fees, room, board, and other charges, whichever is less,



will be deducted. Questions should be addressed to the Bursar's Office.

**J. Granting Academic Credit to Students Who Withdraw from the University upon Order of Induction into Military Service**

1. Seniors who are candidates for degrees during any semester will receive full credit after the completion of eight or more weeks provided the grades are passing at the time of withdrawal. There will be no refund of fees in such cases.
2. No credit will be granted to a student who withdraws during the first five weeks of any semester. After the end of the fifth week, academic credit will be granted according to the following plan, with the understanding that the student concerned has a passing grade or better in those courses in which academic credit is desired. When the grade is not passing, a W will be entered in his/her record. Fractions of credit other than those specified below will be adjusted to the nearest specified fraction. In no case will credit for less than one-third of an hour be recorded.

Term	Week	Proportion of total credit in each course
Fall/Spring	6 - 7	1/3
Fall/Spring	8 - 9	1/2
Fall/Spring	10 - 12	2/3
Fall/Spring	After 12	Full
Summer Session	4	1/3
Summer Session	5	1/2
Summer Session	6 - 7	2/3
Summer Session	8	Full

Students who withdraw during the first six weeks of a semester, with the recommendation of the registrar, will receive a partial refund of the ~~general service fee and~~ tuition. More specifically, the percentage of refund is determined as follows:

1. Fall or spring semester
  1. **Withdrawal during the first week - 100 percent refund**
  2. Withdrawal during the ~~first or~~ second week - 80 percent refund
  3. Withdrawal during the third or fourth week - 60 percent refund
  4. Withdrawal during the fifth or sixth week - 40 percent refund.
2. Summer modules
  1. Refunds for summer modules are proportionate on the same basis as semester refunds.
  2. No portion of the ~~health, student activity, recreation facilities, or academic building facilities~~ **Technology or Repair & Rehabilitation** fees will be refunded on or after the beginning of classes.
  3. For first-time students to Purdue University with Title IV Aid, and once classes begin, refunds are prorated based on the date of withdrawal from class(es). Refunds are calculated on ~~all fees and~~ tuition based on a diminishing scale. The refund period is through week ~~4~~ **6** of the fall and spring semesters and through week ~~five~~ **3** for an eight-week summer module. ~~An administrative fee of \$100 or five percent of tuition, fees, room, board, and other charges, whichever is less, will be deducted.~~ Questions should be addressed to the Bursar's Office.

**J. Granting Academic Credit to Students Who Withdraw from the University upon Order of Induction into Military Service**

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**Procedures**

- [Academic Procedure: Auditor](#)
- [Academic Procedure: Immunization Requirements](#)

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**Related Documents, Forms and Tools**

- [Academic Regulation: Grade and Grade Reports](#)
- Form 60 (not available online)
- [Medical History Form](#)

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**Contacts**

Subject	Contact	Phone	Email

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**Definitions**

N/A

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1. Seniors who are candidates for degrees during any semester will receive full credit after the completion of eight or more weeks provided the grades are passing at the time of withdrawal. There will be no refund of fees in such cases.
2. No credit will be granted to a student who withdraws during the first five weeks of any semester. After the end of the fifth week, academic credit will be granted according to the following plan, with the understanding that the student concerned has a passing grade or better in those courses in which academic credit is desired. When the grade is not passing, a W will be entered in his/her record. Fractions of credit other than those specified below will be adjusted to the nearest specified fraction. In no case will credit for less than one-third of an hour be recorded.

Term	Week	Proportion of total credit in each course
Fall/Spring	6 - 7	1/3
Fall/Spring	8 - 9	1/2
Fall/Spring	10 - 12	2/3
Fall/Spring	After 12	Full
Summer Session	4	1/3
Summer Session	5	1/2
Summer Session	6 - 7	2/3
Summer Session	8	Full

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**Procedures**

- Academic Procedure: Auditor
- Academic Procedure: Immunization Requirements

## History and Updates

- University Senate Document 10-5, February 21, 2011
- University Senate Document 93-14, September 26, 1994
- University Senate Document 91-5, February 24, 1992
- University Senate Document 83-8, March 26, 1984
- University Senate Document 83-7, March 26, 1984
- University Senate Document 83-5, as amended and approved January 23, 1984
- University Senate Document 81-10, February 15, 1982
- University Senate Document 73-6, January 28, 1974
- Board of Trustees minutes, December 7, 1950, and October 23, 1963

## 05. Classes

### Classes

Responsible Executive:	
Responsible Office:	Office of the Registrar

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1. [1 Classes](#)
2. [2 Exclusions](#)

- [Procedure for enrolling as an Auditor](#)

### Related Documents, Forms and Tools

- Academic Regulation: Grade and Grade Reports
- Form 60 (not available online)
- Medical History Form

### Contacts

Subject	Contact	Phone	Email

### Definitions

N/A

### History and Updates

- University Senate Document 10-5, February 21, 2011
- University Senate Document 93-14, September 26, 1994
- University Senate Document 91-5, February 24, 1992

- 3. [3 Statement of Regulation](#)
  - 1. [3.1 A. Attendance](#)
  - 2. [3.2 B. General Attendance Issues](#)
  - 3. [3.3 C. Conflicts with Religious Observances](#)
  - 4. [3.4 D. Grief Absence Policy for Students](#)
    - 1. [3.4.1 Students](#)
    - 2. [3.4.2 Immediate Family](#)
    - 3. [3.4.3 Relative](#)
    - 4. [3.4.4 Travel Considerations](#)
  - 5. [3.5 Military Absence Policy for Students](#)
    - 1. [3.5.1 Travel Considerations](#)
- 4. [4 Procedures](#)
- 5. [5 Related Documents, Forms and Tools](#)
- 5. [6 Contacts](#)
- 7. [7 Definitions](#)
- 3. [8 History and Updates](#)
- 9. [9 Appendix](#)

- University Senate Document 83-8, March 26, 1984
- University Senate Document 83-7, March 26, 1984
- University Senate Document 83-5, as amended and approved January 23, 1984
- University Senate Document 81-10, February 15, 1982
- University Senate Document 73-6, January 28, 1974
- Board of Trustees minutes, December 7, 1950, and October 23, 1963

## 05. Classes

### Classes

Responsible Executive:	
Responsible Office:	Office of the Registrar

### CONTENTS

- 1. **1** Classes
- 2. **2** Exclusions
- 3. **3** Statement of Regulation
  - 1. **3.1** A. Attendance
  - 2. **3.2** B. General Attendance Issues
  - 3. **3.3** C. Conflicts with Religious Observances
  - 4. **3.4** D. Grief Absence Policy for Students
    - 1. **3.4.1** Students

### Exclusions

N/A

### Statement of Regulation

**A. Attendance**

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.

The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. The University recognizes that the learning mission can be enhanced significantly by extracurricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.

**B. General Attendance Issues**

Instructors are expected to establish and clearly communicate in the course syllabus attendance policies relevant to individual courses. Course attendance policies must be consistent with University policy.

- 2. 3.4.2 Immediate Family
- 3. 3.4.3 Relative
- 4. 3.4.4 Travel Considerations
- 5. 3.5 Military Absence Policy for Students
  - 1. 3.5.1 Travel Considerations
- 4. 4 Procedures
- 5. 5 Related Documents, Forms and Tools
- 5. 6 Contacts
- 7. 7 Definitions
- 3. 8 History and Updates
- 2. 9 Appendix

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**Exclusions**

N/A

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**Statement of Regulation**

**A. Attendance**

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to

It is recognized that occasionally it may be necessary for a student to be absent from a scheduled course activity for personal reasons beyond his/her control (e.g., illness, family emergency, etc.). The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor.

Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases of bereavement, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change in any way the outcome of the instructor's decision regarding the students' academic work and performance in any given course.

Regardless of whether these absences are anticipated or unanticipated, instructors are to allow for absences in accordance with the Student Bereavement Policy and in all other cases, are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.

approach problems with class attendance in a manner that is reasonable.

The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. The University recognizes that the learning mission can be enhanced significantly by extracurricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.

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Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as

Students holding the opinion that they have been wrongly denied an excused absence or the opportunity to make up missed work should contact the head of the department offering the course or the Office of the Dean of Students to attempt to resolve the conflict.

### **C. Conflicts with Religious Observances**

The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are encouraged to cooperate with students in dealing with work missed due to absences resulting from participation in religious observances.

Students requesting special consideration in scheduling are encouraged to make this known to instructors well in advance, minimize the length of the absence, and be flexible in arranging alternative times to complete any assignments they might miss. Students holding the opinion that they have wrongly been denied an excused absence or the opportunity to make up missed work due to an absence for a religious observance should contact the head of the department offering the course to attempt to resolve the conflict.

### **D. Grief Absence Policy for Students**

Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS).

for many University sponsored activities and religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases of bereavement, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change in any way the outcome of the instructor's decision regarding the students' academic work and performance in any given course.

Regardless of whether these absences are anticipated or unanticipated, instructors are to allow for absences in accordance with the Student ~~Bereavement~~ **Grief Absence and Military Absence** Policy and in all other cases, are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her **their** academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.

Students holding the opinion that they have been wrongly denied an excused absence or the opportunity to make up missed work should contact the head of the department offering the course or the Office of the Dean of Students to attempt to resolve the conflict.

### **C. Conflicts with Religious Observances**

*Students*

Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family. Scope: This policy applies to all full-time and part-time students currently enrolled in the Purdue University System.

*Immediate Family*

Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student's home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student's home.

*Relative*

Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

*Travel Considerations*

The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are encouraged to cooperate with students in dealing with work missed due to absences resulting from participation in religious observances.

Students requesting special consideration in scheduling are encouraged to make this known to instructors well in advance, minimize the length of the absence, and be flexible in arranging alternative times to complete any assignments they might miss. Students holding the opinion that they have wrongly been denied an excused absence or the opportunity to make up missed work due to an absence for a religious observance should contact the head of the department offering the course to attempt to resolve the conflict.

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*Immediate Family*

Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent,



In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from West Lafayette, IN, as follows:

1. Within 150 mile radius of West Lafayette - no additional excused absence days; between 150-300 mile radius of West Lafayette - one additional excused absence days; beyond 300 mile radius of West Lafayette - two additional excused absence days; outside the 48 contiguous United States - four additional excused absence days.

### **Military Absence Policy for Students**

Purdue University recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training through the Military Absence Policy for Students (MAPS).

Students will not be penalized for mandatory military training and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of a schedule or class conflict due to mandatory military training. It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student's home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student's home.

#### *Relative*

Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

#### *Travel Considerations*

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from West Lafayette, IN, as follows:

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### **Military Absence Policy for Students**

Purdue University recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their

*Travel Considerations*

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

- Within 150 mile radius of the Purdue campus, no additional excused absence days.
- Between 150 - 300 mile radius of the Purdue campus, one additional excused absence days.
- Beyond 300 mile radius of the Purdue campus, two additional excused absence days.
- Outside the 48 contiguous United States, four additional excused absence days.

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**Procedures**

- [Academic Procedure: Grief Absence](#)
- [Academic Procedure: Military Absence](#)

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**Related Documents, Forms and Tools**

N/A

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military contract to attend mandatory training through the Military Absence Policy for Students (MAPS).

Students will not be penalized for mandatory military training and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of a schedule or class conflict due to mandatory military training. It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

*Travel Considerations*

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

- Within 150 mile radius of the Purdue campus, no additional excused absence days.
- Between 150 - 300 mile radius of the Purdue campus, one additional excused absence days.
- Beyond 300 mile radius of the Purdue campus, two additional excused absence days.
- Outside the 48 contiguous United States, four additional excused absence days.

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

- University Senate Document 13-4, March 24, 2014
- University Senate Document 10-8, March 21, 2011
- University Senate Document 10-6, March 21, 2011
- University Senate Document 6-5, March 19, 2007

## 06. Financial Obligations and Responsibilities

**Financial Obligations and Responsibilities**

Responsible Executive:	
Responsible Office:	Office of the Registrar

**Procedures**

- Academic Procedure: Grief Absence
- Academic Procedure: Military Absence

**Related Documents, Forms and Tools**

N/A

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

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7. [7 Definitions](#)
3. [8 History and Updates](#)
3. [9 Appendix](#)

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## Exclusions

N/A

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## Statement of Regulation

## History and Updates

- University Senate Document 13-4, March 24, 2014
- University Senate Document 10-8, March 21, 2011
- University Senate Document 10-6, March 21, 2011
- University Senate Document 6-5, March 19, 2007

## 06. Financial Obligations and Responsibilities

### Financial Obligations and Responsibilities

Responsible Executive:	
Responsible Office:	Office of the Registrar

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## CONTENTS

1. **1** Financial Obligations and Responsibilities
2. **2** Exclusions
3. **3** Statement of Regulation
  1. **3.1** Interest Charges
  2. **3.2** Collection of Debt
  3. **3.3** Past Due Financial Obligations
4. **4** Procedures
5. **5** Related Documents, Forms and Tools
5. **6** Contacts

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

**Interest Charges**

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.

**Collection of Debt**

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 appraisal 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

- 7. 7 Definitions
- 3. 8 History and Updates
- 2. 9 Appendix

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**Exclusions**

N/A

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**Statement of Regulation**

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

**Interest Charges**

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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.

are subject to a service charge not exceeding the maximum allowed by Indiana law.

**Past Due Financial Obligations**

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.

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

- Academic Regulation: Scholastic Records
- 

**Collection of Debt**

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 appraisal 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.

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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.

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

N/A

**Appendix**

N/A

## 07. Grade and Grade Reports

**Grades and Grade Reports**Responsible Executive: **Procedures**

N/A

**Related Documents, Forms and Tools**

- Academic Regulation: Scholastic Records

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

N/A

Responsible Office:	Office of the Registrar
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## Appendix

N/A

## 07. Grade and Grade Reports

### Grades and Grade Reports

Responsible Executive:	
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Responsible Office:	Office of the Registrar
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<hr/> <p><b>Statement of Regulation</b></p> <p><b>A. Basis of Grades</b></p> <ul style="list-style-type: none"> <li>1. Each student shall be responsible for the completion of all required work, in each course for which he/she has enrolled, by the time of the last scheduled meeting of the class, unless he/she assignment to the course has been properly withdrawn.</li> <li>2. Each student shall receive from he/she instructors a grade in each course for which he/she is enrolled at the close of the</li> </ul>	<hr/> <p><b>Exclusions</b></p> <p>N/A</p>

session. This grade shall indicate the student's achievement with respect to the objectives of the course.

## B. Semester Grades

The following grades shall be available to be assigned by the instructors and reported when they are called for by the registrar:

*For Credit Courses*

- A+, A: Highest passing grade.
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D- : Lowest passing grade; marginally passing minimal objectives of the course.
- E: Conditional failure; failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be improved to a grade higher than D. (See section E.) When an instructor reports a grade of E, he/she shall file in the departmental office a statement of what is required of the student to receive the passing grade.
- F: Failure; failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.

## Statement of Regulation

### A. Basis of Grades

1. Each student shall be responsible for the completion of all required work, in each course for which ~~he/she~~ **they** ~~have~~ **has** enrolled, by the time of the last scheduled meeting of the class, unless ~~he/she~~ **they** ~~assignment to the~~ **assignment to the** ~~course has~~ **have** been properly withdrawn.
2. Each student shall receive from ~~he/she~~ **their** instructors a grade in each course for which ~~he/she~~ **they** ~~is~~ **are** enrolled at the close of the session. This grade shall indicate the student's achievement with respect to the objectives of the course.

### B. Semester Grades

The following grades shall be available to be assigned by the instructors and reported when they are called for by the registrar:

*For Credit Courses*

- A+, A: Highest passing grade.
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D- : Lowest passing grade; marginally passing minimal objectives of the course.
- E: Conditional failure; failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by

*For Credit Courses Taken under Pass/Not-Pass Option*

- P: Passing grade; equivalent to grade A+, A, A-, B+, B, B-, C+, C or C-
- N: Not passing.

*For Zero Credit Courses*

(including thesis research but not including laboratory portions of courses in which, for purposes of scheduling, separate course designations are used for the laboratory section).

- S: Satisfactory; meets course objectives
- U: Unsatisfactory; does not meet course objectives
- AU: Audit Grade; does not meet degree objectives
- NS: Not Submitted; assigned when a grade is not submitted by the instructor.

*For Incomplete Work*

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit.

1. The incomplete grade is not to be used as a substitute for a failing grade.
2. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time.

An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When

examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be improved to a grade higher than D. (See section E.) When an instructor reports a grade of E, ~~he/she~~ **they** shall file in the departmental office a statement of what is required of the student to receive the passing grade.

- F: Failure; failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.

*For Credit Courses Taken under Pass/Not-Pass Option*

- P: Passing grade; equivalent to grade A+, A, A-, B+, B, B-, C+, C or C-
- N: Not passing.

*For Zero Credit Courses*

(**Including** thesis research but not including laboratory portions of courses in which, for purposes of scheduling, separate course designations are used for the laboratory section).

- S: Satisfactory; meets course objectives
- U: Unsatisfactory; does not meet course objectives
- AU: Audit Grade; does not meet degree objectives
- NS: Not Submitted; assigned when a grade is not submitted by the instructor.

*For Incomplete Work*

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of

an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar's form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade.

1. The instructor shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade.
2. The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a failing grade.
3. A student will not be permitted to enroll in a course in a future semester for a course in which they have a current I, PI, or SI grade.

Appropriate incomplete grades for courses are as follows:

- I: Incomplete; no grade; the student was enrolled in a credit course under the regular grade option.
- PI: Incomplete; no grade; same as I except that the student was enrolled in a credit course under the pass/not-pass option.
- SI: Incomplete; no grade; same as I except that the student was enrolled in a zero credit course.

### **C. Pass/Not-Pass Option**

In order to provide students with the opportunity to broaden their educational foundations with minimum concern for grades, an alternative grading system, the pass/not-pass option, is established.

1. The option is open to all students in the University subject to the regulations of the school in which the student is enrolled. In particular, the school will specify under what conditions a course that is passed under this option may be used to satisfy its graduation requirements. A department or school may specify that certain courses intended only for students in that

which does not require the student to repeat the course in order to obtain credit.

3. The incomplete grade is not to be used as a substitute for a failing grade.
4. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time.

An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, they shall file in the departmental office registrar's form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade.

4. The instructor shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade.
5. The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a failing grade.
6. A student will not be permitted to enroll in a course in a future semester for a course in which they have a current I, PI, or SI grade.

Appropriate incomplete grades for courses are as follows:

- I: Incomplete; no grade; the student was enrolled in a credit course under the regular grade option.
- PI: Incomplete; no grade; same as I except that the student was enrolled in a credit course under the pass/not-pass option.

department or school are available only on the pass/not-pass option.

2. Subject to the regulations of he/she school, a student may elect this option in any course that does not already appear on he/she academic record and in which he/she is otherwise eligible to enroll for credit with letter grade. A student may not elect this option for more than 20 percent of the total credit hours required for graduation.
3. The registrar's class roster will indicate which students have elected this option.
4. A student who is enrolled in a course under this option has the same obligations as those who are enrolled in the course for credit with letter grade. When the instructor reports final grades in the course, he/she will report that any such student who would have earned a grade of A+, A, A-, B+, B, B-, C+, C, or C- has passed the course, and that any other such student has not passed. The registrar will make an appropriate notation on the student's academic record in place of a letter grade, but will not use the course in computing GPA.

#### D. Directed Grades

The registrar is directed to record the following grades and symbols under special circumstances in lieu of semester grades. The registrar may request from the faculty such information as he/she needs and on such forms as the registrar shall prescribe.

W	Withdrew; a record of the fact that a student was enrolled in a credit course and withdrew from the course after the withdrawal date per campus time-frame.
WF	Withdrew Failing; a record of the fact that a student with a classification of 3 or higher, was enrolled in a credit course and withdrew from the course after the fourth week at which time, according to a statement from the instructor, the student was not passing in he/she work. This grade

- SI: Incomplete; no grade; same as I except that the student was enrolled in a zero credit course.

#### C. Pass/Not-Pass Option

In order to provide students with the opportunity to broaden their educational foundations with minimum concern for grades, an alternative grading system, the pass/not-pass option, is established.

1. The option is open to all students in the University subject to the regulations of the school in which the student is enrolled. In particular, the school will specify under what conditions a course that is passed under this option may be used to satisfy its graduation requirements. A department or school may specify that certain courses intended only for students in that department or school are available only on the pass/not-pass option.
2. Subject to the regulations of ~~he/she~~ **their** school, a student may elect this option in any course that does not already appear on ~~he/she~~ **their** academic record and in which ~~he/she~~ **they** ~~is~~ **are** otherwise eligible to enroll for credit with letter grade. A student may not elect this option for more than 20 percent of the total credit hours required for graduation.
3. The registrar's class roster will indicate which students have elected this option.
4. A student who is enrolled in a course under this option has the same obligations as those who are enrolled in the course for credit with letter grade. When the instructor reports final grades in the course, ~~he/she~~ **they** will report that any such student who would have earned a grade of A+, A, A-, B+, B, B-, C+, C, or C- has passed the course, and that any other such student has not passed. The registrar will make an appropriate notation on the student's academic record in place of a letter grade, but will not use the course in computing GPA.

	does not affect GPA computations. A grade of WF may be directed by the Committee on Scholastic Delinquencies and Readmissions.
WN	Withdrew Not Passing; the same as WF for a credit course taken under the pass/not-pass option.
WU	Withdrew Unsatisfactory; the same as WF for a zero credit course.
IF	Unremoved Incomplete-Failing; for a credit course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade before the end of one year after the Incomplete was given. This grade counts in all respects as a failing grade.
IN	Unremoved Incomplete-Not Passing; for a credit course taken under the pass/not-pass option and in which the student received a PI grade. The same as an IF grade except that it does not affect GPA computations.
IU	Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. The same as an IF grade except that it does not affect GPA computations.

### E. Improvement of E Grade

1. A student who receives a grade of E may request the opportunity to improve the grade provided that he/she can complete special requirements by the time he/she completes another semester enrollment.
2. A student who successfully achieves all minimal objectives in the course will receive a grade of D. The value of the D grade shall replace the E grade in the computation of future GPAs.
  1. If the student fails to achieve within the specified time a D grade in any course for which he/she received a grade of E, it shall become the permanent grade and the

### D. Directed Grades

The registrar is directed to record the following grades and symbols under special circumstances in lieu of semester grades. The registrar may request from the faculty such information as they need and on such forms as the registrar shall prescribe.

W	Withdrew; a record of the fact that a student was enrolled in a credit course and withdrew from the course after the withdrawal date per campus time-frame.
WF	Withdrew Failing; a record of the fact that a student with a classification of 3 or higher, was enrolled in a credit course and withdrew from the course after the fourth week at which time, according to a statement from the instructor, the student was not passing in <del>he/she</del> <b>their</b> work. This grade does not affect GPA computations. A grade of WF may be directed by the Committee on Scholastic Delinquencies and Readmissions.
WN	Withdrew Not Passing; the same as WF for a credit course taken under the pass/not-pass option.
WU	Withdrew Unsatisfactory; the same as WF for a zero credit course.
IF	Unremoved Incomplete-Failing; for a credit course in which a student received an "I" grade, a directed record of the student's failure to achieve a permanent grade before the end of one year after the Incomplete was given. This grade counts in all respects as a failing grade.
IN	Unremoved Incomplete-Not Passing; for a credit course taken under the pass/not-pass option and in which the student received a PI grade. The same as an IF grade except that it does not affect GPA computations.
IU	Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. The same as an IF grade except that it does not affect GPA computations.

registrar shall not thereafter honor a request to change that grade.

2. However, on the recommendation of the head of the student's school and the approval of the department head, the time for accomplishing this improvement may be extended.
3. Certification of the improvement of an E grade to a D grade shall be reported on such forms as the registrar shall prescribe.
4. The D grade shall be added to the permanent academic record and reported to the student no later than he/she next grade report.

#### **F. Completion Grades**

1. A student who receives a grade of I, PI, or SI in a course and who successfully completes he/she work in the time interval specified by the instructor, but no later than one calendar year after the I grade was given, will receive from the instructor whatever permanent grade he/she work would have deserved if it had been completed on time regardless of the student's enrollment status.
2. The value of the final grade resulting from the late completion of the course requirements shall be incorporated in future cumulative GPAs.
3. If the student fails to achieve within the specified time a permanent grade in any course for which he/she received a grade of I, PI, or SI, the registrar shall record a permanent grade of IF, IN, or IU for the grade of I, PI, or SI, respectively.
  1. The value of an IF grade shall be incorporated in future cumulative GPAs.
4. The registrar shall not honor a request to extend the time for completing the course requirements except when such a request is prompted by causes beyond the student's control, and a documented explanation of the circumstances is submitted to the registrar along with the recommendation of the head of the student's school and the approval of the department head.

#### **E. Improvement of E Grade**

1. A student who receives a grade of E may request the opportunity to improve the grade provided that ~~he/she~~ they can complete special requirements by the time ~~he/she~~ they completes another semester enrollment.
2. A student who successfully achieves all minimal objectives in the course will receive a grade of D. The value of the D grade shall replace the E grade in the computation of future GPAs.
  1. If the student fails to achieve within the specified time a D grade in any course for which ~~he/she~~ they received a grade of E, it shall become the permanent grade and the registrar shall not thereafter honor a request to change that grade.
  2. However, on the recommendation of the head of the student's school and the approval of the department head, the time for accomplishing this improvement may be extended.
3. Certification of the improvement of an E grade to a D grade shall be reported on such forms as the registrar shall prescribe.
4. The D grade shall be added to the permanent academic record and reported to the student no later than ~~he/she~~ their next grade report.

#### **F. Completion Grades**

1. A student who receives a grade of I, PI, or SI in a course and who successfully completes ~~he/she~~ their work in the time interval specified by the instructor, but no later than one calendar year after the I grade was given, will receive from the instructor whatever permanent grade ~~he/she~~ their work would have deserved if it had been completed on time regardless of the student's enrollment status.

1. Requests for the addition of a permanent grade to the record shall be submitted on such forms as the registrar shall prescribe regardless of the student's enrollment status. Any addition of grade as provided in this section shall be entered on the student's permanent academic record and be reported to the student.

### **G. Grade Corrections**

1. An instructor who discovers that an erroneous grade was reported for a student shall immediately submit to the registrar a statement, countersigned by the department head, of what retroactive correction is to be made.
2. A correction of grade should be reported to the registrar within 30 days after the start of the fall, spring or summer semester following the semester in which the erroneous grade was reported. Any correction reported after this time must be accompanied by the instructor's explanation for the delay in reporting in addition to the approval of the department head, unless the grade change is the result of a grade appeal.
3. When a grade correction is recorded, the appropriate semester and overall GPA will be corrected

### **H. Mid-Term Grades**

Between the beginning of the fifth week and the end of the seventh week, all students enrolled in 10000-29999 level and those approved for foundational courses shall be provided graded feedback by their faculty. These grades will not become part of the permanent record.

### **I. Final Grade Report**

Faculty shall enter grades as completed, but no later than 5 p.m. on the second working day after the end of the respective academic semester/session.

2. The value of the final grade resulting from the late completion of the course requirements shall be incorporated in future cumulative GPAs.
3. If the student fails to achieve within the specified time a permanent grade in any course for which ~~he/she~~ they received a grade of I, PI, or SI, the registrar shall record a permanent grade of IF, IN, or IU for the grade of I, PI, or SI, respectively.
  1. The value of an IF grade shall be incorporated in future cumulative GPAs.
4. The registrar shall not honor a request to extend the time for completing the course requirements except when such a request is prompted by causes beyond the student's control, and a documented explanation of the circumstances is submitted to the registrar along with the recommendation of the head of the student's school and the approval of the department head.
  1. Requests for the addition of a permanent grade to the record shall be submitted on such forms as the registrar shall prescribe regardless of the student's enrollment status. Any addition of grade as provided in this section shall be entered on the student's permanent academic record and be reported to the student.

### **G. Grade Corrections**

1. An instructor who discovers that an erroneous grade was reported for a student shall immediately submit to the registrar a statement, countersigned by the department head, of what retroactive correction is to be made.
2. A correction of grade should be reported to the registrar within 30 days after the start of the fall, spring or summer semester following the semester in which the erroneous grade was reported. Any correction reported after this time must be accompanied by the instructor's explanation for the delay in reporting in addition to the approval of the department head, unless the grade change is the result of a grade appeal.



A final report will be made by the instructor for each student enrolled in a given class in accordance with the conditions of the registration and following instructions issued by the registrar. The complete record will then be reported to the student, to the head of the school, and to such other designated parties as may be entitled to the report.

### **J. Scholastic Indexes**

The scholastic standing of all undergraduate students enrolled in programs leading to a degree shall be determined by three scholastic grade point averages (GPAs). The semester GPA, the cumulative GPA, and the program GPA.

#### *Semester GPA*

The semester GPA is an average determined by weighting each grade received during a given academic semester by the number of semester hours of credit in the course.

#### *Cumulative GPA*

The cumulative GPA for an undergraduate student is a weighted average of all grades received as an undergraduate student. With the guidance of he/she academic advisor, a student may enroll in a non-repeatable course up to three times. In such cases, the same course\* is to be used, the same grade mode and only the most recent grade received shall be included in the cumulative GPA. In the case of a course in which a conditional grade has been improved by examination, the most recent grade received shall be used.

\* An equivalent course may be used when authorized by the faculty member in charge of said course. Transfer credits from other colleges and universities may be used to fulfill degree requirements, but cannot be used to remove Purdue recorded grades from GPA calculations.

3. When a grade correction is recorded, the appropriate semester and overall GPA will be corrected

### **H. Mid-Term Grades**

Between the beginning of the fifth week and the end of the seventh week, all students enrolled in 10000-29999 level and those approved for foundational courses shall be provided graded feedback by their faculty. These grades will not become part of the permanent record.

### **I. Final Grade Report**

Faculty shall enter grades as completed, but no later than 5 p.m. on the second working day after the end of the respective academic semester/session.

A final report will be made by the instructor for each student enrolled in a given class in accordance with the conditions of the registration and following instructions issued by the registrar. The complete record will then be reported to the student, to the head of the school, and to such other designated parties as may be entitled to the report.

### **J. Scholastic Indexes GPA calculations**

The ~~scholastic~~ **academic** standing of all undergraduate students enrolled in programs leading to a degree shall be determined by three scholastic grade point averages (GPAs). The semester GPA, the cumulative GPA, and the program GPA.

#### *Semester GPA*

The semester GPA is an average determined by weighting each grade received during a given academic semester by the number of semester hours of credit in the course.

*Program GPA*

The program GPA is derived from a degree audit and will be used as a criterion to accept a student to a program during the process of Change of Degree Objective (CODO). The degree audit relevant to the program to which a student transfers is used to determine the program grade point average. In a case where no courses of the initial program apply to the new program, the same criteria for acceptance to a program may be used as for a student applying out of high school.

*Cumulative GPA: Pharmacy*

The cumulative GPA for a student enrolled in the professional curriculum in pharmacy is a weighted average of all grades received by the student while in the professional curriculum plus all grades included in the student's undergraduate graduation GPA, as defined in section J above, prior to entering the professional curriculum.

With the consent of he/she academic advisor, a student may repeat a course not intended for repeated registrations up to two attempts. In the case of such a repeated course\* is to be used, the same grade mode and only the most recent grade received shall be included in the graduation GPA.

\*An equivalent course may be used when authorized by the faculty member in charge of said course. Transfer credits from other colleges and universities may be used to fulfill degree requirements, but cannot be used to remove Purdue recorded grades from GPA calculations.

*Cumulative GPA: Graduate*

The cumulative GPA for a graduate student is a weighted average of all grades received by the student in graduate-level courses (those numbered 500 or higher) since entering a graduate program, plus all grades received in undergraduate-level courses, taken while in the graduate program as part of the graduate plan of study. With the consent of he/she major professor, a student may repeat a course not intended for repeated registrations up to two attempts. In the case of such a repeated course, the same course\* is to be used, the same grade

*Cumulative GPA*

The cumulative GPA for an undergraduate student is a weighted average of all grades received as an undergraduate student. With the guidance of he/she ~~he/she~~ **their** academic advisor, a student may enroll in a non-repeatable course up to three times. In such cases, the same course\* is to be used, the same grade mode and only the most recent grade received shall be included in the cumulative GPA. In the case of a course in which a conditional grade has been improved by examination, the most recent grade received shall be used.

\* An equivalent course may be used when authorized by the faculty member in charge of said course. Transfer credits from other colleges and universities may be used to fulfill degree requirements, but cannot be used to remove Purdue recorded grades from GPA calculations.

*Program GPA*

The program GPA is derived from a degree audit and will be used as a criterion to accept a student to a program during the process of Change of Degree Objective (CODO). The degree audit relevant to the program to which a student transfers is used to determine the program grade point average. In a case where no courses of the initial program apply to the new program, the same criteria for acceptance to a program may be used as for a student applying out of high school.

*Cumulative GPA: Pharmacy*

The cumulative GPA for a student enrolled in the professional curriculum in pharmacy is a weighted average of all grades received by the student while in the professional curriculum plus all grades included in the student's undergraduate graduation GPA, as defined in section J above, prior to entering the professional curriculum.

With the consent of he/she ~~he/she~~ **their** academic advisor, a student may repeat a course not intended for repeated registrations up to two attempts. In the case of such a repeated course\* is to be used, the same grade mode

mode and only the most recent grade received shall be included in the graduation GPA. Grades received in foreign language courses to establish reading knowledge as specified by the Graduate Council are not used in computing graduation indexes.

*Grade Weights*

For the purpose of averaging, each grade shall be weighted in the following manner:

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 pt
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

*Calculating GPA*

The semester GPA is the sum of all index points for one semester for grades A+/A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, IF, and F divided by the sum of all corresponding semester hours. This index is represented by the following formula:

- $S = NA+NA+NA-+NB+NB \dots NF$

and only the most recent grade received shall be included in the graduation GPA.

\*An equivalent course may be used when authorized by the faculty member in charge of said course. Transfer credits from other colleges and universities may be used to fulfill degree requirements, but cannot be used to remove Purdue recorded grades from GPA calculations.

*Cumulative GPA: Graduate*

The cumulative GPA for a graduate student is a weighted average of all grades received by the student in graduate-level courses (those numbered 500 or higher) since entering a graduate program, plus all grades received in undergraduate-level courses, taken while in the graduate program as part of the graduate plan of study. With the consent of ~~he/she~~ **their** major professor, a student may repeat a course not intended for repeated registrations up to two attempts. In the case of such a repeated course, the same course\* is to be used, the same grade mode and only the most recent grade received shall be included in the graduation GPA. Grades received in foreign language courses to establish reading knowledge as specified by the Graduate Council are not used in computing graduation indexes.

*Grade Weights*

For the purpose of averaging, each grade shall be weighted in the following manner:

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 pt
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

- $4NA+4NA+3.7NA-+3.3NB+3NB \dots +0NF$

In the formula, NA+ , NA , NA- , NB+ , etc., are, respectively, the number of credit hours of A+, A, A-, B+, etc.

The cumulative and program GPAs are computed similarly using the grades specified in sections J.

The registrar shall compile and report semester and cumulative GPAs after the close of each academic session.

**K. Academic Renewal**

1. All Purdue University System graded courses that comprise the Academic Record prior to Re-entry or Readmission will receive zero credit, are not included in the credit hour total, and make zero contribution to the calculation of the Program GPA or the Cumulative GPA.
2. The original course grade record will remain unchanged on the transcript.
3. The Academic Renewal Policy shall be a Purdue University policy and be independent of the student's School or College.
4. Academic Renewal applies to students who have been admitted to the University under the current University Standards and Policies for Re-Entry or Readmission and have not been enrolled at Purdue University in the preceding five years.
5. Students must petition the faculty Committee on Scholastic Delinquencies and Readmission (CSDR) to have their Scholastic Indices recalculated using the Academic Renewal Policy. This recalculation will not be implemented unless the student is in good standing according to University policy, and has completed at least 12 credit hours after Re-Entry or Readmission. The petition for recalculation of the Scholastic Indices must be made by students within one full year from the start of the semester in which they are readmitted or granted Re-Entry.

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

*Calculating GPA*

The semester GPA is the sum of all index points for one semester for grades A+/A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, IF, and F divided by the sum of all corresponding semester hours. This index is represented by the following formula:

- $S = NA+NA+NA-+NB+NB \dots NF$
- $4NA+4NA+3.7NA-+3.3NB+3NB \dots +0NF$

In the formula, NA+, NA, NA- , NB+, etc., are, respectively, the number of credit hours of A+, A, A-, B+, etc.

The cumulative and program GPAs are computed similarly using the grades specified in sections J.

The registrar shall compile and report semester and cumulative GPAs after the close of each academic session.

**K. Academic Renewal**

1. All Purdue University System graded courses that comprise the Academic Record prior to Re-entry or Readmission will receive zero credit, are not included in the credit hour total, and make zero contribution to the calculation of the Program GPA or the Cumulative GPA.
2. The original course grade record will remain unchanged on the transcript.

6. Academic Renewal may only be granted once for a student.
7. The faculty CSDR will administer the Academic Renewal Policy.

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

[Form 60: Record of Incomplete](#)

Form 350: Academic Record Change

[Form 390: Report of Directed Credit](#)

---

**Contacts**

Subject	Contact	Phone	Email

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**Definitions**

- Academic renewal: a recalculation of the Scholastic Indices

3. The Academic Renewal Policy shall be a Purdue University policy and be independent of the student's School or College.
4. Academic Renewal applies to students who have been admitted to the University under the current University Standards and Policies for Re-Entry or Readmission and have not been enrolled at Purdue University in the preceding five years.
5. Students must petition the faculty Committee on Scholastic Delinquencies and Readmission (CSDR) to have their ~~Scholastic Indices~~ **cumulative and semester GPAs** recalculated using the Academic Renewal Policy. This recalculation will not be implemented unless the student is in good standing according to University policy, and has completed at least 12 credit hours after Re-Entry or Readmission. The petition for recalculation of the Scholastic Indices must be made by students within one full year from the start of the semester in which they are readmitted or granted Re-Entry.
6. Academic Renewal may only be granted once for a student.
7. The faculty CSDR will administer the Academic Renewal Policy.

---

**Procedures**

N/A

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**Related Documents, Forms and Tools**

Form 60: Record of Incomplete

Form 350: Academic Record Change

Form 390: Report of Directed Credit

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### History and Updates

- University Senate Document 12-6, April 15, 2013
- University Senate Document 10-7, March 21, 2011
- University Senate Document 7-5, April 21, 2008
- University Senate Document 01-3, November 19, 2001
- University Senate Document 00-5, March 19, 2001
- University Senate Document 97-7, April 27, 1998
- University Senate Document 96-8, April 28, 1997
- University Senate Document 94-2, December 12, 1994
- University Senate Document 84-10, March 25, 1985
- University Senate Document 83-8, March 26, 1984
- University Senate Document 79-4, November 19, 1979
- University Senate Document 76-7, as amended and approved, February 21, 1977
- University Senate Document 75-10, as amended and approved, April 19, 1976
- University Senate Document 73-6, January 28, 1974

## 08. Scholastic Deficiency

### Scholastic Deficiency

Responsible Executive:	
Responsible Office:	Office of the Registrar

---

### Contacts

Subject	Contact	Phone	Email

---

### Definitions

- Academic renewal: a recalculation of the Scholastic Indices

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### History and Updates

- University Senate Document 12-6, April 15, 2013
- University Senate Document 10-7, March 21, 2011
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  - 1. [3.1 A. Scholastic Probation](#)
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**Exclusions**

N/A

**Statement of Regulation**

**A. Scholastic Probation**

A candidate for an associate or baccalaureate degree shall be placed on probation if his/her semester or graduation index at the end of any

- University Senate Document 75-10, as amended and approved, April 19, 1976
- University Senate Document 73-6, January 28, 1974

**08. Scholastic Deficiency**

**Scholastic Deficiency**

Responsible Executive:	
Responsible Office:	Office of the Registrar

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regular semester is less than that required for a student with his/her classification.

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

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

*Index Levels for Probation*

<b>Classification</b>	<b>Semester GPA Less Than</b>	<b>Cumulative GPA Less Than</b>
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2
7	1.7	2
8 and up	1.7	2

**B. Dropping of Students for Scholastic Deficiency**

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

**Exclusions**

N/A

**Statement of Regulation**

**A. Scholastic Probation**

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

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

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

*Index Levels for Probation*

<b>-Classification</b>	<b>Semester GPA Less Than</b>	<b>Cumulative GPA Less Than</b>
<del>0 and 1</del>	<del>1.5</del>	<del>1.5</del>
<del>2</del>	<del>1.5</del>	<del>1.6</del>
<del>3</del>	<del>1.6</del>	<del>1.7</del>
<del>4</del>	<del>1.6</del>	<del>1.8</del>



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

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

*Index Levels for Dropping*

Classification	Cumulative GPA Less Than
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 and up	2

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 readmission application. 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.

-5	-1.7	-1.9
-6	-1.7	-2
-7	-1.7	-2
-8 and up	-1.7	-2

**B. Dropping of Students for Scholastic Deficiency**

~~A student on scholastic probation shall be dropped from the University if, at the close of any regular semester, his/her graduation index is less than that required of a student or he/she receives failing (F) grades in six credit hours or more for the semester.~~

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

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

*Index Levels for Dropping*

Classification	Cumulative GPA Less Than
-0 and 1	-1.3
-2	-1.4
-3	-1.5
-4	-1.6
-5	-1.7
-6	-1.8
-7	-1.9

~~A student dropped by this rule must apply to the appropriate office or admission committee for the Purdue campus of choice. A fee is assessed for processing the readmission application. 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.~~

1. Academic Probation

A student at Purdue University shall be placed on academic probation if their fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0.

A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which they achieve semester and cumulative GPAs equal to or greater than 2.0.

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.

2. Dropping of Students for Academic Deficiency

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.

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

3. Readmission

• •

**Procedures**

- Readmission

**Related Documents, Forms and Tools**

N/A

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

- Board of Trustees Minutes, June 5-6, 1970

**09. Scholastic Recognition**

A student who is academically dropped from the University for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically dropped for the second time is not eligible to enroll for at least one year.

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 readmission 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. (For more detailed information about readmission, visit the following web site: <http://www.purdue.edu/odos/services/readmission>.)

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**Procedures**

- Readmission

**Related Documents, Forms and Tools**

N/A

**Contacts**

Subject	Contact	Phone	Email

## Scholastic Recognition

Responsible Executive:	
Responsible Office:	Office of the Registrar

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### Definitions

N/A

### History and Updates

- Board of Trustees Minutes, June 5-6, 1970

## 09. Scholastic Recognition

### Scholastic Recognition

Responsible Executive:	
Responsible Office:	Office of the Registrar

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**Exclusions**

N/A

**Statement of Regulation****A. Dean's List**

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible to be included on the Dean's List. To be cited on the Dean's List for any semester, one must:

1. Have at least 12 hours included in the cumulative GPA.
2. Have at least 6 hours included in the semester GPA.
3. Attain at least a 3.5 cumulative GPA.
4. Have at least a 3.0 current semester GPA.

**B. Semester Honors**

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible for Semester Honors. To be cited one must:

1. Have at least six credit hours included in the semester GPA.
2. Attain at least a 3.5 semester GPA.
3. Have at least a 2.0 cumulative GPA.

**C. Graduation with Distinction**

1. A candidate for the baccalaureate degree with distinction must have a minimum of 65 hours of credit earned at Purdue University included in the computation of the cumulative GPA. A candidate for an associate degree with distinction must have a

4. **3.4** D. Professional Degree Programs
5. **3.5** E. Achievement Credits
6. **3.6** F. Distinguished Military Graduates
4. **4** Procedures
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**Exclusions**

N/A

**Statement of Regulation****A. Dean's List**

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible to be included on the Dean's List. To be cited on the Dean's List for any semester, one must:

1. Have at least 12 hours included in the cumulative GPA.
2. Have at least 6 hours included in the semester GPA.
3. Attain at least a 3.5 cumulative GPA.
4. Have at least a 3.0 current semester GPA.

minimum of 35 hours of credit earned at Purdue University included in the computation of the cumulative GPA.

2. The minimum cumulative GPA for graduation with distinction in each school shall be no less than the 90th percentile of the graduation indexes of the graduates in each school, for the spring semester, provided that the index is at least 3.30. The minimum cumulative GPA so determined in the spring for each school shall be applied for graduation with distinction for the subsequent summer session and fall semester. In administering this rule, all baccalaureate engineering graduates will be considered as one school.
3. Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes shall be designated as graduating with highest distinction, irrespective of the schools from which they graduate. The three-tenths of the spring associate degree graduates having the highest graduation indexes will be designated as graduating with highest distinction. The minimum cumulative GPAs so determined for graduation with highest distinction shall be applied for graduation with highest distinction for the subsequent summer session and fall semester.

#### **D. Professional Degree Programs**

Students enrolled in professional degree programs also shall be eligible for the Dean's List, Semester Honors, and Graduation with Distinction.

#### **E. Achievement Credits**

Students who fail to meet the criteria of scholastic distinction but who, in the judgment of one or more faculty members, merit citation for distinguished achievement, shall have their names presented through the heads of instructional departments or directly to the Committee on

#### **B. Semester Honors**

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible for Semester Honors. To be cited one must:

1. Have at least six credit hours included in the semester GPA.
2. Attain at least a 3.5 semester GPA.
3. Have at least a 2.0 cumulative GPA.

#### **C. Graduation with Distinction**

1. A candidate for the baccalaureate degree with distinction must have a minimum of 65 hours of credit earned at Purdue University included in the computation of the cumulative GPA. A candidate for an associate degree with distinction must have a minimum of 35 hours of credit earned at Purdue University included in the computation of the cumulative GPA.
2. The minimum cumulative GPA for graduation with distinction in each school shall be no less than the 90th percentile of the graduation indexes of the graduates in each school, for the spring semester, provided that the index is at least 3.30. The minimum cumulative GPA so determined in the spring for each school shall be applied for graduation with distinction for the subsequent summer session and fall semester. In administering this rule, all baccalaureate engineering graduates will be considered as one school.
3. Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes shall be designated as graduating with highest distinction, irrespective of the schools from which they graduate. The three-tenths of the spring associate degree graduates having the highest graduation indexes will be designated as graduating with highest distinction. The minimum cumulative GPAs so determined for graduation with highest distinction shall be applied for

Superior Students, together with such evidence of achievement as is available. The criteria for selecting students in this group are:

1. Original thinking of consistently good quality.
2. Achievement of other than classwork; publication of literary, artistic, or scientific work.
3. Work that requires great ingenuity or industry, but that may not lead to definite publication.
4. Independent projects of reasonable magnitude carried out by the student on his/her own initiative. Projects carried out by such students may receive special achievement credit. Such achievement credits may be substituted for elective courses of instruction as determined in each case upon the recommendation of the dean of the school concerned.

**F. Distinguished Military Graduates**

Distinguished Military graduates of the Army and Air Force Reserve Officers' Training Corps units will be designated by the appropriate department and the president each year upon graduation.

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**Procedures**

N/A

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**Related Documents, Forms and Tools**

N/A

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graduation with highest distinction for the subsequent summer session and fall semester.

**D. Professional Degree Programs**

Students enrolled in professional degree programs also shall be eligible for the Dean's List, Semester Honors, and Graduation with Distinction.

**E. Achievement Credits**

Students who fail to meet the criteria of scholastic distinction but who, in the judgment of one or more faculty members, merit citation for distinguished achievement, shall have their names presented through the heads of instructional departments or directly to the Committee on Superior Students, together with such evidence of achievement as is available. The criteria for selecting students in this group are:

1. Original thinking of consistently good quality.
2. Achievement of other than classwork; publication of literary, artistic, or scientific work.
3. Work that requires great ingenuity or industry, but that may not lead to definite publication.
4. Independent projects of reasonable magnitude carried out by the student on ~~his/her~~ **their** own initiative. Projects carried out by such students may receive special achievement credit. Such achievement credits may be substituted for elective courses of instruction as determined in each case upon the recommendation of the dean of the school concerned.

**F. Distinguished Military Graduates**

Distinguished Military graduates of the Army and Air Force Reserve Officers' Training Corps units will be designated by the appropriate department and the president each year upon graduation.

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

- Administrative Approval, April 27, 1998
- University Senate Document, March 25, 1991
- University Senate Document 79-21, December 15, 1980

**10. Scholastic Records**

**Scholastic Records**

Responsible Executive:	
Responsible Office:	Office of the Registrar

**Procedures**

N/A

**Related Documents, Forms and Tools**

N/A

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

**History and Updates**

- Administrative Approval, April 27, 1998
- University Senate Document, March 25, 1991
- University Senate Document 79-21, December 15, 1980



## 10. Scholastic Records

### Scholastic ~~Academic~~ Records

Responsible Executive:	
Responsible Office:	Office of the Registrar

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<p><b>Exclusions</b></p> <p>N/A</p>	<p>7. <b>7</b> Definitions</p> <p>3. <b>8</b> History and Updates</p> <p>2. <b>9</b> Appendix</p>
<p><b>Statement of Regulation</b></p> <p><b>A. Good Standing</b></p> <p>For purposes of reports and communications to other institutions or agencies, and in the absence of any further qualifications of the term, a student shall be considered in good standing unless he/she has been dismissed, suspended, or dropped from the University and not readmitted.</p> <p><b>B. Transcripts</b></p> <p>An official transcript or a complete academic record of degree posting will include the type of degree; cooperative education or honors curriculum; any fields of study, minors, or specializations; campus where the degree was awarded; and the date the degree was conferred.</p> <p>Any student or former student of the University whose record is not encumbered for any reasons described hereafter shall, upon written application to the registrar, be entitled to receive:</p> <ol style="list-style-type: none"> <li>1. a transcript of his/her complete record and/or</li> <li>2. a certificate of completion.</li> </ol> <p>The registrar is authorized to issue such records upon the written request of the student or former student. The transcript shall consist of a full and complete copy of the student's academic record.</p>	<p><b>Exclusions</b></p> <p>N/A</p> <p><b>Statement of Regulation</b></p> <p><b>A. Good Standing</b></p> <p>For purposes of reports and communications to other institutions or agencies, and in the absence of any further qualifications of the term, a student shall be considered in good standing unless <del>he/she</del> <b>they has have</b> been dismissed, suspended, or dropped from the University and not readmitted.</p> <p><b>B. Transcripts</b></p> <p>An official transcript or a complete academic record of degree posting will include the type of degree; cooperative education or honors curriculum; any fields of study, minors, or specializations; campus where the degree was awarded; and the date the degree was conferred.</p>

### **C. The Certificate of Completion**

The certificate of completion shall contain:

1. the dates of attendance
2. a summary of the courses successfully completed
3. a statement, "This is a summary of the courses successfully completed. An official transcript showing all courses taken may be obtained from the registrar, upon authorization by the student."

The certificate of completion shall be issued only to students who have completed at least two semesters of resident work in the University. A certificate fee shall be charged for each copy of this certificate.

### **D. Encumbrance**

A student's official record may be encumbered:

1. By the comptroller for nonpayment of fees, deposits, residence hall charges, or any other sums owed to the University.
2. By the Business Office Student Organizations, countersigned by the dean of students, in the case of a responsible officer or officers of any student organization that has a delinquent account due to the University.
3. By the dean of students for disciplinary reasons.
4. By the director of the Student Health Center countersigned by the dean of students, for medical reasons.

A degree candidate who is in arrears to the University may be denied he/she diploma until he/she financial record is cleared.

The request for the encumbrance of a student's record shall be filed with the Office of the Registrar and shall indicate whether either or both the registration of the student and/or the issuance of a transcript,

Any student or former student of the University whose record is not encumbered for any reasons described hereafter shall, upon written application to the registrar, be entitled to receive:

1. a transcript of his/her complete record and/or
2. a certificate of completion.

The registrar is authorized to issue such records upon the written request of the student or former student. The transcript shall consist of a full and complete copy of the student's academic record.

### **C. The Certificate of Completion**

The certificate of completion shall contain:

1. the dates of attendance
2. a summary of the courses successfully completed
3. a statement, "This is a summary of the courses successfully completed. An official transcript showing all courses taken may be obtained from the registrar, upon authorization by the student."

The certificate of completion shall be issued only to students who have completed at least two semesters of resident work in the University. A certificate fee shall be charged for each copy of this certificate.

### **D. Encumbrance**

A student's official record may be encumbered:

1. By the comptroller for nonpayment of fees, deposits, residence hall charges, or any other sums owed to the University.
2. By the Business Office Student Organizations, countersigned by the dean of students, in the case of a responsible officer or officers of any student organization that has a delinquent account due to the University.

certificate of completion, or diploma is to be encumbered. When the record is thus encumbered, no transcript or certificate of completion shall be issued. Such encumbrances shall remain until the registrar is notified to disencumber the record by the officer responsible. It is the responsibility of the officer lifting the encumbrance to immediately notify the registrar so as to clear the record of the student.

Students in arrears to the University shall not be recommended for degrees. The clearance of a student's financial obligation on or before the Friday before commencement, or by a corresponding date in the first semester or in the summer session, shall be essential for graduation. If a student so delinquent clears he/she obligation later, he/she diploma may be released.

#### **E. Record of Actions on Transcripts**

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

##### **1. Suspension**

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

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

##### **2. Expulsion**

3. By the dean of students for disciplinary reasons.
4. By the director of the Student Health Center countersigned by the dean of students, for medical reasons.

A degree candidate who is in arrears to the University may be denied ~~he/she~~ **their** diploma until ~~he/she~~ **their** financial record is cleared.

The request for the encumbrance of a student's record shall be filed with the Office of the Registrar and shall indicate whether either or both the registration of the student and/or the issuance of a transcript, certificate of completion, or diploma is to be encumbered. When the record is thus encumbered, no transcript or certificate of completion shall be issued. Such encumbrances shall remain until the registrar is notified to disencumber the record by the officer responsible. It is the responsibility of the officer lifting the encumbrance to immediately notify the registrar so as to clear the record of the student.

Students in arrears to the University shall not be recommended for degrees. The clearance of a student's financial obligation on or before the Friday before commencement, or by a corresponding date in the first semester or in the summer session, shall be essential for graduation. If a student so delinquent clears ~~he/she~~ **their** obligation later, ~~he/she~~ **their** diploma may be released.

#### **E. Record of Actions on Transcripts**

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

##### **1. Suspension**

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

“The student was expelled due to violation of University regulations.”

### 3. Degree revocation

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

“The individual’s degree has been revoked and this individual has been expelled due to violation of University regulations.”

### **F. Diplomas**

A diploma is a document listing the school awarding the degree, the type of degree being awarded, the campus awarding the degree, and the date the degree was conferred.

#### *Replacement of Diplomas*

A replacement diploma shall be issued to the original holder, upon his/her affidavit, certifying to the loss or damage of the original diploma and upon payment of the cost of reproducing the diploma in its original format.

#### *Duplicate Diplomas*

A duplicate diploma shall be issued to the original holder of the diploma upon payment of the cost of reproducing the duplicate diploma. The duplicate diploma will be marked as "Duplicate," in plain sight.

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

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

### 2. Expulsion

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

“The student was expelled due to violation of University regulations.”

### 3. Degree revocation

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

“The individual’s degree has been revoked and this individual has been expelled due to violation of University regulations.”

### **F. Diplomas**

A diploma is a document listing the school awarding the degree, the type of degree being awarded, the campus awarding the degree, and the date the degree was conferred.

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## Procedures

N/A

# 11. Schedule of Examinations

## Schedule of Examinations

Responsible Executive:	
Responsible Office:	Office of the Registrar

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  2. [4.2 B. Final Examinations](#)
5. [5 Procedures](#)
5. [6 Related Documents, Forms and Tools](#)
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### *Replacement of Diplomas*

A replacement diploma shall be issued to the original holder, upon their affidavit, certifying to the loss or damage of the original diploma and upon payment of the cost of reproducing the diploma in its original format.

### *Duplicate Diplomas*

A duplicate diploma shall be issued to the original holder of the diploma upon payment of the cost of reproducing the duplicate diploma. The duplicate diploma will be marked as "Duplicate," in plain sight.

## G. Academic Classification of Undergraduate Students

1. Each student shall be admitted and identified as one of the following:
  1. *Degree*. A student who has been admitted and registered for the purpose of earning a degree.
  2. *Non-degree*. A student who is not in a program of study leading to a degree. A **non-degree** student has a limited purpose for their registration. A **non-degree** student is enrolled for personal or professional enrichment or to strengthen their academic background to gain degree-seeking status. Such a student must provide evidence that he/she is qualified to enroll in the course(s) he/she desires. An applicant currently enrolled in high school will be admitted as a non-degree student only when all of the following conditions are met:
    1. The student ranks in at least the top half of the high school class and maintains an above-average grade(s) in subjects related to the course(s) in which he/she wishes to enroll, and
    2. The high school guidance counselor or principal has signed a recommendation for the student and

9. [History and Updates](#)

10. [Appendix](#)

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**Exclusions**

- Graduate-level courses (60000 level) are exempted from this policy
- Regional campuses may modify these provisions to meet local differences through established procedures of the local faculty governing bodies or, lacking these, the regional campus chancellor or designee.

---

**Statement of Regulation**

**A. Evening Examinations**

1. The Office of the Registrar will schedule examinations as requested under the provisions of this policy. Such scheduling will be subject to limitations on available facilities and will be based on the concept of minimizing the number of students scheduled for more than one examination at the same time.
2. Evening examinations will be scheduled when requested for multi-division courses whose daytime classrooms and schedule prohibit effective common examinations during regular class periods.
3. Single-division course evening exams are not encouraged and may be requested only under the most unusual circumstances

has included a current copy of the high school transcript for review by members of the admissions committee. A **non-degree** student is generally limited to enrolling in a maximum of seven hours per semester during the fall and spring semesters, and is generally limited to enrolling in no more than four hours during the summer session; however, a **non-degree** student who has earned a bachelor's degree is eligible to enroll on a full-time basis. In order to continue to register as a **non-degree** student, he/she must meet the same minimum grade index required of degree students. A student may apply no more than 18 semester hours of work completed as a **non-degree** student toward an undergraduate degree at Purdue University. The dean of the school to which the student applies may determine which credits will be accepted toward a degree in that school. A department may limit the number of **non-degree** students acceptable in any course.

2. A student's academic classification for an associate or bachelor's degree shall be classified by numerals 1, 2, 3, etc., corresponding to the total number of credit hours of college work earned.

<b>Total Credits Earned</b>	<b>Semester Classification</b>	<b>Status</b>
14.0 or less	1	First-year Student
15 - 29	2	
30 - 44	3	Sophomore
45 - 59	4	
60 - 74	5	Junior
75 - 89	6	

(e.g., space limitations preclude the establishment of valid examining environment) and after the personal review of the department heads.

4. Evening examinations may be scheduled during either of the following periods:
  1. 6:30 to 7:30 p.m.
  2. 8:00 to 9:00 p.m.
  3. As an exception, when the Hall of Music, Loeb Playhouse, or Fowler Hall is used for two 60-minute examinations in a single evening, the examinations are to be scheduled for the following periods:
    1. 6:30 to 7:30 p.m.
    2. 8:30 to 9:30 p.m.
  4. Start times in these locations will change to 6:00 p.m. and 8:00 p.m. respectively on those occasions when they are scheduled for a 60-minute exam and an exam which exceeds 60 minutes. Requests for more than 60 minutes will be scheduled to start at the later hour.
  5. In all cases, the testing period should be restricted to 60 minutes, unless a multiple-period evening examination has been requested. Requests for more than 60 minutes will be scheduled to start at the later hour.
5. Multiple-period evening examinations may be requested only when the unique nature of the course as testified by the department head precludes effective testing within the regular 60-minute evening examination period.
6. Examinations will be held on Monday, Tuesday, Wednesday, and Thursday, with the exception that no examinations will be held on the day preceding an official University holiday.
7. For all examination periods scheduled, roughly equivalent regular class periods are to be omitted. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over its assigned term of instruction.
8. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations

90 - 104	7	Senior
105 or more	8	

### Procedures

N/A

### History and Updates

University Senate Document 15-8, March 21, 2016

## 11. Schedule of Examinations

### Schedule of Examinations

Responsible Executive:	
Responsible Office:	Office of the Registrar

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1. **1** Schedule of Examinations
2. **2** Table of Contents
3. **3** Exclusions
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governing the scheduling and conducting of evening examinations.

## **B. Final Examinations**

1. In regular semesters, the final examination period shall consist of six scheduled days comprising the 16th week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar as, at most, 30 two-hour periods (five periods per day, including evenings). Upon request, a single course-wide examination will be scheduled for any course. In the summer session, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar in, at most, 12 two-hour periods on the last three days of the session (four periods per day, excluding evenings).
2. Each class will be scheduled for a two-hour meeting during the final examination period. Excepted are those courses classified as individual study, clinic, student teaching, industrial experience (co-op), or research and those offered for zero credit. However, any such course will be included in the schedule upon the specific request of the appropriate schedule deputy. If no educational purpose will be served by any type of meeting during the 16th week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the 16th week.
3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer session, schedule deputies shall inform the Office of the Registrar of the courses requiring course-wide examinations. It will be the responsibility of the department head or, where appropriate, the school head to inform the Office of the Registrar which courses within the department or school will not need a meeting. A schedule

1. **4.1** A. Evening Examinations
2. **4.2** B. Final Examinations
5. **5** Procedures
5. **6** Related Documents, Forms and Tools
7. **7** Contacts
3. **8** Definitions
3. **9** History and Updates
10. **10** Appendix

---

### **Exclusions**

- Graduate-level courses (60000 level) are exempted from this policy
- Regional campuses may modify these provisions to meet local differences through established procedures of the local faculty governing bodies or, lacking these, the regional campus chancellor or designee.

---

### **Statement of Regulation**

#### **A. Evening Examinations**

1. The Office of the Registrar will schedule examinations as requested under the provisions of this policy. Such scheduling will be subject to limitations on available facilities and will be

implementing Section B will then be developed by the Office of the Registrar in consultation with the Educational Policy Committee. Guiding principles include:

1. Minimize the number of direct student examination conflicts.
2. Minimize the number of students who have more than two examinations on the same day.
3. Minimize the number of students who have consecutive (back-to-back) examinations.
4. No student shall be required to take more than two examinations on one day.
5. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing end-of-semester exams and activities each semester to coincide with the release of the final examination class schedule.
6. Students scheduled for more than two examinations in one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the necessary arrangements before the last week of regularly scheduled classes. Course instructors shall not penalize a student who chooses to reschedule an examination under these options.
7. The final examination period is intended for the end-of-semester examination. No examination or quiz may be given during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory, intensive, or mini-courses excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school faculty use the week (three days in summer session) preceding the final examination period to administer an examination.
8. Comprehensive final examinations (examinations for laboratory, intensive or mini-courses excluded) are prohibited

based on the concept of minimizing the number of students scheduled for more than one examination at the same time.

2. Evening examinations will be scheduled when requested for multi-division courses whose daytime classrooms and schedule prohibit effective common examinations during regular class periods.
3. Single-division course evening exams are not encouraged and may be requested only under the most unusual circumstances (e.g., space limitations preclude the establishment of valid examining environment) and after the personal review of the department heads.
4. Evening examinations may be scheduled during either of the following periods:
  1. 6:30 to 7:30 p.m.
  2. 8:00 to 9:00 p.m.
  3. As an exception, when the Hall of Music, Loeb Playhouse, or Fowler Hall is used for two 60-minute examinations in a single evening, the examinations are to be scheduled for the following periods:
    1. 6:30 to 7:30 p.m.
    2. 8:30 to 9:30 p.m.
  4. Start times in these locations will change to 6:00 p.m. and 8:00 p.m. respectively on those occasions when they are scheduled for a 60-minute exam and an exam which exceeds 60 minutes. Requests for more than 60 minutes will be scheduled to start at the later hour.
  5. In all cases, the testing period should be restricted to 60 minutes, unless a multiple-period evening examination has been requested. Requests for more than 60 minutes will be scheduled to start at the later hour.
5. Multiple-period evening examinations may be requested only when the unique nature of the course as testified by the department head precludes effective testing within the regular 60-minute evening examination period.

except during the regular final examination periods of the last week of the semester.

**Procedures**

- [Academic Procedure: Scheduling of Examinations](#)

**Related Documents, Forms and Tools**

N/A

**Contacts**

Subject	Contact	Phone	Email

**Definitions**

N/A

6. Examinations will be held on Monday, Tuesday, Wednesday, and Thursday, with the exception that no examinations will be held on the day preceding an official University holiday.
7. For all examination periods scheduled, roughly equivalent regular class periods are to be omitted. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over its assigned term of instruction.
8. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing the scheduling and conducting of evening examinations.

**B. Final Examinations**

1. In regular semesters, the final examination period shall consist of six scheduled days comprising the 16th week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar as, at most, 30 two-hour periods (five periods per day, including evenings). Upon request, a single course-wide examination will be scheduled for any course. In the summer session, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the Office of the Registrar in, at most, 12 two-hour periods on the last three days of the session (four periods per day, excluding evenings).
2. Each class will be scheduled for a two-hour meeting during the final examination period. Excepted are those courses classified as individual study, clinic, student teaching, industrial experience (co-op), or research and those offered for zero credit. However, any such course will be included in the schedule upon the specific request of the appropriate schedule deputy. If no educational purpose will be served by any type of

## History and Updates

- University Senate Document 14-2, February 16, 2015
- University Senate Document 7-6, February 18, 2008
- University Senate Document 00-4, March 19, 2001
- University Senate Document 90-22, March 25, 1991
- University Senate Document 84-12, March 25, 1985
- University Senate Document 82-5, approved February 21, 1983
- University Senate Document 77-27, approved September 25, 1978

# Missing Regs Guidelines for Establishing and Cataloging Courses

## CONTENTS

### NO HEADINGS.

University Senate Report 02-3,21, April 2003

The following procedures are hereby established in order to facilitate the intercampus transfer of students, to enable all students to establish their own unique course and programs, and to provide for the maintenance of records including the auditing of repeatable and non-repeatable courses for the entire University system.

1. The registrar's office shall be responsible for:

meeting during the 16th week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the 16th week.

3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer session, schedule deputies shall inform the Office of the Registrar of the courses requiring course-wide examinations. It will be the responsibility of the department head or, where appropriate, the school head to inform the Office of the Registrar which courses within the department or school will not need a meeting. A schedule implementing Section B will then be developed by the Office of the Registrar in consultation with the Educational Policy Committee. Guiding principles include:
  1. Minimize the number of direct student examination conflicts.
  2. Minimize the number of students who have more than two examinations on the same day.
  3. Minimize the number of students who have consecutive (back-to-back) examinations.
4. No student shall be required to take more than two examinations on one day.
5. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing end-of-semester exams and activities each semester to coincide with the release of the final examination class schedule.
6. Students scheduled for more than two examinations in one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the necessary arrangements before the last week of regularly scheduled classes. Course instructors shall not penalize a student who chooses to reschedule an examination under these options.
7. The final examination period is intended for the end-of-semester examination. No examination or quiz may be given

1. Maintaining a system for the cataloging of all courses for all campuses
2. Coordination of the establishment and use of acceptable subject-matter abbreviations and course numbers =, and
3. Distribution of catalog information to appropriate administrative officers, schools, and departments at each of the various campuses.
2. A single University-wide course master-file will be maintained for all courses to facilitate coordination, inquiry, and update procedures. Each course will be coded in the course master-file to designate those campuses at which it is offered. Each campus may create its own course master-file as a subset of the course master-file to generate bulletins and scheduling of classes.
3. Subject matter abbreviations shall be the same for all campuses for courses offered in the same subject. If a new subject area is originated at any campus, the new abbreviation will be made known to the other campuses by the registrar's office.
4. The course level of a newly established course (e.g., 100 level, 200 level, etc.) will be specified by the department and/or school, and the department and/or school shall propose a course number, subject to clearance by the registrar's office in order to avoid duplication and confusion.
  1. A department or school on a specific campus may create a course which is similar to an existing course offered on one or more campuses. However, the level and number for an existing course being offered on more than one campus shall remain the same unless the responsible department heads on all campuses which offer the course mutually agree to a change.
5. While allowing for unique identifiers for unique courses on a given campus, a course covering the same general area of essentially equivalent content will carry a uniform subject abbreviation, course number, and title across campuses. However, basically equivalent courses may be offered with variable patterns (i.e., lectures, recitations, laboratories) and variable credits with the approval of the responsible department

during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory, intensive, or mini-courses excluded). It will be the responsibility of the department head or, where appropriate, the school head to ensure that none of the departmental or school faculty use the week (three days in summer session) preceding the final examination period to administer an examination.

8. Comprehensive final examinations (examinations for laboratory, intensive or mini-courses excluded) are prohibited except during the regular final examination periods of the last week of the semester.

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### Procedures

- Academic Procedure: Scheduling of Examinations

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### Related Documents, Forms and Tools

N/A

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### Contacts

Subject	Contact	Phone	Email

heads. These variations will also be indicated on the course master-file.

6. The format for course identifiers shall be uniform. Four characters for a subject identifier and three to eight characters for a course number. All courses will have a three or four character numeric identifier. Prefixes and suffixes may be added to further identify a course offering and its purpose.

## Posthumous Degrees

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1. [1 Requirements for Awarding Posthumous Degrees](#)
2. [2 Process for Approval](#)
  1. [2.1 Baccalaureate, Associate and Professional Degrees](#)
  2. [2.2 Graduate Degrees](#)
  3. [2.3 Fees](#)

\*Board of Trustees Minutes, 27 March 1998

### Requirements for Awarding Posthumous Degrees

The awarding of a posthumous degree by Purdue University requires that the deceased student will have completed:

- At least 85% of credit hour requirements
- Most of the requirements of the major

For awarding of a posthumous degree requiring a thesis, the following provisions will apply:

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### Definitions

N/A

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### History and Updates

- University Senate Document 14-2, February 16, 2015
- University Senate Document 7-6, February 18, 2008
- University Senate Document 00-4, March 19, 2001
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## Missing Regs Guidelines for Establishing and Cataloging Courses

### CONTENTS

**NO HEADINGS.**

University Senate Report 02-3,21, April 2003

- The student must have completed the research to the extent that a thesis or one or more articles in lieu of a thesis can be prepared.
- The advisory committee must approve research and results, including a thesis or article(s), and recommend the granting of the degree.

---

### **Process for Approval**

#### **Baccalaureate, Associate and Professional Degrees**

- A recommendation from the school faculty must be endorsed by the dean of the school or college.
- The dean of the school and/or chancellor of the campus, as appropriate, must submit the recommendation to the Executive Vice President for Academic Affairs for transmittal to the President. The names of the candidates approved by the President will be submitted to the Board of Trustees for final action.

#### **Graduate Degrees**

- A recommendation must be submitted only after fulfillment of the requirements specified above to the head of the department (school) by the major professor.
- The head of the department (school) must submit a request to the Vice President and Dean of the Graduate School. The head of the department may choose to recommend awarding a nonthesis instead of a thesis degree.
- The Graduate Council must endorse a recommendation from the Vice President and Dean of the Graduate School.

The following procedures are hereby established in order to facilitate the intercampus transfer of students, to enable all students to establish their own unique course and programs, and to provide for the maintenance of records including the auditing of repeatable and non-repeatable courses for the entire University system.

1. The registrar's office shall be responsible for:
  1. Maintaining a system for the cataloging of all courses for all campuses
  2. Coordination of the establishment and use of acceptable subject-matter abbreviations and course numbers =, and
  3. Distribution of catalog information to appropriate administrative officers, schools, and departments at each of the various campuses.
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4. The course level of a newly established course (e.g., 100 level, 200 level, etc.) will be specified by the department and/or school, and the department and/or school shall propose a course number, subject to clearance by the registrar's office in order to avoid duplication and confusion.
  1. A department or school on a specific campus may create a course which is similar to an existing course offered on one or more campuses. However, the level and number for an existing course being offered on more than one campus shall remain the same unless the responsible department heads on all campuses which offer the course mutually agree to a change.

- The endorsement must be submitted to the Executive Vice President for Academic Affairs for transmittal to the President.
- The names of candidates approved by the President will be submitted to the Board of Trustees for final action.

### **Fees**

No additional fee will be assessed for the awarding of posthumous degrees.

5. While allowing for unique identifiers for unique courses on a given campus, a course covering the same general area of essentially equivalent content will carry a uniform subject abbreviation, course number, and title across campuses. However, basically equivalent courses may be offered with variable patterns (i.e., lectures, recitations, laboratories) and variable credits with the approval of the responsible department heads. These variations will also be indicated on the course master-file.
6. The format for course identifiers shall be uniform. Four characters for a subject identifier and three to eight characters for a course number. All courses will have a three or four character numeric identifier. Prefixes and suffixes may be added to further identify a course offering and its purpose.

## **Posthumous Degrees**

### **CONTENTS**

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2. **2** Process for Approval
  1. **2.1** Baccalaureate, Associate and Professional Degrees
  2. **2.2** Graduate Degrees
  3. **2.3** Fees

\*Board of Trustees Minutes, 27 March 1998

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The awarding of a posthumous degree by Purdue University requires that the deceased student will have completed:



- At least 85% of credit hour requirements
- Most of the requirements of the major

For awarding of a posthumous degree requiring a thesis, the following provisions will apply:

- The student must have completed the research to the extent that a thesis or one or more articles in lieu of a thesis can be prepared.
- The advisory committee must approve research and results, including a thesis or article(s), and recommend the granting of the degree.

---

### **Process for Approval**

#### **Baccalaureate, Associate and Professional Degrees**

- A recommendation from the school faculty must be endorsed by the dean of the school or college.
- The dean of the school and/or chancellor of the campus, as appropriate, must submit the recommendation to the Executive Vice President for Academic Affairs for transmittal to the President. The names of the candidates approved by the President will be submitted to the Board of Trustees for final action.

#### **Graduate Degrees**

- A recommendation must be submitted only after fulfillment of the requirements specified above to the head of the department (school) by the major professor.

	<ul style="list-style-type: none"> <li>• The head of the department (school) must submit a request to the Vice President and Dean of the Graduate School. The head of the department may choose to recommend awarding a non-thesis instead of a thesis degree.</li> <li>• The Graduate Council must endorse a recommendation from the Vice President and Dean of the Graduate School.</li> <li>• The endorsement must be submitted to the Executive Vice President for Academic Affairs for transmittal to the President.</li> <li>• The names of candidates approved by the President will be submitted to the Board of Trustees for final action.</li> </ul> <p><b>Fees</b></p> <p>No additional fee will be assessed for the awarding of posthumous degrees.</p>
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**Submitted by Educational Policy Committee**

**Voted for:**

**Voted Against:**

**Did Not Vote/Abstained**

Feng-Song Wang

Elliott Slamovich

Donna Ferullo

Valentina Concu

Kristina Bross

Ryan Cabot

Helen McNally

Katherine Sermersheim

Bonnie Blankenship

Frank Dooley

Christine Hrycyna

Darryl Ragland

Hannah Calvert

Victoria Lowell

Donnie Spencer

Peter Dunn

Jerry Ross

Sean Rotar

Ralph Kaufmann

**To: Purdue University Senate**  
**From: University Resources Policy Committee**  
**Subject: Tobacco Cessation Programs**  
**Disposition: University Senate for Discussion & Approval**

## **A Resolution Promoting Tobacco Cessation Programs**

**Whereas**, tobacco consumption is the leading cause of preventable death,

**Whereas**, Purdue University wishes to promote the health of its students, faculty and staff,

**Whereas**, the administration of Purdue University has considered the adoption of a tobacco-free campus policy,

**Whereas**, the University Resources Policy Committee of the Purdue University Senate has heard presentations, deliberated, discussed and voted on the issue, yielding a mixed response,

**Whereas**, multiple other groups on campus have also expressed mixed support for such a policy so that the final form of the implementation is uncertain,

**Whereas**, the exposure of the nonsmoking community to harmful second-hand smoke is determined by the number and location of the allowed smoking areas and the number of smokers using them,

**Whereas**, education in tobacco use and programs for cessation are proven effective mechanisms for reducing the negative health consequences of tobacco use,

**Be it resolved that**, regardless of the status of smoking and tobacco usage on campus, the Purdue University Senate declares its strong

support for maintaining and expanding tobacco education and cessation programs for students, faculty and staff. Particular attention in developing these programs should be paid to groups underserved in this area, which we identify as including International Students and Graduate Students.

**Be it further resolved that** the mechanism of offering such programs and mechanisms for funding should be decided in collaboration between members of the Purdue administration, the leadership of the University Senate, and the leadership of Purdue Student Government and Purdue Graduate Student Government, and the leadership of the staff organizations (APSAC and CSSAC).

Passed, University Resources Policy Committee, February 13, 2017

**Supporting:**

Christian E. Butzke  
Elena Coda  
Clifford Fisher  
Alan Friedman  
Monika Ivantysynova  
Norbert Neumeister  
Charles S. Ross  
Joseph Sinfield  
Christopher Kulesza

**Opposed:**

None

Amended, University Resources Policy Committee, February 27, 2017

**To: Purdue University Senate**  
**From: Senator Heather Servaty-Seib**  
**Subject: Funding Support for PLaCE Program**  
**Disposition: University Senate for Approval**

Professor Heather Servaty-Seib made a motion to suspend the rules to vote on a resolution of support for funding the PLaCE program. This motion was seconded and passed with 44 votes in favor, 17 in opposition with 1 abstention. Following the approval to suspend the rules, Professor Servaty-Seib made the following motion:

I move that the Senate supports the continued funding of PLaCE.

Her motion received several seconds. There was no discussion and the motion to approve the resolution of support was passed by the Senate with 5 votes in favor, in opposition with 1 abstention.

## CALENDAR OF STATUS OF LEGISLATION

<b>SENATE DOCUMENT</b>	<b>TITLE</b>	<b>ORIGIN</b>	<b>SENATE</b>
<b>16-12</b>	<b>Senate Document 16-12</b> Updated Language to Student Regulations	Professor Ralph Kaufmann Educational Policy Committee	* Approved 11 September 2017
<b>16-15</b>	<b>Senate Document 16-15</b> Tobacco Education and Cessation Resolution	Professor Alan Friedman University Resources Policy Committee	* Approved 11 September 2017
<b>17-01</b>	<b>Senate Document 17-01</b> Funding Support for PLaCE Program	Professor Heather Servaty-Seib	* Approved 11 September 2017

# Purdue Faculty Senate

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Alberto J. Rodriguez, Chair

Remarks – September 11, 2017



## Update from the Chair Senate Website

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### Statement in Support of the Deferred Action for Childhood Arrivals (DACA) Program and our Undocumented Immigrant Students

**T**he core mission of higher education is the advancement of knowledge, people, and society. As educational leaders, we are committed to upholding free inquiry and education in our colleges and universities, and to providing the opportunity for all our students to pursue their learning and life goals.

Since the advent of the Deferred Action for Childhood Arrivals (DACA) program in 2012, we have seen the critical benefits of this program for our students, and the highly positive impacts on our institutions and communities. DACA beneficiaries on our campuses have been exemplary student scholars and student leaders, working across campus and in the community. With DACA, our students and alumni have been able to pursue opportunities in business, education, high tech, and the non-profit sector; they have gone to medical school, law school, and graduate schools in numerous disciplines. They are actively contributing to their local communities and economies.

To our country's leaders we say that DACA should be upheld, continued, and expanded. We are

# Diversity

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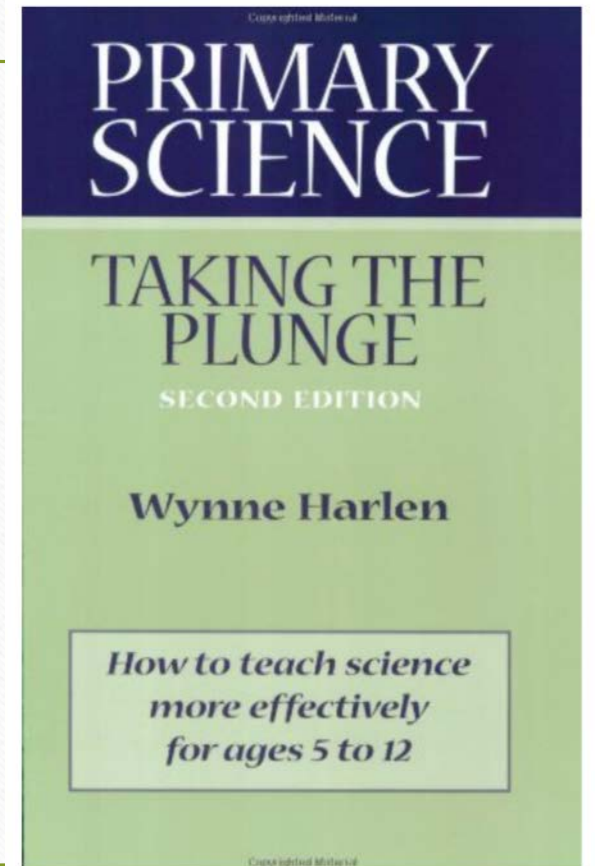
# Case #1: “You’re not an expert”

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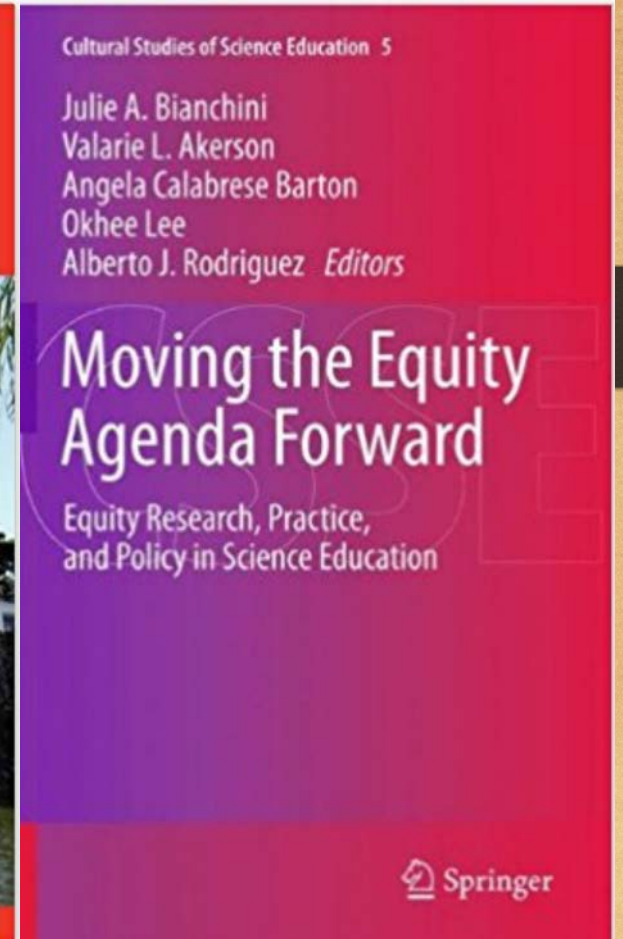
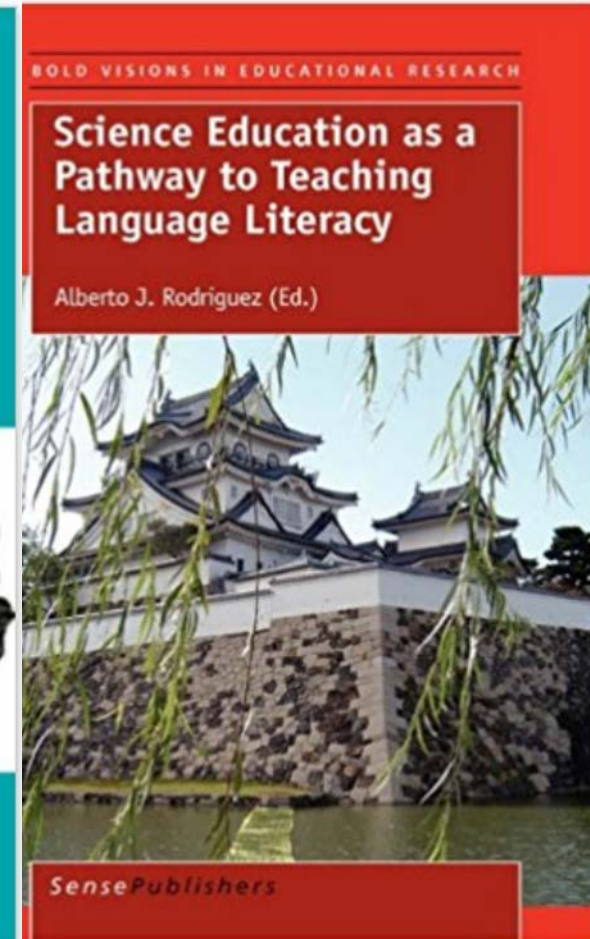
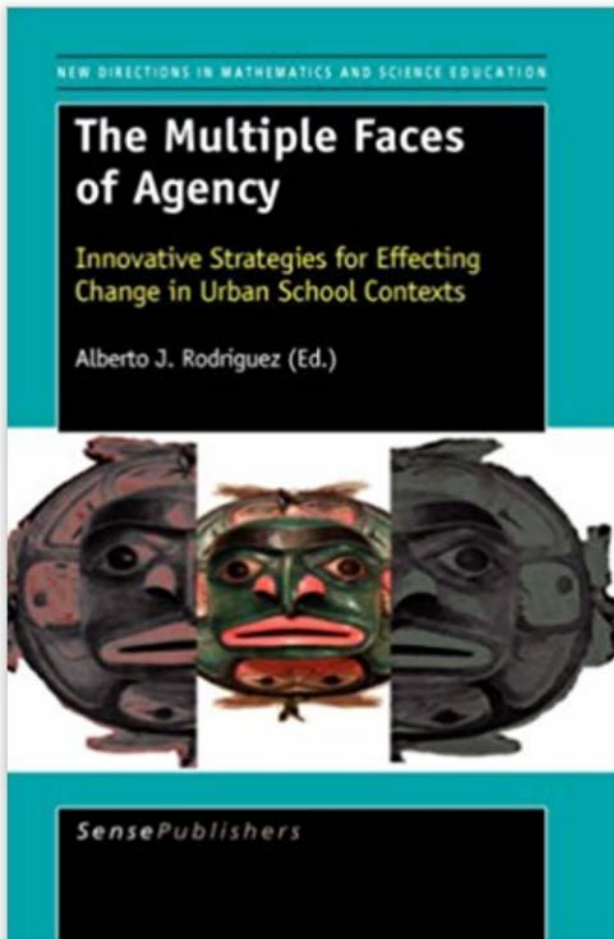
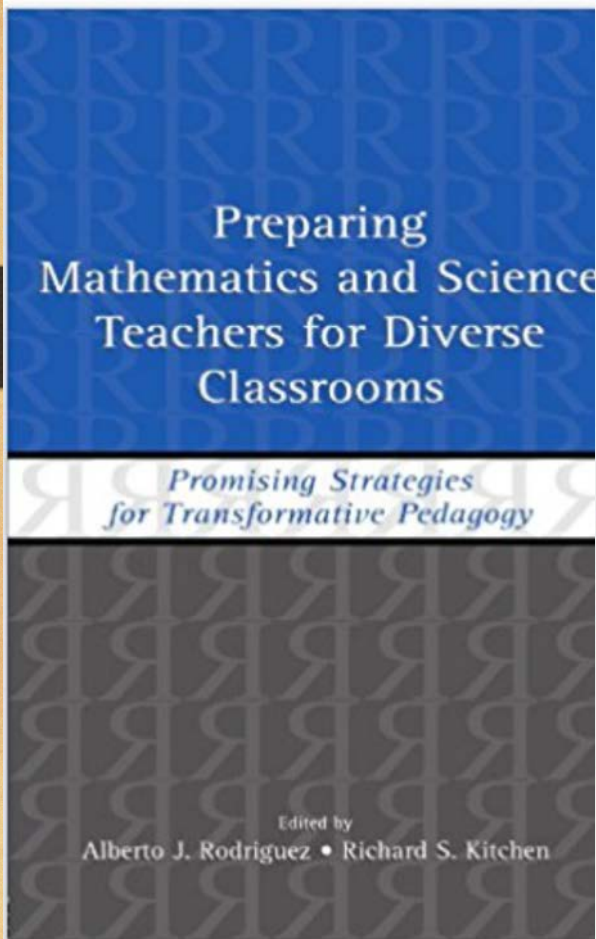
- “Program Faculty Only”
- How would you have handled this situation after teaching and contributing to a program area for several years?
- What was the real reason for being prevented to attend the meeting?

# Case #2: “Professional courtesy”

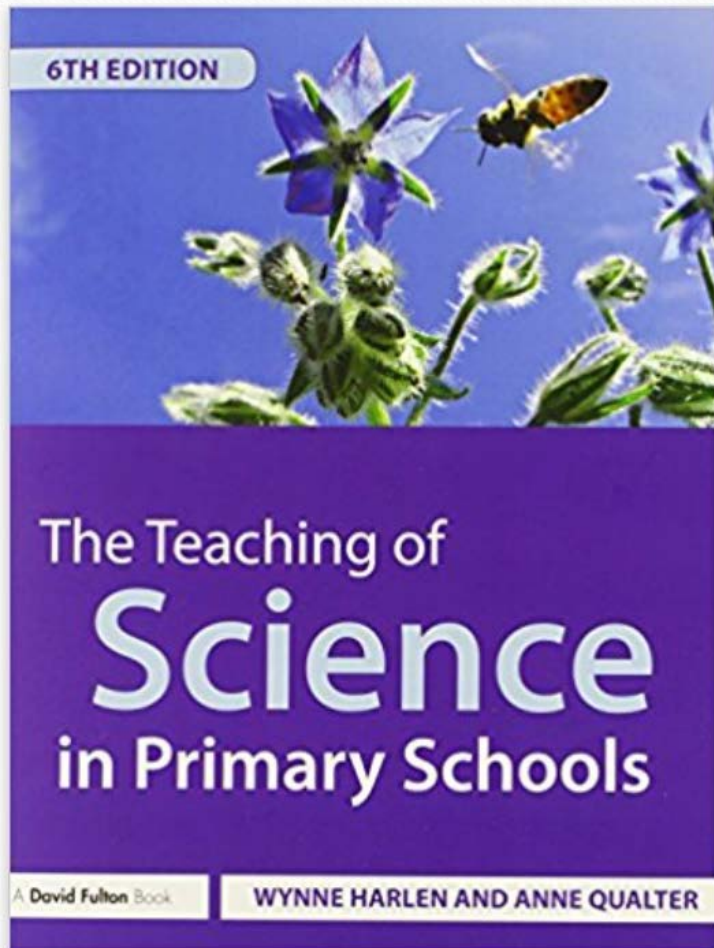
- Prescribed syllabus and prescribed 15-year old text



# Deconstructing the event:



Wynne Harlen and Anne Qualter (2015). The teaching of elementary science (6<sup>th</sup> edition; 382 pages).



Key terms	Frequency#
Latino/a	0
African American	0
Native American/ First Nations	0
Anglo/Caucasian	0
Gender	9
Ethnicity	4
Minority	1
LGBTQ	0
Underrepresented	0
Equity	1
Multicultural	0
Socio-cultural	2
Social justice	0

# Valued elsewhere

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- 3 Keynote addresses (2 in the US and 1 in Europe)
- Annual Graham Nuthall Lecture, University of Canterbury, NZ
- Division K (Teaching & Teacher Education) - *Award on Innovations in Research on Diversity in Teacher Education*. [Div. K has 5,000+ members; the American Educational Research Association—20,000+ members)
- Continue to publish research work
- Chair, University Senate

What exactly does one has to do to gain some respect and appreciation here?

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- What about junior faculty and other underrepresented scholars across campus? What are they experiencing?
- *The politics of domestication*: A negative process of acculturation by which an individual (or individuals) in position of power seeks to tame another person's ideals and commitment to work for social justice so that it can be reduced to fit dominant discursive practices.



# Positive Outlook

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- Support implementation and follow up of climate survey
- Participate and encourage others to participate in the *Faculty Retention and Success Through Intergroup Dialog and Inclusion Alliance*.
- Leadership: Klod Kokini (Associate Dean of Engineering),
- Kathleen Howell (Associate Dean of Engineering),
- and Patrice Buzzanell (Distinguished Professor of Organizational Communication) &
- Co-PI's from colleges across university.

# University Senate

September 11, 2017

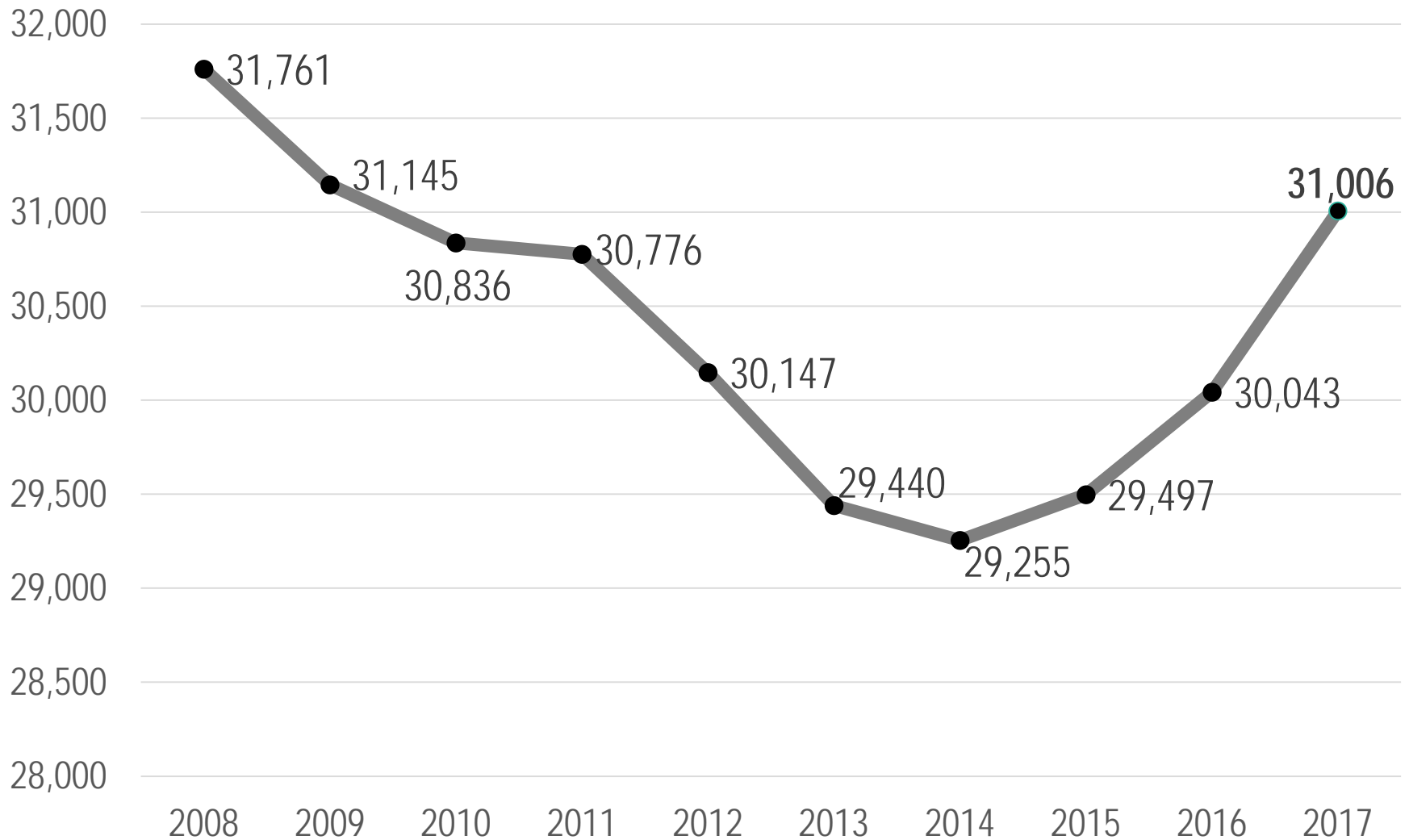


# 2017 ENROLLMENT SUMMARY

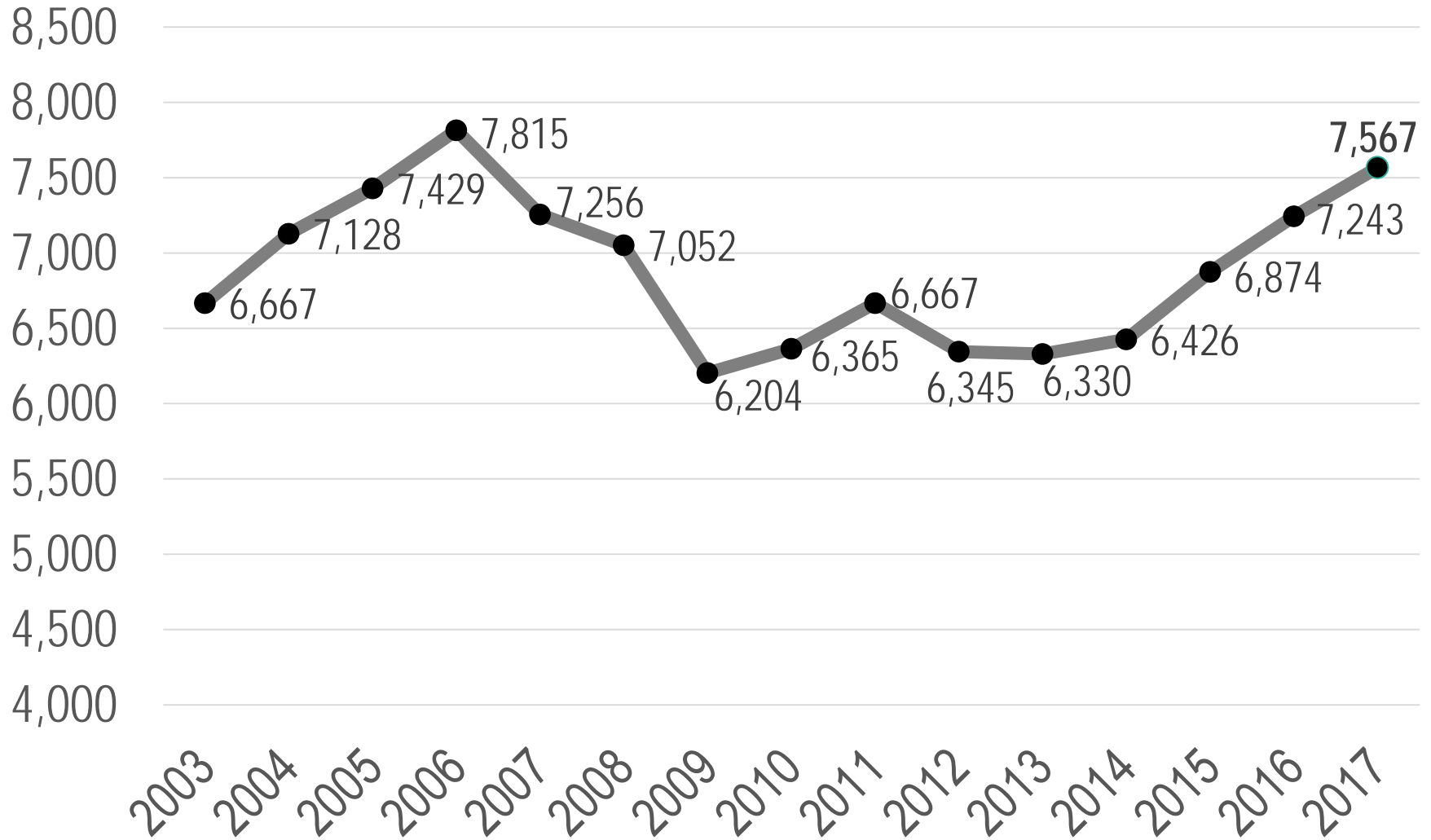
- 48,000+ applicants – *RECORD*
- Largest freshman class since 2006
- Largest graduate enrollment – *RECORD*
- Most academically prepared – *RECORD*
- Most diverse freshman class – *RECORD*



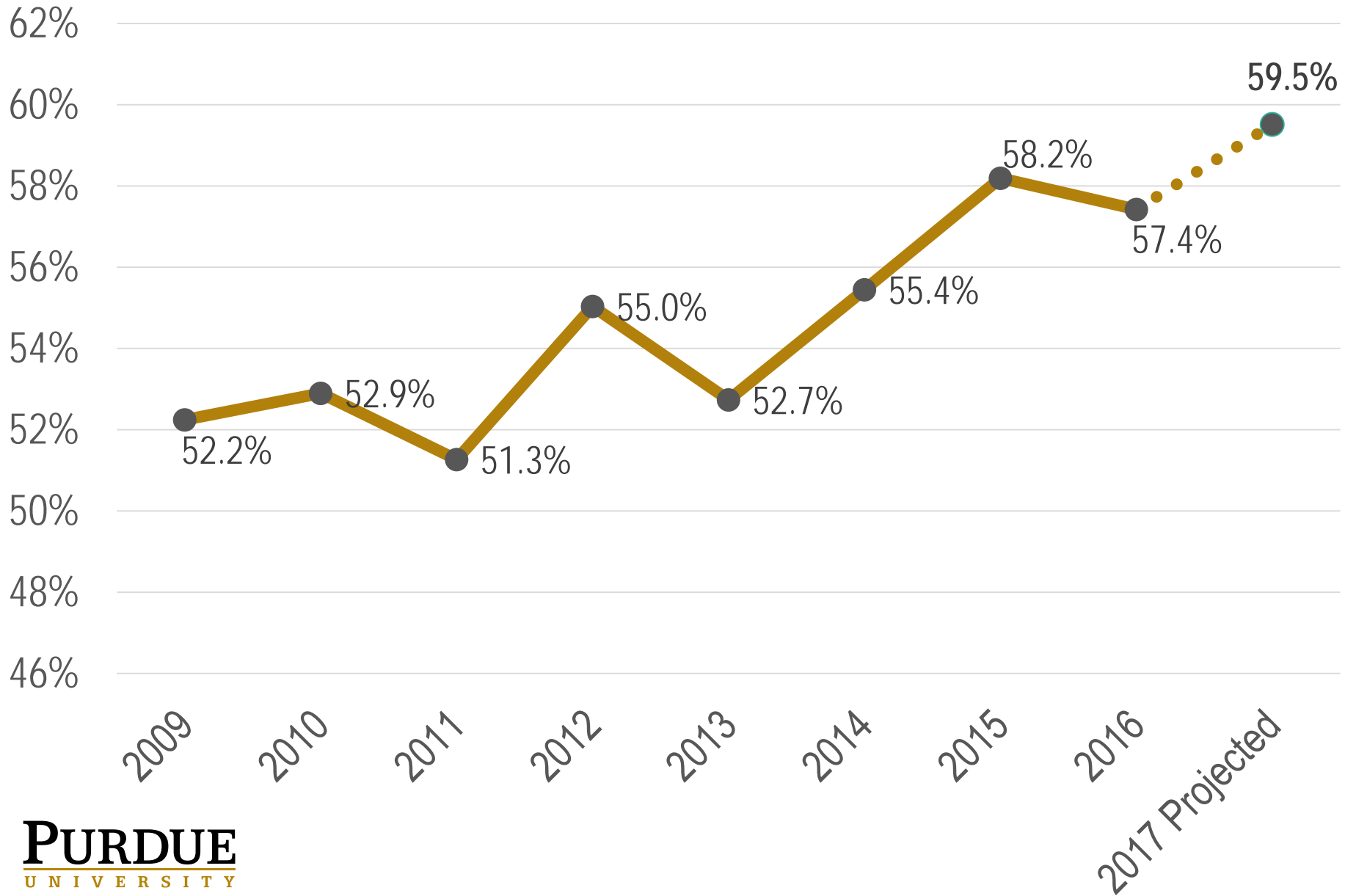
# TOTAL UNDERGRADUATE ENROLLMENT



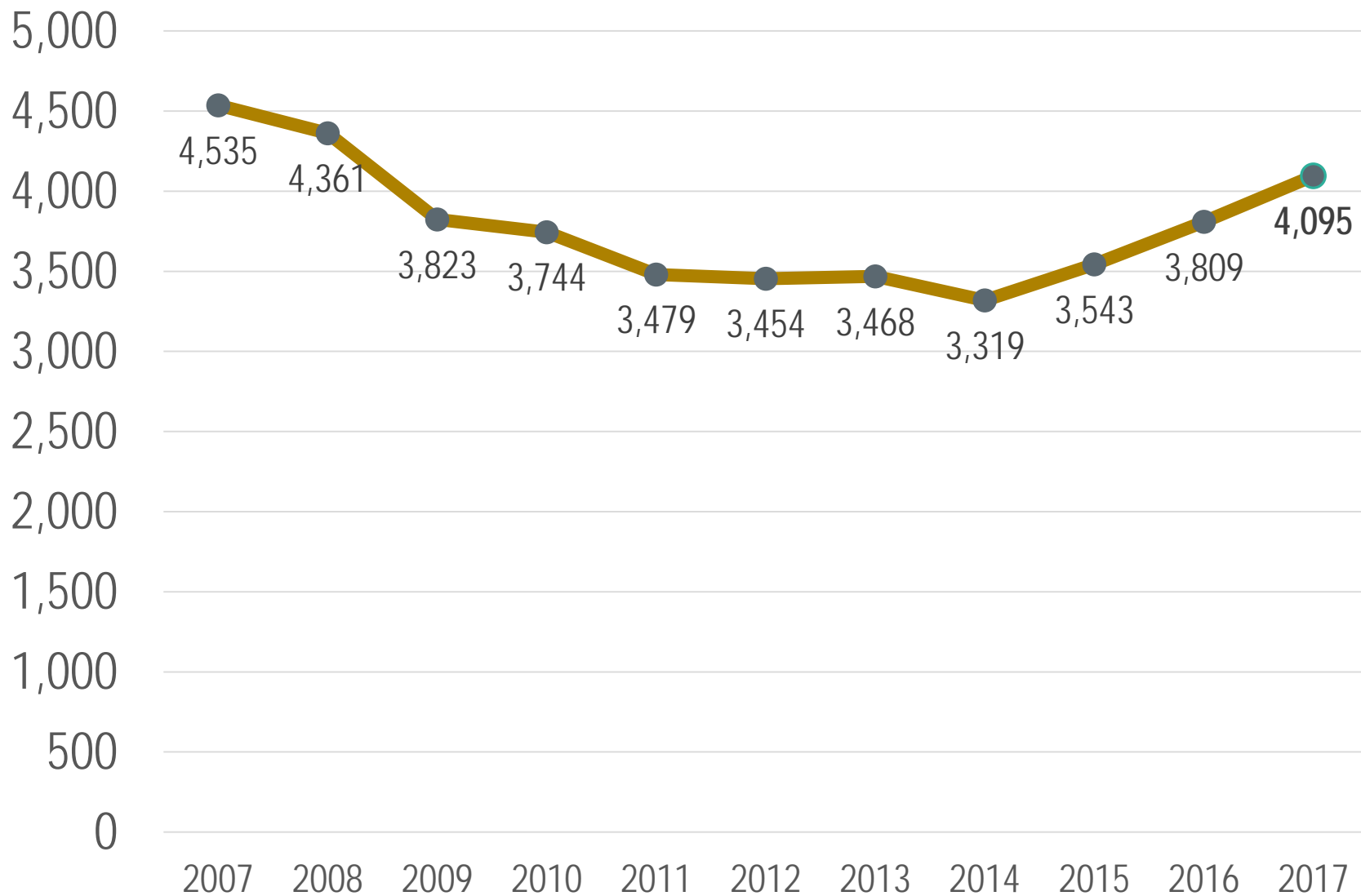
# FRESHMAN ENROLLMENT



# % OF FRESHMEN PURSUING STEM



# HOOSIER FRESHMAN ENROLLMENT



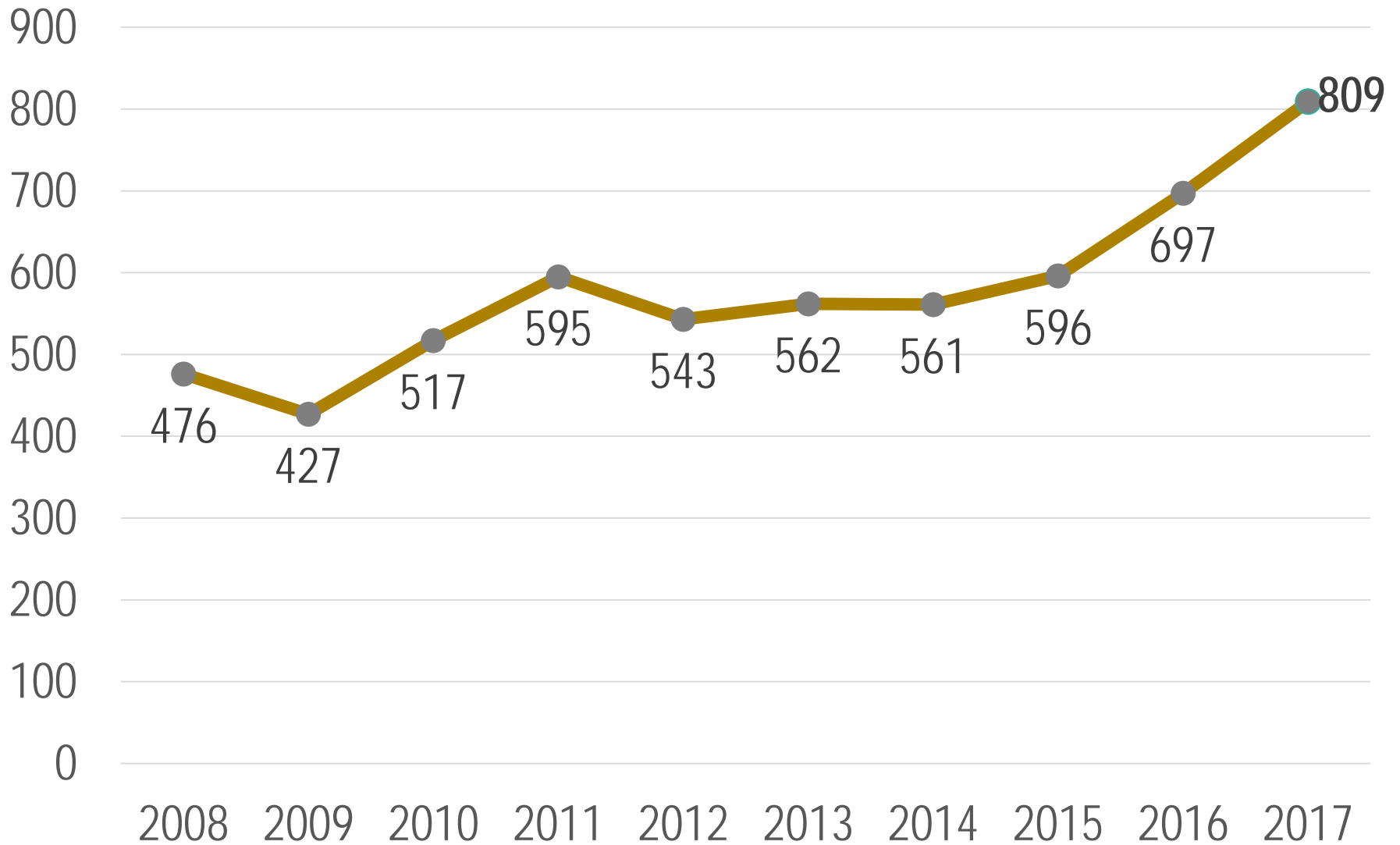
# MOST ACADEMICALLY PREPARED

- **ACT:** 28.1 / 36 scale
- **SAT:** 1256 / 1600 scale
- **GPA:** 3.75
- 103 National Merit Scholars

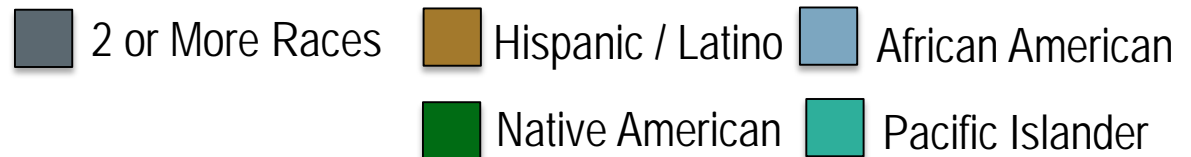
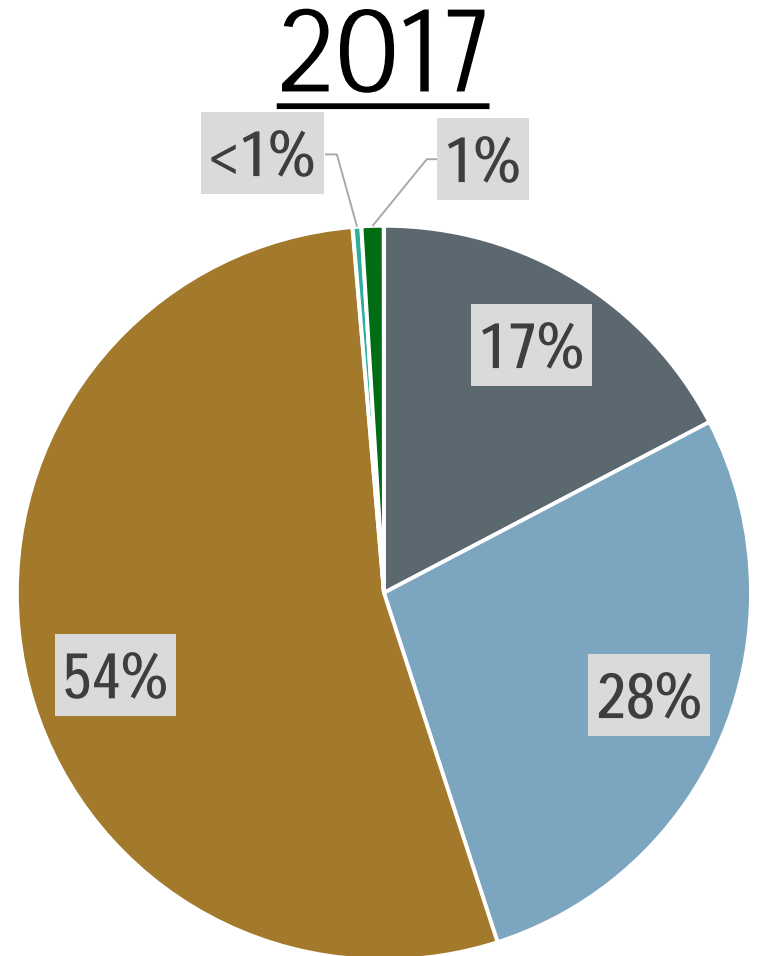
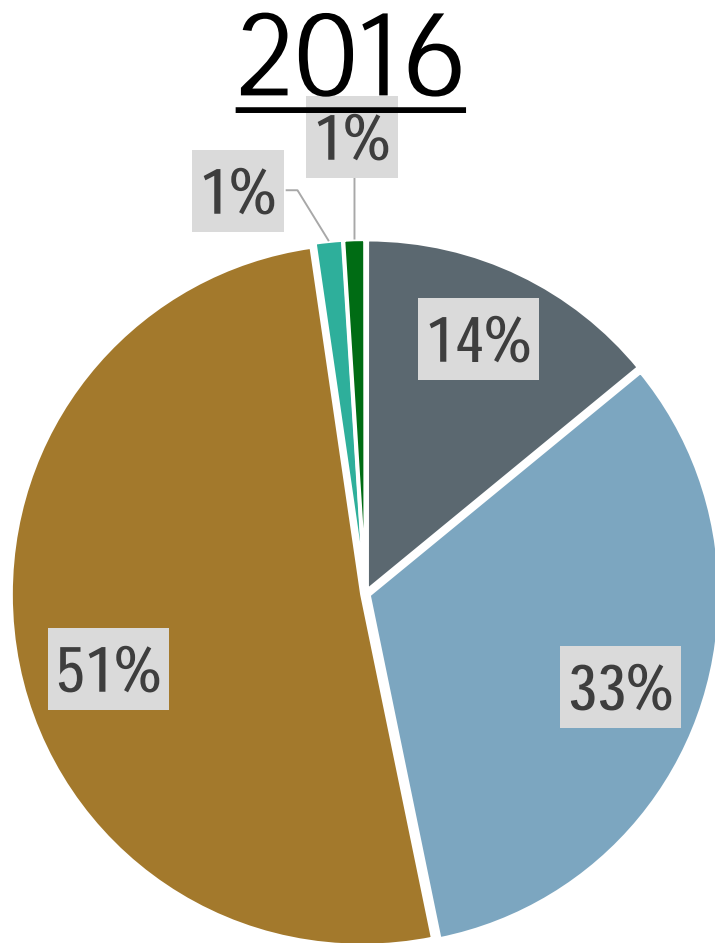




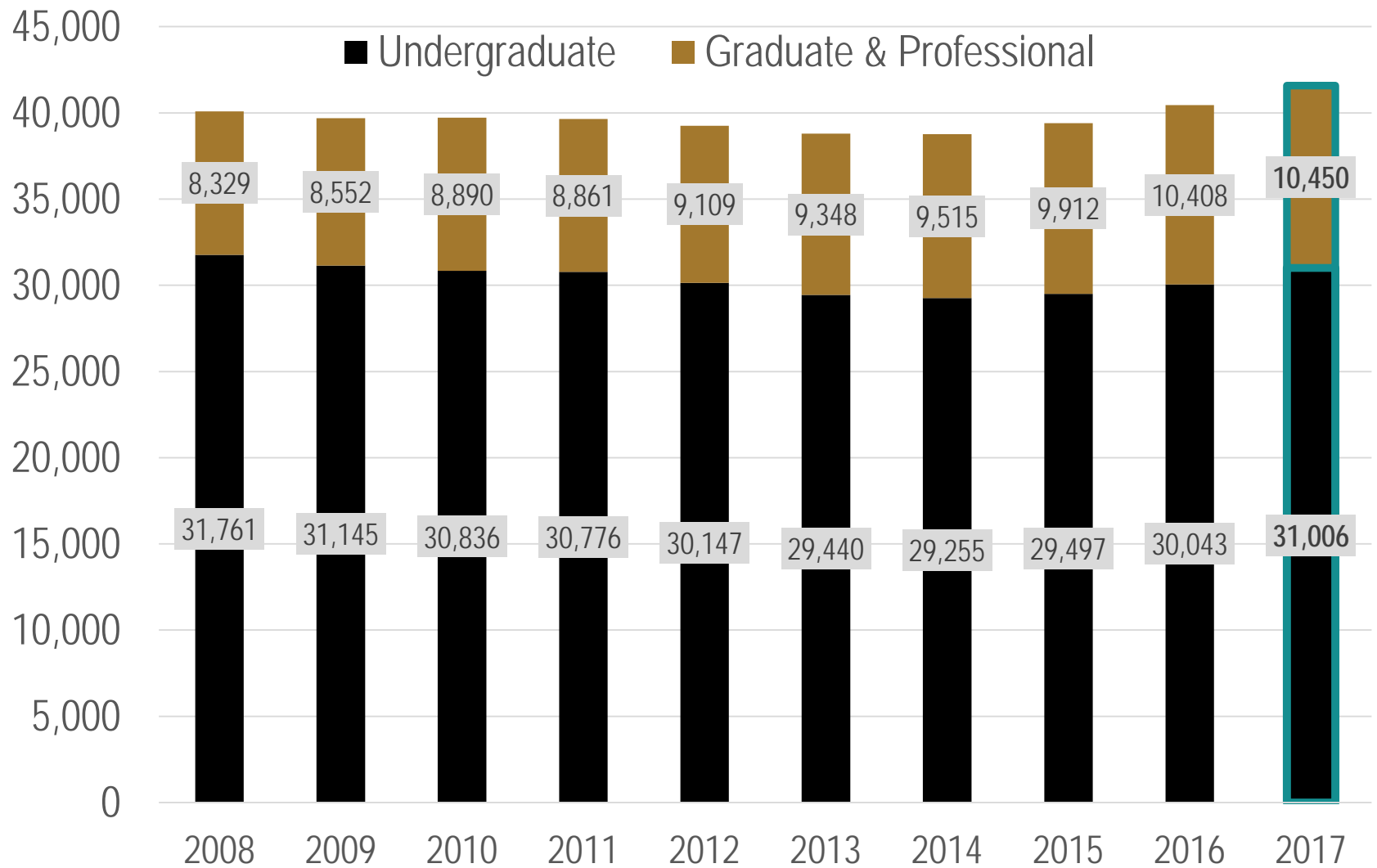
# U.R.M FRESHMAN ENROLLMENT



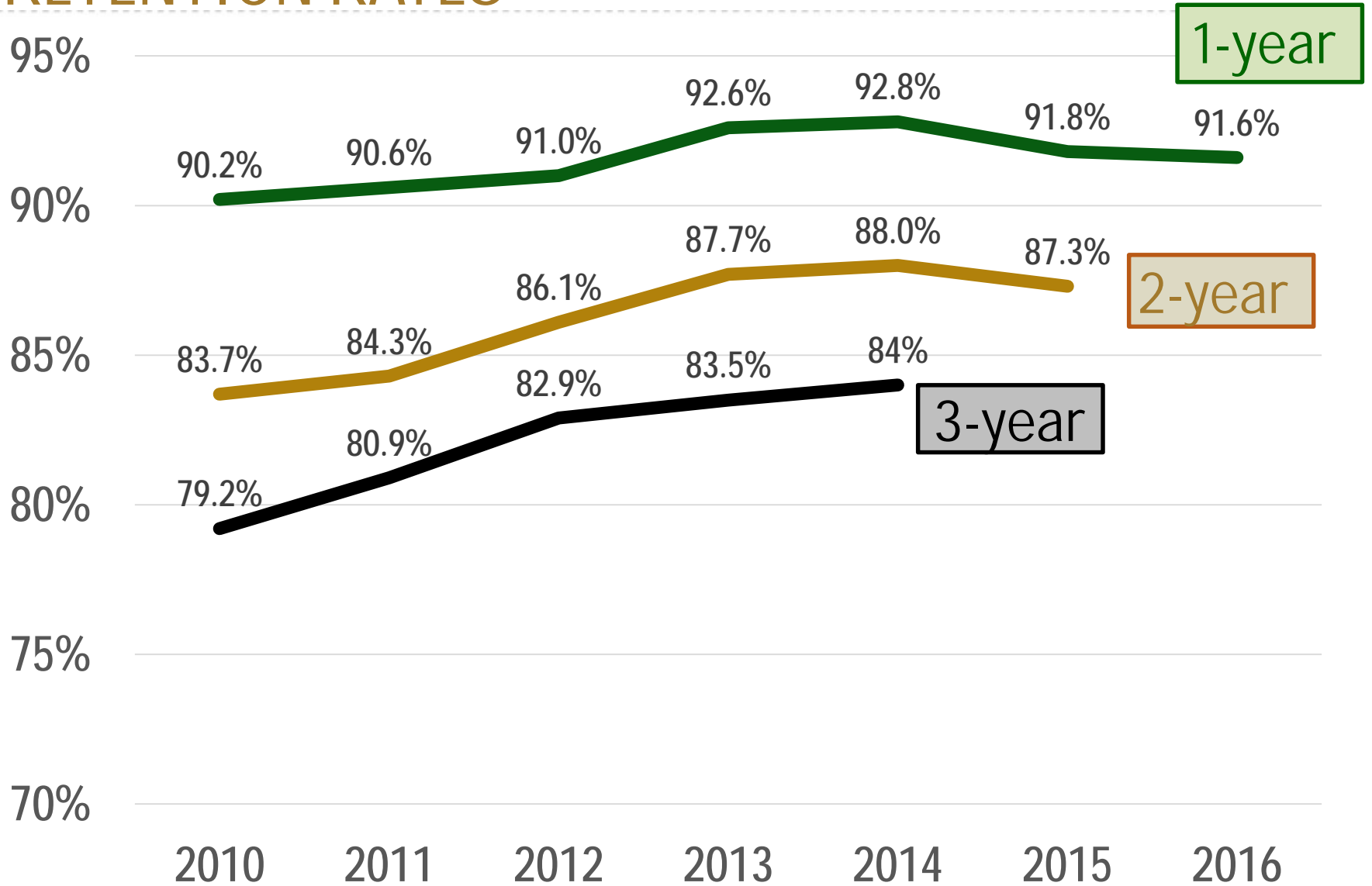
# BY UNDERREPRESENTED ETHNICITY



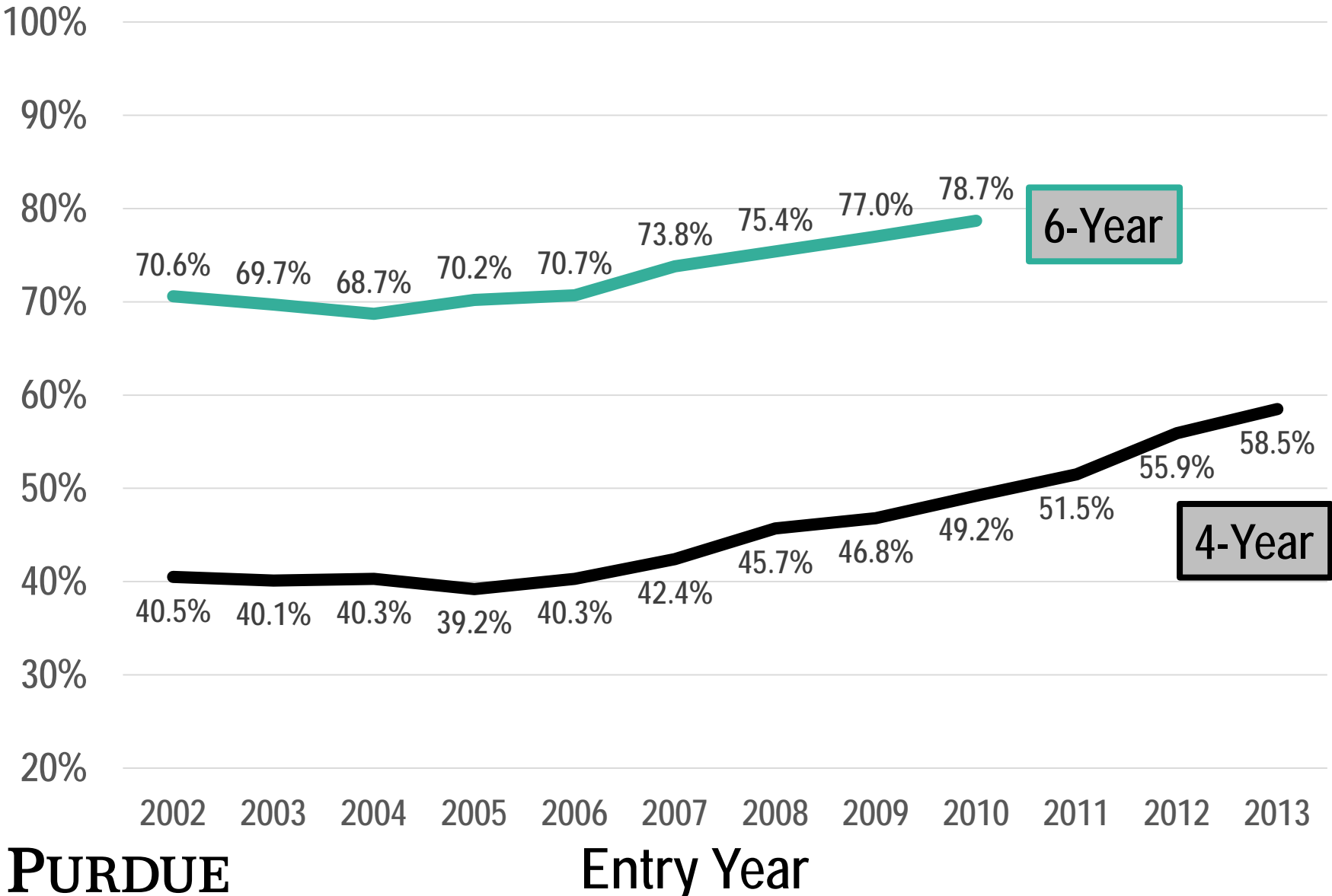
# TOTAL ENROLLMENT



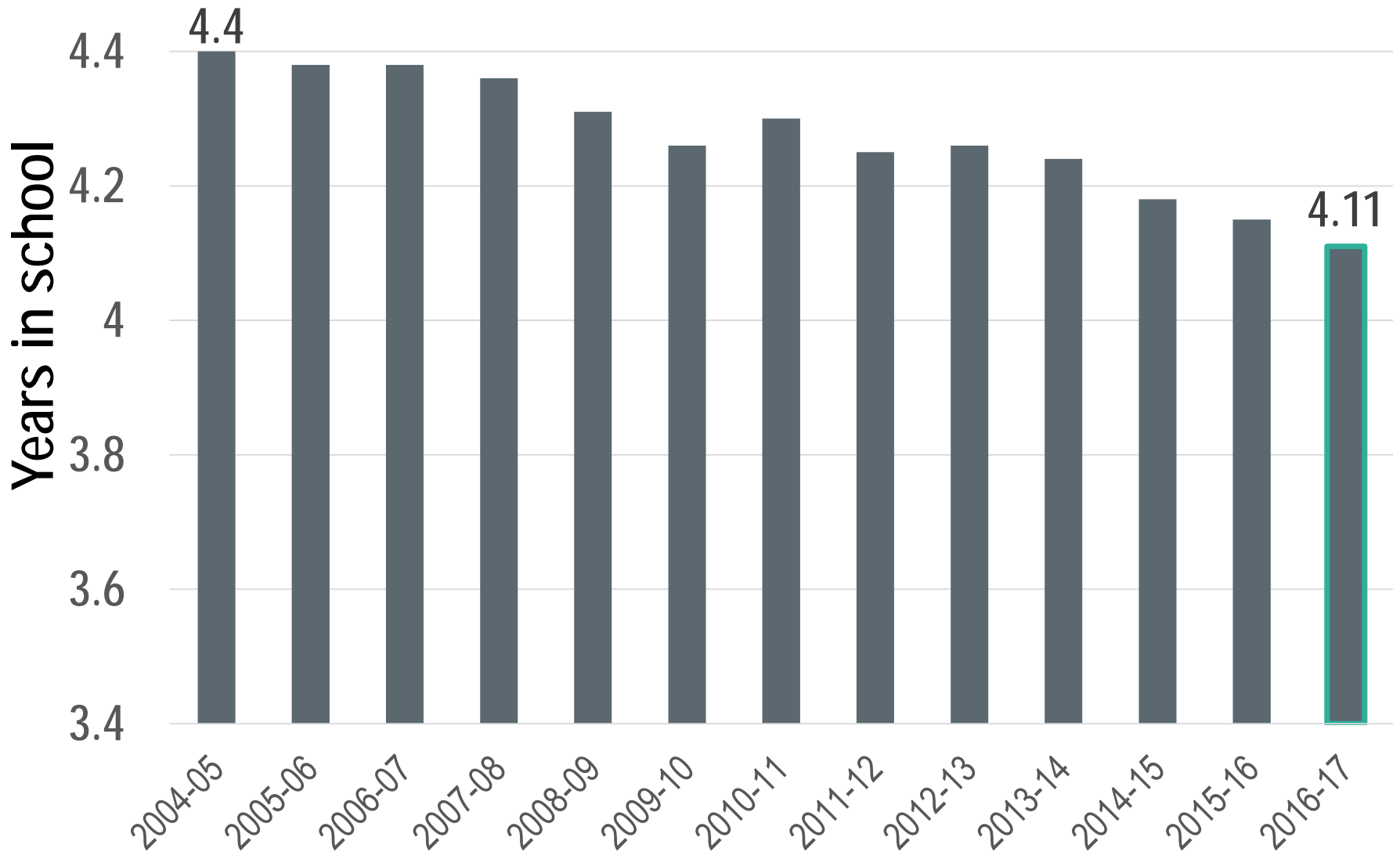
# RETENTION RATES



# GRADUATION RATES



# AVERAGE UNDERGRADUATE TIME TO DEGREE



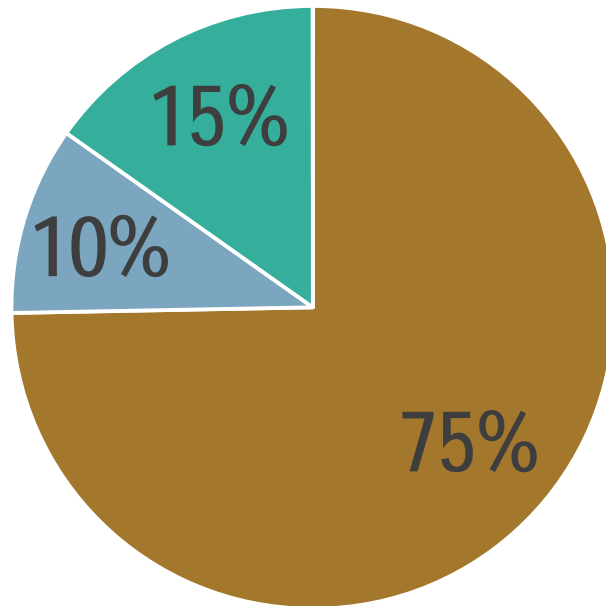
# UNDERGRADUATE SUMMER GROWTH

	Enrollment	Annual Growth
Summer 11	6,541	
Summer 12	6,666	1.90%
Summer 13	7,027	5.40%
Summer 14	7,905	12.50%
Summer 15	8,329	5.40%
Summer 16	8,698	4.40%
Summer 17	9,167	5.40%

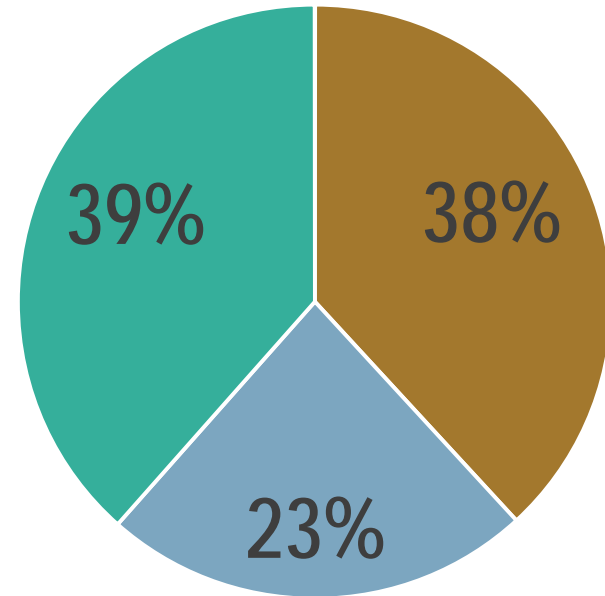


# SHIFT TO SUMMER ONLINE ENROLLMENT

Summer 2011



Summer 2017



- Face-to-Face Courses
- Face-to-Face & Online Courses
- Online Courses Only



# THINK SUMMER

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## 1. Summer **Start** (*Freshmen*)

- Year 1: **180** students (**22% URM**; **44% 1<sup>st</sup> Gen**; **74% Resident**)
- Year 2: **224** students (**21% URM**; **32% 1<sup>st</sup> Gen**; **76% Resident**)
  - **152 Conditional**: **72 Opted-in**

## 2. Summer **Stay** (*Sophomores & Juniors*)

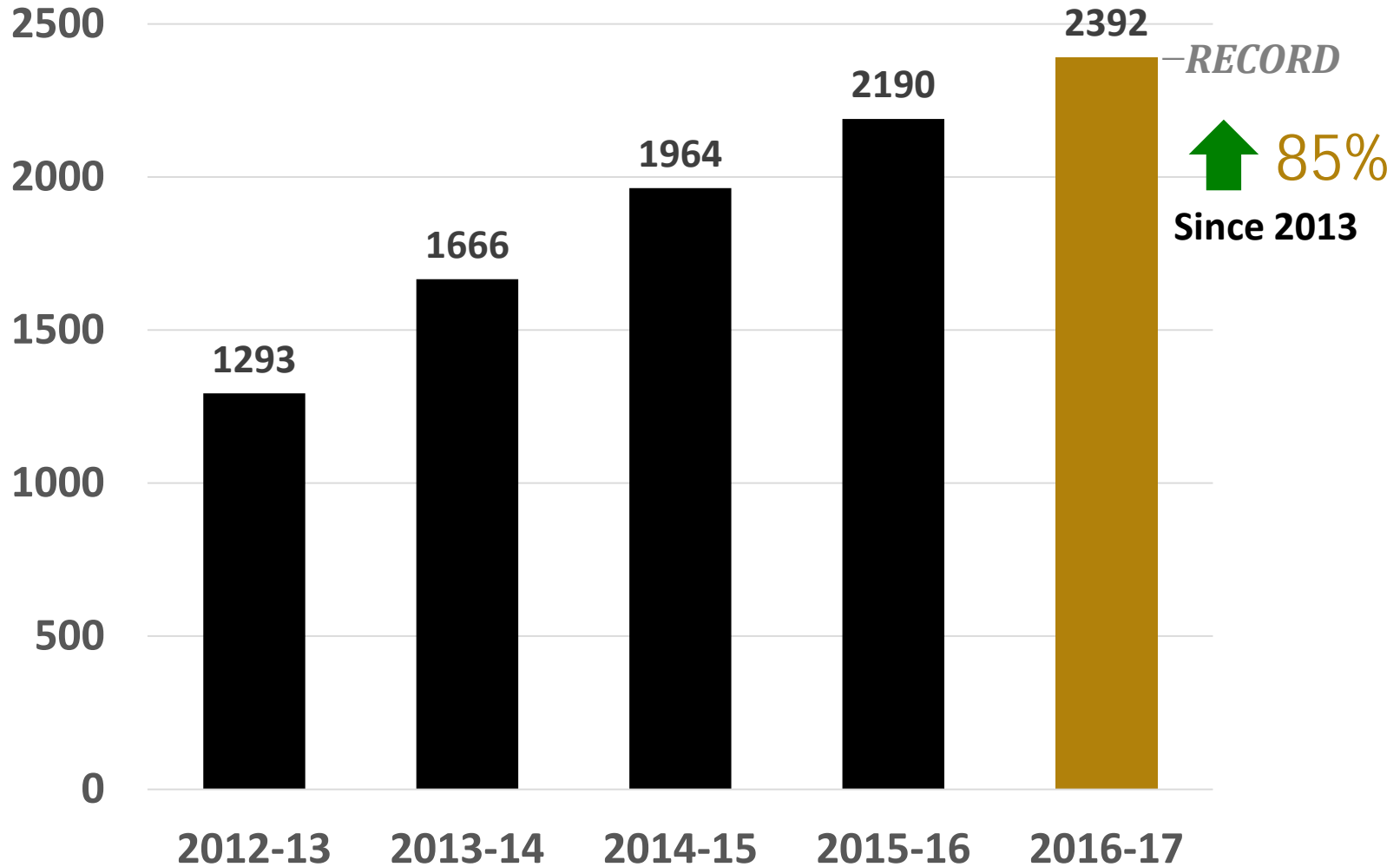
- **123** students received \$2,500 scholarship for completing 9 credit hours + 140 hours of internship or undergrad research

## 3. Summer **Finish** (*Seniors*)







- Offers summer scholarship to students who are 6-9 credit hours from graduating
- **67** students will graduate on Saturday because of it

# STUDY ABROAD

## UNDERGRADUATES



# PROGRESS & RECORDS

	2012	2013	2014	2015	2016	2017	Trend
<b>Research Awards</b> <b>+67M</b> In Millions	\$351	\$319	\$389	\$401	\$403	\$418	 Record
<b>U.S. Patents</b> <b>2X 2012</b> No. 12 in world	54	66	100	122	118	123	 Record
<b>Licenses</b> <b>2X 2012</b>	77	87	120	131	147	135	 Record
<b>Startup Companies</b> With Purdue Research <b>4X 2012</b>	5	8	24	25	27	21	 Record
<b>Gifts to Purdue</b> <b>+\$70M</b> In Millions	\$280	\$219	\$236	\$343	\$332	\$352	 Record
<b># of Donors</b> In Thousands	59	59	66	76	83	85	 Record

# University Senate

September 11, 2017



# CORPORATE PARTNERSHIPS PROVIDE:

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Broad impact on *university mission*:

- Learning (curricular and experiential)
- Discovery (facilities, student, leading edge topics)
- Engagement (workforce, co-service)

Crucial *research support*

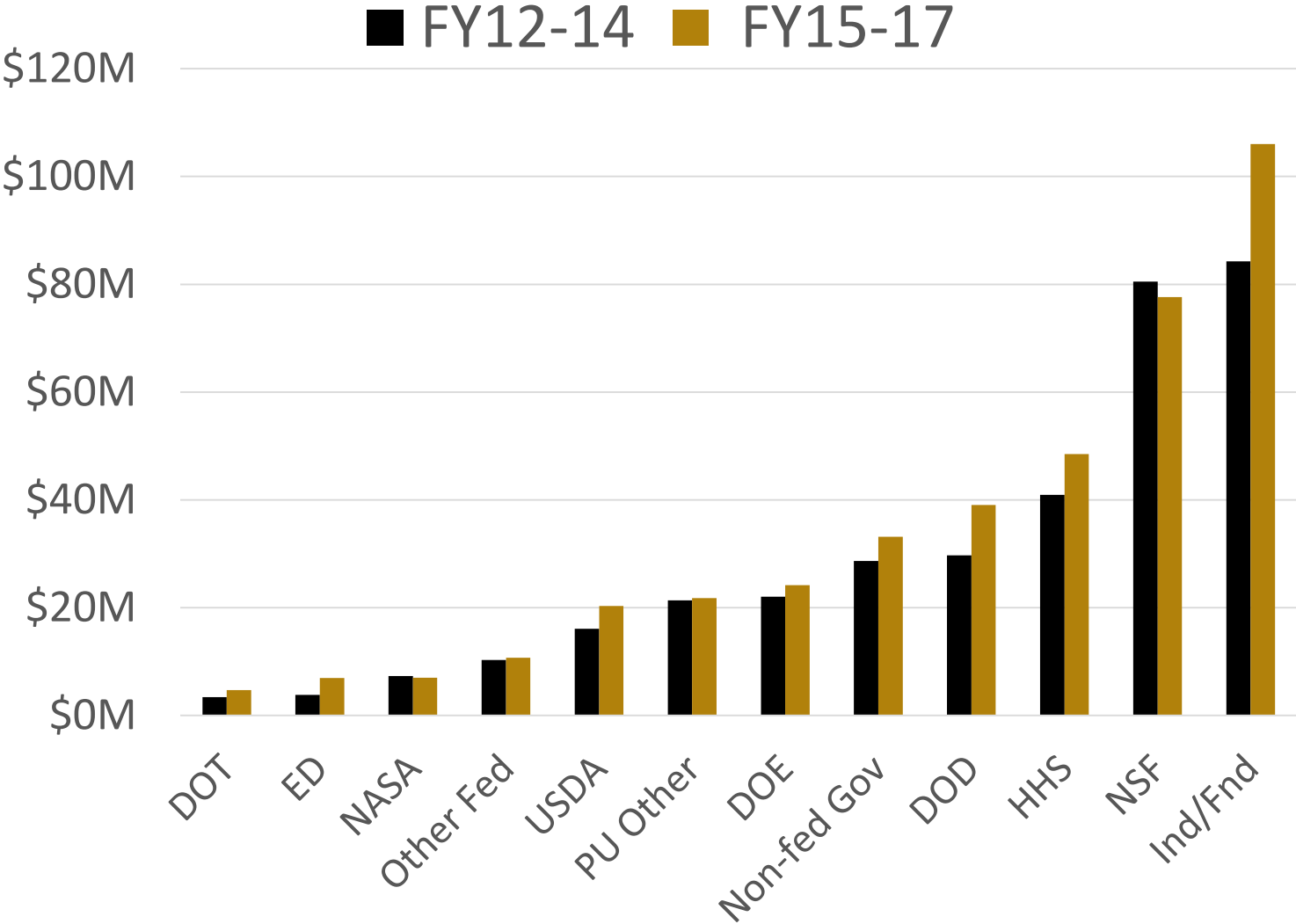
Shortest path to *tech translation*

Enhanced student engagement/placement

- (e.g. 482 grad students supported last 3 years)

Leverage for additional public support

# RESEARCH TRENDS: 3 YR ANNUALIZED



**TO:** University Senate  
**FROM:** Laurel Weldon, Chairperson of the Steering Committee  
**SUBJECT:** Résumé of Items under Consideration by the Various Standing Committees

**STEERING COMMITTEE**

Laurel Weldon [weldons@purdue.edu](mailto:weldons@purdue.edu)

**ADVISORY COMMITTEE**

Alberto J. Rodriguez [senate-chair@purdue.edu](mailto:senate-chair@purdue.edu)

**NOMINATING COMMITTEE**

Sulma Mohammed [mohammes@purdue.edu](mailto:mohammes@purdue.edu)

**EDUCATIONAL POLICY COMMITTEE**

Ralph Kaufmann [rkaufman@purdue.edu](mailto:rkaufman@purdue.edu)

**EQUITY AND DIVERSITY COMMITTEE**

Linda Prokopy [lprokopy@purdue.edu](mailto:lprokopy@purdue.edu)

1. Off campus student activities
2. Freedom of Expression
3. Faculty/staff recruitment and retention
4. Curriculum

**FACULTY AFFAIRS COMMITTEE**

Steve Landry [slandry@purdue.edu](mailto:slandry@purdue.edu)

1. Rightsizing policy
2. External P & T letter policy
3. Faculty-Head reviews
4. Required student surveys
5. Procedures for reduced teaching policy
6. Honors College Senate representation
7. Academic rigor
8. Academic integrity 2.0
9. The use of Academic Analytics

**STUDENT AFFAIRS COMMITTEE**

Russell Jones, Chairperson [russjones@purdue.edu](mailto:russjones@purdue.edu)

**UNIVERSITY RESOURCES POLICY COMMITTEE**

Alan Friedman [afried@purdue.edu](mailto:afried@purdue.edu)

Chair of the Senate, Alberto Rodriguez, [senate-chair@purdue.edu](mailto:senate-chair@purdue.edu)  
Vice Chair of the Senate, Natalie Carroll, [ncarroll@purdue.edu](mailto:ncarroll@purdue.edu)  
Secretary of the Senate, Joseph W. Camp, Jr., [jcamp@purdue.edu](mailto:jcamp@purdue.edu)  
University Senate Minutes; <http://www.purdue.edu/senate>

Starting off, I would like to echo the need for a Campus Climate Survey similar to the one that was conducted in 2007 and I look forward to collaborating with Prof Rodriguez on this. In the Spring of 2016, Purdue Student Government conducted a climate survey among undergraduate students. Here was one of the responses, "I am an Asian American. The international students do not socialize with me because I am not a native Chinese speaker. American students don't interact with me because they think I am an international student." We need to hear more of these stories, because they do exist but there hasn't been an effort to collect them.

The University Senate offers great opportunities for students to become more informed and have their voices heard, but it has been neglected. In the coming weeks, students will be moved around in committees as they figure out their class schedules. I will do my best to place students in committees that they can meet with, and transfer their committees if schedules are incompatible. Please let me know if you notice a lack of student involvement on your committee and I will resolve that issue.

There are three pillars for action in student government this year:

1. Education – Students lack the requisite knowledge to enter into conversations with faculty and administrators, or to ask questions about campus improvement. We aim to resolve this through the creation of a campus wide student newsletter.
2. Cooperation – No longer can PSG continue to operate in a contained sphere. Progress only goes so far without increased cooperation. University offices have abilities and expertise that PSG could not replicate without full time staff. Student government has the ability to find students, and provide student input. We also have marketing experience when it comes to reaching out to the undergraduate population. As much as we are a liaison from students to administrators and faculty members, we are also a liaison from administrators and faculty to students.
3. Outreach – After progress has been made on an issue, students need to be informed. This can be achieved through both the newsletter and marketing campaigns. It needs to become habit rather than as a conglomeration of one-off outreach projects.

In tackling issues, we need a flexible paradigm for action. We will follow these steps loosely:

1. Collect information about a concern from students or faculty/staff
2. Make initial contact with the necessary office or individual
3. Identify areas for cooperative action and individual action and schedule a follow up date to check in on progress

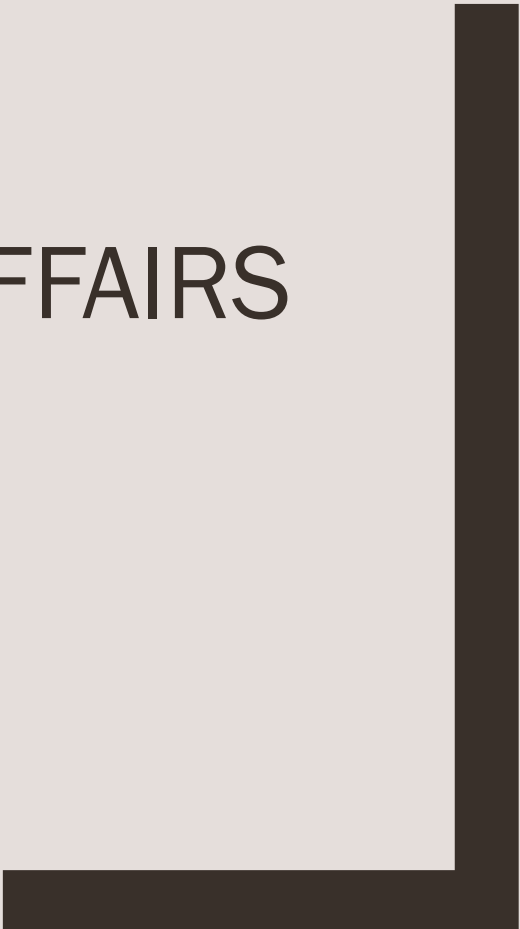
If you have any questions, comments, or concerns, please reach out to me at [seschker@purdue.edu](mailto:seschker@purdue.edu) and I look forward to working with all of you during the upcoming school year!





# PURDUE ATHLETIC AFFAIRS COMMITTEE

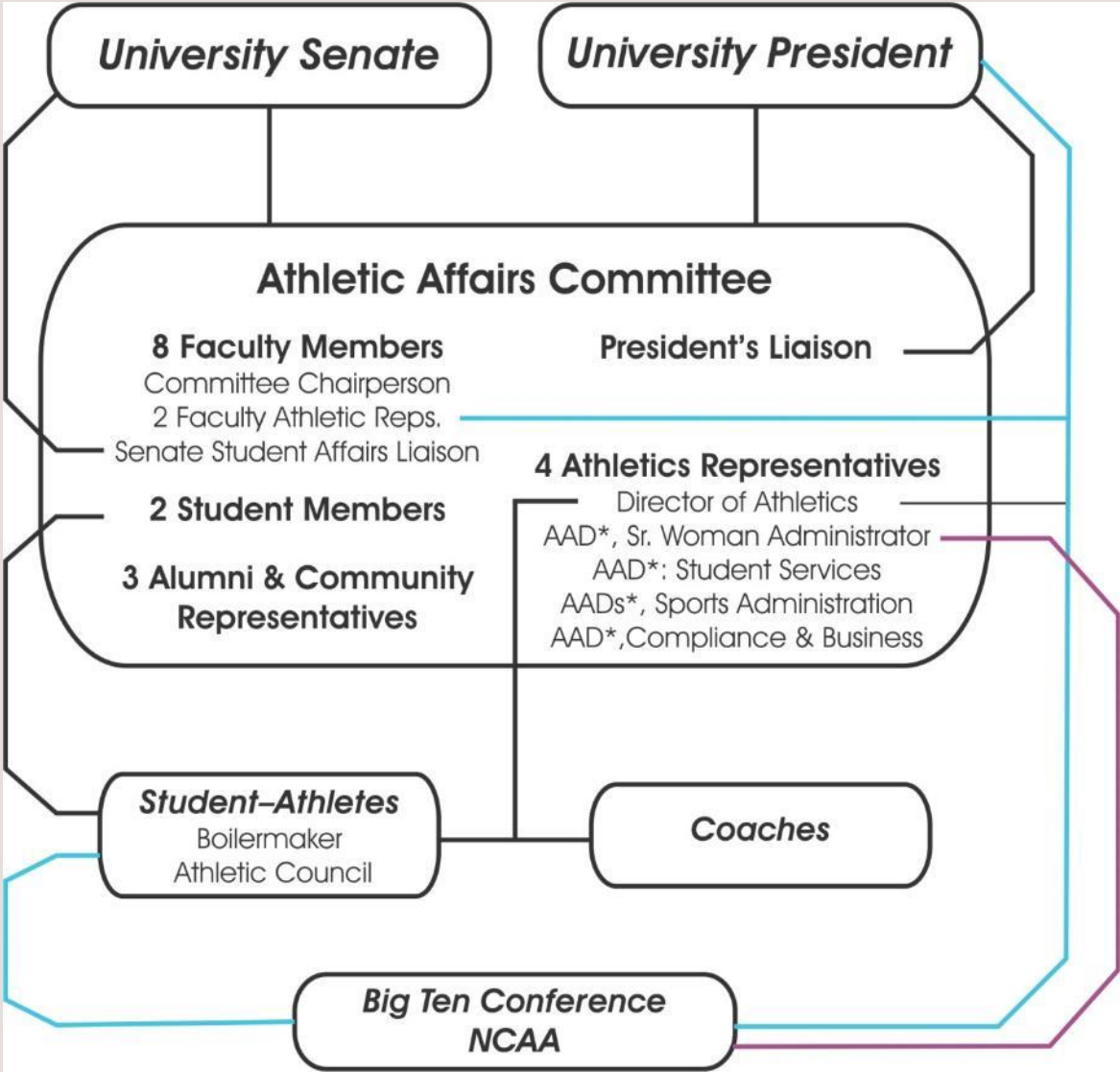
Report to the University Senate  
September 11, 2017



# The Athletic Affairs Committee (AAC)

- One facet of institutional control of athletics
- Ties to the beginnings (1895) of what is now known as the Big Ten Conference and the role of the faculty
  - *The Presidents of the original member institutions delegated oversight of athletics to the faculty*
- Intended to represent the interests of the entire University community
  - *Faculty, students, alumni, community representatives, and senior administrators from Intercollegiate Athletics*

# The Structure



# The Athletic Affairs Committee

- Faculty members serving on the AAC
  - *Chair: Natalie Carroll (Agriculture)*
  - *Student Affairs Liaison: Jon Story (HHS)*
  - *Senate Appointees:*
    - Natalie Carroll (Ag)      Joe Camp (Vet)      Stacy Holden (History)*
    - Nathan Hartman (PPI)                      Jessica Huber (HHS)*
  - *Faculty Athletic Representatives*
    - Marcy Towns (Science)                      Jeff Bolin (Science)*
- Connections to the Senate
  - *Reports to the Student Affairs Standing Committee*

# Student athlete majors by college

Spring 2017

<b>College or School</b>	<b># student-athletes</b>
Agriculture	18
Education	9
First Year Engineering	16
Engineering	46
Health and Human Sciences	108
Liberal Arts	117
Management	67
Pre-Pharmacy	4
Pharmacy	2
Science	20
Polytechnic Institute	67
Graduate School	5
Exploratory Studies	28
<b>TOTAL</b>	<b>507</b>

# Cumulative GPA

<b>Student-Athlete Academic Profile Contrasted to Student Body</b>		
<b>Academic Performance Measures:</b>	<b>Fall, 2016</b>	<b>Spring, 2017</b>
<u>Cumulative GPA</u>		
Student-athletes	3.06	3.05
All-campus	3.12	3.13

# CGPA: by team

Fall 2016 - Team	CGPA
Baseball	2.98
Football	2.79
Men's Basketball	2.90
Men's Cross Country	3.08
Men's Golf	3.35
Men's Swimming	3.19
Men's Tennis	3.27
Men's Track	3.02
Soccer	3.28
Softball	3.11
Volleyball	3.23
Women's Basketball	3.10
Women's Cross Country	3.42
Women's Golf	3.36
Women's Swimming	3.40
Women's Tennis	3.05
Women's Track	3.13
Wrestling	2.81
<b>Student-Athlete Totals</b>	<b>3.06</b>
<b>Student Body Totals</b>	<b>3.12</b>

Spring 2017 - Team	CGPA
Baseball	2.92
Football	2.81
Men's Basketball	2.93
Men's Cross Country	3.05
Men's Golf	3.29
Men's Swimming	3.17
Men's Tennis	3.29
Men's Track	2.94
Soccer	3.22
Softball	3.07
Volleyball	3.15
Women's Basketball	3.01
Women's Cross Country	3.45
Women's Golf	3.36
Women's Swimming	3.38
Women's Tennis	3.06
Women's Track	3.17
Wrestling	2.83
<b>Student-Athlete Totals</b>	<b>3.05</b>
<b>Student Body Totals</b>	<b>3.13</b>

# Student Athlete Academic Awards

- Big Ten Postgraduate Scholarship (\$7,500)
  - *Female: Christa Szalach (soccer)*
  - *Male: Jon McKeeman (basketball)*
- Big Ten Medal of Honor
  - *Female: August Kim (golf)*
  - *Male: Jake Replogle (football)*



# Questions?

- Due to the short time allotted today, I will take any questions and answer them at a future Senate meeting.
- Questions are always encouraged through the Student Affairs Committee (Rusty Jones, chair), as well.



# Purdue Language and Cultural Exchange

**April Ginther,**  
Director, OEPP & PLaCE

**Matt Allen,**  
Assistant Director, PLaCE

**Lixia Cheng**  
Assistant Director of Testing, PLaCE

## **2017 PLaCE Update --**

- **The Purdue Language and Cultural Exchange**
- *Provides a two-semester required course sequence*
  - *English 110 and 111*
  - *Prerequisites for English 106 and Communications 114*
- *Language and culture for eligible international incoming students*
  - *<100 Toefl iBT total*

# ***Milestones – faculty support and effectiveness***

F15: GS100 accepted as a Humanities Core Course

S15: Senate Resolution 14-10 passes (52/4/1)

*-- English Language Center – undergrad focus*

S16: Demonstration of program effectiveness

S16: SAC Senate Resolution 15-13 passes (42/9/1)

*-- English Language Center – undergrad and grad focus*

F16: Engl 110 & 111 become pre-requisites for ENGL106

F17: Recurring funding

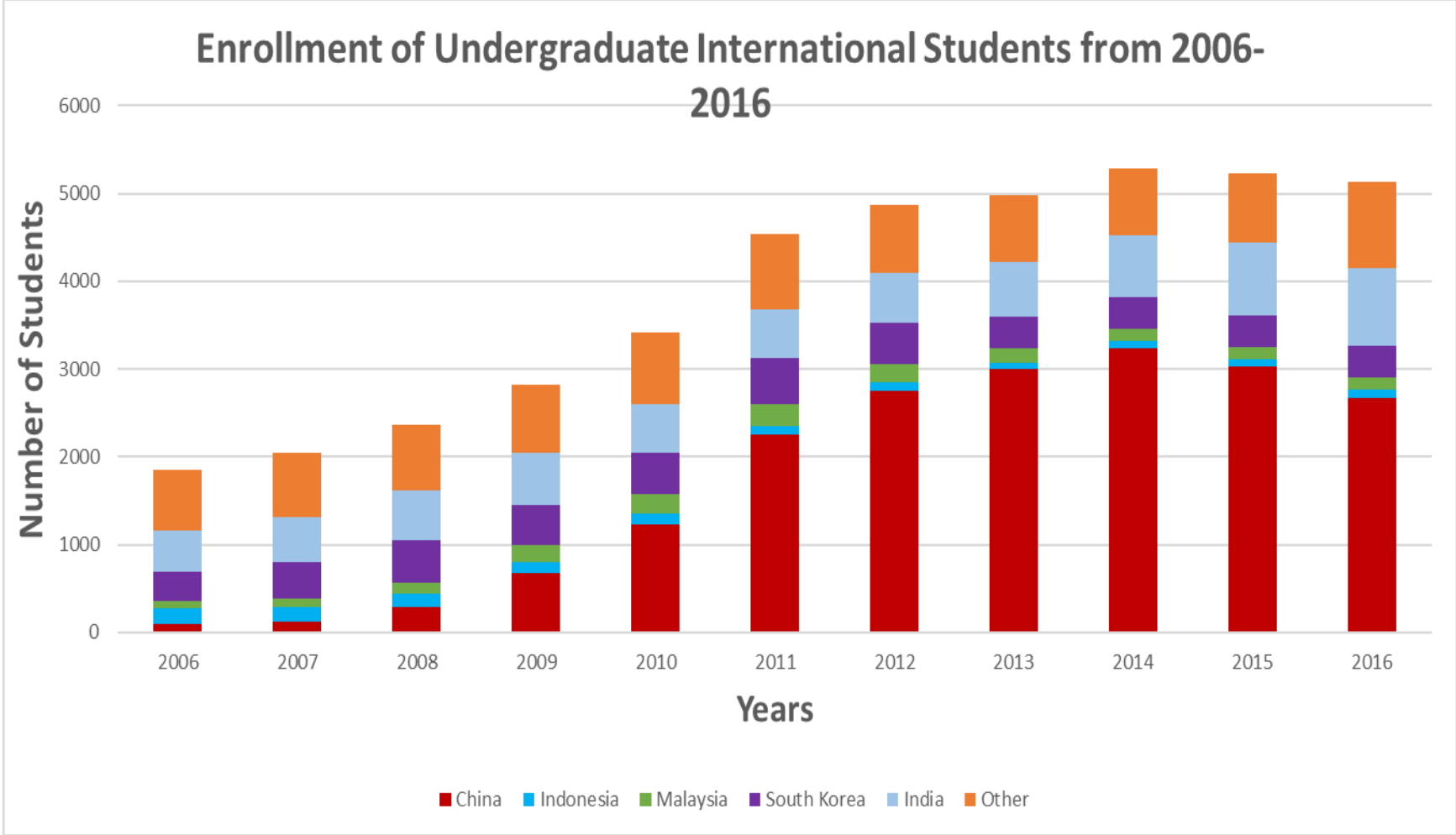
# Purpose of PLaCE

Purdue ranks in the top five for international enrollments for publics

## English for Academic Purposes Programs

- Designed for those who exceed admissions cut scores but still will benefit from support (TOEFL 80-100)
- ISS selection has changed – bottom 20% are gone
- Nevertheless 50% of incoming remain eligible
- --- 2015 70% eligible vs. 2017 50% eligible

# Need for an English for Academic Purposes Program



# Need for an English for Academic Purposes Program

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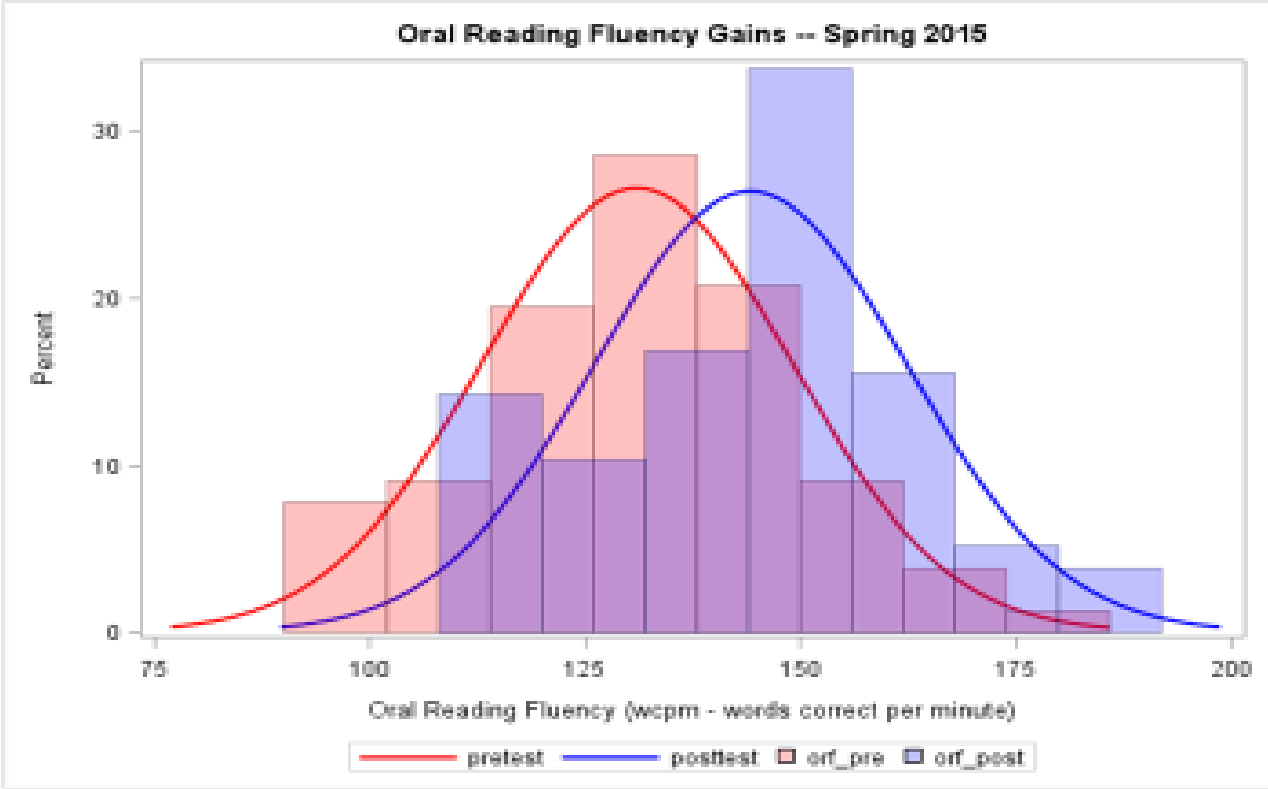
## *Vocabulary*

Our students receptive vocabulary levels typically range from 6,000 to 10,000-word families. These are very good levels for a second language.

- However, domestic students enter college with 18,000 to 22,000 words.
- Language proficiency affects every aspect of international students' performance.
- On average, Purdue's international students are intermediate second language learners.

# Program Effectiveness

## Pre/post Comparison



**Pretest oral reading fluency (orf\_pre):**  
N = 77  
Mean = 131 wcpm  
SD = 18  
95% CI: (127, 135)

**Posttest oral reading fluency (orf\_post):**  
N = 77  
Mean = 144 wcpm  
SD = 18  
95% CI: (140, 148)

**Paired samples t-test:**  
t(76) = 12.6  
p < 0.0001  
Effect size  
Cohen's d =  $\frac{13.195}{9.188} = 1.4$





# Need for an English for Academic Purposes Program

---

International students present a different profile of skills and experiences from domestic students.

These differences can be an advantage for all students *if* the university can leverage them through intentional and deliberate pedagogical actions such as those that PLaCE provides.

(see Paige & Vande Berg, 2012).

# Advantages for all students

---

The development of second-language proficiency and cultural competence is an advanced skillset that requires years of work and carries many advantages for our graduates in a competitive global marketplace and, by extension, for the University brand around the world.

- Gaps in language and cultural knowledge and expectations.
- PLaCE has been designed to bridge gaps and enhance our students' willingness to communicate.

# *Thank You*

*Please contact us --*

April Ginther [aginther@purdue.edu](mailto:aginther@purdue.edu)

Matthew Allen [mcallen@purdue.edu](mailto:mcallen@purdue.edu)

Lixia Cheng [clixia@purdue.edu](mailto:clixia@purdue.edu)

# **Purdue NEWU Update**

**University Senate**

**September 11, 2017**

# Agenda

- Timeline
- Rationale for Acquiring Kaplan University
- Kaplan University Students
- Overview of Structure

# Timeline of approvals

- Indiana Commission for Higher Education approved in August 2017
- Application for change of control with US Department of Education
- Higher Learning Commission
  - Site visit on October 26 and 27, 2017 (waiting for agenda, may be another 3 weeks)
  - Hearing February 2018

# Timeline of actions

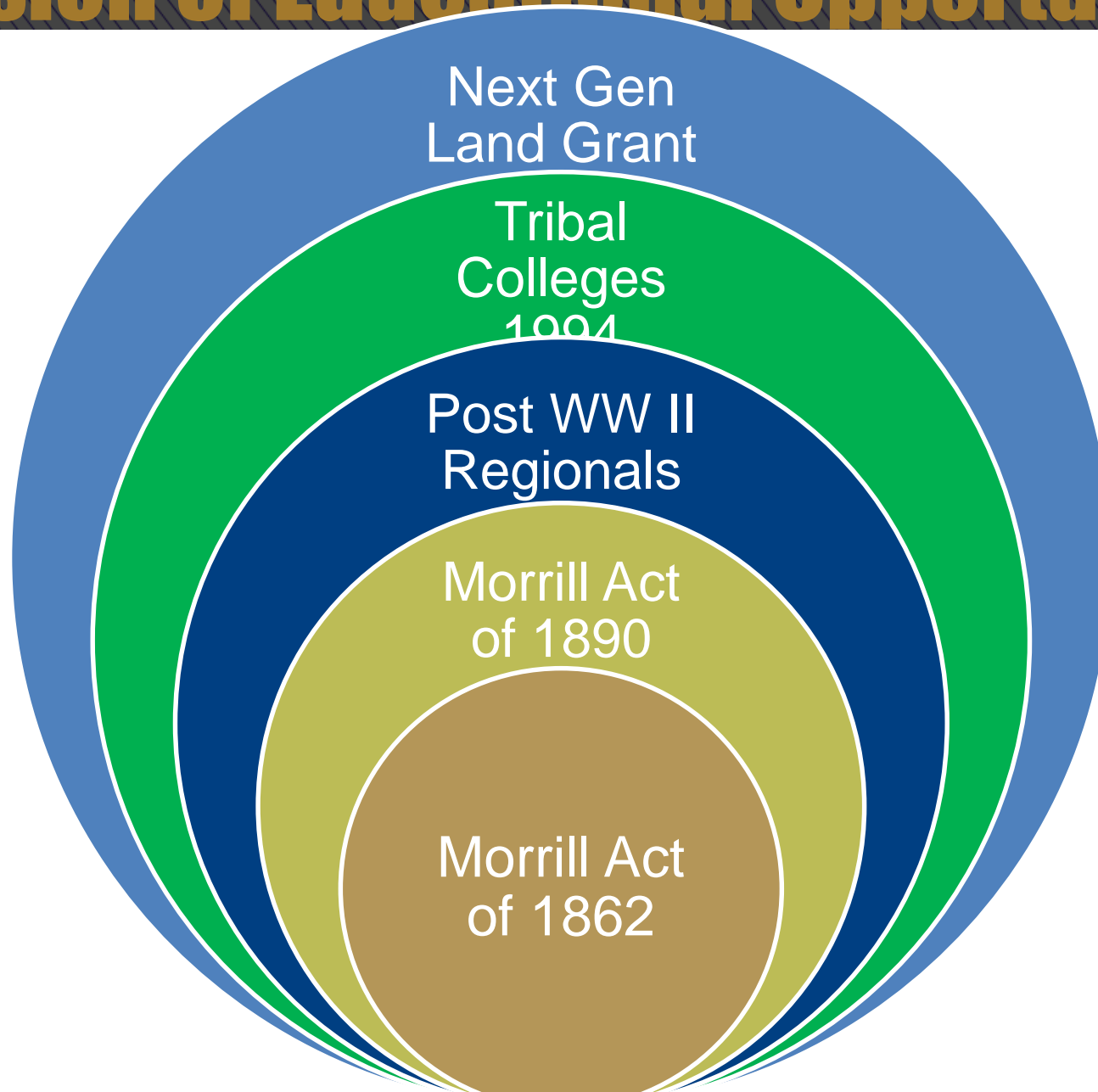
- Stage I: Regulatory approvals
  - Building familiarity and understanding at unit level
  - Virtual Town halls
- Stage II: Purdue control
- Stage III: Seek new online opportunities

# Purpose of the Land Grant Act

- Morrill Act (1862) purpose is:
  - ... the leading object shall be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts, in such manner as the legislatures of the states may respectively prescribe, in order to promote the liberal and practical education *of the industrial classes* in the several pursuits and professions in life.

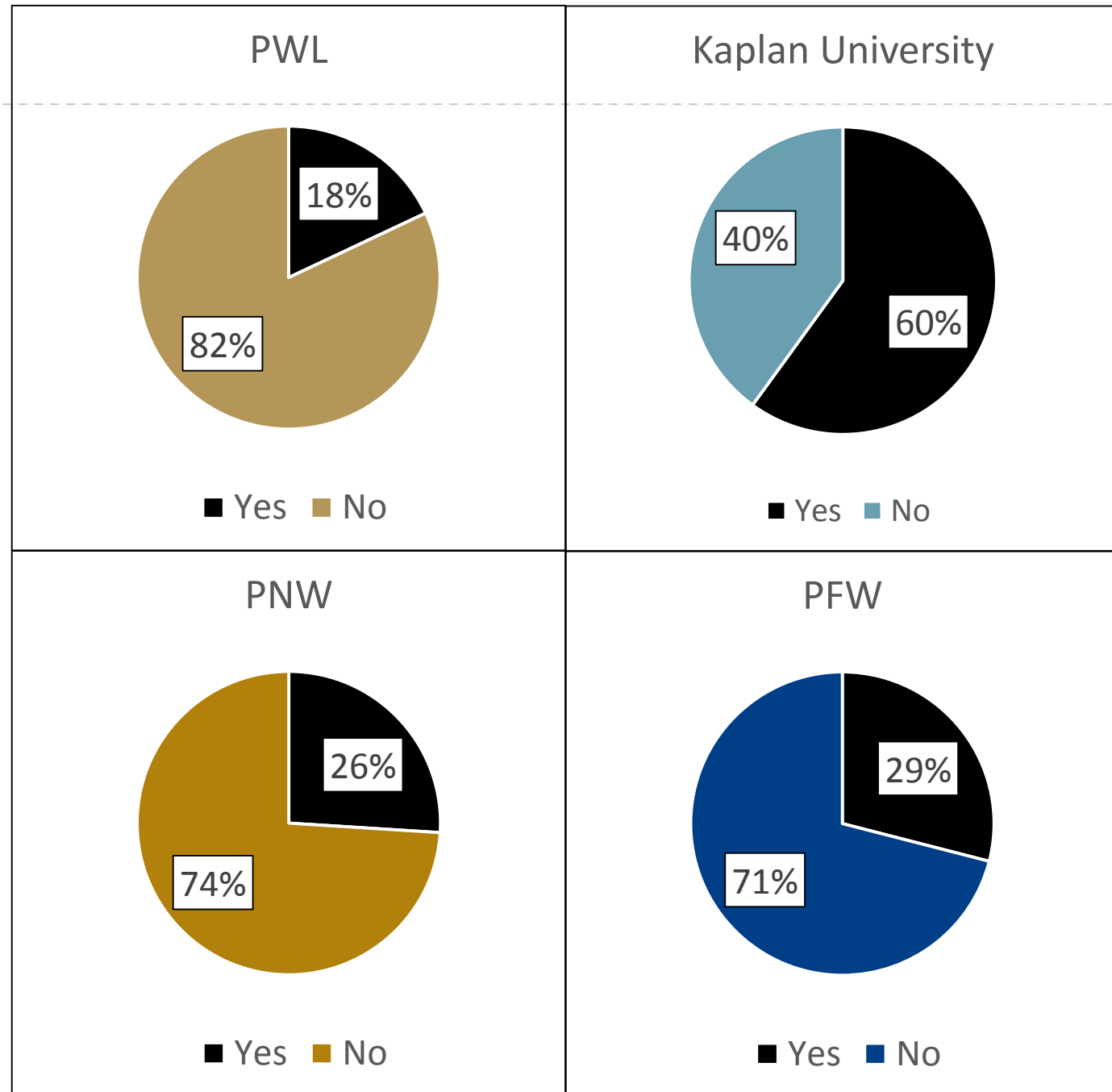


# Expansion of Educational Opportunity



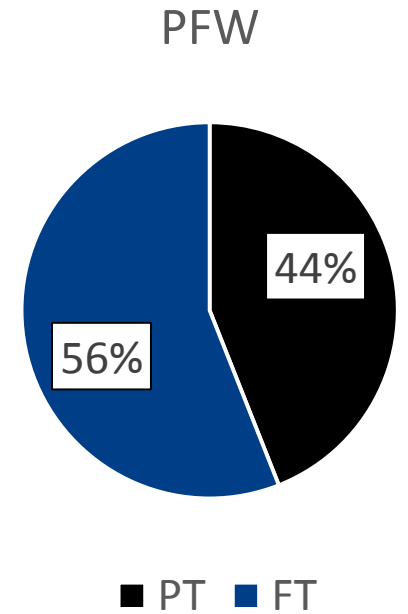
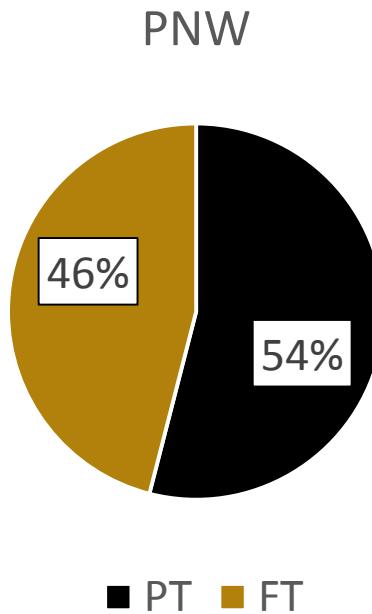
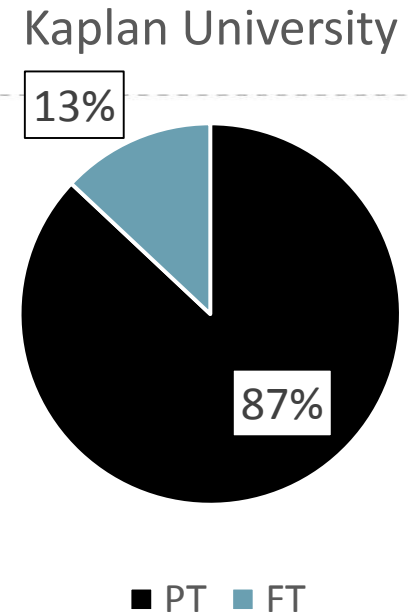
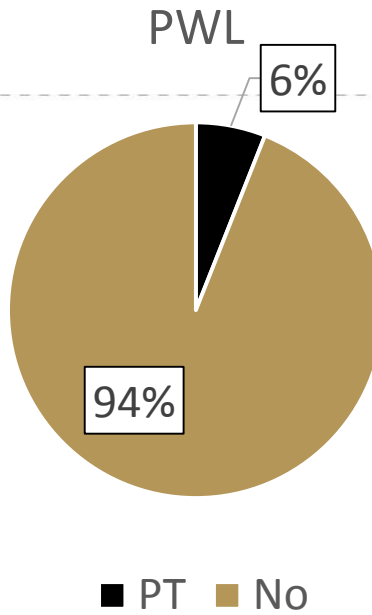
# At a Glance:

## % Pell Eligible Undergrads



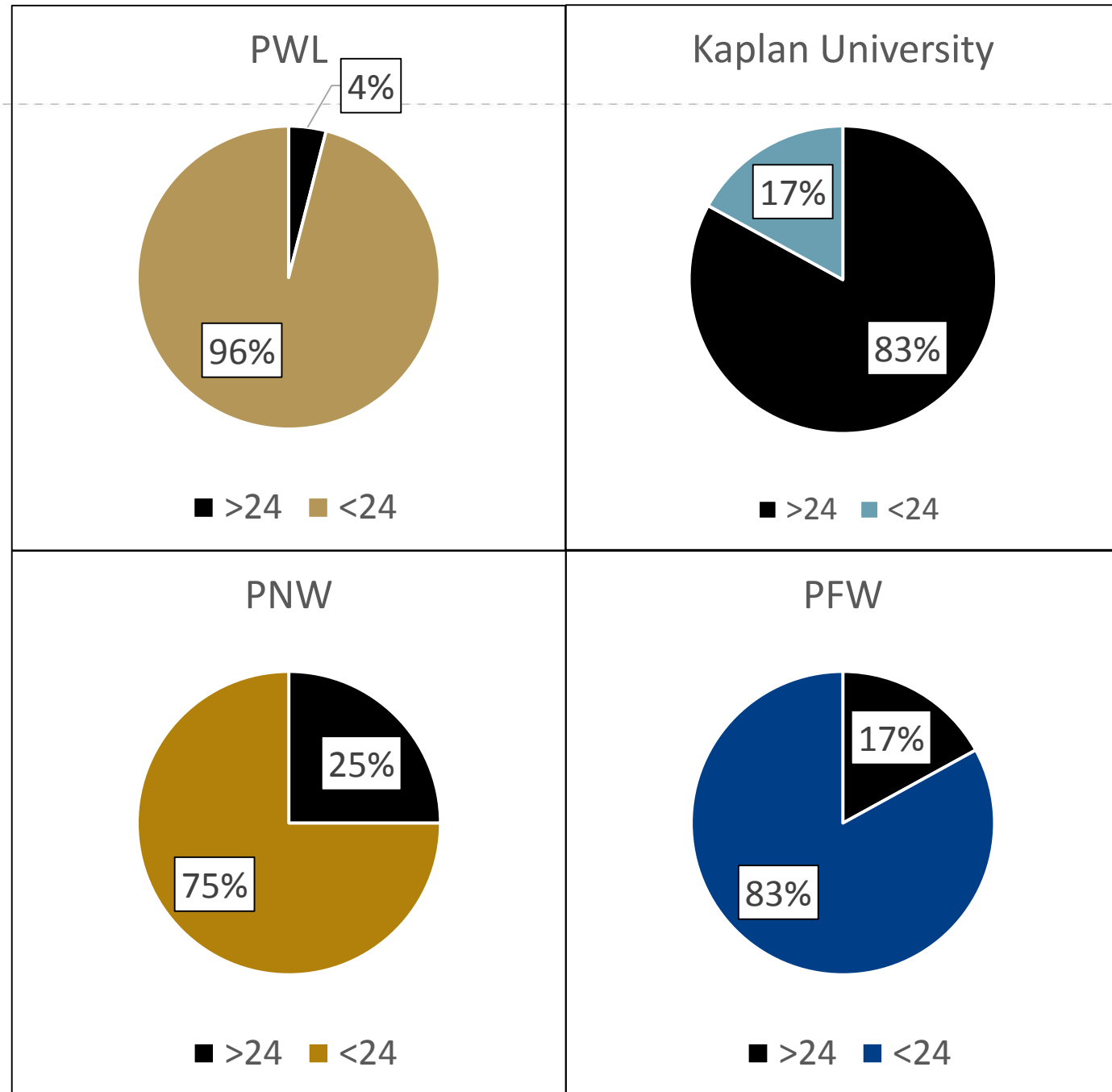
# At a Glance:

# Fulltime & Part-time Undergrads

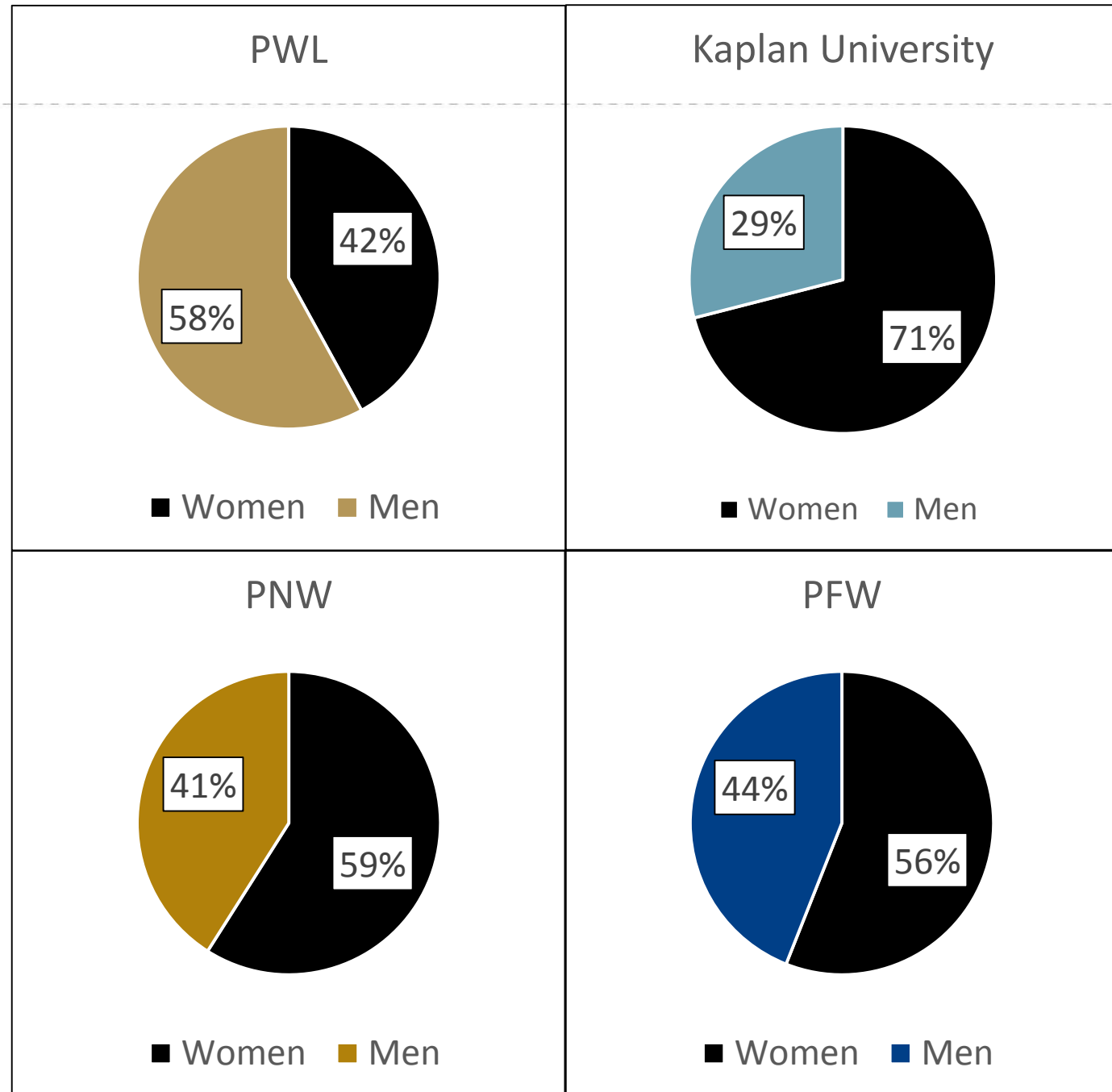


# At a Glance:

## Age Distribution of Undergrads (over/under 24)

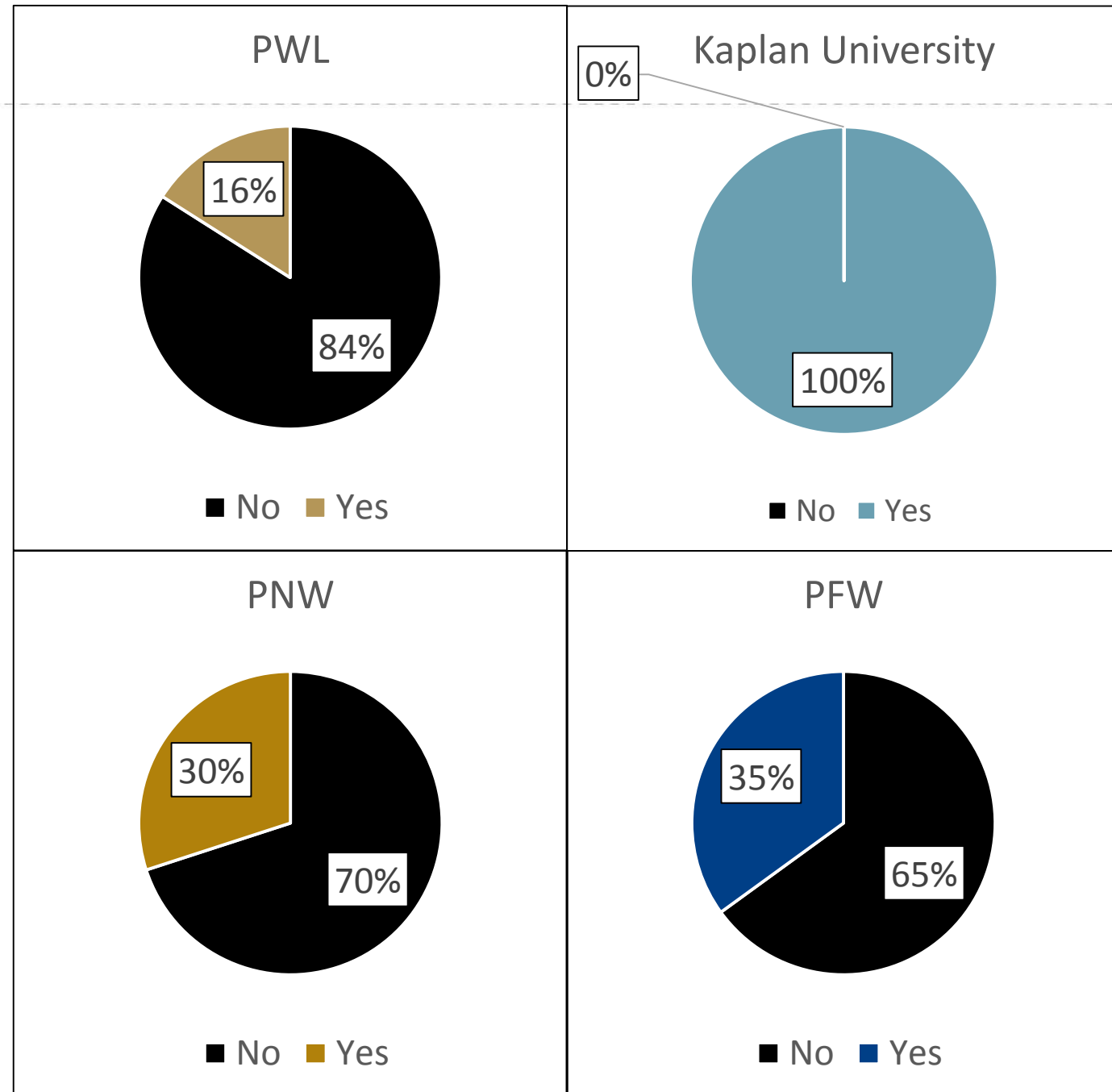


# At a Glance: Gender of Undergrads

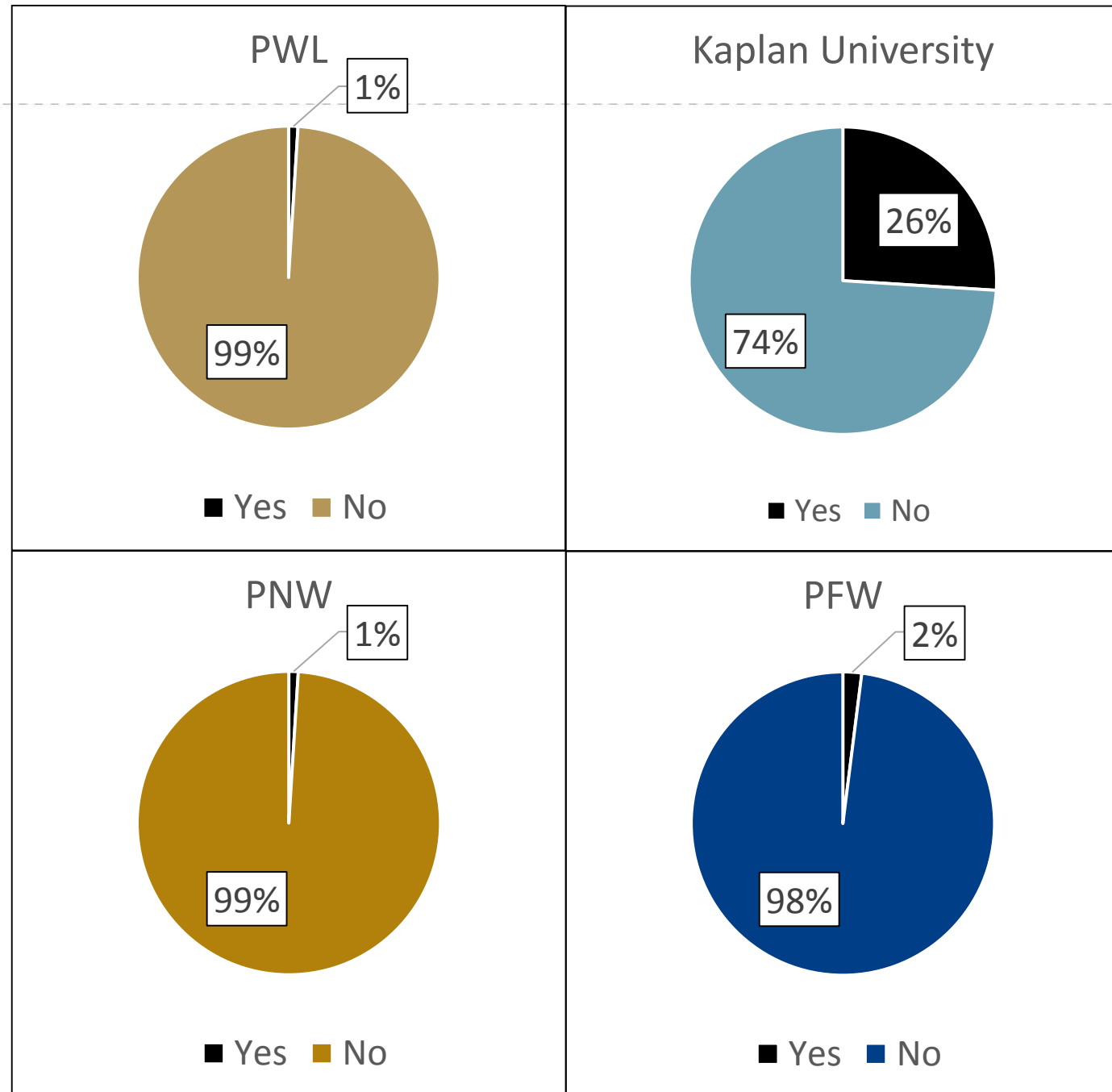


# At a Glance:

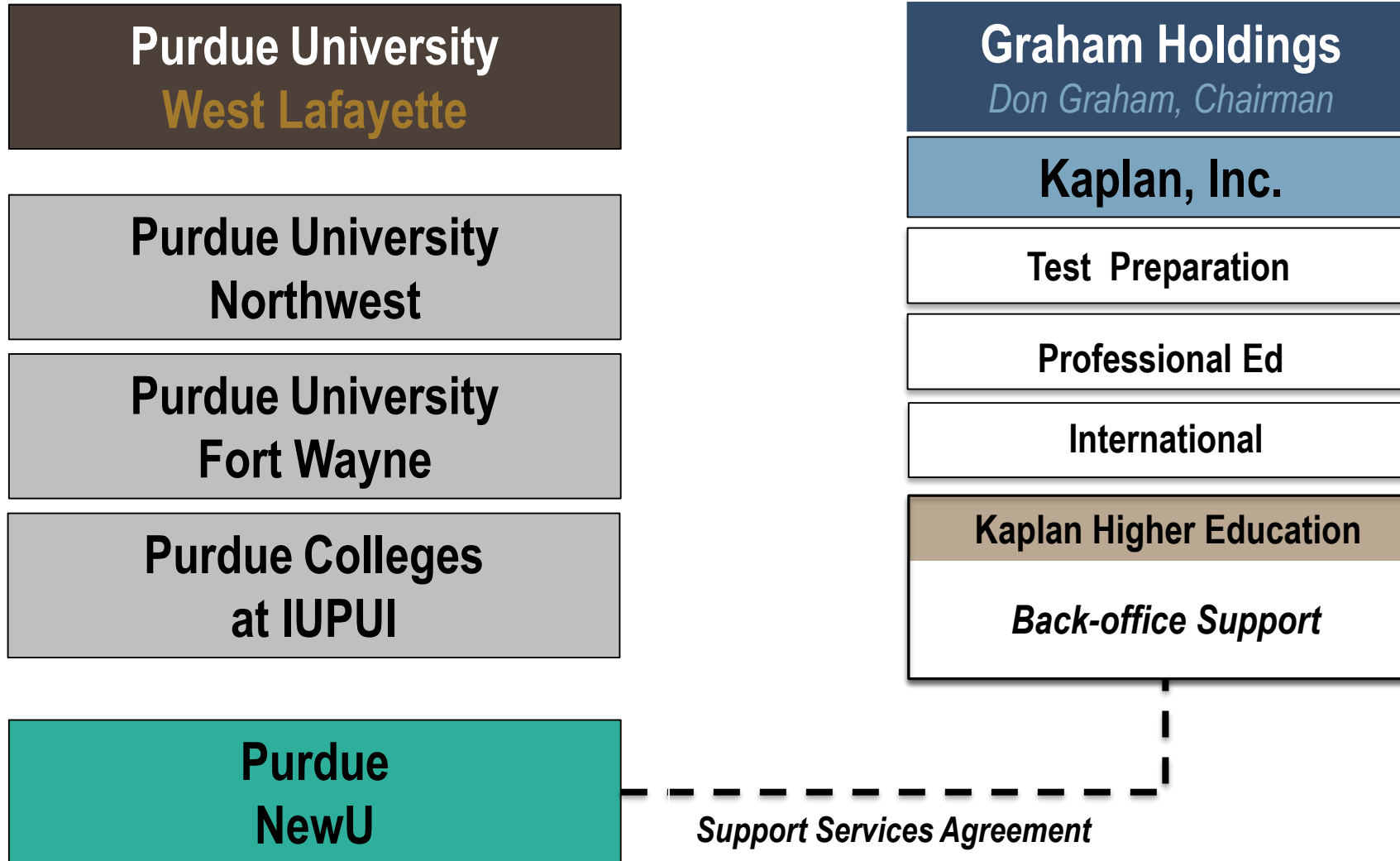
## % of undergrad students enrolled in an online course



# At a Glance: % Military undergrads

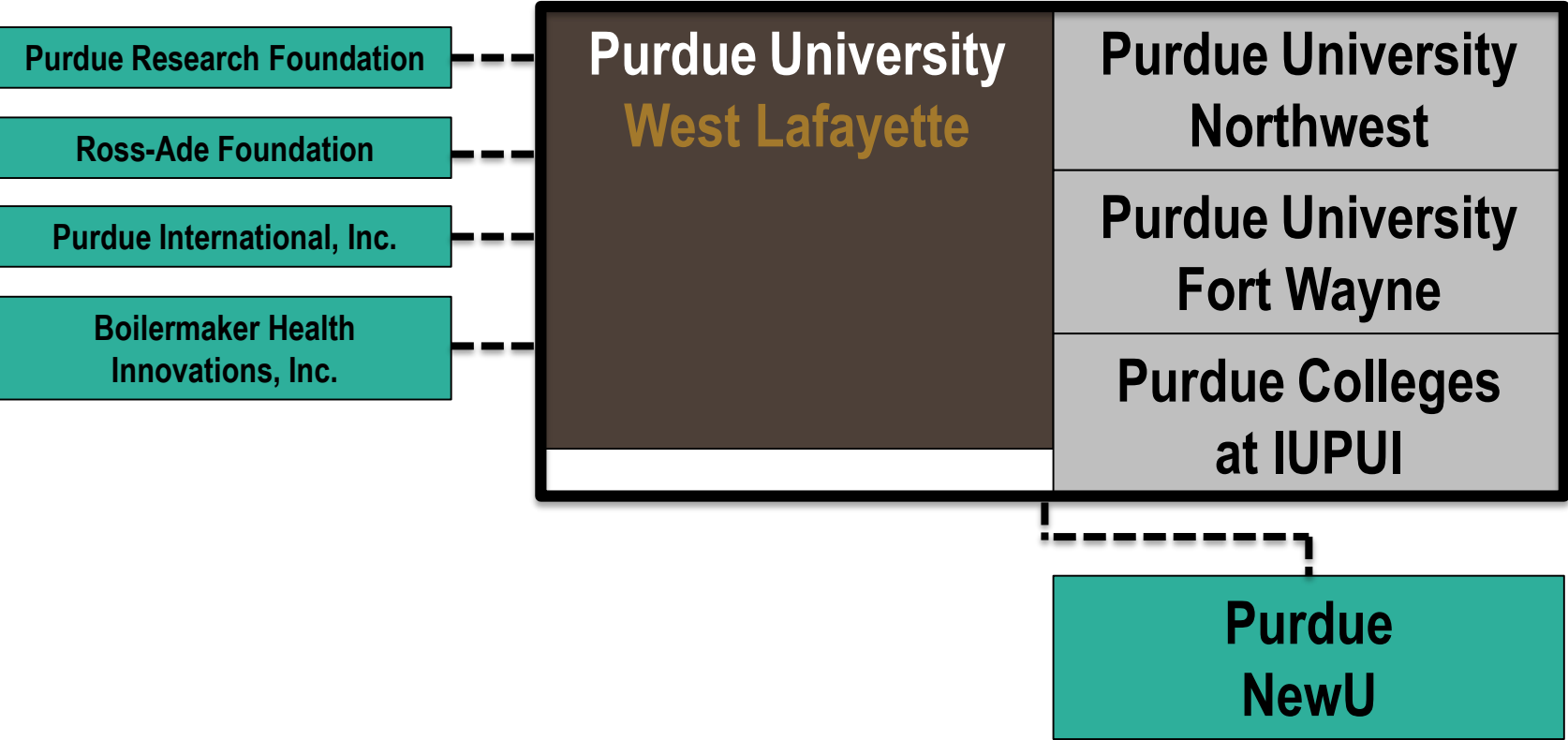


# TRANSACTION STRUCTURE





# PURDUE LEARNING ECOSYSTEM



# Relationship of NewU to Purdue

- **Separately incorporated**
- **Controlled by Purdue**
- **Standalone HLC accreditation, with separate:**
  - Diplomas
  - Curricula
  - Faculty
  - Academic and administrative leadership
  - Institutional policies and procedures
- **Differentiated approach to expand land grant mission:**
  - Special commitment to adult learner population
  - Stackable degrees to drive successful completion and career path progression
  - Well-positioned to deliver workforce and economic development benefits

# Final thoughts and questions

- Willing to visit any college or unit
- <http://www.purduenewu.org/>