

General Information

About Purdue

Purdue University, a top public research institution, offers higher education at its highest proven value. Committed to affordability, the University has frozen tuition and most fees at 2012-13 levels. Committed to student success, Purdue is changing the student experience with greater focus on faculty-student interaction and creative use of technology. Committed to pursuing scientific discoveries and engineered solutions, Purdue has streamlined pathways for faculty and student innovators who have a vision for moving the world forward.

About Purdue

Accreditation

Office of Institutional Assessment

In the United States, academic institutions and programs use accreditation to ensure that they are meeting established standards of educational quality. Accreditation is a voluntary process of self-reflection and peer review that helps institutions to identify opportunities and challenges throughout the university.

Institutional Accreditation

There are two types of accreditation, institutional and specialized. Institutional accreditors, often referred to as "regional" accreditors, examine a college or university as a whole. Purdue University has been accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA) since 1913. Our most recent accreditation visit was in October of 2019.

The HLC's new Open Pathway for maintaining accreditation seeks to offer greater value to institutions by focusing on both an assurance of quality and an engagement in continuous improvement. Two Assurance Reviews will take place in the ten-year cycle. One in Year 4 through an online reporting system and one in Year 10 that couples the online assurance report with a campus visit. In addition, our campus will complete a Quality Initiative between Years 5 and 9 focused on institutional innovation and improvement suited to our needs and circumstances.

Specialized Accreditation

Specialized accreditors evaluate specific educational programs. Professional accreditors, such as those for business, engineering, and other technical areas, fall into this category.

Board of Trustees, Officers of Administration and Instruction

Current Board of Trustees

Name	City	Term
Sonny Beck	Atlanta, IN	2013-2025
Michael Berghoff (Chairman)	Indianapolis, IN	2009-2024
Kevin Boes	Great Falls, MT	2023-2025
JoAnn Brouillette	Lafayette, IN	2006-2024
Theresa Carter	Colorado Springs, CO	2020-2026
Vanessa Castagna	Naples, FL	2013-2024
Malcolm DeKryger	Demotte, IN	2016-2025
Michael Klipsch	Carmel, IN	2015-2023
Gary Lehman (Vice Chairman)	Lafayette, IN	2010-2026
Shawn A. Taylor	Houston, TX	2022-2025

If you wish to send an email message to a trustee, please direct it to trustees@purdue.edu.

Current Board of Trustees

Board Officers

Former Trustees

Faculty Senate

Please visit the University Senate to learn about the Faculty Senate Chair, meetings and minutes, committees and bylaws.

Current Members

The President's Office

Mung Chiang

Mung Chiang is president of Purdue University and the Roscoe H. George Distinguished Professor of Electrical and Computer Engineering. From July 2017 to June 2022, he was the John A. Edwardson Dean of the College of Engineering. From April 2021 to December 2022, he was the executive vice president for strategic initiatives.

As the engineering dean, he led the college to its first back-to-back top 4 graduate rankings in the U.S. while growing it to be the largest top 10 undergraduate engineering college in the country. Undergraduate admissions applicant number, selectivity, yield rate and graduation rate, as well as women and minority enrollment percentages, all achieved new records. Online program size more than quadrupled, while the ranking for best online master's in engineering programs advanced to the top 3 in the U.S. New degrees were launched, and enrollment in professional master's programs more than quadrupled.

Annual research awards surged over 70% in five years, including the largest federal funding and the largest industry funding awards in college history and 12 national research centers headquartered at or co-led by Purdue. Patent applications increased by about 40%, and the college contributed to Purdue's Ever True campaign in excess of \$1 billion. The "pinnacle of excellence at scale" in the college is further supported by 15 facility construction or renovation projects completed since 2017, including Dudley Hall and Lambertus Hall.

As an executive vice president of the university, Chiang worked with many colleagues to help launch initiatives in national security technology and semiconductor and life science manufacturing, in Discovery Park District at Purdue's aerospace cluster and the Lab to Life residential neighborhood, and in economic growth through federal, state and private-sector opportunities.

Previously, Chiang was the Arthur LeGrand Doty Professor of Electrical Engineering at Princeton University, where he was the inaugural chairman of the Princeton Entrepreneurship Council and director of the Keller Center for Innovation in Engineering Education. He helped launch entrepreneurial programs at Princeton and was named a New Jersey CEO of the Year (2014). He received a BS (Honors) in electrical engineering and in mathematics and an MS and PhD in electrical engineering from Stanford University.

As a researcher, Chiang received the National Science Foundation's Alan T. Waterman Award (2013), the highest honor presented to an American researcher under the age of 40. For his pioneering work in edge computing, network utility maximization and wireless resource allocation, he also received the IEEE INFOCOM Achievement Award (2022), Guggenheim Fellowship (2014), IEEE Kiyoo Tomiyasu Award (2012), Presidential Early Career Award for Scientists and Engineers (2008) and MIT Technology Review TR35 Award (2007). His research publications on internet congestion control and routing, wireless power control and scheduling, cloud and video optimization, smart data pricing and social learning networks have received over 30,000 citations, with an h-index of 81, and won best paper prizes at IEEE INFOCOM (2012), IEEE SECON (2013) and ACM MobiHoc (2021). He was elected to the National Academy of Inventors (2020) and the Royal Swedish Academy of Engineering Sciences (2021).

As a teacher, Chiang received the Distinguished Teaching Award in Engineering (2016) at Princeton University for creating an interdisciplinary undergraduate course, flipping the classroom and teaching one of the university's first massive open online courses, which has been taught to over 400,000 people. His textbook "Networked Life" (Cambridge University Press, 2012) received the ASEE Frederick E. Terman Award (2013) and an American Association of Publishers PROSE Award (2012). He has advised more than 50 PhD students and postdoctoral researchers, including 24 who have become faculty in research universities.

As an inventor and entrepreneur, Chiang has 25 U.S. patents, most of which have been licensed and deployed by the communications and networking industry. He co-founded three startup companies in mobile networks, artificial intelligence and the Internet of Things, based on the research at Princeton Edge Lab, and co-founded a global nonprofit, the OpenFog Consortium, now part of the global Industrial Internet Consortium. He was the founding CEO of DataMi, which has served over 60 million users around the world in bridging the digital divide.

As a diplomat and policymaker, Chiang was the science and technology advisor to the U.S. Secretary of State and initiated the U.S. government's tech diplomacy programs. Since returning from Washington, D.C., in 2020, he co-founded the Krach Institute of Tech Diplomacy at Purdue and serves as the technology and innovation advisor to his home state of Indiana.

Please visit the Office of the President for more information.

The Provost's Office

The Office of the Provost is committed to promoting academic excellence at Purdue. The provost and vice president for academic affairs is Purdue's chief academic officer, reporting directly to the president. The provost is responsible for:

1. All academic programs
2. Academic strategy and priorities
3. Faculty-related matters (including academic appointments, tenure and promotion)
4. Student academic affairs

The provost works closely with the deans of all colleges and schools to ensure effective collaboration and inspire new areas of scholarship. He also has direct responsibility for academic support units including diversity and inclusion, enrollment management, financial affairs, and the libraries. The provost collaborates with the chief financial officer and has responsibility for the allocation of financial resources in accordance with academic priorities. The provost also communicates on academic and faculty matters with a wide variety of internal and external constituencies, including the Board of Trustees.

Meet the Provost (website)

Provost Patrick J. Wolfe

Prior to his current role as Provost and Executive Vice President for Academic Affairs and Diversity, Patrick J. Wolfe served Purdue as the Frederick L. Hovde Dean of the College of Science and the Miller Family Professor of Statistics and Computer Science with faculty appointments in electrical and computer engineering. A native of the Midwest, Provost Wolfe is a 1998 graduate of the University of Illinois with degrees in electrical engineering and music and a 2003 doctorate from the University of Cambridge. Provost Wolfe specializes in the mathematical foundations of data science. After teaching at Cambridge and Harvard, he joined the faculty of University College London (UCL) in 2012, where he became the founding executive director of its Big Data Institute. He is currently a trustee and non-executive director of the Alan Turing Institute, the United Kingdom's national institute for data science and artificial intelligence. He has received research awards from the Royal Society, the Acoustical Society of America, and the Institute of Electrical and Electronics Engineers (IEEE). He was named the inaugural IEEE Distinguished Lecturer in Data Science. A past recipient of the Presidential Early Career Award for Scientists and Engineers from the White House while at Harvard, Provost Wolfe provides expert advice on applications of data science to a range of national and international entities and organizations.

For more information, visit [Office of the Provost](#).

Equal Access/Equal Opportunity

Nondiscrimination Policy Statement (website)

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

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set

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

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

FERPA

Information For Students & Parents at Purdue University

FERPA Regulations

FERPA Information

What rights do students have under FERPA?

- The right to inspect and review their education records within 45 days of their request
- The right to request an amendment to their education records
- The right to consent to disclosures of personally identifiable information contained in their education records
- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

"Legitimate Educational Interest"

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

Public Posting of Grades

The public posting of grades, either by the student's name, institutional student identification number, or social security number is a violation of FERPA. Using an assigned random number that only the student and instructor know would be an appropriate way to post grades. Even then, the order of posting should not be alphabetic.

What is directory information?

Institutions may disclose the following information on a student without violating FERPA if the student has not restricted their information.

- name
- e-mail address
- address (local & home)
- telephone number (local & home)
- college/school and curriculum
- enrollment status and credit hour load

- dates of attendance
- classification
- receipt or non-receipt of a degree
- academic awards received (dean's list, honors students)
- participation in officially recognized activities
- sports photograph
- position, weight, and height of athletes

Indiana SSN Law

Internal use of SSN information within the Purdue system for the purpose of conducting normal business is still permitted under the Indiana law. However, it is important to remember that Purdue data handling guidelines address the usage and methods of exchanging sensitive and restricted data, in addition to just SSN information. Guidelines

What are education records?

An education record is any record that is directly related to a student and maintained by the university. A student has the right of access to these records.

Education records include any records in whatever medium (handwritten, email, print, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What aren't education records?

- sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- records relating solely to an individual 's employment by the institution that are not available for any other purpose,
- records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- records of an institution that contain only information about an individual obtained after that person is no longer a student, i.e., alumni records,
- grades on peer-graded papers that have not been collected and recorded.

Letters of Recommendation

Statements made by a person making a recommendation that are made from that person's own observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which:

1. specifies the records that may be disclosed,
2. states the purpose of the disclosure, and
3. identifies the party or class of parties to whom the disclosure can be made.

Since the letter of recommendation would be part of the student's education record, the student has the right to read it - unless he/she has waived that right of access.

"Health and Safety" Exception

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

Outsourcing and Access to Education Records

Institutions are allowed to disclose education records without the student's consent to contractors, volunteers, and other non - employees performing institutional services and functions.

FERPA and Parents' Access to their Student's Education Records

1. When a student reaches the age of 18 or begins attending a postsecondary institution at any age, FERPA rights transfer from the parent to the student.
2. Parents may obtain non-directory information (grades, GPA, etc.) at the discretion of the institution if the student is a dependent per federal tax law.
3. Parents seeking information about their student may review the information here.
4. MyPurdue Proxy: A student can give parents, legal guardians, or other trusted parties access to view certain pieces of their student information online. This access is referred to as proxy access, and the person who is granted this authorization is called myPurdue proxy. The student controls the entire process through his/her myPurdue Portal and can add anyone with a valid e-mail address as a proxy.
 - Creating a Proxy Account: Student Guide: myPurdue Proxy Access - Student Guide (.pdf)
 - Authenticating a New Proxy Account: Instructions for Proxies: myPurdue Proxy Access - Instructions for Proxies (.pdf)
 - Future Proxy Login

Call 765-496-0509 or email ferpa@purdue.edu for FERPA assistance.

Tuition and Fees

The Bursar's Office is your one-stop shop for finding information on student tuition, viewing invoices, making payments and ensuring timely refunds. You can find valuable information regarding tuition, fees, rates and remissions, as well as our tuition calculator.

The most recent information can be found at Office of the Bursar

Rates and Fees - 2024-2025

See below for access to detailed information regarding 2024-25 Purdue tuition, rates and fees for undergraduate and graduate students, including summer and fall/spring rate information as well as other case-specific fees that may not be included with the seasonal fee information.

Fee Rates 2024-2025 - Finance (purdue.edu)

Veterans Success Center (website)

- GI Bill (website)

Posthumous Degrees

Policy and Procedures for Awarding a Posthumous Degree

Approved by the Board of Trustees on March 27, 1998; Reaffirmed on August 3, 2018.

Requirements

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

1. at least 85% of credit hour requirements; and
2. most requirements for the major.

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

1. 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; and
2. the advisory committee must approve the research and results, including a thesis or article(s), and recommend granting the degree.

Process for approval by the Board of Trustees

Baccalaureate, Associate, and Professional Degrees

1. A recommendation from the college/school faculty must be endorsed by the dean.
2. The dean of the college/school and/or chancellor of the campus, as appropriate, must submit the recommendation to the provost 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 Degree

1. A recommendation must be submitted to the head of the department/school by the major professor only after the requirements specified above have been fulfilled.
2. The head of the department/school must submit a request to the dean of the Graduate School. The head of the department/school may choose to recommend awarding a non-thesis degree instead of a thesis degree.
3. The Graduate Council must endorse a recommendation from the dean of the Graduate School.
4. The endorsement must be submitted to the provost for transmittal to the president.
5. The names of the candidates approved by the president will be submitted to the Board of Trustees for final action.

Fees

No additional fees will be assessed for a posthumous degree.

Catalog Home

What is the Catalog?

The 2024-2025 Purdue West Lafayette catalog is considered the source for academic and programmatic requirements for students entering programs during the Fall 2024, Spring 2025, and Summer 2025 semesters. Although this catalog was prepared using the best information available at the time, all information is subject to change without notice or obligation. The university claims no responsibility for errors that may have occurred during the production of this catalog.

The courses listed in this catalog are intended as a general indication of the Purdue University curricula on the West Lafayette campus. Courses and programs are subject to modification at any time. Not all courses are offered every semester, and faculty teaching particular courses or programs may vary from time to time. The content of a course or program may be altered to meet particular class needs.

When a student is matriculated and enrolled at Purdue West Lafayette, they are required to fulfill the general education and graduation requirements specified in the catalog current at that time. When students formally declare a major, they are required to fulfill the major requirements in the catalog current at that time.

Complete information on admission procedures and processes for prospective first-year, transfer, international and graduate students, as well as information for admitted students, parents, and guidance counselors, can be found on the Undergraduate Admission website and Graduate Admissions website.

Comparative information about Purdue University and other U.S. educational institutions is also available through the College Navigator tool, provided by the National Center for Education Statistics, and through the U.S. Department of Education College Scorecard.

Dynamic Course Information

For up-to-date dynamic course information, please visit the Schedule of Classes available through the mypurdue portal.

Syllabus Information

Syllabus information can be found here.

Course Description

Course descriptions from 2014 to the present can be found in the course section. (see archived catalogs from the drop down above for prior catalog listings).

Any course descriptions in catalogs prior to 2014 are available in print at University Archives located in Stewart Center or go to the archives link for **bulletins** from 1869-1995.

See the How to video to search for University Bulletins at <https://earchives.lib.purdue.edu/>

Curricula Information

For up-to-date curricula information, please visit the Office of the Registrar website.

Disclaimer

The Purdue University Catalog is intended to be a description of the policies, academic programs, degree requirements, and course offerings in effect at the beginning of an academic year. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the university. Actions by federal and state governments may also require changes.

This should not be construed as an irrevocable contract between the student and the university. While a student may graduate using the requirements of the catalog term under which he or she enters the university, the general policies, regulations, and procedures in the latest edition of the Catalog are applicable to all students.

Catalog PDF

A PDF copy of the current Undergraduate Catalog and archived catalogs are available here .

Archived catalogs after 2014 can be viewed in the drop down menu at the top of this page. Any catalogs prior to 2014 are available in print at University Archives located in Stewart Center or go to the archives link for bulletins from 1869-1995. <https://earchives.lib.purdue.edu/>

Catalog Icon Guide

Degree Planner - Print-friendly version of degree requirements in a checklist format.	Print-Friendly Format - Generate a pop-up page formatted to print neatly.	Help - More information on how to use the catalog.
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Mobile Site

The mobile site can be found [here](#).

Social Media

@LifeAtPurdue

@PurdueUniversity

Academic Regulations & Student Conduct

This is information for all Purdue students on the structure, policy, regulations, and procedures of the University that govern their relationship to the University in both academic and personal progress toward their ultimate educational goals. It is designed as a reference, with direct quotations from the University Code where applicable, covering the basic areas relating to all students on the campus.

Each of the three campuses maintains additional administrative policies specific to their needs and structure. Individual colleges, schools and departments may adopt distinct procedures, standards or guidelines, all of which must be consistent with these system-wide policies. The Helpful Links page provides a list of where this additional information may be found.

There may be problems or questions of detail, particularly with reference to policies or procedures of a student's instructor, school, or housing facility, for example, which can be answered only by the staff directly involved. Where a question regarding interpretation of a policy or procedure arises, a student should consult the Office of the Dean of Students, the Office of the Registrar, an academic advisor, a school counseling office or other appropriate office. For the comprehensive list of all university policies, please see the University Policy Office website.

- **Academic Regulations**
- **Student Conduct**
- **Student Activities and Organizations**

Safety

The University strives to provide a safe and secure environment for students, staff, and visitors. The University distributes an Annual Security Report containing campus crime statistics and information relating to campus safety and security policies and programs. The report is available at Purdue Police Department website. For a printed version of any of these Annual Security Reports, please contact the Clery Compliance Administrator at clerycompliance@purdue.edu.

Nondiscrimination Policy Statement (website)

Joint and Special Programs (Graduate & Undergraduate)

Overview

Joint and Special Programs is an area that houses programs that are developed with a combination of departments and colleges within Purdue.

Undergraduate Degree

Program Information for Undergraduate: Joint and Special Programs (Undergraduate) - Office of the Provost

Graduate Degree

Program Information for Graduate: Joint and Special Programs (Graduate)

Academic Regulations

- Academic Year and Calendar
- Academic Programs
- Degrees and Requirements
- Registration and Course Assignment
- Classes
- Financial Obligations and Responsibilities
- Grades and Grade Reports
- Academic Notice and Dismissal
- Scholastic Recognition
- Scholastic Records
- Scheduling of Examinations

Academic Year and Calendar

- Academic Calendar
- Final Examinations
- Quiet Period
- Summer or Winter Sessions Work

A. Academic Calendar

(University Senate Document 90-30, April 22, 1991; University Senate Document 12-1, November 19, 2012; revised by University Senate Document 21-23, February 21, 2022)

1. 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. In each semester/session, classes shall begin with the first instructional period of the first day.
2. In each semester/session, classes shall begin with the first instructional period of the first day.
 1. 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 (University Senate Document 73-15, March 18, 1977).
 2. 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.
3. 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. 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 (University Senate Document 96-4, February 17, 1997).

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.(University Senate Document 96-4, February 17, 1997).
5. The winter session shall begin on the next Monday following the end of the fall semester and will be comprised of one 3-week term. No on-campus instruction will be provided. There shall be no classes on Christmas (December 25), on the Extra Day at Christmas time, on New Year's Day (January 1), and on the President's designated holiday (which traditionally has been allocated to the winter break), (University Senate Document 96-4, February 17, 1997; University Senate Document 21-23, February 21, 2022).
6. 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.
7. 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. No commencement will occur with the winter session. (University Senate Document 21-23, February 21, 2022)
8. The faculties at regional campuses shall be free to establish their own calendar dates.

B. Final Examinations

(University Senate Document 84-12, March 25, 1985)

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 coursewide 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 coursewide 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
 - Minimize the number of direct student examination conflicts.
 - Minimize the number of students who have more than two examinations on the same day.
 - 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 (University Senate Document 90-22, March 25, 1991).

7. 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.
8. The final examination period is intended for end-of-semester assessments (such as a final exam, quiz) Any such assessment that requires students to be present must conform to the central scheduling of, and time limitations of, a final examination.
9. Comprehensive final examinations (examinations for laboratory, intensive or minicourses excluded) are prohibited except during the regular final examination periods of the last week of the semester.

C. Quiet Period

(University Senate Document 20-59, April 19, 2021)

1. "Quiet Period" shall occur during the last Monday through Saturday (during the fall and spring terms), or the last three days (for 8 week terms), or the 1 day (in 3-4 week terms) of the instruction period preceding the final examination period. Distance learning, hybrid and asynchronous classes are subject to this same regulation as in-person instruction.
2. "Quiet Period" is defined as a time during which courses that conduct or collect an assessment during the final exam period shall refrain from assigning or collecting assessments. Here, "assessments" are defined as activities relating to the course's learning objectives that students turn in for class credit that the course instructor intends to use to judge whether students have met the associated learning objectives. Assessments do not include class participation during normally-scheduled class time. Courses that do not offer an assessment (such as a final exam, quiz) during the final examination period are exempt from following the restrictions on Quiet Period. It is the responsibility of the unit head to ensure that the unit's faculty preserves this regulation thusly.

D. Summer or Winter Sessions Work

(University Senate Document 21-23, revised February 21, 2022)

Regular work offered in the summer or winter 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.

Academic Programs

- Unit of Credit
- Definitions Relating to Academic Requirements
- Academic Classification of Undergraduate Students
- Transfer of Students between Curricula
- Students without a Degree Objective
- Transfer of Credits between Curricula
- Credit in Courses by Examination
- Courses Taken in Post baccalaureate or Teacher License Status
- Excess Undergraduate Credits
- Correspondence Courses

A. Unit of Credit

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.

B. Definitions Relating to Academic Requirements

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

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.

The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the school head or designated representative, in accordance with the regulations of the University faculty (University Senate Document 87-11, March 28, 1988).

2. 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.

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.

For students to be granted credit at Purdue for dual-credit courses offered by other postsecondary institutions, faculty must validate the credit earned elsewhere through the Purdue department responsible for the subject matter via one of the following means:

1. Faculty must verify that the student has earned a grade of at least C in a higher-level course taken at Purdue that has as a prerequisite the course for which credit is being sought; or
 2. Faculty must certify that the student has performed satisfactorily either on an appropriate standardized achievement examination or Purdue departmental advanced-credit examination or has earned a grade of at least C on a current comprehensive final examination for the Purdue course in which the student wishes to gain credit; or
 3. Faculty must affirm that a dual-credit course offered at a specific high school by another postsecondary institution is essentially the same as a specific Purdue course by approving at least the syllabus and the examinations. In addition, faculty must confirm that the student earned a grade of at least C in the course (University Senate Document 95-8, April 22, 1996).
3. Directed Credit is academic credit awarded by the University on bases other than a student's enrollment in and satisfactory completion of a course.

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.

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 their designated representative.
3. Achievement Credit. Credit awarded to a student on the basis of demonstrated achievement in a nationally administered college-level examination (University Senate Document 79-5, October 15, 1979).
4. 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 their designated representative.
5. To Excuse is to replace a course required in a specific curriculum by an equal number of credit hours in courses not specified.
6. To Exempt is to waive a course required for graduation together with its equivalent hours.
 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.
7. Advanced Placement is the assignment of entering students to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.
8. Advanced Standing means that an entering student has credit for or exemption from one or more courses.

C. Academic Classification of Undergraduate Students

1. 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.
2. 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 (University Senate Document 88-17, April 24, 1989). A student who is not in a program of study leading to a degree. A nondegree student has a limited purpose for their registration. A nondegree 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 they are qualified to enroll in the course(s) desired. 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 they wish 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 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 they 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 (University Senate Document 87-13, April 25, 1988, revised by University Senate Document 02-6, February 17, 2003).

- 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.

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

- The starting date for degree requirements for an approved curriculum is the Fall semester of the academic year. 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. 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. 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 (University Senate Document 09-6, April 19, 2010).

D. Transfer of Students between Curricula

(University Senate Document 71-11, January 17, 1972; University Senate Document 09-6, April 19, 2010)

A student who wishes to transfer from one curriculum to another within the University shall:

- Prepare the prescribed request form.
- Secure the approval of the deans or their designee of both colleges/schools concerned.
- Submit the completed form at the Office of the Registrar before the end of the second week of the effective term. Forms received after the second week will be effective for the next term. The request form may be honored after the second week if it is accompanied by a special petition setting forth the extenuating circumstances. Any student who has been inactive for three consecutive semesters may request a change of curricula as part of the students' application for reentry.

E. Students without a Degree Objective

(University Senate Document 22-27, March 20, 2023)

Students without a Degree Objective, who are not enrolled in any College or Department because they do not meet the minimum academic requirements for any CODO (change of degree objective) for one year, shall be academically separated from the University.

F. Transfer of Credits between Curricula

(University Senate Document 09-6, April 19, 2010)

When a student transfers from one curriculum to another leading to a different associate or baccalaureate degree, the courses that have been completed and are acceptable in satisfying the degree requirements of the new curriculum shall be determined by an authorized representative of the dean of the school into which the student wishes to transfer. The starting date limitations on changes of degree requirements and curricula stated in section C4 apply to transfer of credits between curricula.

G. Credit in Courses by Examination

(University Senate Document 74-15 [amended], April 21, 1975)

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. 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. 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. The testing coordinator in the Office of the Dean of Students shall schedule and administer written examinations if requested by the instructional department.

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.

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.

Requests to take an examination for credit normally shall originate with the eligible student who must obtain the consent of their 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. 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.

H. Courses Taken in Post baccalaureate or Teacher License Status

(Graduate Council, April 16, 1992)

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 post baccalaureate or teacher license status may be used on a graduate plan of study. 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.

I. Excess Undergraduate Credits

(University Senate Document 10-9, April 25, 2011)

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 a 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
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.

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 (Graduate Council, April 16, 1992).

J. Correspondence Courses

(University Senate Document 90-29, April 22, 1991)

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 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. 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.

Degrees and Requirements

- Conferring of Degrees
- Requirements for Degrees
 - Associate Degree
 - Baccalaureate Degree
 - Advanced Degrees
 - Professional Degree - Doctor of Pharmacy
 - Professional Degree - Doctor of Veterinary Medicine
 - Multiple Degree Programs
- Diplomas
- Meeting Degree Requirements

Conferring of Degrees

Appropriate degrees may be granted at the conclusion of each regular semester and summer session of the academic year (University Senate Document 89-5, November 13, 1989). 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 (Board of Trustees minutes: October 27, 1924; January 16, 1925; March 15, 1974).

A. 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. Deans of schools may refuse to accept as credit toward graduation any course that was completed 10 or more years previously. 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. 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. 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 (University Senate Document 93-2, November 29, 1993). (*See Academic Regulations and Procedures: Grades and Grade Reports, sections A and J.*) 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 the school after a review of the student's record. The additional courses that the student may take after meeting all quantity requirements shall not exceed 10 credit hours. 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 their graduation index, including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

B. 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. Deans of schools may refuse to accept as credit toward graduation any course that was completed 10 or more years previously. 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. These courses are expected to be at least junior-level courses.

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. 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.

3. Registration, either in residence or 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. (See Sections VII-J and VII-A.)

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 their school after a review of the student's record. The additional courses that the student may take after meeting all quantity requirements shall not exceed 20 credit hours. 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 their school. A copy of such approval must be filed in the Office of the Registrar. 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. The student will be considered as having met the quality requirements for graduation if the cumulative GPA, including the above extra courses, meets the quality standards in effect at the time when all other graduation requirements were satisfied.

5. 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.

C. 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 the Policies and Procedures Manual for Administering Graduate Student Programs.

D. Professional Degree - Doctor of Pharmacy

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

E. 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.

F. 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.

G. 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.

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.

H. Meeting Degree Requirements

Specific deadlines for the various requirements for graduate degrees are outlined in the Graduate School Web site (see <http://www.gradschool.purdue.edu/gradrequirements/index.cfm>) and must be met as specified. 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. 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. 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.

Graduation rates for the West Lafayette Campus are available from the Office of the Registrar, Purdue University, West Lafayette, IN 47907, (765) 494-6165. These rates are calculated and made available as required by the Student Right-to-Know and Campus Security Act.

Registration and Course Assignment

- Registration
- Immunization Requirements
- Allowable Academic Load
- Assignment to Intensive Courses
- Assignment to a Dependent Course
- Schedule Revisions
- Withdrawal from the University
- Refunding of Fees and Tuition
- Granting Academic Credit to Students Who Withdraw from the University upon Order of Induction into Military Service

A. Registration

(University Senate Document 73-6, January 28, 1974)

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

1. Evidence of immunization or immunity may be documented by completion of the Purdue Health History Form and signed by a healthcare provider. Other immunization records acceptable to the Indiana State Department of Health also may be used to document compliance with the immunization requirements. These include (1) a physician's certificate, (2) immunization records forwarded by another school, (3) a record maintained by the student or parent showing the month and year during which each dose of vaccine was administered.
2. Requests for exemption to these requirements based on medical or religious grounds must be accompanied by written documentation. Medically based requests must be signed by a healthcare provider; requests based on religious convictions must be signed by the student and submitted to the Purdue Student Health Center.
3. Exemptions for medical reasons may be granted upon receipt of a written statement from a healthcare provider:
 1. Indicating the nature and duration of a medical condition that contraindicates an immunization, along with the specific vaccine identified as detrimental to the student's health.

2. Certifying pregnancy or suspected pregnancy.
3. Verifying that the student is currently completing the course of all required immunizations.
4. In the event of an outbreak of any of the vaccine preventable diseases covered by this law on or near campus, students holding exemptions will be excluded from all campus activities for their protection until the outbreak is declared to be over.
5. Medical exemptions expire when the medical condition(s) contraindicating immunization change in a manner that permits immunization.

C. 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 their 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 their school or the dean's designee (University Senate Document 83-5, as amended and approved January 23, 1984).

D. Assignment to Intensive Courses

No person shall be permitted to register in two intensive courses in the summer session at the same time. In general, no one who is taking an intensive course shall be permitted to take another non-intensive 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.

E. Assignment to a Dependent Course

(University Senate Document 83-7, March 26, 1984)

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 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, the 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. (See Academic Regulations and Procedures: Grades and Grade Reports, sections E and F.)

F. Schedule Revisions

(Applies to West Lafayette only. University Senate Document 81-10, February 15, 1982, and University Senate Documents 83-7, March 26, 1984, and 83-8, March 26, 1984; revised by University Senate Document 22-23, March 20, 2023)

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, through the process and calendars managed by the Office of the Registrar:

1. **Course Additions.** A student may add a course during the first four weeks of a semester or the first two weeks of the proportional dates of summer or winter session by obtaining the necessary permission to be added if, in their judgments the student could satisfactorily fulfill the course objectives.

Week Restrictions

1 No approval required

2-9 Approval of academic advisor and instructor

10-16 Not permitted

2. **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 after two weeks and prior to the end of the thirteenth week of a semester or the proportional dates of summer or winter sessions, a grade of a W shall be recorded.

After four weeks and prior to the end of the thirteenth week of a semester or the proportional dates of summer or winter sessions, a course assignment may be cancelled upon the request of the student with the approval of the academic advisor.

No course assignment shall be cancelled within the last three weeks of any semester or the proportional dates of summer or winter sessions. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course 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.

3-13 Approval of academic advisor; course will be recorded with grade of W.

14-16 Course assignments cannot be cancelled during this period.

3. **Exceptions.** 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.

G. Withdrawal from the University

A student who withdraws, except for Military withdrawal, see section I, from the University during any semester or summer session shall secure an authorization from the dean of students, who shall present it to the registrar for proper entry upon the record. Each course on the student's schedule will be cancelled or withdrawn by the registrar in accordance with regulations governing drop or withdraw of courses. When a student withdraws from the University, the registrar will issue authorization for refunds in accordance with the existing policy regarding such refunds.

H. Refunding of Fees and Tuition

(Board of Trustees minutes, December 7, 1950, and October 23, 1963)

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

Refunds for summer modules are proportionate on the same basis as semester refunds.

No portion of the health, student activity, recreation facilities, or academic building facilities fees will be refunded on or after the beginning of classes.

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.

I. 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 the students 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.

Time of Withdrawal

<u>Semester</u>	<u>Summer Session</u>	<u>Proportion of Total Credits in Each Course</u>
6th and 7th weeks	4th week	1/3
8th and 9th weeks	5th week	1/2
10th, 11th, and 12th weeks	6th and 7th weeks	2/3

After 12th week

8th week

Full credit

Classes

- Attendance
- Auditor
- Athletic Affairs Committee Missed Class Time Policy

A. Attendance

(University Senate Document 6-5, March 19, 2007; University Senate Document 10-6, March 21, 2011; University Senate Document 10-8, March 21, 2011; University Senate Document 13-4, March 24, 2014; and University Senate Document 19-14, February 17, 2020; Senate Document 21-12, revised for February 21, 2022)

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. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

The University recognizes that the learning mission can be enhanced significantly by co-curricular 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.

Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary to fulfill a required obligation. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse

Procedures and remedies for granting these absences is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility to accommodate the student either by excusing the student or allowing the student to make up work.

1. 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. It is recognized that occasionally it may be necessary for students to be absent from a scheduled course activity for personal reasons beyond their control. 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 or 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. Additionally, instructors must clearly and explicitly state, in their course syllabus,

procedures in which assignments and assessments can be made up. 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, 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 the outcome of the instructor's decision regarding the students' academic work and performance in any given course.

2. 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 required to cooperate with students in dealing with course 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.

3. University Excused Absences

The University Senate recognizes the following as types of absences that must be excused:

- Absences related to those covered under the Grief Absence Policy for Students (GAPS)
- Absences related to those covered under the Military Absence Policy for Students (MAPS)
- Absences related to those covered under Jury Duty Policy for Students
- Absences related to those covered under the Parenting Leave Policy for Students
- Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)

These policies apply to all students currently enrolled on the Purdue University West Lafayette campus and State-Wide Purdue University locations.

4. Grief Absence Policy for Students (GAPS)

Students will be excused with no penalty to a student's attendance and the student will be given the opportunity to make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in those incidences where a student does not travel from campus.

The following parameters are established related to the relationship to the student of the deceased loved one.

Immediate Family: Students are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Other Relationships: Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.

In unique circumstances, a bereaved student should petition for extended grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

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

- 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.

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the ODOS to request that a notice of leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

In cases of impending death, students 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, 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. Instructors should work to reasonably accommodate students in these unique circumstances.

5. Military Absence Policy for Students (MAPS)

Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to make up coursework as defined in the course syllabus.

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 (during the fall and spring semester) days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

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 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

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors when informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the ODOS as soon as these documents are available. If necessary, the ODOS may consult with the Veterans Success Center about the nature of the documentation. When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the ODOS and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the ODOS with substantiating documentation and ODOS has sent a verified absence notification to the instructors.

With a verified absence notification from the ODOS, no penalty will be applied to a student's absence for mandatory military training and the student will be given the opportunity to make up course work as defined in the course syllabus.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, ODOS, or the Veterans Success Center to review and consult on the situation.

In certain laboratory-based or intensive short-term courses, a student can jeopardize academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

6. Jury Duty Absence Policy For Students

Students will be excused, and no penalty will be applied to a student's absence for Jury Duty and given the opportunity to make up course work as defined in the syllabus in the event that a student is summoned to serve as a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty 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 ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/3 of the total course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University campus as follows:

- 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

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a court summons.

With a verified absence notification from the ODOS, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or ODOS, to review and consult on the student's situation.

In certain laboratory-based or intensive short-term courses, a student may jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

7. Parenting Leave Policy for Students

Students who are pregnant, have recently given birth, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Office of Institutional Equity (OIE) by meeting individually with an OIE staff member. The student will be expected to provide documentation related to the petition for leave. If approved, the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus. The student will be excused from classes. The University will approve all absences due to pregnancy or childbirth for as long as a student's medical provider states that it is medically necessary, and may approve other absences as appropriate.

The University will provide students who are pregnant or have recently given birth with the same special services it provides to students with temporary medical conditions.

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

8. Medically Excused Absence Policy for Students (MEAPS)

(Senate Document 21-12, revised for February 21, 2022)

Students will be excused, and no penalty will be applied to a student's absence for situations involving hospitalization, emergency department or urgent care visit and be given the opportunity to make up coursework as defined in the course syllabus. Students experiencing hospitalization, emergency department or urgent care visits can provide documentation to ODOS who will then assess the student's request for a Medical Excused Absence, and issue notification of the start and end of the absence to the student's instructors. The student should then follow up with the instructor to seek arrangements as per the policy.

Students are eligible for up to fifteen (15) days for medically-excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semester) days taken consecutively, for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/3 of the course meetings for any course. A student can contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department or urgent care visit as proof of legitimate absence to the ODOS as soon as these documents are available.

When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors. With a verified absence notification from the ODOS, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department or urgent care visit and the student will be given the opportunity to make up course work as defined in the course syllabus. Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or ODOS, to review and consult on the situation.

In certain laboratory-based or intensive short-term courses, a student can jeopardize academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

Students with long-term or chronic medical needs are strongly encouraged to work with the Disability Resource Center to arrange for needed accommodations.

9. Procedures

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

Students requesting excused absences or leaves under the above policies should expect that absences from heavier course loads or those in certain laboratory-based or intensive short-term courses will have a greater impact on a student than those with a lighter course load. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements,

make up coursework may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student is advised to always consult with the instructor to determine the potential impact of any absence.

Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University-administered fellowships and scholarships.

Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make up work are encouraged to attempt to resolve the matter informally with the instructor, and department head and Dean of the College or School that the course is offered. Additionally, the ODOS, or the OIE in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

10. Conclusion

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.

B. Auditor

(University Senate Document 10-5, February 21, 2011)

A person who is already enrolled as a student in the University and who wishes to attend a course in the University without credit shall obtain from the Office of the Registrar an Audit Permission form stating that person's name, their PUID, the subject, course, and CRN number, the number of credits, and the term. This form needs to be signed by the instructor of record for the course. A person who is not already enrolled as a student must apply for admission as a non-degree student with the Office of Admissions. Once accepted, the auditor may follow the steps outlined above.

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. The assignment and enrollment must be completed by the regular procedure for registration. The assessment of fees and determination of allowable load shall be in accordance with the credit value or equivalent of the course(s) involved.

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.

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.

An auditor in a course shall be entitled to hear lectures, recitations, and oral quizzes. The auditor shall not participate in classroom exercises except as invited by the instructor. The auditor shall neither submit papers, when tests or examinations are given, nor take part in laboratory work. An auditor shall receive no credit for the course.

C. Athletic Affairs Committee Missed Class Time Policy (website)

Financial Obligations and Responsibilities

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

A student's failure to pay the University amounts owed by established due dates may result in default interest charges and late fees and imposition of holds preventing access to student services such as registration, delivery of transcripts or diplomas (See Scholastic Records, Holds, in Section D). You understand and accept that if you fail to pay your student account bill or any monies due and owing to the University by the scheduled due date, and fail to make acceptable payment arrangements to bring your account current, the University may refer your delinquent account to a collection agency and incur additional collection costs and fees. As provided in Indiana Code Section 21-14-2-11, you further understand and agree that you are responsible for paying collection agency fees which may be assessed based on a percentage not to exceed thirty three and one third percent (33.3%) for domestic collections or up to fifty percent (50%) of the balance in cases of litigation. Court costs and attorney fees may also be assessed. Collection fees outside of the United States may range up to 54%. The fifteen percent (15%) charge under Indiana Code § 6-8.1-9.5-10 associated with collection of indebtedness by means of the Indiana state tax set off program (which allows a state agency to apply for setoff against a debtor's state tax refund) shall be included in the indebtedness. Any judgment entered shall be without relief from valuation and appraisal laws. The parties agree that the exclusive jurisdiction and venue for any dispute resolution brought under this agreement shall be the courts of Tippecanoe County, Indiana, 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 laws. All returned checks, drafts or orders are subject to a service charge not exceeding the maximum allowed by Indiana law. Finally, you understand that your delinquent account may be reported to one or more of the national credit reporting agencies. You authorize the University and its employees, agents, representatives, attorneys, vendors and contractors (including collection agencies) to contact you on a current or future land line telephone and/or cellular telephone number(s), and via e-mail; and to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, for the purpose of collection of your financial obligations or to receive general information from the University. You agree to keep the University informed and updated in the event of a change in your cellular telephone number, home or business telephone number, mailing address or email address.

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, Holds, 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.

Grades and Grade Reports

- Basis of Grades
- Semester Grades
- Pass/Not-Pass Option
- Directed Grades
- Completion Grades
- Grade Corrections
- Mid Semester Academic Progress
- Final Grade Report
- Scholastic Indexes
- Academic Renewal

The policy changes approved at the April 15, 2013 Senate meeting shall apply solely to the West Lafayette campus.

A. Basis of Grades

Each student shall be responsible for the completion of all required work, in each course for which the student has enrolled, by the time of the last scheduled meeting of the class, unless the assignment to the course has been properly withdrawn. Each student shall receive from the instructors a grade in each course for which the student is 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

(University Senate Document 76-7, as amended and approved, February 21, 1977, and University Senate Document 96-8, April 28, 1997.)

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

1. 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, 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.

2. 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.

3. 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.

4. For Incomplete Work, (University Senate Document 83-8, March 26, 1984; revised by University Senate Document 97-7, April 27, 1998, and University Senate Document 00-5, March 19, 2001)

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. The incomplete grade is not to be used as a substitute for a failing grade. 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. 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.

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. (See section F.) 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. (See Section C.) SI: Incomplete; no grade; same as I except that the student was enrolled in a zero credit course.

C. Pass/Not-Pass Option

(University Senate Document 73-6, January 28, 1974; amended by University Senate Document 75-10, April 19, 1976; amended by University Senate Document 22-24, March 20, 2023).

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. Students will register for the pass/not-pass option in accordance with "Academic Regulations and Procedures: Registration and Course Assignment," section A (University Senate Document 73-6, January 28, 1974).

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 (University Senate Document 75-10, as amended and approved, April 19, 1976).
2. Subject to the regulations of their school, students may elect this option in any course that does not already appear on their academic record and in which they 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. Schools with Professional degree programs may elect to modify grading options to Pass/Not-Pass for clinical experiences even if the percent of Pass/Not-Pass exceeds 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 reporting final grades in the course, the instructor 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

(University Senate Document 83-8, March 26, 1984; amended by University Senate Document 01-3, November 19, 2001; amended by University Senate Document 22-16, January 23, 2023)

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 needed 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.

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

(University Senate Document 76-7, as amended and approved, February 21, 1977)

A student who receives a grade of E may request the opportunity to improve the grade provided that the student can complete special requirements by the time they complete another semester enrollment. 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. If the student fails to achieve within the specified time a D grade in any course for which 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. 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. Certification of the improvement of an E grade to a D grade shall be reported on such forms as the registrar shall prescribe. The D grade shall be added to the permanent academic record and reported to the student no later than the next grade report.

F. Completion Grades

(University Senate Document 83-8, March 26, 1984, April 15, 2013)

A student who receives a grade of I, PI, or SI in a course and who successfully completes 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 the work would have deserved if it had been completed on time regardless of the student's enrollment status. The value of the final grade resulting from the late completion of the course requirements shall be incorporated in future cumulative GPAs. If the student fails to achieve within the specified time a permanent grade in any course for which the student 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. The value of an IF grade shall be incorporated in future cumulative GPAs.

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.

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. (With myPurdue no reporting is needed as it's automatically available to the student.)

G. Grade Corrections

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. 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. When a grade correction is recorded, the appropriate semester and overall GPA will be corrected (University Senate Document 79-4, November 19, 1979).

H. Mid Semester Academic Progress

(University Senate Document 20-58, as amended and approved, November 15, 2021)

Faculty shall provide all students enrolled in 10000-49999 level courses with up-to-date graded feedback at least two times during the term. At least one update shall be provided before the final date to withdraw from the course with a W or WF grade. The second update shall be provided at least one week prior to the term's final examination period. Instructors shall provide students with graded feedback on individual course assessments. At the beginning of a term, instructors shall provide a comprehensive outline of the course grade assessment method as part of their syllabus and certify that such information has been provided to students. Graded feedback shall preferably be provided via the student's university learning management system. This regulation applies to fall, spring, and summer courses. These grade updates are nonbinding and will not be a part of the student's permanent record. Grade updates may not be available if no formal assessments have yet taken place in a course.

I. Final Grade Report

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

(University Senate Document 76-7, as amended and approved, February 21, 1977; University Senate Document 84-10, March 25, 1985; University Senate Document 94-2, December 12, 1994; University Senate Document 7-5, April 21, 2008; and University Senate Document 12-6, April 15, 2013)

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.

1. 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.
2. The cumulative GPA for an undergraduate student is a weighted average of all grades received as an undergraduate student. With the guidance of the student's 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. 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.
4. 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-2 above, prior to entering the professional curriculum. All students shall be allowed to enroll in a non-repeatable course at most three times. 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.

- 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. All students shall be allowed to enroll in a non-repeatable course at most three time. 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.

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

Grade Weight

A+, A: 4 x sem hrs = index pts

A-: 3.7 x sem hrs = index pts

B+: 3.3 x sem hrs = index pts

B: 3 x sem hrs = index 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

- 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:

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

- 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-2 and J-3 above. (University Senate Document 7-5, April 21, 2008)
- The registrar shall compile and report semester and cumulative GPAs after the close of each academic session.

K. Academic Renewal

(University Senate Document 10-7, March 21, 2011)

Academic renewal is a recalculation of the Scholastic Indices.

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

Academic Notice and Dismissal

(University Senate Document 13-11, April 21, 2014; amended by University Senate Document 22-12, January 23, 2023)

A. Academic Notice

- A student at Purdue University shall be placed on academic notice if the student's fall or spring semester or overall or cumulative GPA at the end of any fall or spring semester is less than a 2.0.
- A student on academic notice shall be removed from that standing at the end of the first subsequent fall or spring semester in which the student achieves semester and overall 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 notice standing.
- Academic standing will not be assessed in summer sessions.

B. Students Separated from the University Due to Academics

- A student on academic notice shall be dropped from the University at the close of any fall or spring semester in which the student's semester and overall 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 academic separation.

C. Readmission

- A student who is academically separated from the University for academic reasons for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically separated from the University for a second time for academic reasons is not eligible to enroll for at least one year.
- A student separated 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 academic notice and is subject to stipulations in effect as a condition of readmission. *(For more detailed information about readmission, see <http://www.admissions.purdue.edu/readmission/>)*

Scholastic Recognition

A. Dean's List

(University Senate Document, March 25, 1991)

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 overall GPA.
2. Have at least 6 hours included in the semester GPA.
3. Attain at least a 3.5 overall 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 overall GPA.

C. Graduation with Distinction

(University Senate Document 79-21, December 15, 1980)

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 overall 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 overall GPA.
2. The minimum overall 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 overall 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 overall GPA 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 overall GPA will be designated as graduating with highest distinction.

The minimum overall 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 (Administrative Approval, April 27, 1998).

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 the student's 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.

Scholastic Records

- Good Standing
- Transcripts
- The Certificate of Completion
- Encumbrance
- Record of Actions on Transcripts
- Replacement of Diplomas
- Duplicate Diplomas

A. Good Standing

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 the student has been dismissed, suspended, or dropped from the University and not readmitted.

B. Transcripts

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 a student's 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; and
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 hold may be placed on a student's official record:

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 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 their diploma until the financial record is cleared.

The request for the hold 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 held. When the record is thus held, no transcript or certificate of completion shall be issued. A hold shall remain until the registrar is notified to remove the hold by the officer responsible. It is the responsibility of the officer lifting the hold 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 the obligation later, the diploma may be released.

E. Record of Actions on Transcripts

(University Senate Document 15-8, March 21, 2016)

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

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. Replacement of Diplomas

(Board of Trustees minutes, July 10, 1975)

A replacement diploma shall be issued to the original holder, upon an 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.

G. Duplicate Diplomas

(University Senate Document 12-3, February 18, 2013)

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.

Scheduling of Examinations

Evening Examinations

(University Senate Document 77-27, approved September 25, 1978, and University Senate Document 82-5, approved February 21, 1983; revised by University Senate Document 00-4, March 19, 2001; and University Senate Document 7-6, February 18, 2008, and University Senate Document 14-2, February 16, 2015)

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 multidivision 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. Graduate-level courses (60000 level) are exempted from this policy.
5. Evening examinations may be scheduled during either of the following periods:

6:30 to 7:30 p.m.

8:00 to 9:00 p.m.

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:

6:30 to 7:30 p.m.

8:30 to 9:30 p.m.

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.

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.

6. 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.
7. 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.
8. 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.
9. Requests for the scheduling of evening examinations shall conform to the following procedures:
 1. Requests shall be forwarded to the Office of the Registrar by and with the approval of the departmental schedule deputy. The request should include a preferred date and two alternative dates (one of which should be in another week) for each evening exam requested.
 1. Multidivision courses at the 10000 and 20000 level must submit requests at the time departments submit their schedule of classes. A statement that these courses require evening examinations will be printed in the Schedule of Classes.
 2. If possible, all other courses requesting evening examinations should submit requests at the same time departments submit their schedule of classes. These courses will also be identified in the Schedule of Classes.
 3. If after the beginning of classes it becomes necessary to submit a request for an evening examination not previously scheduled, this request should be submitted at least four weeks prior to the proposed examination date. These requests will be honored only as space and the principle of conflict minimization permit.

4. Scheduled times for evening examinations may be changed after the beginning of the semester providing a request for the change is submitted at least four weeks in advance of the earlier of the two scheduled dates. These requests will be honored only as space and the principle of conflict minimization permit. Changes in scheduled examinations should be avoided as much as possible. In particular, requests for changes in scheduled examinations in 10000- and 20000-level courses should be requested only under the most unusual circumstances.
2. Examinations coincident with convocations, intercollegiate athletic events, and student activities will be avoided if possible; but if necessary, such examinations may be scheduled on the premise that the examination process takes priority over any of these events. In this case, the Office of the Registrar has the authority to start the first period of evening exams as early as 6:00 p.m.
3. Conflicts shall be resolved as follows (University Senate Document 81-4, April 19, 1982; revised by University Senate Document 14-2, February 16, 2015):
 1. In case of examination conflicts (exams scheduled for the same student at the same time), similar to final examinations, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student to make the request for the necessary arrangements at least one week before the scheduled exam. Course instructors shall not penalize a student who chooses to reschedule an examination under these options. In the event the student is unable to reach an agreement with the course instructors to reschedule one of the exams, the student will contact the Office of the Registrar; the Registrar will make the final decision as to which exam is to be rescheduled and offered at an alternate time; the Registrar will communicate this decision to the course instructor and relevant department head.
 2. In case of examination conflicts with a scheduled evening course, the conflict should be resolved by the course instructors, provided that the student informs them of the conflict at least a week before the exam. If the instructors cannot resolve the conflict, the scheduled evening course takes priority. The examination instructor must offer an alternative time for their exam.
 3. Other conflicts should be resolved between the instructor and the student. Reasons for conflict should be taken under careful and reasonable consideration by the instructor and student. If conflict resolution is not possible, the examination shall take precedence, subject to appeal through the head of the department in which the course is offered.
 4. The Office of the Dean of Students will be available for assistance in conflict resolution.
10. 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.

Appendices

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Appendix A: Graduate Staff Appointments and Minimum Salaries

Graduate Staff Appointment Categories:

1. Graduate Teaching Assistant

The responsibilities of the Graduate Teaching Assistant could include any tasks related to the instruction of students. Graduate Teaching Assistants may have primary responsibility for a course, a recitation section, or a laboratory section. A Graduate Teaching Assistant may serve as a tutor or provide assistance to a faculty member in instruction in a course through such tasks as grading papers, preparing hand-outs, placing materials on the Web, or assisting in clinical assignments.

Graduate Teaching Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned teaching duties and assist faculty and departments in their designated teaching aims and responsibilities. Graduate teaching assistants cannot be involved in any instructional activities associated with 50000- or 60000-level courses. To be involved with the instruction of graduate students requires graduate faculty status; graduate students may not hold graduate faculty status of any type.

2. Graduate Lecturer

The responsibilities of the Graduate Lecturer are similar to those of the Graduate Teaching Assistant but at a more senior level. Normally, Graduate Lecturers teach courses beyond the 10000-level. Appointment to this category is made at the discretion of the department head or in a manner consistent with the governance of a particular academic unit when the following conditions have been met: The graduate student must have passed the preliminary examination and be a doctoral candidate; the graduate student is enrolled in 69900 for research credits and has completed all coursework on the plan of study; the graduate student has been a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. Graduate lecturer cannot be involved in any instructional activities associated with 50000- or 60000-level courses. To be involved with the instruction of graduate students requires graduate faculty status; graduate students may not hold graduate faculty status of any type.

Graduate Lecturers are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned teaching duties and assist faculty and departments in their designated teaching aims and responsibilities.

3. Graduate Professional

Duties that are generally administrative and/or professional in nature are assigned to a Graduate Professional. Graduate staff in this classification typically have responsibilities that are unrelated to the instruction of students in a course. For example, a Graduate Professional may have responsibilities in Libraries, Office of the Dean of Students, Intercollegiate Athletics, ITaP, or one of the development offices. Students who are assistant coaches and graduate staff who have academic counseling responsibilities should be classified as Graduate Professionals. While this classification is often found in administrative offices, Graduate Professionals are permitted in academic areas.

Graduate Professionals are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned duties and assist supervisor and departments in meeting their aims and responsibilities.

Beginning Fall 2020, Graduate Professional assistantships became hourly (non-exempt) positions. This change was made to enable Purdue University to remain in compliance with the Fair Labor Standards Act. Graduate Professionals will continue (Fall 2020 and thereafter) to receive the same benefits as other graduate staff, including eligibility for the graduate staff fee, graduate staff health insurance, and paid leaves. Part of the tuition and fee remission covered by the University employer, however, may be considered taxable income for Graduate Professionals.

Graduate Professionals with tax-related questions should be directed to the Tax Services team. Graduate Professionals must record any hours that are over their normal weekly number, depending upon their FTE. International students must exercise great care to make sure that they are aware of the hourly limits permitted by their visas and to not exceed them.

4. Graduate Research Assistant

A Graduate Research Assistant performs duties related to a research project or program under the guidance and direction of faculty members. Any graduate student staff member who is assigned to perform research duties should be classified in the category, regardless of the funding source, and need not work for his/her own department.

Graduate Research Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned research duties and assist faculty and departments in meeting their aims and responsibilities.

Students must be engaged in the type of activity for which their positions are funded (i.e. students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.) Departmental general funds can support instruction, learning, discovery, engagement, or departmental research.

2023-24 PURDUE UNIVERSITY GRADUATE STAFF APPOINTMENT ANNUAL MINIMUM SALARIES										
Campus	Position Title	Frequency	Academic Year				Fiscal Year			
			25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL	25.00 CUL	50.00 CUL	75.00 CUL	100.00 CUL
West Lafayette	Graduate Lecturer	Annual	\$11,083.48	\$22,166.96	\$32,250.44	\$44,333.92	\$14,162.47	\$28,324.94	\$42,487.51	\$56,649.88
		Bi-weekly	\$583.34	\$1,166.68	\$1,750.02	\$2,333.36	\$544.71	\$1,089.42	\$1,634.13	\$2,179.84
		Hourly	\$29.17	\$29.17	\$29.17	\$29.17	\$27.24	\$27.24	\$27.24	\$27.24

West Lafayette	Graduate Staff *	Annual	\$10,174.00	\$20,349.00	\$30,522.00	\$40,696.00	\$13,000.00	\$26,000.00	\$39,000.00	\$52,000.00
		Bi-weekly	\$535.47	\$1,075.95	\$1,606.42	\$2,141.89	\$500.00	\$1,000.00	\$1,500.00	\$2,000.00
		Hourly	\$26.77	\$26.77	\$26.77	\$26.77	\$25.00	\$25.00	\$25.00	\$25.00
Fort Wayne	Graduate Staff *	Annual	\$7,034.00	\$14,069.00	\$21,103.00	\$28,137.00	\$8442.00	\$16,882.00	\$25,324.00	\$33,765.00
		Bi-weekly	\$370.21	\$740.47	\$1,110.68	\$1,480.89	\$324.69	\$649.31	\$974.00	\$1,292.62
		Hourly	\$18.51	\$18.51	\$18.51	\$18.51	\$16.23	\$16.23	\$16.23	\$16.23
Northwest	Graduate Staff*	Annual	\$5,630.00	\$11,260.00	\$16,890.00	\$22,520.00	\$6,758.00	\$13,516.00	\$22,302.00	\$29,736.00
		Bi-weekly	\$296.32	\$592.63	\$885.95	\$1,185.26	\$259.92	\$519.85	\$857.77	\$1,143.69
		Hourly	\$14.82	\$14.82	\$14.82	\$14.72	\$13.00	\$13.00	\$14.30	\$14.30

* Graduate Teaching Assistant, Graduate Research Assistant and Graduate Administrative/Professional

Graduate Staff Policies and Degree and Registration Requirements

(Based on Individual Campus Salary Policy)

1. To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. (Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.) When appropriate, graduate staff may register for "Examination Only" or "Degree Only." (See Section V-I-2).
2. The chart above establishes the minimum threshold salaries for graduate staff appointments for the academic year indicated. These are minimums and not set pay rates. Colleges can set salaries above these amounts based on available budget and the work performed.
3. All appointments require that services be performed at the Capacity Utilization Level (FTE) specified.
4. Unless a graduate staff appointment of at least 0.50 FTE is held, no graduate staff appointment of less than 0.25 FTE may be made. Two 0.25 FTE staff appointments are permitted.
5. A COMBINATION OF APPOINTMENTS IS POSSIBLE. Appointments beyond 0.50 FTE, to a maximum of .75 FTE may be made with approval from your advisor, your Associate Dean of Graduate Education (if applicable) and the ISS office (if applicable). Appointments in excess of .75 FTE require approval from your advisor, your Associate Dean of Graduate Education, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) and the ISS Office (if applicable).
6. Each college will establish graduate staff salaries appropriate for their departments within the limits established by this document. Salaries of continuing appointees will be reviewed annually. Adjustments for merit and/or increased responsibilities may be made by the department head.
7. University-wide salary levels will be reviewed periodically and revised as necessary.
8. Exceptions must be approved by the Vice Provost of OGSPS.

Appendix B: Conducting Remote Thesis and Dissertation Defenses

In response to the COVID-19 pandemic, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) modified the policy requiring thesis and dissertation defenses to be conducted in a face-to-face modality. After surveying faculty and students in the fall of 2020 on the effectiveness and convenience of this approach, OGSPS is planning to extend this exception, possibly permanently, pending approval by the Graduate Council.

The guidelines can be viewed [here](#).

Appendix C: Representative Guidelines for an Interdisciplinary Graduate Program

Approved by the Graduate Council 9/18/03

Representative Guidelines for an Interdisciplinary Graduate Program

The guidelines provided here are provided as representative for an interdisciplinary graduate program that is administered by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). The objective of guidelines here is to provide structural guidelines for the administration of an IGP, while allowing flexibility for the unique needs of each program.

1. Guidelines for Establishing a New IGP: Requests to establish a new IGP should be submitted to OGSPS for consideration by the appropriate Graduate Council area committee. The proposal should outline the structure and management of the proposed program in light of the following suggested structure:
 1. Name of proposed IGP and planned date of initiation of the program.
 2. Statement of the mission of the proposed IGP, including its research and training focus and the essentiality of an interdisciplinary approach to this focus.
 3. Availability of a critical mass of faculty and facilities to address the area of focus. This should include a listing of faculty (by department) who will be involved initially in the IGP.
 4. Support and approval of all academic units that will be involved in the proposed IGP (i.e., signatures from all department heads and deans with faculty to be involved in the program).
 5. Potential for success of this IGP. Success may be measured by improved ability to attract and retain superior students and faculty, to secure funding for research and training, or to enhance the quality of education and the reputation of Purdue University. Indicate the potential number of students this program could enroll.
 6. Logistical details, including planned curriculum and needed curricular changes (new courses, etc.) and procedures for admitting and graduating students.
2. Structure and Function of the IGP: The following committees are recommended to provide administrative support and guidance.
 1. Executive Committee: Each IGP should be administered by an executive committee made up of faculty representatives from the IGP. Duties of the executive committee should be clearly delineated and may include some or all of the following:
 1. Establish by-laws for the IGP, including standing committees needed for managing the IGP.
 2. Develop and implement mechanisms for selecting and screening faculty members for membership in the IGP.
 3. Develop and implement procedures for recruitment, admissions, curriculum, student supervision, and program requirements.

2. Liaison Committee: In an effort to establish and maintain communication among administrators involved with the IGP, formation of a liaison committee is recommended. This committee should meet annually, at a minimum.
3. IGP Director: The director of the IGP will be selected and/or approved by the executive committee, with the approval of the liaison committee and the Vice Provost of OGSPS. The director will manage administrative matters regarding the IGP and represent the IGP to the University, funding agencies, etc.
4. Faculty Membership: Membership of faculty in an IGP must be approved by the faculty member's home department head and then approved by the executive committee and communicated to OGSPS. Membership will be based on criteria developed by the executive committee. All members are then eligible to participate in all activities of the IGP.

Appendix D: Guidelines for Graduate Student Mentoring and Advising

Graduate Council Report 17-18a

Approved by the Graduate Council 05/08/2017

Guidelines for Graduate Student Mentoring and Advising

Preamble: Purdue University is committed to providing its graduate students with a world-class education and equipping them to become leaders in society and in the global workforce. Key to success is the relationship between the student and major professor. The advisory role of the major professor is arguably the most significant factor influencing quality of education, development of professional skills, and overall career success for Purdue graduate students. Consequently, it is imperative that graduate faculty members provide mentoring and advising concomitant with a preeminent university. The principles articulated in this document were endorsed by the Graduate Faculty via approval by the Graduate Council to help assure that every graduate student receives the best educational experience Purdue has to offer.

General Advising Guidelines

Serving as a major professor involves being supportive and engaged in promoting academic and career success for Purdue graduate students.

1. Although the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) offers orientation programming for new students and departments and colleges typically also provide orientation sessions, most students are not fully aware of academic expectations, the best ways to navigate their graduate program, and the employment opportunities available to them when they graduate. Major professors should:
 1. work with their students to develop an academic plan (to include periodic milestones along the way) that will help them progress through their degree program in a timely manner and properly prepare them for success after graduation;
 2. encourage participation in professional development activities, relevant to their students' professional goals;
 3. assist their students in assembling their advisory and examining committees; and
 4. discuss with their students long-term career objectives and provide guidance in securing summer internships (when appropriate) and permanent job placement. This assistance may include introductions to colleagues in industry, government, or at other universities, and/or referrals to resources on campus, such as the Center for Career Opportunities.
2. On occasion, major professors may have to change the nature of their advisory relationship with their student. This can occur when professors retire or move to another university, or when students change major professors. In such cases, major professors should do all that is possible to ensure that their students have a pathway to completion and assist their students during the transition.
3. Research style and organization can vary widely among faculty. Students are often not aware of what is expected and how progress is measured. Major professors should make their expectations for research and their view of what

constitutes satisfactory progress clear. Furthermore, at the onset of thesis/dissertation research, students should be given a clear picture of the accomplishments expected for degree completion.

4. An important part of developing as a scholar and successfully progressing through a degree program involves receiving feedback. Major professors should provide progress reviews to their students at least annually and should be accessible so that students can receive input when needed.

Guidelines for Supervising Graduate Staff

Graduate faculty oversee research, but in many cases they also supervise graduate teaching assistants, graduate research assistants, and other graduate staff. In these cases, faculty members have additional responsibilities.

1. Faculty supervisors should be familiar with department, college, OGSPS, and university policies regarding graduate staff employment and should refer students to the appropriate sources for employment information, such as the Graduate Staff Employment Manual, department resources (if available), and the Office of Human Resources.
2. Faculty should provide graduate staff working as research, administrative, and/or teaching assistants clear expectations of the roles, responsibilities, and professional benefits that come with that employment, and the associated time commitments should be consistent with university policy. For example, students on 50 CUL and 25 CUL appointments are expected to work approximately 20 and 10 hours per week respectively.
3. A common source of stress among graduate students is the uncertainty associated with funding. Loss of funding or gaps in funding can result in student attrition. Major professors should discuss the funding situation with their students, keep the students apprised of any anticipated changes as soon as this information becomes known, and discuss contingency options in the event funding becomes unavailable. Where possible, the academic unit should ensure continuity of funding, except in cases of poor academic or work performance.
4. Faculty members, departments, and colleges should regularly review graduate student salary levels to assure that they are appropriate.

Guiding Principles

A good student-advisor relationship is an important ingredient in helping students to be productive in their research and requires establishing reasonable expectations. While it is difficult to define "reasonable expectations" in a broad sense, the following principles and practices can be helpful in achieving a positive climate for discovery in which graduate students can thrive.

1. Major professors should take care in not overburdening their graduate students: there should be realistic expectations, recognizing that students have the right to a personal and social life outside of work and time off, periodically, to rest and relax. Major professors should avoid working conditions that preclude their students from having a manageable work-life balance, as this is not in the best interest of Purdue's graduate students.
2. The best major professors are understanding, supportive, and empowering, providing enough guidance to allow students to explore and discover without over directing or micromanaging. Students should be encouraged by their major professors to interact with their advisory and examining committees, as these committee members can provide multiple perspectives that can be beneficial. They should also encourage other types of mentoring relationships where appropriate.
3. The best major professors put their students first amid competing priorities.
4. Students should be given opportunities to attend and participate in professional development activities as these are important to prepare them for the competitive job market.
5. Projects in which faculty members involve students should be appropriate and consistent with providing a valuable educational work or research experience.

Appendix E: Graduate Student Bill of Rights and Responsibilities

Introduction

The Graduate Student Bill of Rights and Responsibilities is an aspirational document drafted to serve as an agreeable set of standards to shape a standardized expectation of what the Purdue graduate student experience should be. This document is not enforceable university policy, but it demonstrates a commitment of students, faculty, and administration to a set of fundamental norms to promote the most positive graduate education culture and mutual success for everyone at Purdue. It shall inform all Purdue graduate students, irrespective of their roles as students, graduate staff, or fellows, to ensure that their time at Purdue is both enjoyable and efficacious, seeking to foster graduate student engagement with the principles of academic freedom, equal opportunity, inclusion and diversity, discovery and research, teaching, learning, and shared governance.

I. Purdue Graduate Student Rights

Article 1. Equal Educational Opportunity for Graduate Students

- Graduate students have a right to be informed of the rights described in this document upon enrollment and to be free of reprisals for exercising them.
- Graduate students have the right to clear and specific written requirements for achieving an advanced degree upon admission into their graduate program including, but not limited to, course work, examinations, publication, and conference attendance. Information regarding time-to-degree, availability and administration of graduate assistant salary, and faculty placement options should also be accessible.
- Graduate students have the right to reasonable and appropriate resources to successfully fulfill their research and academic obligations, acknowledging that the dynamic nature of research and availability of resources may sometimes require adaptation to alternative research approaches.
- Graduate students have a right to respectful mentoring and advising relationships with faculty and all members of their graduate committee and to evaluation by their committee in accordance with fair procedures in matters of continuation within their program, based solely on the individual graduate student's academic and professional performance.
- Graduate students have a right and should be encouraged to pursue academic and professional training that is relevant to their personal career path and that will make them competitive for their career goals after the completion of their program.
- Graduate students have a right to access wellness resources, including programs for mental and physical well-being, to optimize their academic achievement and their contribution to the university overall.
- Graduate students have the right to a clearly defined grievance procedure detailed within their graduate program's manual and to seek resolution without retaliation.

Article 2. Supportive and Constructive Workplace Environment for Graduate Staff

- Graduate staff working as administrative, professional, research, and/or teaching assistants have the right to clear and specific written job descriptions, responsibilities, and benefits (such as vacation and sick leave) that come with their appointment. This notification should occur prior to the start of employment, and staff members should be immediately informed in writing of changes.
- Graduate staff members should understand the impact of their earnings on eligibility for student loans and salaries. Relevant university, college, department and/or graduate program resources, including human resources and business office staff, should be responsive to graduate student inquiries about their working conditions.
- Graduate staff have a right to structured and specific training to ensure that they can meet the expectation of their appointment.
- Graduate staff have the right to a competitive salary relative to their colleagues in comparable departments in peer institutions, standardized to cost of living for an individual who is renting housing in the Greater Lafayette area. Graduate salary levels should be evaluated on a triennial basis by colleges and departments. The process and rationale for outcomes of evaluations should be made available to the pertinent graduate staff members.
- Graduate staff have a right to an accurate written description of the availability, sources, and conditions for the continuity of financial and resource support for a graduate staff appointment, and immediate notice of any changes impacting continued support. If the conditions for employment change, contract obligations by both parties should meet all obligations. Only if the graduate staff leaves the position prior to the Graduate Staff Employment Manual minimums, should any obligation of tuition repayment beyond the graduate staff fee be executed.

- Graduate staff with a benefit eligible appointment have a right to graduate staff leave and benefits, as defined by Human Resources, and to participate in the process for assessing benefit coverages, plans, and rates.
- Graduate staff have the right to a clearly defined workplace grievance procedure detailed within their department's graduate program manual and to seek resolution without retaliation.

Article 3. Mentoring, Advising, and Performance Feedback

- Graduate students have a right to request consultation on all aspects of their progress within their degree program. Graduate students should receive regular and constructive feedback and guidance concerning their performance on a mutually agreeable schedule from all members of their graduate committee. Requests for meetings by either party should be met in a timely fashion, and feedback should be provided in writing when requested.
- Graduate students have the right to change their major professor(s) and the right to alternative supervision; however, this right should be exercised judiciously and with respect to the investments a faculty member makes when accepting a student. In cases where the student's major professor departs from the university after the student's coursework has begun, the graduate student should be informed of all options available to continue studying. If a graduate program is to be discontinued, provisions shall be made for students already in the program to complete their course of study.
- Graduate students have a right to prompt notification of any concern of their major professor, graduate committee, department, or the university related to their performance that may jeopardize their continued participation in their graduate program. Graduate students have the right to receive a fair opportunity to improve performance and address deficiencies subject to a reasonable, mutually agreed upon set of guidelines and timetable.
- Graduate students have a right to question and refuse tasks that would impede progress in completing their program or that are not immediately related to their academic or professional development, unless these tasks are explicitly established within the requirements of their program or a staff appointment.
- Graduate students have a right to full confidentiality in their communication with staff, faculty, and administrators, unless superseded by Title IX, FERPA, or other state or federal law.

Article 4. Research Contribution and Authorship

Graduate students have a right to fair treatment and attribution, including authorship, for significant contribution to ideas and work performed on faculty- or university-sponsored research. The norms and standards within the respective discipline or the implication of interdisciplinary research to authorship should be explicitly explained by the primary investigator and agreed upon by all participating researchers. Individual rights and responsibilities on research projects should be discussed as early as possible and communicated throughout the duration of the project, acknowledging that the dynamic nature of research may dictate transition of responsibilities or authorship positions once a project has been started.

Article 5. Participation in Governance

- Graduate students have the right to consultation in the decision-making process of all departments and graduate programs when graduate students may be affected.
- Graduate students have the right to representation in all university committees where graduate students may be affected, with voting privileges when appropriate and without fear of retaliation for exercising this right. Selection of graduate students to serve on university committees should be made in consultation with the Purdue Graduate Student Government.

II. Purdue Graduate Student Responsibilities

Article 1. Graduate Student Engagement with the University

- Graduate students are responsible for understanding and carrying out the responsibilities that are described in this document and the implications to their time spent at the university.
- Graduate students are responsible for fostering their own success. They should be diligent in carrying out their duties in a conscientious and timely manner and do their best to ensure stability for other students, faculty, programs, and departments with whom and wherein they work.
- Graduate students are responsible for maintaining active and professional communication with their major professor. They should inform their major professor immediately of special circumstances that may preclude completion of their

work. These circumstances could include, but are not limited to, the unique nature of the research, dire financial situations, civic obligations, family obligations, and religious obligations.

- Graduate students are responsible for attending class and completing all assignments in accordance with the expectations established by their instructors and the academic requirements of their graduate programs.
- Graduate students are responsible for taking the initiative in seeking information that promote their understanding of the academic requirements and the financial particulars of their graduate program and to be receptive of information and updates provided to them through multiple forms of communication, including Purdue e-mail.
- Graduate students are responsible for informing the university of changes in address, phone number, enrollment status, or any other circumstance which could affect satisfactory progress in their program or financial aid and assistantship awards.
- Graduate students are responsible for providing service to and actively participate in the governance of their program, their department, school or college, and the university community, and they should endeavor to contribute to the administration and ongoing improvement of their graduate program, the graduate student government, and the university.

Article 2. Purdue Graduate Staff Responsibilities

- Graduate staff should recognize that a graduate staff appointment represents an obligatory average weekly time commitment to duties that may be uncoupled from their academic responsibilities. They are responsible for maintaining regular and open communication with their employer, to ensure mutual understanding of the expectations of their appointment, and to perform their duties as outlined and in accordance with institutional guidelines and policies.
- Graduate staff with teaching appointments are responsible for upholding the highest level of academic integrity, professionalism, and diligence in their teaching practices.
- Graduate staff with research appointments are responsible for upholding the highest levels of research integrity, consistent with the responsible conduct of research.
- Graduate staff are responsible to understand their role and due diligence in fostering professional relationships with their advisors and university personnel.

III. Amendments to the Graduate Student Bill of Rights and Responsibilities

Any amendments to the Graduate Student Bill of Rights and Responsibilities should seek endorsement from the Purdue Graduate Student Senate, the Graduate Council, and the University Senate.

Appendix F: General Proposal Format for Combined Degree Programs

Approved by the Graduate Council 2/16/2006

General Proposal Format for Combined (or Concurrent) Degree Programs

Combined degree programs are described in Section I-H-5. The proposal, prepared as described below, is submitted through the Curriculum.

1. Proposal Content
 1. Proposal Summary
 2. Degrees to be Conferred
 3. Rationale and Need for the Combined Degree Program - Include a description of the impact and benefits of the proposed program and the relationships of the proposed program to the mission and scope of the campus, to already existing campus programs, and to human resource supply and demand.
 4. Objectives of the Combined Degree Program
 5. Proposed Program Structure
 1. admission requirements and process
 2. degree requirements

3. scope, size of the program
4. administrative structure - Include a description of the curriculum for the program, including plans of study for each of the separate programs, with specific notations of courses (numbers and titles) to be used to fulfill requirements for each program in the combined degree plan.
6. Sustainability and Impact on the State and Region
7. Staffing and Infrastructure - Describe the resources over and above present levels required to initiate the program (space and other physical needs, faculty and staff, fiscal needs, other).

Appendix G: Example of a Course Syllabus

Information to be Included in a Course Syllabus

Syllabus Outline

(Center for Instructional Excellence, Purdue University)

1. **Instructor Information**
 - Your name and title
 - Your office location, office hours, office phone number, your home phone number (if you wish to share it), and any restrictions that you would like to observe
 - Your e-mail address and fax number
 - Names, phone numbers, and e-mail addresses of your teaching assistants
2. **Course Information**
 - Course title and number
 - Number of credit hours
 - Course description
 - Course prerequisites
 - Description of students for whom the course was designed
 - Course text, related materials, bibliography
3. **Goals and Objectives**
 - A rationale for the course
 - Course goals
 - Specific objectives (either a comprehensive list or chapter by chapter)
 - A statement of how the course relates to students' development toward their major and toward their career goals
4. **Course Policies**
 - Attendance (*University Regulations Handbook, 2006-07, Part 2, Section VI.A.*)
 - Grading criteria -What are the penalties for turning work in late? (Include a statement describing how you plan to assess students, the criteria you will use, and how you will determine their final grade.)
 - Criteria
 - Exams and Quizzes
 - Papers and Projects
 - Homework
 - Laboratory Exercises
 - Attendance and Class Participation
 - Extra Credit Policies
 - If this is a laboratory course. Include information about dress regulations and safety requirements for working in the laboratory, as well as policies on allowing food, drink, or electronic devices in the lab.
 - Students with disabilities. Include a statement like the following in your syllabus: "If you have a disability which requires some special accommodation, please let me know within the first two weeks of the semester to discuss the appropriateness of the instructor's methods in this class or any other accommodation you may need."
 - Academic Honesty/Plagiarism (*University Regulations Handbook, 2006-07, Part 5, Section III.B.2.*)

5. **Class Schedule/Course Calendar**

Assignments (Two complaints students often make is that their instructors don't sufficiently explain exactly what they expect on assignments or why the assignments are being made.)

- Dates for all assignments and exams
- Holidays and special events
- Include the following statement in the course syllabus, "In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Here are ways to get information about changes in this course. Blackboard Vista Web page, my e-mail address: _____@purdue.edu, and my office phone: 49-XXXX."

6. **Other Information Relevant to the Course**

Examples of Course Goals

From a biology course:

1. To begin to speak more effectively in front of a group - not just feel more at ease but effectively make your case.
2. To write clearer summaries of material.
3. To develop and test your own hypotheses.

From a history course:

1. To recognize that history is not just names, dates, and places; but, more importantly, it is arguments and guesses over where a society was/is going and why. How did definitions of success and failure and vice and virtue change from 1600 to 1865? How did relationships between husband and wife; parent and child; politician and voter; manager and worker; government and citizen; etc. change and why?
2. To understand how historians use evidence and to practice using it yourself.
3. To understand the concept of alternative views.
4. To understand the difference between facts and interpretations.

From a study skills course:

1. Develop a positive attitude toward learning, your courses, and your instructors.
2. Become aware of your responsibilities as a student and learn how to deal with a university environment (including understanding university policies and procedures and how to get along with your professors).
3. Establish good study habits and time management skills so that you can work effectively and efficiently.
4. Improve your listening, note-taking, reading, and test-taking skills.

Appendix H: Guidelines for Service on Graduate Degree Committees

updated 9/19/2022

Service on graduate degree committees is directly related to academic credentials and experience in research and graduate student mentoring. Graduate Faculty members at Purdue University are divided into three major classifications, "Regular" and "Special" and "RS". To be appointed as a "Regular", the individual must be a tenure track, clinical/professional, emeritus or research faculty member with a departmental affiliation. A "Special" appointment may be approved for an individual who does not meet the conditions required for "Regular" appointment, yet who can contribute special expertise to the work of graduate students. "RS" is intended for faculty holding regular status at the time of retirement who will not hold the status of emeritus after retirement. RS allows those faculty to continue working with their graduate students to completion.

A primary guiding principle for all requests is that they originate in the department with the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) providing the highest classification requested by the department within the governing classification structure. The latter precept ensures that departments maintain control over faculty status

assignments because they know who is best qualified to serve on graduate committees. It should be emphasized that the Graduate Status Policy provides the highest levels possible for a faculty member who meets the criteria. **However, graduate status is not an entitlement or guarantee that the faculty will receive the level or status for which they might qualify.** The decision of appropriate level of status for any faculty resides with the department and its governing faculty.

LIST OF CLASSIFICATIONS OF GRADUATE FACULTY SERVING ON GRADUATE STUDENT COMMITTEES

GRADUATE FACULTY: REGULAR APPOINTMENT

R.1 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), emeritus faculty, or research faculty with a departmental affiliation that hold a doctoral degree with a dissertation.

R.2 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), emeritus faculty, or research faculty with a departmental affiliation that hold a doctoral degree without a dissertation.

R.3 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), emeritus faculty, or research faculty with a departmental affiliation that hold a master's degree with a thesis.

R.4 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), emeritus faculty, or research faculty with a departmental affiliation that hold a master's degree without a thesis.

GRADUATE FACULTY: RS

RS.1 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), or research faculty retirees with a departmental affiliation that hold a doctoral degree with a dissertation.

RS.2 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), or research faculty retirees with a departmental affiliation that hold a doctoral degree without a dissertation.

RS.3 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), or research faculty retirees with a departmental affiliation that hold a master's degree with a thesis.

RS.4 Tenure-track, clinical/professional (e.g., clinical faculty, professor of practice, or teaching faculty), or research faculty retirees with a departmental affiliation that hold a master's degree without a thesis.

GRADUATE FACULTY: SPECIAL APPOINTMENT

S.1 University faculty members who were "Regular" members of the Graduate Faculty at Purdue University and served but who are no longer at Purdue. This status has a default term of 1-year but is renewable.

With the approval of the academic college/school dean, a department head may request approval for a former regular Graduate Faculty at Purdue University to continue to serve on graduate student committees. Approval for S1 status is typically granted for one-year, beginning with the faculty member's date of departure. S1 status can be renewed until the faculty's students have completed their degrees but it is assumed that the faculty are not taking on or being assigned new students.

Note that faculty who are retiring but will not hold emeritus status may serve in the RS classification above to complete their students.

S.2 Research faculty without departmental affiliation, Purdue employees (including LTL, lecturer, senior lecturer, adjunct, visiting, post-doctoral and other non-faculty staff) and non-Purdue employees that hold a doctoral degree with a dissertation.

S.3 Research faculty without departmental affiliation, Purdue employees (including LTL, lecturer, senior lecturer, adjunct, visiting, post-doctoral and other non-faculty staff) and non-Purdue employees that hold a doctoral degree without a dissertation.

S.4 Research faculty without departmental affiliation, Purdue employees (including LTL, lecturer, senior lecturer, adjunct, visiting, post-doctoral and other non-faculty staff) non-Purdue employees that hold a master's degree with a thesis.

S.5 Research faculty without departmental affiliation, Purdue employees (including LTL, lecturer, senior lecturer, adjunct, visiting, post-doctoral and other non-faculty staff) and non-Purdue employees that hold a master's degree without a thesis.

Service on Doctoral Committees with a Dissertation Completion Requirement

1. Required classification to be a member of a doctoral committee

R.1, R.2, R.3, RS.1, RS.2, RS.3, S.1, S.2, S.3, S.4

2. Required classification to be a doctoral committee co-chair

R.1, RS.1, S.1, S.2

3. Required classification to be a doctoral committee chair

R.1, RS.1, S.1

Service on Doctoral Committees without a Dissertation Completion Requirement

1. Required classification to be a member of a doctoral committee

R.1, R.2, R.3, RS.1, RS.2, RS.3, S.1, S.2, S.3, S.4

2. Required classification to be a doctoral committee co-chair

R.1, R.2, RS.1, RS.2, S.1, S.2, S.3

3. Required classification to be a doctoral committee chair

R.1, R.2, RS.1, RS.2, S.1

Service on Master's Committees with a Thesis Completion Requirement

1. Required classification to be a member of a master's committee

All certification levels may serve

2. Required classification to be a master's committee co-chair

R.1, R.2, R.3, RS.1, RS.2, RS.3, S.1, S.2, S.3, S.4

3. Required classification to be a master's committee chair

R.1, R.2, R.3, RS.1, RS.2, RS.3, S.1

Service on Master's Committees without a Thesis Completion Requirement

1. Required classification to be a member of a master's committee

All certification levels may serve

2. Required classification to be a master's committee co-chair

All certification levels may serve

3. Required classification to be a master's committee chair

R.1, R.2, R.3, R.4, RS.1, RS.2, RS.3, RS.4, S.1

*****Guidelines for Former Purdue Graduate Faculty to Serve as Chair of Graduate Degree Committees*****

With the approval of the academic college/school dean, a department head may request approval for a former regular Graduate Faculty at Purdue University to continue to serve on graduate student committees. Approval for S1 status is typically granted for one-year, beginning with the faculty member's date of departure. S1 status can be renewed until the faculty's students have completed their degrees but it is assumed that the faculty are not taking on or being assigned new students

Appendix I: Request for Approval for Graduate Faculty to Pursue a Graduate Degree

The Policies and Procedures for Administering Graduate Student Programs manual states:

Section I under Graduate Faculty: "A tenure-track faculty member who has received approval of the Vice Provost of Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) and the provost (via a request to the Vice Provost) to pursue a graduate degree (see Appendix S) while remaining in faculty status will be changed to an appropriate "Special Graduate Faculty Appointment" while pursuing the degree."

Section III under Admissions: "Purdue employees who hold a Graduate Faculty appointment on a Purdue campus may take graduate courses, but may work for advanced degrees at Purdue only under certain conditions and with prior approval of the Vice Provost." [The provost's approval, upon a recommendation, is also required.]

A memorandum addressed to the Vice Provost, accompanied, with the following material, should be submitted electronically to the Graduate Programs Office, gradcncl@purdue.edu:

1. Curriculum vitae
2. Academic Interests:
 - research interests
 - the purpose for study for the Ph.D. degree
 - the benefit to the Department/School with explanation of how the degree will enhance work performance.
3. Possible Conflict of Interest:
 - Description of how he/she plans to remove him/herself from possible conflicts of interest. Please note that in addition to not being included on home department faculty committees and enrolling in home department graduate courses, he/she will not be permitted to serve as the major professor on graduate student committees. Any restrictions in serving on departmental or college committees pertaining to graduate student admission or dismissal, awarding of assistantships or fellowships, and graduate program policy, including academic programs, should be described.
4. Supporting Documentation:
 - Supporting documentation from the primary committee, department head, and dean in the college. [Documentation from primary committee required only if tenure-track faculty member]
 - Detailed description for plans to complete degree

Appendix J: Policy and Guidelines for Graduate Majors

Graduate Council Report 16a

Approved by the Graduate Council 05/12/2016

Revised to address Curriculog 05/2018

Policy and Academic Process for Requests for Graduate Program Majors by Academic Units

Graduate Majors

Graduate education at Purdue is organized by degree programs. A degree program may have one or more associated majors. Each major is a unique set of courses designed to give the student depth in an academic field. A major designation appears on all transcripts issued after the degree is posted, but not on the diploma.

Definition of a Graduate Degree

A graduate degree is a specific program of study, approved by the Purdue University Graduate Council, Provost's Office, the Board of Trustees, the Indiana Commission for Higher Education and the Higher Learning Commission.

Definition of a Graduate Major

A degree hosts a minimum of one major and may propose additional major(s). A major is an academic field of study within an approved graduate degree requiring a defined and unique set of courses that differentiates the major from other majors that might exist within the same degree.

Definition of a Graduate Concentration

A concentration is an area of study within an approved graduate major (requiring a minimum of 9 credit hours), administratively approved by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).

Graduate majors will have the following features:

1. Specialization in an academic field of study within a graduate degree.
2. For master's degrees seeking more than one major, each additional major must be a minimum of 60% distinct in the credit hours required for the degree and no more than 80% distinct from the existing major(s) in the degree (see table 1).
3. For doctoral degrees seeking more than one major, each additional major must have a minimum of 18 credits required for the degree.
4. A proposal below the threshold should consider a concentration proposal, and above the threshold should consider a new degree proposal.

Table 1. Number of course credits defining a graduate major

Minimum Credit Hours for the Master's Degree Program	Required Minimum Number of Graded Credit Hours Required for a Major	Maximum Number of Graded Credit Hours Allowed for a Major
30-39	18	24
40-49	24	32
50+	30	40

Review/Approval Process:

Proposal for a Major

Proposals are submitted to OGSPS using Curriculog.

1. Upon receiving the proposal for a major, OGSPS concurrently conducts an administrative review. The Graduate Council conducts an academic review.

2. The academic review begins with the Area Committee Chairs reviewing the proposal to determine if the proposal presents the need for a review by Area Committee B, that is, the need for a multidisciplinary review. If not, then the appropriate Area Committee will review the proposal.
3. The Graduate Programs Office forwards all administrative comments to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units on any campus as well as the proposer.
4. The area chair will establish time limits on responses from the proposer (typically 30-90 days). Under extenuating circumstances a longer period may be granted by the area chair.
5. In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.
6. The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve or not approve the proposal.

Subsequent Review and Action

1. The proposal follows the review and approval workflow in the Curriculog system all the way to the final approval which is the Vice Provost of OGSPS. At this time, the proposal is forwarded to the Registrar's Office to set up a new graduate major and associated code in the Banner System.
2. The Vice Provost reports the major approval to the Graduate Council.
3. OGSPS notifies the proposer.

Supporting Documentation Outlining the Justification for the Major

- Statement of the mission of the proposed major including, but not limited to, the need for the major, the target audience, the relationship to the degree under which the major will be listed, and the relationship to other majors in the degree
- Any existing concentrations that will be listed under the major
- Focus of the research or professional program associated with the major
- Participating faculty, including name, academic rank, and departmental affiliation
- Currently enrolled or expected number of students
- Core courses for the major and a description of how they fit into and support the degree program. List only the courses required for this major.
- Learning outcomes (e.g., unique knowledge or abilities, capacity to identify and conduct original research, ability to communicate to peer audiences, critical thinking and problem-solving skills, etc.)

Appendix K: Professional Master's Program Guidelines

The concept of a Professional Master's Program (PMP) at Purdue was initiated to stimulate development of new terminal master's degree programs that are focused on advanced credentialing for working professionals. As such, these degrees have a professional, rather than academic, career focus. These programs may be delivered on campus (face-to-face) or online. Read the Professional Master's Program Guidelines for more information.

Articulation Agreements and TSAP

Articulation Agreements (Transfer Agreements)

These are agreements between Purdue and the respective institutions on pathways for students to transfer to Purdue or to transfer credit to Purdue. In addition to meeting any criteria listed in these documents, students must meet Purdue's transfer criteria for their desired major. Look up the transfer requirements for your desired major at Purdue Admissions/Majors at Purdue. If you represent a college wanting to develop an articulation agreement with Purdue University, more information is located here. For a TSAP program, click: [TSAP \(Transfer Single Articulation Pathways\)](#). Agreements with international institutions can be found using the [Dual-Degree Program search](#) on our [Global Partners page](#).

Ivy Tech (transfer website)

Purdue West Lafayette Program	Ivy Tech Program
Agriculture Pathway to Purdue -- Agriculture, BS (Multiple Majors)	AS Agriculture
Agricultural Economics: Applied Agricultural Economics Concentration, BS Agricultural Economics: Policy and Pre-Law Concentration, BS Agricultural Economics: Quantitative Analysis Concentration, BS	AS Agriculture
Agricultural Education, BS	AS Agriculture
Early Childhood Education and Exceptional Needs, BS (Assured Admission eligible)	AS in Early Childhood Education
Elementary Education, BA (Assured Admission eligible)	AS Elementary Education
Financial Counseling and Planning, BS	AS Business Administration (TSAP)
Hospitality and Tourism Management, BS	AS Business Administration (TSAP)
Human Services, BS (Assured Admission eligible)	AS in Human Services (HS track only)
Insect Biology, BS	AS in Liberal Arts
Organizational Leadership, BS	AS Business Administration (TSAP)
Occupational and Environmental Health Sciences, BS	Associate of General Studies
Psychological Sciences, BS (Assured Admission eligible)	AS in Psychology
Retail Management, BS	AS Business Administration (TSAP)

Purdue West Lafayette Program	Ivy Tech Program
Selling and Sales Management, BS	AS Business Administration (TSAP)
Special Education/Elementary Education, BA (Assured Admission eligible)	AS in Special Education
Supply Chain & Sales Engineering Technology, BS	AS Supply Chain Management/Logistics

Morgan State University

3+2 Dual Bachelor's Degree Programs

Purdue West Lafayette Program	Morgan State University Program
Aeronautical and Astronautical Engineering, BSAAE	BS in Civil Engineering
Aeronautical and Astronautical Engineering, BSAAE	BS in Engineering Physics

Huntington University

Dual Degree AS + BS

Purdue West Lafayette Program	Huntington University Program
Veterinary Nursing, AAS	Bachelor of Science in Animal Health

Vincennes University (Articulation Agreement website)

Purdue West Lafayette Program	Vincennes Program
Aeronautical and Astronautical Engineering, BSAAE (Direct Admission eligible)	AS Engineering Science with Mechanical Engineering Concentration
Polytechnic Statewide Aeronautical Technology, BS	Polytechnica Approved AS Degree
Agricultural Engineering, BSAGE (Direct Admission eligible)	AS Engineering Science
Interdisciplinary Agriculture, BS (Multiple Majors)	AS Agriculture
Agricultural Economics, BS	AS Natural Resources and Environmental Sciences - Agricultural Concentration
Agricultural Education, BS	AS Natural Resources and Environmental Sciences - Agricultural Concentration
Biological Engineering, BSBE (Direct Admission eligible)	AS Engineering Science
Chemical Engineering, BSCHE (Direct Admission eligible)	AS Engineering Science with Chemical Engineering Concentration

Civil Engineering, BSCE (Direct Admission eligible)	AS Engineering Science with Civil Engineering Concentration
Computer Engineering, BSCMPE (Direct Admission eligible)	AS Engineering Science with Computer Engineering Concentration
Construction Engineering, BSCNE (Direct Admission eligible)	AS Engineering Science
Electrical Engineering, BSEE (Direct Admission eligible)	AS Engineering Science with Electrical Engineering Concentration
Environmental and Ecological Engineering, BSEEE (Direct Admission eligible)	AS Engineering Science with Environmental and Ecological Concentration
Industrial Engineering, BSIE (Direct Admission eligible)	AS Engineering Science with Industrial Engineering Concentration
Interdisciplinary Engineering Studies/Pre-Med Concentration, BS (Direct Admission eligible)	AS Engineering Science
Law and Society, BA	AA Behavioral Sciences (TSAP)
Materials Engineering, BSMSE (Direct Admission eligible)	AS Engineering Science
Mechanical Engineering, BSME (Direct Admission eligible)	AS Engineering Science with Mechanical Engineering Concentration
Multidisciplinary Engineering/General Engineering Concentration, BSE (Direct Admission eligible)	AS Engineering Science
Polytechnic Statewide Multidisciplinary Technology, BS	Polytechnic Approved AS Degree
Music, BA	AS in Music or AS in Music Technology
Nuclear Engineering, BSNE (Direct Admission eligible)	AS Engineering Science

Wabash College (Transfer Engineering Webpage)

Dual Bachelor's Degree Programs

Purdue West Lafayette Programs
Chemical Engineering, BSCHE
Computer Engineering, BSCMPE
Electrical Engineering, BSEE

Mechanical Engineering, BSME
Multidisciplinary Engineering/General Engineering Concentration, BSE

TSAP (Transfer Single Articulation Pathways)

In collaboration with state institutions in Indiana, the Indiana Commission for Higher Education (ICHE) has established this program so that students in selected majors may complete an associate's degree at an Indiana community college and transfer into a related field at a four-year public university in Indiana where credits earned for the associate's degree will apply toward the bachelor's degree. To take advantage of this program at Purdue, students must meet established admission criteria for the respective major, some of which are highly competitive or not available to transfer students because of popularity and limited capacity.

For more information about the majors the state has selected for this program, view "Single Articulation Pathways" on this ICHE web page. For more information about the implementation of this program at Purdue and the related Purdue majors, see www.admissions.purdue.edu/majors or contact admissions@purdue.edu.

TSAP Name	Purdue West Lafayette	Ivy Tech	Vincennes
Biology	Biology, BS	AS Biology (TSAP)	AS Biological, Biomedical Sciences - Biology Concentration (TSAP)
Business Administration	General Management, BS	AS Business Administration (TSAP)	AS Business Administration (TSAP)
Chemistry	Chemistry, BS	AS Chemistry (TSAP)	AS Chemistry Sciences - Chemistry & Biochemistry Concentration (TSAP)
Computer Science	Computer Science, BS (various majors)	AS Computer Science (TSAP)	N/A
Criminal Justice	Law and Society, BA	AS Criminal Justice (TSAP)	AS Law Enforcement (TSAP)
Early Childhood Education	Early Childhood Education and Exceptional Needs, BS	AS Early Childhood Education (TSAP)	AS Education - Early Childhood Concentration, Pre-Kindergarten (TSAP)
Electrical Engineering Technology	Electrical Engineering Technology, BS	AS Electrical Engineering Technology (TSAP)	N/A
Elementary Education	Elementary Education, BA	AS Elementary Education (TSAP)	AS Education - Elementary Concentration (TSAP)

TSAP Name	Purdue West Lafayette	Ivy Tech	Vincennes
Human Services	Human Services, BS	AS Human Services (TSAP)	N/A
Information Technology and Informatics	Computer and Information Technology, BS	AS Informatics (TSAP)	AS Information Technology (TSAP)
Mechanical Engineering	Mechanical Engineering, BSME	AS Pre-Engineering (TSAP)	AS Engineering Science - Mechanical, Motorsports, or Energy Engineering Concentration (TSAP)
Mechanical Engineering Technology	Mechanical Engineering Technology, BS	AS Mechanical Engineering Technology (TSAP)	N/A
Psychology	Psychological Sciences, BS	AS Psychology (TSAP)	AA Behavioral Sciences, Psychology Concentration (TSAP)
Secondary Education - Biology	Science Education - Biology Concentration, BS	AS in Secondary Education with Biology Concentration (TSAP)	N/A
Secondary Education - Chemistry	Science Education - Chemistry Concentration, BS	AS in Secondary Education with Chemistry Concentration	
Secondary Education - Mathematics	Mathematics Education, BS	AS in Secondary Education with Mathematics Concentration (TSAP)	N/A
Sociology	Sociology, BA	N/A	AS Behavioral Sciences - Sociology Concentration (TSAP)
Special Education	Special Education Mild and Intense Intervention P to 12, BA	AS Special Education (TSAP)	N/A

Combined Degree Programs (Purdue Undergraduate/Graduate)

A combined-degree program is reserved for exceptional students and results in the joining of curricula of an existing baccalaureate or professional degree program and an existing master's degree program within the Purdue University system. Combined degree programs formally approved by the participating academic units and the Graduate School may use a limited number of dual counted credit hours of 50000- and 60000-level coursework taken to satisfy the baccalaureate or professional degree on the master's degree plan of study. Undergraduate excess credits can be used in combination with shared credits in the combined degree but the sum of the dual-counted and undergraduate excess credits may not exceed maximum shown below.

Master's Degree Required Credit Hours	Maximum Number of Credit Hours (From Free Electives)
30-36	12
37-45	15
46-+	18

Combined Degree Programs

Undergrad Program:	Graduate Program:
B.S.C.E.	M.S.C.E. (Civil Engineering)
B.S. in Biomedical Engineering	M.S.B.E. (Biomedical Engineering) (thesis)
B.S. in various undergraduate programs	M.S.E.E.E. (Environmental and Ecological Engineering)
B.S.M.E.	M.S.M.E. (Mechanical Engineering)
B.S. in Management	M.B.A. (Management)
B.S. in Chemical Engineering	M.B.A. (Management)
B.S. in Management	M.S. (Management)
B.A. in Communication	M.S. (Management)
B.S. in Psychological Sciences or B.S. in Brain and Behavioral Sciences	M.S. (Management) (HRM concentration)
B.S. in General Health Sciences	M.B.A. in Management
B.S. in Electrical Engineering	M.B.A. (Management)
B.S. in Industrial Engineering	M.B.A. (Management)

B.S. in Mechanical Engineering	M.B.A. (Management)
B.S.I.M in Industrial Management	M.B.A. (Management)
B.S. in Various Areas	M.B.A. (Management)
B.S. in STEM Disciplines	M.S. (Economics)
B.S. (Various Depts. in Agriculture)	M.S. (Various Depts. in Agriculture)
B.S. in Electrical Engineering Technology	M.S. (Engineering Technology)
B.S. in Aviation Technology	M.S.A.A.M. (Aviation and Aerospace Management in Aviation and Transportation Technology)
B.S. in Statistics	M.S. (Statistics)
B.S. in Mechanical Engineering Technology	M.S. (Engineering Technology)
B.S. in Computer Graphics Technology	M.S. in Computer Graphics Technology
B.S. in Computer Science	M.S. in Computer Science
B.S./B.A. with Various Undergraduate Programs	M.P.H in the Department of Public Health
M.S.A.A. with The School of Aeronautics and Astronautics	M.B.A in the School of Management
B.S. in Kinesiology	M.S. in Athletic Training
B.S. in Biomedical Engineering	M.S.B.M.E. (Biomedical Engineering) (thesis)
B.S. in Biomedical Engineering	M.S.B.M.E. (Biomedical Engineering) (non-thesis)
B.S. in ROET	MSET in SOET
BS in MSE	M.S. in MSE
B.A. in Communication (Distance)	M.S. in Communication
B.A. in Materials Engineering	M.S. in Materials Engineering
B.S. in Human Resource Development	M.S. in Management (Concentration: Human Resource Mgmt)
B.S. Human Resource Development	M.S. Human Resource Development
B.S. in Communication	M.S. in Human Resource Management
B.S. in Biomedical Engineering	MPH in Public Health
B.S. in Biochemistry	MPH in Public Health

B.S. in Kinesiology	M.S. in Kinesiology
B.S. in Nuclear Engineering	M.S. in Nuclear Engineering
B.A. in Sociology	MPH in Public Health
B.A. in History	M.A. in History
B.S. in Electrical Engineering	M.S.E.C.E. (Electrical and Computer Engineering)
B.S. in Computer Engineering	M.S.E.C.E. (Electrical and Computer Engineering)
B.A. in English	M.A. in English
Concurrent Degree Program:	
M.S. in Microelectronics and Semiconductors	M.B.A.
M.S. and M.S.E. in Microelectronics and Semiconductors	M.S. in Management (Major in Global Supply Chain Management)
M.S.A.A.	M.B.A. (Online)
M.D.	M.S.B.M.E
M.S. in Business Analytics	M.B.A.
M.S. in Engineering	M.B.A.
M.S. in Global Supply Chain	M.B.A.
M.S. in Human Resource Management	M.B.A
Dual Degree Programs:	
Ph.D. from Purdue Mechanical Engineering	Ph.D. from SJTU Mechanical Engineering
Ph.D. from Purdue Department of Physics and Astronomy	M.S. from Morgan State Department of Physics and Astronomy
M.S.M.E. from Purdue Mechanical Engineering	M.S. from Hanyang University (South Korea) School of Mechanical Engineering
M.S.B.M.E. from Purdue Biomedical Engineering	M.S. from Hanyang University (South Korea) School of Mechanical Engineering

Miscellaneous:	
M.S. in Engineering Technology	Student exchange with University of Reutlingen
M.S. in Defense Engineering Technology	In cooperation with Cranfield University (a diploma - UK non-thesis equivalent)
M.S.M.E. in Mechanical Engineering	Student exchange with Leibniz University Hannover
M.S. in ECE degree (project-track, with concentration in semiconductors and microelectronics)	Student exchange with NYCU
Professional Degree:	Graduate Degree:
Pharm. D.	Ph.D. (Pharmacy)
Pharm. D.	M.S.I.A. (Management)

Graduate Admissions

Graduate admission is granted to a specific department. Applicants are expected to hold baccalaureate degrees from accredited colleges or universities prior to registration as graduate students. Three-year Bologna bachelor's degree recipients are eligible for admission. Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna Process may also be considered for admission, on a case-by-case basis, using a holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

Applicants for a master's or doctoral degree program should have achieved a 3.0 (or equivalent) grade point index or higher from the institution where a baccalaureate degree or higher was awarded to be admitted without conditions of continued enrollment. Some graduate programs have requirements for admission that exceed the general Graduate School requirements. Additionally, programs at Purdue University can have different deadlines and some have additional admissions requirements. For additional information concerning requirements and deadlines for admission, please consult specific departments/programs [here](#).

Graduate Studies Information

Policies and Procedures for Administering Graduate Student Programs

Graduate Admissions

Graduate admission is granted to a specific department. Applicants are expected to hold baccalaureate degrees from accredited colleges or universities prior to registration as graduate students. Three-year Bologna bachelor's degree recipients are eligible for admission. Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna Process may also be considered for admission, on a case-by-case basis, using a holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

Applicants for a master's or doctoral degree program should have achieved a 3.0 g.p.a (or equivalent) or higher from the institution where a baccalaureate degree or higher was awarded to be admitted without conditions of continued enrollment. Some graduate programs have additional requirements for admission and can have different deadlines. For more information, and to see which graduate programs may be actively recruiting, please consult Graduate Program Requirements for specific departments/programs.

Purdue University Graduate Council

(includes voting and non-voting) 2023-2024

A. (Behavioral Sciences)

- Nurgul Aitalieva, PFW**
- Stacy Betz, CSD, PFW
- Joy Colwell, OLS, PNW**, chair
- Nilupa Gunaratna, PUBH
- Nancy Jackson, MUSC, PFW
- Kimberly Kinzig, PSY
- Brad Oliver, EDLE, PFW
- Amanda Zelechowski, PSY, PNW **

B. (Engineering, Sciences and Technology)

- Duane Dunlap, ECET, chair
- Emad Elwakil, BCMT
- Vetrica Byrd, CGT
- Mary E. Johnson, SATT
- Julia M. Rayz
- Paul Salama, ECE, PIN

C. (Engineering, Chemistry, and Physical Sciences)

- Arun Bhunia, Food Science
- Jeffrey Greeley, CHEM ENG
- Doug La Count, MCMP
- Rodolfo Pinal, INPP
- James E. Tisdale, PHPR, chair

D. (Humanities and Social Sciences)

- Shawn Bauldry, SOC

- William (Bart) Collins, COMM, chair
- T.J. Kim, Design
- Clarence Maybee, LIB
- Abraham P. Schwab, PHIL, PFW**
- Michael G. Smith, HIST
- Kristin (Kate) White, ENGL, PFW
- Christine Wuenschel, Art

E. (Life Sciences)

- Kolapo Ajuwon, ANSC
- Jeffrey Volence, Agry, chair
- Qing Jiang, NUTR
- Ann Kirchmaier, BioChem
- Doug LaCount, BIOL
- Jiliang Li, BIOL, PIN**
- Patti Ludwig-Beymer, NUR, PNW**
- Paul Robinson, BMS
- Joshua Widhalm, HLA

F. (Management Sciences)

- Brad Alge, MGMT
- Yong Bao, MGMT
- Troy D. Janes, MGMT
- Yanjun Li, MGMT
- Qiang Liu, MGMT
- Nicole Olynk Widmar, AGEC, chair

G. (Management SciencesSpecial Flexible Committee)

*Nonvoting Faculty Member Appointed to Serve on the Area Committee

**Nonvoting Graduate Council Member

- Regional Campus Websites
- Graduate Education for Advancement (GEA)

• Graduate Education for Advancement (GEA)

The Graduate Education for Advancement (GEA) Committee meets once a month during the fall and spring semesters of the academic year to discuss graduate faculty, education, and policy issues. There is a representative from each of the colleges/schools (usually the Associate/ Assistant Dean for Graduate Programs) and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). In addition, OGSPS representatives attend each month to be able to provide feedback on topics such as marketing, recruitment, and fellowships. Primarily, the group acts as an advisory board to the Vice Provost of OGSPS on what direction to take on various issues facing graduate education for Purdue University as a whole.

GEA Committee

Last Name	First Name	Title	College/School

Lee	Linda	Interim Associate Dean	Agriculture
Wright	Wayne	Associate Dean	Education
Agnew	Christopher	Associate VP for research and partnership	Executive VP for research partnerships
Atkinson	Tom	Associate Dean	Graduate School
Beaver	Greg	Director, Professional Master's prgms	Management
Gibson	Kevin	Associate Dean and Professor	Botany and Plant Pathology
Matei	Sorin	Associate Dean	Liberal Arts
Morgan	Melanie	Associate Professor	Graduate School
Harris	Jason	Associate Professor	Health and Human Sciences
Heyns	Erla	Professor	Libraries
Martin	Chris	Online program launch director	Purdue Online Learning
Paschou	Peristera(Perry)	Associate Professor	Science
Mendrysa	Susan	Associate Professor	Veterinary Medicine
Newton	Kathryn	Associate Dean	Engineering Technology
Yang	Danzhou	Associate Dean	Pharmacy
HogenEsch	Harm	Associate Dean	Veterinary Medicine

- Office of Interdisciplinary Graduate Programs (OIGP)
- Graduate Staff Employment Manual
- Fellowship Manual

Information For Students & Parents at Purdue University

FERPA Regulations: <http://www.purdue.edu/policies/records/viiia4.html>

What rights do students have under FERPA?

- The right to inspect and review their education records within 45 days of their request
- The right to request an amendment to their education records
- The right to consent to disclosures of personally identifiable information contained in their education records
- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

"Legitimate Educational Interest"

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

Public Posting of Grades

The public posting of grades, either by the student's name, institutional student identification number, or social security number is a violation of FERPA. Using an assigned random number that only the student and instructor know would be an appropriate way to post grades. Even then, the order of posting should not be alphabetic.

What is directory information?

Institutions may disclose the following information on a student without violating FERPA if the student has not restricted their information.

- name
- e-mail address
- address (local & home)
- telephone number (local & home)
- college/school and curriculum
- enrollment status and credit hour load
- dates of attendance
- classification
- receipt or non-receipt of a degree
- academic awards received (dean's list, honors students)
- participation in officially recognized activities
- sports photograph
- position, weight, and height of athletes

Indiana SSN Law

Internal use of SSN information within the Purdue system for the purpose of conducting normal business is still permitted under that law. However, it is important to remember that Purdue data handling guidelines address the usage and methods of exchanging sensitive and restricted data, in addition to just SSN information. These guidelines can be found at: <http://www.purdue.edu/securepurdue/policies/dataConfident/restrictions.cfm>

What are education records?

An education record is any record that is directly related to a student and maintained by the university. A student has the right of access to these records.

Education records include any records in whatever medium (handwritten, email, print, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What aren't education records?

- sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- records relating solely to an individual's employment by the institution that are not available for any other purpose,
- records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- records of an institution that contain only information about an individual obtained after that person is no longer a student, i.e., alumni records,
- grades on peer-graded papers that have not been collected and recorded.

Letters of Recommendation

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which:

1. specifies the records that may be disclosed,
2. states the purpose of the disclosure, and
3. identifies the party or class of parties to whom the disclosure can be made.

Since the letter of recommendation would be part of the student's education record, the student has the right to read it - unless he/she has waived that right of access.

"Health and Safety" Exception

Institutions may take into consideration circumstances pertaining to the health and safety of a student or other individuals to disclose information from education records without a student's consent. If the institution determines there is "articulable and

significant threat" to the health and safety of the student or others, information from education records can be released "to any person whose knowledge of the situation is necessary to protect" the health and safety of the student or other individuals.

Outsourcing and Access to Education Records

Institutions are allowed to disclose education records without the student's consent to contractors, volunteers, and other non - employees performing institutional services and functions.

FERPA and Parents' Access to their Student's Education Records

1. When a student reaches the age of 18 or begins attending a postsecondary institution at any age, FERPA rights transfer from the parent to the student.
2. Parents may obtain non -directory information (grades, GPA, etc.) at the discretion of the institution if the student is a dependent per federal tax law.
3. Parents may also have access to non-directory information by obtaining a signed consent from their child, each time this access is needed.

Call 765-494-8219 or email ferpa@purdue.edu for FERPA assistance.

Joint and Dual Degrees

DUAL DEGREE PROGRAMS (this may include Purdue concurrent degrees, as well as, a Purdue degree and a degree from another institution)

Concurrent Graduate Program Status

A student wishing to pursue two degrees in two different departments simultaneously must complete an application for admission to each department. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master's degree in another department, but it may also include a situation where a student is pursuing two Purdue master's or two Purdue doctoral degrees at the same time. The student must submit a Notice of Dual Concurrent Graduate Program Status (G.S. Form 18) with the application for admission to the second department. For information on credit sharing permitted between multiple Purdue University degrees, see Section VII.G.

Purdue University Master's / Professional Master's or Purdue University Ph.D. / Professional Doctoral Degree

This dual-degree program is one in which an existing Purdue University master's degree program is combined with an existing postbaccalaureate professional degree program at another U.S. institution. Dual-degree programs formally approved by the participating academic units and the Graduate School may use a maximum of twelve credit hours of 50000- and 60000-level coursework taken to satisfy the professional degree on the Purdue degree plan of study. Dual-degree program proposals which exceed the scope and /or dual credit allowance will be forwarded to the Graduate Council for consideration. The Purdue degree must be awarded prior to the awarding of the professional degree. Appropriate departmental, college/school, and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the dean of the Graduate School. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.

Purdue University Master's / Master's From Another Institution of Higher Education or Purdue University Ph.D. / Ph.D. from Another Institution of Higher Education

This dual degree program is defined as one that involves "coursework at two or more institutions" and one in which "a separate diploma is awarded from each of the participating programs" (CIC Global Collaborations Executive Brief, September 2011). This dual degree program policy and procedures document governs dual degree programs between a department or School at Purdue University - West Lafayette or the system-wide program (Purdue University-Calumet, Indiana University-Purdue University-Fort-Wayne, Indiana University-Purdue University Indianapolis, Purdue University North-Central) and another institution of higher education. Dual degree programs may be between a Purdue University system department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.

Joint Master's or Ph.D. Degree Programs

A joint degree program is defined as one that awards "one diploma displaying the seals and/or names of each partner institution," (CIC Global Collaborations Executive Brief, September 2011). This joint degree program policy and procedures document govern joint degree programs between a department or School at Purdue University-West Lafayette and another institution of higher education. Joint degree programs may be between a Purdue University-West Lafayette department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix A for Dual and Joint Degree Flowchart and Proposal Format.

Dual Degree Program

Joint and Special Programs (Graduate)

Office for Graduate Students and Postdoctoral Scholars

-

Graduate Administration (Graduate)

Concentration

Expeditionary Warfare Concentration (Graduate)

Master of Science

Applied Geospatial Analytics, MS

Applied Geospatial Analytics, MS (OL)

Corporate Training and Communication, MS (Graduate)

Defense Engineering Technology (Graduate)

Graduate Studies, MS (Graduate)

Interdisciplinary Studies, MS (Graduate)

Post-Baccalaureate Certificate

Gerontology, Post Baccalaureate Certificate

Inclusive Excellence, Postbaccalaureate Certificate

Intercultural Competence Mentorship, Post Baccalaureate Graduate Certificate (OL/HY)

Intercultural Competence Mentorship, PostBaccalaureate Graduate Certificate

-

Joint and Special Programs (Graduate)

Post-Baccalaureate Certificate

Telemental Health Counseling, Post Baccalaureate Certificate (Modality: Residential, Hybrid & Online)

-

Office of Interdisciplinary Graduate Programs, (OIGP)

The Office of Interdisciplinary Graduate Programs

The Office of Interdisciplinary Graduate Programs (OIGP) was established in 2004 to promote and facilitate cross-disciplinary research at Purdue. Since its inception, enrollment in igp's has nearly doubled.

A high point of the year is the OIGPs Annual Spring Reception. A mix of poster and PowerPoint presentations, the reception highlights the breadth and depth of interdisciplinary research at Purdue. Over 90 students participated in this year's event including graduate students from interdisciplinary programs and those working on collaborative projects from programs outside of the OIGP.

The office has created an Interdisciplinary Graduate Programs Student Advisory Board (IGPSA) that gives students a direct voice to the Graduate School. The IGPSA represents the diverse needs of interdisciplinary students, and seeks new avenues of recognition for IGP students at the university.

The interdisciplinary graduate programs under the OIGP umbrella include: American Studies, Comparative Literature, Linguistics, Comparative Medicine, Computational Life Sciences, Computational Science and Engineering, Ecological Sciences and Engineering, Food Science, Gerontology, Information Security, Ingestive Behavior, Life Sciences, Nutrition, Philosophy and Literature, Women's Studies, and the Independent Interdisciplinary Graduate Program.

Post-Baccalaureate Certificate

Interdisciplinary Programs Information Security, Post Baccalaureate Certificate

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Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who is attends a postsecondary institution.) These rights include:

1. **The right to review and inspect their own educational record.** The right to inspect and review the student's education records within 45 days after the day Purdue University ("University") receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request an amendment of the education record.** The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before personally identifiable information is disclosed, except when FERPA authorizes disclosure without consent.** The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by Purdue University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of Purdue University who performs an institutional service of function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Purdue University.

4. **The right to file a complaint.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by Purdue University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

When does FERPA permit disclosure of personally identifiable information (PII) without student consent?

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student -

- To other university officials, including teachers, within Purdue University whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

Directory Information

Institutions may disclose a student's Directory Information without their consent, and without violating FERPA if the student has not restricted their personal information. Purdue University considers the following to be Directory Information:

- name

- email address
- address (local & home)
- telephone number (any listed)
- college/school & curriculum
- enrollment status & credit hours
- dates of attendance
- classification
- receipt or non-receipt of degree
- academic awards received (dean's list, honors students)
- participation in officially recognized activities
- sports photograph(s)
- position, weight, height in athletics

Request to Restrict Directory Information

While attending Purdue University, students may request to restrict the release of their Directory Information except to university officials with a legitimate educational interest, as outlined in item 3 above. In order to restrict all information, a signed and dated request must be made in writing to the Office of the Registrar, Hovde Hall, room 45, 610 Purdue Mall, West Lafayette, IN 47907-2040. A form is also available in Hovde Hall, room 45 of the Registrar's Office, West Lafayette campus. Should the student graduate or otherwise leave the university, this restriction will remain in place until the student requests for it to be removed.

Note: Once a student's record has been made confidential, no information can be shared about the individual without the student's written consent. Problems may occur when potential employers or other parties make inquiries about the student.

Office of Interdisciplinary Graduate Programs (OIGP)

The Office of Interdisciplinary Graduate Programs

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Policies and Procedures for Administering Graduate Student Programs

Navigation

- I. Administering Graduate Programs
- II. Enrollment Objectives
- III. Admissions
- IV. Appointments, Fellowships, and Funding
- V. Registration
- VI. General Academic Requirements & Grade Appeals
- VII. Administering Graduate Degree Programs
- VIII. Special Issues Concerning Research
- IX. Graduate Student Responsibilities and Rights
- X. Graduation
- Appendices

Additional information can be accessed on the Graduate Programs Office website.

I. Administering Graduate Programs

Navigation

- Introduction
- A. Executive Authority
- B. Graduate Council
- C. Heads of Graduate Programs and Academic Deans
- D. Signature Authority and Approvals
- E. Graduate Committees
- F. Graduate Faculty
- G. Establishing New Graduate Programs
- H. Majors
- I. Concentrations
- J. Graduate-level Courses
- K. Curriculog - Electronic Proposal Processing

Introduction

Purdue University is a system that encompasses four campuses in Indiana. As the main campus, the West Lafayette location is the oldest and most comprehensive, home to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). Established in 1929, OGSPS comprises more than 160+ programs at the West Lafayette campus and 80 programs at the regional campuses of Purdue Fort Wayne, Purdue Northwest, and Purdue Indianapolis.

For information related to the submission of graduate program and course proposals, please visit [here](#).

A. Executive Authority

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) encompasses all graduate academic and interdisciplinary programs, including courses, degrees, and certificates, and is responsible for graduate administrative functions such as admissions, student records, and thesis and dissertation deposits. OGSPS also oversees the Purdue Graduate Student Government.

By authority of the Board of Trustees (April 10, 1929), the Vice Provost was made the principal administrative officer of OGSPS. The Vice Provost's responsibility covers registration of graduate students, approving schedules, deciding classification, and appointing examination committees. As the chair of the Graduate Council, the Vice Provost publishes all university policies and procedures, may provide clarification and interpretation of policy, and grant exceptions when deemed appropriate. These policies and further specifications are detailed in this manual outlined herein.

B. Graduate Council

In accordance with the action of the general faculty (June 1949), the Graduate Council acts as the faculty of the OGSPS, responsible for all academic policies related to graduate study and degree programs. These policies involve: admission to Purdue; standards of work; courses and programs of study; registration requirements; and all other requirements for advanced degrees.

The Graduate Council consists of a minimum of twenty-five voting members appointed by the university president, four ex officio voting members, associate deans of OGSPS, the Executive Vice President for Research and Partnerships, and the president of the Purdue Graduate Student Government (as ex officio nonvoting members). The four ex officio voting members are: the Vice Provost of OGSPS, the provost, the dean of libraries, and the registrar. The appointed voting members typically serve three-year terms, with around eight new members appointed each year. One voting member and one ex officio nonvoting member derive from the Northwest-Calumet, Northwest-Westville, and Fort Wayne campuses, and the Indianapolis location. No person who has served as a voting member may be renamed to the council until at least one year has elapsed following their preceding term.

The ex officio voting members are: 1) the Vice Provost of OGSPS, 2) the provost, 3) the dean of libraries, and 4) the registrar.

The Graduate Council has six area committees, and each voting council member is assigned to one of these committees. Only voting members (or proxies) are eligible to vote or make a motion.

The Graduate Council Executive Committee serves as the steering committee. They are comprised of the chairs of the area committees, the Vice Provost of OGSPS (as chair of the Graduate Council) and the associate deans, the latter of whom serve as ex officio members of the Graduate Council. The Executive Committee meets as needed each semester to assess how the Graduate Council is functioning, to provide recommendations and suggestions to the Vice Provost, and to consider important topics to be addressed by the council during the year.

C. Heads of Graduate Programs and Academic Deans

Usually, the head of the graduate program is the head of a department or the director/chair of an interdisciplinary program. Heads of graduate programs are responsible for the supervision and governance of all graduate study, along with maintaining academic standards within their respective majors. Such authority is delegated by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars and is exercised in accord with all pertinent regulations and procedures established by the Board of Trustees, the provost, the Vice Provost, and the Graduate Council.

Various levels of administrative and signature authority may be delegated by the head of the graduate program to graduate faculty members. OGSPS should be notified when there is a change in the head of a graduate program or graduate committee

chair, so that appropriate signature authority information can be updated, including for electronic forms. To provide this information, a form should be submitted through the Curriculog electronic proposal processing system. You will find separate forms for Graduate Signature Authority for Degrees and Graduate Certificates.

Recommendations concerning a student, such as a plan of study, should flow to OGSPS through the head of the graduate program to which the student has been admitted and, when requested by the college/school, through the academic college/school dean.

D. Signature Authority and Approvals

Each of the administrative levels outlined above is required to electronically approve various items related to graduate education for both faculty and students. Each department, college, and campus establishes specific individuals as having the authority to approve requests, such as final exam requests or thesis deposit forms. Proxies may also be established. This is called Signature Authority. Signature Authority is documented using the Curriculog Signature Authority proposal. For electronic documents, one "required" signature and only one "proxy" signature can be accepted. This proposal defines who has authority to approve:

- Graduate Faculty Appointment Requests
- Plans of Study
- Preliminary and Final Examination Forms
- Thesis Deposit Forms
- Graduate Applications
- Other Miscellaneous Forms
- Curriculog Proposal Forms

The form captures the individual's role, contact information, and signature, which is used to verify approvals and items from the list above. This information is also used to establish the electronic routing path for approvals in various systems. The Signature Authority form records the required signature for the plan of study coordinator in each department.

As individuals change roles or separate from departments, colleges, or campuses, OGSPS should be notified of such changes, and a Curriculog Signature Authority proposal should be completed to ensure that approvals are being sought from the correct individuals. Individuals serving in any position that has signature authority must have graduate faculty status as defined below (See Section G). Any unit may contact the OGSPS to examine and/or verify the current individuals recorded as having signature authority for their unit.

E. Graduate Committees

The head of each graduate program appoints a graduate committee annually. In the case of some interdisciplinary programs, the committee is appointed jointly by the heads of the participating departments.

The functions of the departmental/interdisciplinary graduate programs vary depending upon individual organization and division of responsibility. In general, they may:

- Provide general guidance to the graduate program.
- Suggest new course offerings and review and recommend new courses proposed by faculty.
- Recommend new areas or degree programs for graduate study.
- Recommend changes in graduate policies or regulations for consideration by the Graduate Council.
- Help one department of graduate studies coordinate with other departments or in the same department at other campuses.
- Provide counseling for new graduate students before they have been assigned to a major professor.

- Help recruit new graduate students and recommend admission for prospective students.
- Administer or give general guidance concerning department-required examinations.

The committee chair may also advise other committees regarding availability of faculty to serve on advisory and examining committees for students majoring in other subjects.

F. Graduate Faculty

(For appointment guidelines, see Appendix I)

(For graduate student mentoring and advising guidelines, see Appendix D)

1. Regular Graduate Status

Members of the Graduate Faculty have been nominated by the head of a specific graduate program and an academic dean. The Vice Provost of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (or designee), acting on behalf of the Graduate Council, grants graduate faculty status to Purdue faculty members.

Members of the Graduate Faculty with Regular appointment may serve throughout the Purdue University system, that is, across both departments and campuses. A faculty should only be nominated for one appointment. The appointment should be associated with the unit where the faculty's majority responsibility to the faculty resides.

To serve as a major professor, chair, or member of a degree committee, a Graduate Faculty member must hold the degree being conferred or a more advanced degree as outlined in Appendix H.

Graduate faculty must complete the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research (RCR) module within one hundred and twenty (120) days of employment and every five (5) years thereafter to maintain graduate faculty status. If a faculty's CITI RCR certification lapses, they will be given thirty (30) days to complete the certification. If the certification is not completed, their access to the Graduate Student Database will be suspended until they have completed the CITI RCR module.

New faculty members may be nominated for appointment to the Graduate Faculty after their date of employment and after they arrive on their respective campuses. Nominations for Graduate Faculty status are initiated electronically by the head of the faculty member's home department, who forwards the nomination to the relevant academic dean. The nomination is then sent to the campus liaison for endorsement via electronic signature. Finally, the nomination is forwarded to the Vice Provost (or designee) for review. Upon approval, a graduate faculty identifier will be assigned (e.g. C00001 for WL, W00001 for PFW, and Z00001 for PNW) to the appointee for use on documents.

Faculty who are nominated for appointment to the Graduate Faculty are assumed, by virtue of their nomination by program heads and academic deans, to be qualified researchers and scholars. Faculty are granted the highest status possible under policy unless the nominating department requests a lesser level status. Graduate status is not a guarantee that the faculty will receive the level or status for which they might qualify; this decision resides with the department and its governing faculty.

Nominees for appointment to the Graduate Faculty must demonstrate ability to mentor and supervise the progress and work of graduate students. To do so, they need to be familiar with policies and practices at Purdue University. All new faculty must complete an OGSPS workshop even if they served as graduate faculty elsewhere. While the workshop will not delay a request for status for a faculty member, it is expected to be completed within the first year of service to the university.

Appointment to the Graduate Faculty will enable the faculty member to teach graduate-level courses (50000 or 60000 level), serve on graduate student committees, and co-chair or chair graduate student committees (subject to the classification policy, Appendix H). It is the responsibility of the head of the graduate program to approve the level of participation of a graduate faculty member on a student's committee.

A faculty member who has received approval of the Vice Provost and the provost to pursue a graduate degree while remaining in faculty status will be changed to an appropriate "Special Graduate Faculty Appointment" while pursuing the degree.

A member of the Graduate Faculty who terminates employment at Purdue may, upon the recommendation of the head of the faculty member's graduate program, be changed to a "Special Graduate Faculty Appointment" to serve as a co-chair or as a member of a graduate student's advisory committee.

A member of the Graduate Faculty who attains Emeritus status may be nominated by the head of a graduate program to hold a Regular appointment if that Emeritus faculty member is actively engaged in research and mentoring graduate students.

2. Faculty Graduate Status Review

The head of a department may initiate a performance review of a member of the Graduate Faculty at any time. In addition, the dean of the academic college/school in which the graduate faculty member resides, the Vice Provost of OGSPS, the Vice President for Research, or the Provost may direct the head of the of the program/department to initiate a review. Reviews may be appropriate when there are allegations against a graduate faculty member of incompetence or negligence with respect to graduate faculty duties, including the teaching, supervising, and mentoring of graduate students. If a review is necessary, it will be conducted in consultation with an appointed committee and the Vice Provost or a designee. Reviews may result in a variety of possible recommendations to the Vice Provost, including, but not limited to: continuation of graduate faculty status, required participation in appropriate mentoring workshops, consultations with other graduate faculty, or discontinuation of graduate faculty status. In some cases, multiple recommendations may be appropriate. The review will include consideration of key graduate faculty responsibilities.

The review involves the following:

- The Vice Provost of OGSPS assembles a review committee comprised of at least three faculty who have Graduate Faculty Status and are at or above the rank of the faculty member under review. An associate dean chairs the committee.
- The Vice Provost notifies the faculty member being reviewed, in writing, that the review is underway. The notification includes a summary of the concerns and reason for review and an overview of the process to be followed.
- The committee reviews any documentation submitted by Vice Provost, conducts interviews with students, faculty, administration, and others relevant to the complaint, and requests documents, emails, etc. as appropriate. The committee summarizes the evidence and presents it to the faculty member being reviewed. The faculty member is provided an opportunity to respond to the report in writing and by interviewing with the review committee. They may also request additional witnesses to be interviewed by the committee and provide any other supporting evidence.
- After reviewing all the evidence, the committee makes a recommendation to the Vice Provost regarding the findings in the review.
- The Vice Provost, in collaboration with the head of the department, makes a final decision regarding outcomes of the review. The Vice Provost then notifies the faculty member of this decision. If the faculty member under review is unsatisfied with the outcomes of this process, they may make an appeal to the Provost's Office.

3. Special Graduate Status

A special appointment may be requested by the head of a graduate program for an individual who does not meet the conditions required for regular appointment, yet who can contribute special expertise to the work of graduate students. To serve on a degree committee, a special graduate faculty member must hold the degree being conferred or a more advanced degree (outlined in Appendix H). Nominations for special appointment to the Graduate Faculty must describe the special expertise that the nominee would bring to the graduate program and present the nominee's qualifications to contribute to the work and progress of graduate students.

Nominations are initiated electronically by the head of a graduate program for approval, via electronic signature, after which the nomination is forwarded electronically to the Vice Provost for review. Upon approval, a graduate faculty identifier (e.g. C00001 for WL, W00001 for PFW, and Z00001 for PNW) will be assigned to the appointee for use on documents.

Special appointments are granted on a per department basis. Thus, an individual who obtains special graduate status can only serve in the department for which they have been approved. It is possible, therefore, for a special graduate faculty member to have special status in multiple departments, even though they will only have one graduate faculty identifier.

Special appointments serve a five-year term. Such appointments may be renewed upon nomination by the head of a graduate program and approval by the Vice Provost. Requests for renewal of a special appointment to the Graduate Faculty must include a positive review of the appointee's contributions to the graduate program. Special members of the Graduate Faculty serve at the pleasure of the head of the graduate program in the corresponding department/school in which they are appointed.

Purdue Employees who have received approval of the Vice Provost and the provost (via a request) to pursue a graduate degree while in faculty status will be changed to an appropriate "Special Graduate Faculty Appointment" while pursuing the degree.

4. Roster of Graduate Faculty

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars maintains a roster of graduate faculty members who have been appointed to serve on graduate student committees and to instruct graduate-level courses. An authorized staff member within each graduate program may access all program rosters on the Web. At five-year intervals, heads of graduate programs will be asked to evaluate the performance of graduate faculty in their programs (see above).

Both regular and special appointments to the Graduate Faculty remain on the an active list until the appointments are discontinued by the head of the graduate program.

G. Establishing New Graduate Programs

Guidance for developing academic proposals is available on the Academic Proposals Website. For graduate degree proposals, visit the Office of the Provost. Before proposing a new Graduate Program, the following conditions must be fulfilled:

- Identify a need for graduate students to hold a degree in the proposed content.
- An academic unit (department, school or college) must exist or be created to oversee the program.
- Qualified faculty must be allocated to deliver the program.
- Establish a sufficient body of coursework for which there is enough student demand.
- Secure funding sufficient to sustain the program and support the program's students.

Typically, before a new degree is proposed, an academic unit will at least offer courses in the proposed area, if not also a certificate or concentration. Should a unit want to develop courses, concentrations, majors, or degrees in an area for which it does not have prior experience, it is suggested that the unit collaborate with units who may already have active offerings in that area. When a unit is contemplating offering a new degree program, that unit should consult with similar or related degree programs within the Purdue system in advance of submitting the proposal.

The program proposal submission guidelines require that the above-mentioned conditions have been met and that the program can be sustained.

Course and curricula proposals must be submitted via Curriculog.

Proposers are encouraged to submit proposals during the fall semester or, at the latest, early during the spring semester to allow the Graduate Council sufficient time to review and approve the proposal before summer. Because the Graduate Council does not meet during the summer, proposals submitted late spring or during the summer will typically not be reviewed until the fall semester.

1. Distance/Online Graduate Degree Programs

Requests for new graduate degree programs that will be offered in a distance/online format must follow the policies and guidelines for a new degree. These requests must be submitted through Curriculog.

Courses and programs in the online realm may fall under any items purpose listed below. Visit the full policy guidelines here.

1. They may address audiences that are generally distinct from the traditional on-campus student and who may require special administrative handling or pedagogical strategies.
2. They may serve the University's engagement mission as well as the learning mission.
3. They may be offered and delivered in nontraditional formats (e.g. intensive, off-campus, on-site training, distance learning, etc.)
4. They generally operate outside traditional academic loads and are fiscally self-supporting, thereby requiring special financial procedures.
5. They may be miscellaneous learning, engagement, or discovery functions that require the unique services and/or facilities managed by the Continuing Education Division.

There is not a set specified percentage of material delivered online versus in person for hybrid courses/programs by definition because Purdue Online aims to serve any program or department with any amount or type of online/hybrid need regardless of percentage of curriculum delivered online.

6. Graduate Professional Programs

Proposals for Graduate Professional Programs must follow policies and guidelines in Appendix F.

4. Interdisciplinary Programs

Requests for a new interdisciplinary graduate program must follow procedures established by the Graduate Council in Appendix F. The proposal should be submitted via Curriculog.

5. Multiple Degree Programs

Multiple degree programs are reserved for exceptional students. They fall either under a Combined Degree Program status or Dual Degree Program status.

a. Combined Degree Programs:

A combined-degree program results in the joining of curricula of an existing baccalaureate or professional degree program and an existing master's degree program within the Purdue University system. Combined degree programs formally approved by the participating academic units and OGSPS may use a limited number of credit hours of 50000- and 60000-level coursework taken to satisfy the baccalaureate or professional degree on the master's degree plan of study.

The maximum number of course credits which may be dual counted between the baccalaureate degree and the master's degree varies with the total credit hours required for the master's degree.

Master's Degree Required Credit Hours	Maximum Number of Dual Counted Credit Hours
30 - 36	12
37 - 45	15
46 +	18

Undergraduate excess credits can be used in combination with shared credits in the combined degree, but the sum of the dual-counted and undergraduate excess credits may not exceed maximum shown above.

b. Dual Degree Programs: (this may include Purdue concurrent degrees, as well as a Purdue degree and a degree from another institution)

The baccalaureate or professional degree must be awarded prior to awarding the master's degree. Students enrolled in Combined Degree Programs are expected to complete the baccalaureate degree on schedule. Students in Combined Degree Programs, who are funded by 25.00 CUL or higher, will have a primary classification of graduate. Other students in Combined Degree Programs will have a primary classification of undergraduate until the baccalaureate degree is awarded. The proposal format is detailed in Appendix F, (General Proposal Format for Combined Degree Programs.) Appropriate departmental, college/school and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the Vice Provost.

i. Concurrent Graduate Program Status

A student wishing to pursue two degrees in two different departments simultaneously must complete an application for admission to each department. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master's degree in another department, but it may also include a situation where a student is pursuing two Purdue master's or two Purdue doctoral degrees at the same time. The student must submit a Notice of Dual Concurrent Graduate Program Status (G.S. Form 18) with the application for admission to the second department. For information on credit sharing permitted between multiple Purdue University degrees, see Section VII.G.

ii. Purdue University Master's/ Professional Master's or Purdue University Ph.D./ Professional Doctoral Degree

This dual-degree program is one in which an existing Purdue University master's degree program is combined with an existing postbaccalaureate professional degree program at another U.S. institution. Dual-degree programs formally approved by the participating academic units and OGSPS may use a maximum of twelve credit hours of 50000- and 60000-level coursework taken to satisfy the professional degree on the Purdue degree plan of study. Dual degree program proposals which exceed the scope and /or dual credit allowance will be forwarded to the Graduate Council for consideration. The Purdue degree must be awarded prior to the awarding of the professional degree. Appropriate departmental, college/school, and campus reviews are to be conducted. Proposal is to be submitted via Curriculum.

iii. Purdue University Master's/ Master's From Another Institution of Higher Education or Purdue University Ph.D./ Ph.D. from Another Institution of Higher Education

This dual degree program is defined as one that involves "coursework at two or more institutions" and one in which "a separate diploma is awarded from each of the participating programs" (CIC Global Collaborations Executive Brief, September 2011). This dual degree program policy and procedures document governs dual degree programs between a department or School at Purdue University- West Lafayette or the system-wide program (Purdue University-Calumet, Indiana University-Purdue University-Fort-Wayne, and Purdue University North-Central) and another institution of higher education. Dual degree programs may be between a Purdue University system department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education.

c. Joint Degree Programs (Master's and Ph.D.)

A joint degree program is defined as one that awards "one diploma displaying the seals and/or names of each partner institution," (CIC Global Collaborations Executive Brief, September 2011). This joint degree program policy and procedures document govern joint degree programs between a department or School at Purdue University-West Lafayette and another institution of higher education. Joint degree programs may be between a Purdue University-West Lafayette department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education.

5. Graduate-Level, Academic Credit Certificate Programs

All Graduate Certificate Programs must be approved by the Graduate Council. Other postbaccalaureate certificate programs with 50% or more of their courses at the 50000 level or higher must also be approved by the Graduate Council. The process for approval of New Graduate-Level, Academic Credit Certificate Programs can be found at the Office of the Provost.

H. Majors

Effective fall 2016, academic units may request adding graduate program majors to any existing graduate degree programs. Graduate education at Purdue University is organized by degree programs. A degree program may have one or more associated majors. Each major is a unique set of courses designed to give the student depth in an academic field. A major designation appears on all transcripts issued after the degree is posted, but not on the diploma. A major may also have one or more concentrations.

Graduate majors will have the following features:

- Specialization in an academic field of study within a graduate degree.
- For master's degrees with more than one major, each additional major must have a minimum of 60% distinct credit hours required for the degree and no more than 80% distinct from the existing major(s) in the degree.
- For doctoral degrees with more than one major, each additional major must have a minimum of 18 credits required for the degree.
- A proposal below the threshold should consider a concentration proposal, and above the threshold should consider a new degree proposal.

Academic units not wanting to add a new major do not need to do anything to retain their existing major and concentrations.

I. Concentrations

Heads of degree-granting graduate programs may request that one or more concentration(s) be established within their majors, to allow one (or more) specialized areas of graduate study to be reflected on a student's final transcript. A minimum of nine (9) credit hours of graded, graduate level coursework (50000- and 60000-level courses) is required for a concentration. For two concentrations to be listed on a student's transcript, those concentrations cannot have any shared core courses. Requests to add, revise, or delete a concentration should be made using Curriculog.

Once a concentration has been approved by the Vice Provost, a concentration annotation may be added to a student's final transcript. Such requests normally are made on the plan of study; however, the addition of a concentration to a final transcript also may be requested at the time of the graduation audit. (See Section X-A-2.) The concentration appears on the final transcript issued after the degree is posted, but it does not appear on the diploma. Students may complete a maximum of two concentrations and have them displayed on the transcript if the concentrations are distinct (i.e. share no core courses between them).

J. Graduate-level Courses

Dual-level courses (graduate or undergraduate) are numbered 50000 through 59999. The Graduate Council has joint jurisdiction with the appropriate college/school faculties for approving 50000 level courses.

Each 60000-level course is proposed by the degree-granting department. Numbers 69000 through 69799 are used for graduate study courses and seminars. Number 69800 is used for on-campus master's thesis research and number 69900 is used for on-campus doctoral thesis research. Number 69810 is used for online master's thesis research, and TECH 64000 is reserved for research for students in the Doctor of Technology program.

Graduate Council policy specifies that a 50000- or 60000-level course cannot be scheduled to meet together with an undergraduate-level course without prior approval of the Vice Provost. Approval may be granted on a limited term basis.

1. 50000-level Courses (dual-level)

Graduate Council policy requires that courses at the 50000-level in the Purdue system should be taught at the graduate level and meet four criteria:

- The use of primary literature in conjunction with advanced secondary sources (i.e. advanced textbooks).

- Assessments that demonstrate synthesis of concepts and ideas by students.
- Demonstrations that topics are current.
- Components that emphasize research approaches/methods or discovery efforts in the course content area (reading the research, critiquing articles, proposing research, performing research). Such courses should be taught so that undergraduate students are expected to rise to the level of graduate work and be assessed in the same manner as the graduate students.

The enrollment of undergraduates in 50000-level courses is restricted to upper-division (i.e. junior and senior) students, unless a waiver has been granted to a particular lower-division student by the Vice Provost after consultation with the instructor and the head of the department involved. In the rare case that a student of lower classification should be advised to enroll in a 50000-level course, the Course Request should contain a brief justification in the "comments" section and should bear the additional signatures of the instructor and department head responsible for the course in question.

The Graduate council recommends the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars initiate a review of 50000 level courses. The review should be done at the department level and performed at a minimum of every five years thereafter. Each department should review their 50000-level courses to ensure they meet current criteria for 50000-level courses (see above).

2. 60000-level Courses

Courses at the 60000-level generally are restricted to graduate students to facilitate the preservation of the highest course quality and, thereby, to help maintain strong graduate programs. However, some exceptional senior undergraduate students may be allowed to register for a 60000-level course if all the following conditions are met:

- The student has a cumulative index of at least 3.4 or has been admitted to a graduate program for a subsequent session;
- The student's semester (session) load is no more than 16 credit hours;
- Inclusion of 60000 credits is not more than 33% of the semester (session) load.

Approval is required if the requested 60000-level course is not offered in a subject field administered by the academic college/school in which the student is enrolled. The Course Request (Registrar's Form 23) should contain a brief justification in the "comments" section and should bear the additional signature of the course instructor.

3. Special Topics, Variable Title, Variable Credit Courses, Independent Study Courses, and Research Credit Courses

A graduate degree-granting academic unit (i.e. department/school/college) may request Special Topics Courses (variable title/variable credit/temporary), Independent Study Courses, or Research Credit courses at the 50000- and/or 60000-level. Requests are administratively approved via submission through Curriculog. Once such courses have been approved, faculty should contact the departmental schedule deputy to set up new sections of a Special Topics or Independent Study course under a specific title. Each specifically titled Special Topics course may be offered no more than two times. To continue offering the course under the same title, the academic unit must request a permanent course number (See Section 1, I, Graduate Level Courses). To obtain a new course number, proposers should contact the Office of the Registrar, after which the proposer can complete the proposal.

4. 80000-level Courses

OGSPS approved the renumbering of the 50000-level professional degree courses to the 80000-level for the former College of Pharmacy, Nursing and Health Sciences, and the College of Veterinary Medicine effective by the fall 2008 semester. The current policies concerning graduate and professional degree programs are as follows:

- The creation, deletion, and content of 80000-level courses reside with the appropriate college/school. No approvals are necessary.
- The newly numbered 80000-level courses are for professional degree students. Graduate students can take 80000-level courses, with the consent of the instructor. While the credits count in the calculation of the overall GPA, the course and credit hours cannot be used on the graduate student's plan of study.

- Professional degree students can take a graduate 50000- or 60000-level course, with the consent of the instructor. The decision to use credit from graduate course in meeting the degree requirements of the professional degree program rests with the program.
- In the event a graduate student needs the content of an 80000-level course as credit in a plan of study, a variable title 59000 or 69000 course could be arranged with the instructor. The 59000 or 69000 course would be subject to the same restrictions that currently exist for the use of such courses. For example, if a graduate student needs information from the 80000-level course CLPH 8XXXX, Principles of Drug Information and Literature Evaluation, because it is needed to support their research.

5. Graduate-level Course Designations

a. Campus-based Courses

New or existing courses that are proposed or offered by an academic unit on one system campus only. Campus-based courses may not be added to the academic offerings at other system-campuses. Campus-based courses may be available to students at other system campuses via distance delivery.

b. System-wide Courses

New or existing courses that are proposed or offered by two or more campus departments. Campus departments which offer system courses are expected to maintain content synchrony during updates in order to ensure that credits can be transferred seamlessly. If a campus department proposes to adopt a course from another campus or campuses, it would be with the approval of the department(s) on the campus(es) which offer the course.

6. New Graduate-level Courses and Upgrading the Level of Courses

Faculty proposals for new 50000- and 60000-level courses and proposals to upgrade the level of existing courses (e.g. 40000 to 50000 or 50000 to 60000) are made using Curriculog.

Prior to submitting a request for a new or upgraded course, the proposer(s) should review all courses in the subject area offered throughout the system for similarity. A conscious decision should not be made to submit a request for a new course if a comparable course already exists. The proposed number for a new course (or use of an existing course) is coordinated with the Office of the Registrar and campuses within the Purdue system.

Once a course request is received, it is reviewed administratively and, for academic content, by the appropriate area committee within the Graduate Council. Course requests may be delayed if the proposer has not coordinated with other programs in the Purdue system that offer similar courses and/or programs.

Following the review of the course request, the proposer may be asked to provide clarification or additional information by the area committee chair or OGSPS; delays in responsiveness will hold up the proposal.

After approval of the course by the Graduate Council, the proposal is transmitted to the Office of the Registrar. The request should provide essential information, such as the title, class and credit hours, prerequisites required, and the course description. The description should give a brief, crisp, and clear statement of what the course is about.

Supporting documentation, which is required for each new course proposal, request to upgrade the level of a course, or request to add an existing course must provide the following information. The following required fields have been built into the Curriculog proposal form.

a. Justification for the Course:

Provide a complete and detailed explanation of the need for the course (e.g. in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing majors and/or concentrations, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs.

Justify the level of the proposed graduate course (50000- or 60000-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

b. Learning Outcomes and Method of Evaluation or Assessment:

Describe the course objectives and student learning outcomes that address the objectives (i.e. objectives and student learning outcomes that address the objectives (i.e. knowledge, communication, critical thinking, ethical research, etc.) Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.) Include a statement describing the grading criteria that will be used to assess students and how the final grade will be determined. Identify the method(s) of instruction and describe how the methods promote the likely success of the desired student learning outcomes.

c. Prerequisites:

List prerequisite courses by subject abbreviation, number, and title. List other prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence.

d. Course Instructor:

Provide the name, rank, and department/program affiliation of the instructor(s). If the instructor is not currently a member of the Graduate Faculty, indicate when it is expected that a request will be submitted.

e. Course Outline:

Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory or field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

f. Reading List:

A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material. A secondary reading list or bibliography should include material students may use as background information.

g. Library Resources:

Describe the library resources that are currently available, or the resources needed to support this proposed course.

h. Course Syllabus:

A sample syllabus should be attached to all course proposals. The syllabus is helpful to review committees who wish to better understand some of the course characteristics and nuances as described in the other sections of this proposal.

It is recognized that many course syllabi are based on earlier offerings of an experimental version of the course, and that changes may have been introduced to the proposal based on experience in the earlier course offerings. This can create an unintended perception that the proposal is contradicted by the sample syllabus. Accordingly, please briefly describe any changes or clarifications in bullet points. An example course syllabus may be found in Appendix G.

7. Revision or Expiration of an Existing Graduate-level Course or Addition of an Existing Course

Requests to revise or expire a graduate-level course or to add an existing course are submitted in Curriculog. The requested action should be marked on the form to indicate the nature of the change(s). Complete only the sections on the form that identify the course and that indicate the effective date and changes to be made, including a brief justification for the changes. These requests are reviewed and approved administratively by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

Please note, if the number, title, and description of a course are all changed, it is considered to be a new course. A number that has been used previously cannot be used again.

a. Adding an Existing Course:

Requests to add an existing course are made after all campuses that have approval to offer the course have been consulted. These campuses can be determined by consulting the registrar's course repository.

A course with the same subject abbreviation and number must have the same title and description at all campuses that have approval to offer the course. The proposal form should be checked to "Add existing course." The form should be completed the same as for a new course, including the supporting document fields. The electronic proposal will be routed to all of the campuses that offer the course for approval by the head of the corresponding department/school. Any concerns or questions about the request are to be directed to the campus requesting the addition of the course, and any issues should be resolved between the departments/campuses. The academic dean's signature is required only from the campus requesting the addition of the course. If the request to add an existing course is not approved by one or more of the campuses that offer the course, the proposing campus may request approval for a new graduate level course following the policies and protocol relevant to such a request.

b. Revising a Course:

Requests for changes in the title and description of a course must be coordinated with all campuses that have approval to offer the course before the request is submitted. The approvals of the department head and academic dean at all campuses approved to offer the course are required. If all campuses are not in agreement with the requested change, the department/campus requesting the change may submit a request for a new course to be approved by the Graduate Council. Other changes (e.g. prerequisites, class pattern, sessions offered, etc.) require only the approval of the campus requesting the change.

c. Adding a Distance/Online Method of Delivery:

A sample syllabus should be attached to all course proposals in Curriculog using the "Document" icon. See Section L. for additional information regarding Curriculog. The syllabus is helpful to review committees who wish to better understand some of the course characteristics and nuances as described in the other sections of this proposal.

It is recognized that many course syllabi are based on earlier offerings of an experimental version of the course, and that changes may have been introduced to the proposal based on experience in the earlier course offerings. This can create an unintended perception that the proposal is contradicted by the sample syllabus. Accordingly, please briefly describe any changes or clarifications in bullet points.

d. Expiring a Course:

Requests to expire a course are submitted directly via Curriculog from the campus requesting the expiration.

For courses that have not been offered in five years, departments are required to either expire these courses or provide justification for retaining them in the registrar's course repository.

K. Curriculog - Electronic Proposal Processing

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars has partnered with the Registrar's Office to offer an electronic workflow system, Curriculog, for all graduate program and course proposals. Proposers will use this system to request new, revise existing, or expire programs or courses. The following links will provide log-in information, instructional documents, and dates for training opportunities. The contact for Graduate proposals in Curriculog is Tina Payne, tlpayne@purdue.edu. For Undergraduate proposals and all training questions, contact Kim Watley, kwatley@purdue.edu.

II. Enrollment Objectives

Navigation

- A. Degree-Seeking Graduate Students
 - B. Nondegree-seeking Graduate Students
-

Students who hold the baccalaureate degree may be admitted either as degree-seeking graduate students or as nondegree-seeking graduate students.

A. Degree-seeking Graduate Students

Degree-seeking graduate students may be admitted to a program that awards master's, educational specialist, doctoral, or professional degrees.

B. Nondegree-seeking Graduate Students

Purdue provides a variety of educational opportunities for students who wish to acquire knowledge and training beyond the baccalaureate degree. Nondegree-seeking students who have been admitted to graduate study must have the prerequisites or background and experience needed for any course in which they seek to enroll. They may be required to secure consent from each of the departments in which they would like to register for courses. Consultation and/or registration approval by course instructors may be required.

Nondegree-seeking graduate students have enrollment objectives in one of the following categories:

1. Nondegree

Holders of a baccalaureate degree, or its equivalent, who undertake graduate (50000- or 60000-level) coursework without admission to a degree program must be admitted as nondegree students.

Nondegree admission is not provisional admission to a degree program. However, it is possible for those in this enrollment objective to be considered for admission to as degree-seeking graduate students for a subsequent session. Applications from nondegree students to enter a degree program must include the same supporting materials required of other degree program applicants.

While there is no limit to the number of course credit hours that an individual may accumulate while registered in nondegree status, there is a limit of 12 credit hours that can appear in a plan of study. (See Section VII-B-1-b).

2. Teacher License

Holders of baccalaureate or advanced degrees who, without degree objective, seek to work toward an advanced teaching license may be admitted as teacher license students. Admission in this category does not ensure subsequent admission to a degree program. Teacher license students are subject to the same restrictions as are nondegree students if they are subsequently admitted for degree study. (See Section VII-B-1-b).

3. Graduate Certificate Program

Holders of baccalaureate or advanced degrees who desire to complete pre-specified courses to attain a graduate-level, academic credit certificate in a specific area may be admitted through the graduate certificate program enrollment objective. Students in this category are subject to the same restrictions as are nondegree students if they are subsequently admitted for degree study. (See Section VII-B-1-b).

III. Admissions

Navigation

- A. General Info
 - B. Graduate Student Recruitment
 - C. Application Policies and Procedures
 - D. Admissions Policies and Procedures
-

A. General Info

Graduate admission is granted to a specific department. Applicants are expected to hold baccalaureate degrees from accredited colleges or universities prior to registration as graduate students. Three-year Bologna bachelor's degree recipients are eligible for admission. Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna Process may also be considered for admission, on a case-by-case basis, using a holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

Applicants for a master's or doctoral degree program should have achieved a 3.0 (or equivalent) grade point index or higher from the institution where a baccalaureate degree or higher was awarded to be admitted without conditions of continued enrollment. Some graduate programs have requirements for admission that exceed the general Office of the Vice Provost for Graduate Students and Postdoctoral Scholars requirements. Additionally, programs at Purdue University can have different deadlines and some have additional admissions requirements. For additional information concerning requirements and deadlines for admission, please consult specific departments/programs [here](#).

Purdue University's graduate admission process seeks to select students whose applications document their outstanding ability, preparation, and potential for successful completion of graduate study. Purdue University's Nondiscrimination Policy can be found at the [Purdue University Policy Office](#).

Inquiries about the need for academic adjustments or auxiliary aids and services because of a disability should be directed to the [Disability Resource Center](#).

Within the broad, University-wide framework authorized by the Graduate Council and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, departments are primarily responsible for recruitment of students, the establishment of appropriate entry qualifications beyond minimum standards set by the Graduate Council, and initial evaluation and admission recommendation of applicants. Recruitment resources are available from the [Office of Graduate Admissions](#).

Occasionally, pilot programs that deviate from standard policies and procedures are approved and administered by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. These pilot programs are limited in scope and scale, help determine best practices in admissions and recruitment, and may impact future policies and procedures. Requirements and participating departments for these pilot programs are detailed in a proposal. Approved proposal documents are maintained by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars for the duration of the pilot program.

B. Graduate Student Recruitment

1. Inquiries

Purchased lists (such as from the GRE search service or Council of Undergraduate Researchers) and information from inquiries about admission received by the Office of Graduate Admissions are entered into Slate. Slate is the client relationship management system that includes unsolicited, inquiry, and application records. Once entered into Slate, inquirers receive communication from the Office of Graduate Admissions and/or the appropriate department/interdisciplinary program. As appropriate, inquiries are directed to the electronic application available at the Grad School website.

2. Recruitment Services Provided by the Office of Graduate Admissions

The Office of Graduate Admissions provides a variety of recruitment services related to two primary missions: (1) to recruit graduate students through direct outreach to prospective students and (2) to promote assistance, collaboration, and sharing of best practices among graduate departments.

Direct outreach to students includes attendance at key graduate recruitment fairs and conferences, on-campus recruiting events, presentations and online webinars, and the leveraging of social media outlets. The Office of Graduate Admissions also maintains prospective and admitted student webpages including information on how students can prepare for their graduate program and Purdue factual information. An extensive communication plan is delivered to specific audiences throughout the recruitment cycle. Special initiatives, such as the formation of a graduate student-based Global Ambassadors program and strategic partnerships with organizations such as EducationUSA are developed by the Office of Graduate Admissions to support specific recruitment objectives of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

In addition to direct student recruitment, the Office of Graduate Admissions is a resource for all graduate departments on the West Lafayette campus. The Office of Graduate Admissions offers consultations on recruitment, application, and admission opportunities and concerns. Many brochures, displays, and other event resources are made available to departments free of charge. The Slate client relationship-management tool is maintained for department use and includes access to purchased prospective student lists and direct inquirers for PWL graduate programs. For further information see the Office of Graduate Admissions.

C. Application Policies and Procedures

The following sections detail the various components of the graduate application. Because initial review of all graduate applications is done by the graduate department (see Section III.D), graduate departments should receive all supporting documents. These documents may include: transcripts, diplomas, letters of recommendation, academic statement of purpose, personal history statement, resume, test scores, writing samples, digital portfolios and additional questionnaires. These documents may be submitted electronically through the online application system, Slate, or be sent directly to the department.

If the applicant is recommended for admission by the program, the approved application, uploaded transcripts, and proof of degree must be submitted electronically through Slate to the Office of Graduate Admissions for final approval. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars issues a formal letter of admission following review and approval of the application. Further instructions as follows:

1. Electronic Application

Applicants should visit the electronic application portal.

2. Application Fee

a. West Lafayette (including Purdue University in Indianapolis), Purdue Northwest, and Purdue Fort Wayne Campuses

All degree-seeking applicants and graduate certificate applicants must submit a nonrefundable application fee. The application fee can be paid by credit card (Visa, Mastercard, American Express, or Discover) at the end of the application process. The application fee is \$60 for domestic applicants (including permanent residents) and \$75 for international applicants for programs leading to a degree and certificate. Non-degree applicants do not pay an application fee.

As an alternative to paying the application fee via credit card, the Office of Graduate Admissions has partnered with Convera, a specialist in global business payments. This payment option allows applicants to pay the application fee in the currency of choice and provides a simple and secure method for initiating payments electronically.

Please note: A foreign currency payment is a "pending" payment and does not automatically update the application fee payment. Purdue University Accounts Receivable will post the U.S. dollar equivalent to the applicants' Business Partner account, generally within two to five days after your local bank initiates payment. When this occurs, the application fee will be updated.

For more details about this fee payment option in the online application, visit our Foreign Currency Payments Web page.

b. Application Fee Waivers

Applicants are eligible for one application fee waiver per program participation. Attending the same recruitment program multiple years qualifies for one application fee waiver total. Fee waivers are valid if the applicant has met the application fee waiver criteria starting on January 1, 2020 and beyond.

Proposals for new Application Fee Waivers and Departmental Paid Application Fee Satisfaction Programs are to be submitted to the Office of Graduate Admissions by April 15 using *Form 43, Application Fee Waiver/Satisfaction Program Request*. Application fee waiver proposals are reviewed with legal counsel and approved waivers become effective July 1.

During the online application process, an in-progress applicant has the ability to select a recruitment program. When the recruitment program is saved, an automatic email notification is sent to the applicant informing them of the application fee waiver process. This involves verification of the applicant's participation in a recruitment program. Once participation is verified, an update is made to the application fee portion of the application and an email is sent to the applicant that their fee has been satisfied. If participation is not verified, no update is made in the application fee portion of the application and an email is sent to the applicant to return and pay the application fee in order for the application to be reviewed.

Applicants who are U.S. citizens or permanent residents experiencing economic hardship may request a waiver of the application fee. To request a waiver of the application fee, please send an email explaining your situation to gradinfo@purdue.edu.

Application fees are non-refundable. If an applicant who would otherwise qualify for a fee waiver pays the application fee before eligibility is verified, the application fee is not refunded.

Fee waivers are available for participants in the following recruitment programs:

- **AISES Conference** - must visit Purdue recruiter at annual conference and complete a contact information card.
- **American Institute of Chemical Engineers (AIChE)** - must visit Purdue recruiter at annual conference and complete contact information card.
- **Annual Biomedical Research Conference for Minority Students (ABRCMS)** - must visit Purdue recruiter at annual conference and complete contact information card.
- **Big Ten+ Graduate School Exposition** - must have registered and participated in the event.
- **Biomedical Engineering Society Annual Meeting** - must attend the event.
- **Cientifico Latino Graduate School Mentorship Initiative (GSMI)** - applicants must have been enrolled in the GSMI program and have completed an interview process with the Cientifico Latino team.
- **Colombia Purdue Partnership** - must be selected into this program from strategic universities within Colombia.
- **EducationUSA Opportunity Fund Recipient** - must provide a copy of the official EducationUSA Opportunity Fund award letter.
- **Discover Purdue (formerly known as GDVP)** - must be invited and attend the visitation hosted by Purdue.

- **Engineering Undergraduate Research Office** - must be a Purdue University Engineering undergraduate student and a recipient of an academic year competitive fellowship program.
- **Florida A&M Graduate Feeder Program** - must be a participant of this program.
- **GEM Fellowship Program** - U.S. Citizens or Permanent Residents who have applied for the GEM Fellows program (submitted a completed application to GEM prior to their deadline) with a minimum cumulative GPA of 3.0/4.0.
- **Institute for Recruitment of Teachers Program** - must be selected and participate in their summer program.
- **Mandela Washington Fellowship for Young African Leaders** - must have participated in the Mandela Fellows program and be active in the fellowship directory.
- **McNair Scholars Program** - name must be listed in National Directory.
- **Midwest Graduate School Summit** - must have registered and participated in the Midwest Graduate School Summit.
- **National Science Foundation Summer Internship (Purdue University)** - must be selected and participate in the sponsored program at Purdue.
- **National Society of Black Engineers National Career Fair** - must visit Purdue recruiter at the annual conference and complete a contact information card.
- **Native American Institution Visit Program** - must be invited and visit campus as part of this program.
- **NIH Intramural Training/Education Graduate & Professional Fair** - must attend the fair and participate in a NIH training program.
- **NIH MARC USTAR/PREP/RISE** - must have participated in one of these NIH-sponsored undergraduate research programs.
- **POSSE Scholars** - must provide a copy of the official POSSE scholar participation letter.
- **Purdue Emerging Leaders Program** - must be a participant of the program.
- **Purdue Engineering Virtual Graduate Showcase** - must register for and attend the Purdue Engineering Virtual Graduate Showcase.
- **Purdue Fort Wayne Information Session or Recruitment Event** - must attend a Purdue Fort Wayne sponsored information session or recruitment event.
- **Purdue Graduate Student Information Session** - must register and attend the entire Purdue Graduate Student Information session.
- **Purdue Louis Stokes Alliance for Minority Participation (LSAMP)** - must be a participant of the program.
- **Purdue Northwest Graduate Showcase** - must attend the event sponsored by Purdue Northwest.
- **Purdue Northwest Professional Conference Events** - must attend a professional conference event sponsored by Purdue Northwest graduate programs.
- **Purdue Summer Research Opportunity Program** - must be invited and participate in the program hosted by Purdue.
- **Purdue Summer Undergraduate Research Experiences** - applicants must participate in an undergraduate research program offered across the Purdue University campus and affiliated with the Office of Undergraduate Research.
- **Society for Advancement of Chicanos and Native Americans in Science (SACNAS) National Conference** - must visit Purdue recruiter at annual conference and complete contact information card.
- **Society of Hispanic Professional Engineers** - must visit Purdue recruiter at annual conference and complete a contact information card.
- **Society of Mexican American Engineers & Scientists** - must visit Purdue recruiter at annual conference and complete a contact information card.
- **Society of Women Engineers** - must visit Purdue recruiter at annual conference and complete a contact information card.
- **Summer Undergraduate Research Fellowship (SURF)** - must be selected and participate in the Purdue program.
- **Tau Beta Pi National Convention** - must visit a Purdue recruiter at the annual convention and complete a contact information card.
- **University of Maryland Baltimore County (UMBC) Meyerhoff Scholars** - a student must be a member of this program.
- **U.S. Veterans or U.S. Military Service Members** - must be a U.S. military veteran or an active U.S. military service member.

c. Departmental Paid Application Fees

A list of approved department- or college-led fee payment programs is maintained by the Office of Graduate Admissions. Ad hoc application fee payments should be used cautiously. Fee payments are permissible as long as the selection process for granting the fee payment uses objective, neutral criteria and can carry the burden of proof for non-discrimination. In a review of applicants who received a fee payment, there should be a fair distribution of recipients across racial, ethnic, and gender categories. Departments may pay the application fee for an applicant through a journal voucher. Please contact the Office of Graduate Admissions for details.

3. English Proficiency Requirements

International applicants whose native language is not English are required to provide proof of English proficiency at the time of recommendation for admission to degree, certificate, non-degree, and teacher license graduate programs in one of the following ways:

a. Submit Test Scores

Test scores must come from an Office of the Vice Provost for Graduate Students and Postdoctoral Scholars approved English proficiency provider. A complete list of tests for English proficiency accepted by the Office of Graduate Admissions can be found here on the English Proficiency Requirements webpage.

Note: Individual Graduate programs may have higher English Proficiency requirements listed on their Graduate Program Requirements webpage. The following English proficiency tests are typical:

Test of English as a Foreign Language (TOEFL): TOEFL iBT (Internet-based Test), TOEFL iBT Home Edition, TOEFL iBT Paper Edition, and TOEFL Essentials

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars accepts valid TOEFL scores earned through internet-based testing. TOEFL My Best scores are NOT accepted. Applicants with disabilities or health-related needs should follow instructions found here.

TOEFL IBT

- Writing 18
- Speaking 18
- Listening 14
- Reading 19
- Total 80

TOEFL Essentials

- Writing 8
- Speaking 8
- Listening 8
- Reading 8
- Total 8

In addition to required minimum scores for writing, speaking, listening, and reading, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars also requires a minimum overall score on the IBT test that is higher than the minimums for the four area tests combined. Applicants must meet or exceed each of the five scores (listed above) for admission. Some graduate programs require higher minimum scores. Likewise, a growing number of graduate programs include English proficiency examination performance among the factors they consider during holistic reviews of applicants; typically, these programs may seek higher overall and writing, speaking, listening, and reading scores than the minimums established by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Please check the Graduate Program Requirements for additional requirements.

Only official TOEFL scores received directly from Educational Testing Service are acceptable and must be no more than 24 months old at the time the complete recommendation for admission is received by the Office of Graduate Admissions.

For further information visit TOEFL.

Codes for TOEFL:

Purdue University's (including Purdue University in Indianapolis) code for the TOEFL application is 1631.

Purdue University Northwest's code for the TOEFL application is 1638.

Purdue University Fort Wayne's code for the TOEFL application is 1336.

International English Language Testing System (IELTS) - IELTS Academic Module:

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars also accepts International English Language Testing System (IELTS) Academic scores. An overall band score of 6.5 is required for admission. Applicants with disabilities or special needs should consult instructions here. The minimum section requirements are as follows:

- Writing 5.5
- Listening 6.0
- Reading 6.5
- Speaking 6.0

For further information visit IELTS.

In addition to required minimum scores for writing, speaking, listening, and reading, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars also requires a minimum overall score on the IELTS test that is higher than the minimums for the four area tests combined. Applicants must meet or exceed each of the five scores (listed above) for admission. Some graduate programs require higher minimum scores. Likewise, a growing number of graduate programs include English proficiency examination performance among the factors they consider during holistic reviews of applicants; typically, these programs may seek higher overall and writing, speaking, listening, and reading scores than the minimums established by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Please check the Graduate Program Requirements for additional requirements. Official IELTS test scores can be uploaded to the applicant status portal after application submission under IELTS Score Report, sent electronically to the Purdue University Office of International Admissions, or the hard copy score report can be mailed directly to the Office of Graduate Admissions.

Duolingo English Test

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars accepts the Duolingo English test. To learn more about this test option go [here](#).

Minimum Duolingo English Test Score required by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars is a total score of 115 and 115 on each subscore. Some graduate programs require higher minimum scores. To be valid for admission, Duolingo English Test scores must be no more than two years old at the time the recommendation for admission is received at the Office of Graduate Admissions.

b. Routine Waivers

Routine waivers of an English Proficiency examination are granted for applicants who have been conferred a baccalaureate degree or graduate or professional degree within the last 36 months from an institution where English is the primary language of instruction in a country/location where English is the native language. Official English-speaking countries/location, in addition to the U.S., include: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Christmas Island, Cook Islands, Dominica, Fiji, Ghana, Gibraltar, Grenada, Guyana, Isle of Man, Jamaica, Kenya, Lesotho, Liberia, Malawi, Micronesia, Montserrat, New Zealand, Nigeria, Norfolk Island, Papua New Guinea, Philippines, Pitcarin Islands, Republic of Ireland, Sierra Leone, Singapore, South Africa, South Sudan, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, Swaziland, Tanzania, The Gambia, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Zambia, and Zimbabwe.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will routinely waive the English proficiency requirement and admit international applicants who have met the following criteria from a country listed above. Some graduate programs may still require demonstration of English proficiency. If the degree has been completed, the applicant must submit a final transcript that reflects this information. If the degree has been awarded, and degree information is not listed on the transcript, a diploma will also be required. If the degree has NOT been awarded, a letter from the Office of the Registrar or Office of the Vice Provost for Graduate Students and Postdoctoral Scholars from the current institution stating that all degree requirements have been met must be received in order to lift HOLDS placed because of conditional admission. If a letter is provided, the official transcript is required that session or next session. Applicants who are using this option to meet the English proficiency requirement, but who are unable to provide such a letter, are required to meet the English proficiency requirement using one of the other options in order to enroll.

Because of Homeland Security requirements, the **Office of International Students and Scholars will not be able to prepare visa paperwork for applicants who have a HOLD as a result of not meeting the Office of the Vice Provost for Graduate Students and Postdoctoral Scholar's English proficiency requirement.** Visa paperwork will not be prepared until the English proficiency requirement has been met and the hold has been released.

Routine waivers of the English proficiency requirement are granted to current Purdue University undergraduate degree, graduate degree, certificate, non-degree, and teacher license students. This is with the condition that students have previously met English proficiency requirements (via one of the ways listed in this section) and are being recommended for admission, within three consecutive sessions of their last registration, to a graduate degree-seeking, non-degree, teacher's license, or graduate certificate program.

c. Other Testing Alternatives

i. Another alternative is available for international applicants who are non-native speakers of English transferring to Purdue from another graduate program (where English is the primary language of instruction in a country/location where English is the official language) because they will continue to study with their major professor who has been hired in a Purdue University position and has the credentials to serve as the chair of the student's doctoral or master's advisory committee. These applicants must have no lapse in registration between the previous institution and Purdue University. In that specific situation, the applicant's English proficiency may be confirmed and satisfied by a letter from the previous university registrar (or equivalent) or OGSPS. This letter must attest that the applicant's English proficiency requirements were met for admission purposes at that institution and must specify the test or other method which the applicant used to meet the previous university's English proficiency standard. If this documentation is provided, no further English proficiency testing will be required for the applicant's admission.

ii. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will consider applicants who have (a) enrolled at one of the following intensive English programs and (b) satisfied the exit requirements established for the program as having met the English proficiency requirement:

- Purdue Northwest English Language Program (ELP) Exit Requirement: achieve a minimum of 80% (Level 4 examination) and pass an Exit Test (consisting of speaking and writing components)
- Indiana University-Purdue University Indianapolis (IUPUI) Program for Intensive English (PIE) Exit Requirement: completed and passed all classes with grades of at least B (82%) and pass the PIE Proficiency Exit Test at the Level 7 prior to July 1, 2024.
- For Purdue Fort Wayne applicants only, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will consider applicants who have enrolled in ELS Language Center's English for Academic Purposes program and who have passed ELS Level 112 as having met the English proficiency requirement. Successful completion of ELS Level 112 includes the following components: Completion of 12 weeks of intensive study using curricular materials written at the native speaker level (approximately 360 hours of classroom instruction in speaking, listening, reading, writing); completion of an extensive research paper using standard research protocols in a monitored setting; Passing of the Michigan English Language Institute College English Test (MELICET) and Listening Comprehension Test (LCT) standards; passing of speaking evaluations; passing of writing evaluation. These results must be certified, in writing, by ELS Language Center to the Fort Wayne graduate office before applicants using this method of establishing English proficiency may be admitted.

These results must be certified, in writing, by the intensive English program faculty to the Office of Graduate Admissions at West Lafayette or the equivalent office at the regional campuses before applicants using this method of establishing English proficiency may be admitted. Note that ELS is available at the Fort Wayne campus only.

Conditional admission may also be extended to applicants prior to their enrollment in one of these approved intensive English programs if they commit to and enroll in the program. Conditional admission is for English proficiency only.

All other admission requirements must be satisfied. Initial recommendations for conditional admission must be made by the graduate program to which the student applied. If the Office of Graduate Admissions approves the student's conditional admission, the student must begin study in one of the approved intensive English programs. Students who successfully complete the exit requirements for one of the intensive English programs, as noted above, would satisfy the admission condition and be eligible to enroll in their graduate program. If a student does not successfully complete the English program courses or pass the Exit Test, or if the appropriate certification is not received from the intensive English program faculty, the condition would remain in effect. The student would not be eligible to enroll in their graduate program unless the English language proficiency requirement is satisfied using one of the other options. Students would have until the start of the session in which they are going to begin to satisfy the English language proficiency requirement.

iii. Heads of graduate programs which are fully delivered in distance, executive, or weekend formats may request to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, that their applicants receive exemptions to the English proficiency examination requirement. Graduate program exemptions to the English proficiency requirement must be renewed by a new request every three years. It is suggested that renewal requests coincide with graduate program assessments. Proposals for new English Proficiency Waiver Requests are to be submitted to the Office of Graduate Admissions.

4. Transcripts

a. Uploaded/Unofficial Transcripts

Applicants should upload to the online application system, Slate, transcript(s) and/or academic document(s) for every institution of higher education they attended. If a transcript is not in English, they must also upload an English translation certified by the college or university which issued it. Both the original language and English translation are required. Copies of diplomas or other official proof of degree must be included if the degree has been conferred and the conferral information is not listed on the transcript.

The uploaded transcript and/or academic document may be from the official or unofficial version of the document. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. A print-out from the student information system will not be accepted.

Graduate departments who receive hard-copy official transcripts and/or academic documents may also upload these documents to the appropriate application record in Slate.

Uploaded/unofficial transcripts may be used to review and recommend an application for admission. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will admit on official or unofficial uploaded transcripts.

All final, official credentials are required during the second term of enrollment and students will not be allowed to register for subsequent semesters until all required documents have been received. University officials may contact institutions directly to verify official documents. If the Office of Graduate Admissions is unable to verify the student's transcripts or credentials, the University reserves the right to drop the student from active status and may refer the matter to authorities.

b. Official Transcripts

Applicants will need to provide official transcripts and/or academic records at the request of the graduate program or if the applicant is admitted and chooses to enroll. If colleges or universities attended do not provide transcripts in English, the official, original language transcripts must be accompanied by certified English translations. Both the original language and English translation are required. Official documents must be received by the Office of Graduate Admissions before the applicant can register for their third session.

A baccalaureate degree received, or its equivalent, must be recorded on the corresponding transcript or documented by other official evidence. If an applicant is admitted and was studying for a degree at the time the application was submitted, the applicant will be required, during the second session of enrollment, to submit a final transcript. If completion of the degree is a condition for admission, the applicant will be required, during the second session of enrollment, to submit official evidence of being awarded the degree.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars welcomes applications from Bologna bachelor's degree recipients. Bologna bachelor's degrees are conferred in European countries listed here.

Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna process may also be considered for admission, on a case-by-case basis, using holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Official documents should be submitted to:

Office of Graduate Admissions
Purdue University
155 South Grant Street, YONG 170
West Lafayette, IN 47907

Transcripts and/or English translations are accepted directly from a Registrar's office to the Office of Graduate Admissions. Applicants can choose to send the transcripts themselves, but the transcripts must be in an envelope sealed by the Registrar.

The Office of Graduate Admissions accepts electronic transcripts from accredited colleges and universities sent via Parchment Exchange, the National Student Clearinghouse, or directly from said accredited colleges and universities.

The transcript must be sent to gradadm@purdue.edu in order to verify the authenticity of the documents. If any departments receive emails stating that electronic transcripts are waiting for them, please notify that institution of the correct email address.

c. Required Documents by Enrollment Objective

The following is a list of applicant requirements for submitting transcripts and/or academic documents based upon enrollment objective:

- Degree-Seeking, Certificate, and Teacher License Applicants: Transcript(s)/academic document(s) must be uploaded into the online application. The transcripts must be from each college or university attended, including evidence of a baccalaureate degree awarded. If currently studying for a baccalaureate degree, applicants will later be required to submit a document that verifies the awarding of that degree.
- Non-Degree Applicants: If applying for a non-degree program, applicants must upload evidence of a baccalaureate degree. This may be a transcript, a copy of the diploma, or a letter from the college or university verifying the degree.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars reserves the right to require official transcripts and/or academic documents at any time during the admissions process.

d. Transcript Retention Policy

The Office of Graduate Admissions images into the Banner Document Management Suite all official transcripts for admitted graduate students. After imaging and validating, admitted applicant transcripts are shredded. The Office of Graduate Admissions recognizes that, in rare and unusual instances, students have access to only one official transcript (or a very limited number of transcripts). In these rare instances, the Office will retain these documents, after careful review, for applicants on a case-by-case basis until the end of the second session for which they are admitted. Applicant requests to preserve their paper documents must be submitted in writing at the same time the original documents are submitted to the Office of Graduate Admissions.

e. Other Examination Requirements

Graduate Record Examination (GRE): The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars does not require applicants to take the GRE, but an applicant's department may request it. Testing requirements can be found on the Graduate Program Requirements. Official score reports are sent electronically by ETS to the Office of Graduate Admissions. These are available in Slate and the Banner myPurdue system.

- Purdue University West Lafayette's (including Purdue University in Indianapolis) code for the GRE is 1631.
- Purdue University Northwest's code for the GRE is 1638.
- Purdue University Fort Wayne's code for the GRE is 1336.

Graduate Management Aptitude Test (GMAT): The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars does not require applicants to take the GMAT, but an applicant's department may request it. Testing requirements can be found on the Graduate Program Requirements. Official score reports are sent electronically by ETS to the Office of Graduate Admissions. These are available in Slate and the Banner myPurdue system.

f. Supplementary Information for International Students

i. Financial Capability

Federal regulations require that all international students provide proof of financial capability before they qualify for a Certificate of Eligibility (I-20 or DS-2019). Each admitted international student (degree-seeking) is required to complete the online International Graduate Student Notification of Intent Form (NOI) and submit it to the Office of International Students and Scholars (ISS). It must be accompanied by official documentation, showing full financial support. Copies of graduate assistantship/fellowship offer letters will be acceptable. All other sources of support must show original documents. Once the NOI is submitted, all the financial documents are in order, and any additional documents required by ISS are received, a Certificate of Eligibility (I-20 or DS-2019) will be issued by the Office of International Students and Scholars.

ii. International Student Transfer

Each international student who applies for transfer to the West Lafayette campus while attending another U.S. educational institution must receive a Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars (ISS). Students may not begin any on-campus employment at Purdue University until they receive their Purdue issued I-20 or DS-2019. To initiate the transfer process, the student must submit the completed online International Graduate Student Notification of Intent Form (NOI), together with all required supporting documents, and must supply a completed International Student Transfer In request to the ISS office.

Upon arrival at Purdue West Lafayette, the student must complete the Virtual Mandatory International Student Check-in (vMISCi) via myISS portal in order to maintain legal status. It is the student's responsibility to comply with requirements to maintain legal status. See here for more information.

D. Admissions Policies and Procedures

Graduate admission is granted to a specific department. Applicants are expected to hold baccalaureate degrees from accredited colleges or universities prior to registration as graduate students. Three-year Bologna bachelor's degree recipients are eligible for admission. Applicants with three-year baccalaureate degrees from countries that are not part of the Bologna process may also be considered for admission, on a case-by-case basis, using holistic review. Departments may recommend applicants from these countries with three-year baccalaureate degrees with or without conditions, depending upon the outcome of the holistic review of the candidate. Conditions for admission should be clearly communicated to students at the time of their admission.

Applicants for a master's or doctoral degree program should have achieved a 3.0 (or equivalent) grade point index or higher from the institution where a baccalaureate degree or higher was awarded to be admitted without conditions of continued enrollment. Some graduate programs have requirements for admission that exceed the general Office of the Vice Provost for Graduate Students and Postdoctoral Scholars requirements. Additionally, programs at Purdue University can have different deadlines and

some have additional admissions requirements. For additional information concerning requirements and deadlines for admission, visit the Graduate Program Requirements.

Departments are responsible for the primary evaluation of applications. Departments have the authority to identify the set of applicants who can be adequately served by their programs and to select from this set the applicants to be recommended for admission.

Departmental correspondence should make it clear to applicants that their admission will be official only if they receive an admission letter from the Vice Provost for Graduate Programs (Interim). If, on review in the Office of Graduate Admissions, it appears that the applicant fails to meet the minimum academic requirements, the application may be returned to the department for re-evaluation.

Departments must select from the following two statements the one that is appropriate for inclusion in their correspondence with prospective international students.

For international students entering from foreign countries:

"You should not apply for your visa, or make an appointment with the embassy, or make travel plans until you receive a formal letter of admission from the Vice Provost for Graduate Programs (Interim) AND your I-20/DS2019 Certificate of Eligibility (COE) from the Office of International Students and Scholars at Purdue University. The COE will be sent to you as soon as all admission procedures are completed and you have submitted the Notification of Intent (NOI) via myISS portal along with the required proof of financial resources and any other required documents via myISS portal. Please allow 15 calendar days for processing the Certificate of Eligibility upon NOI submission

For international students entering from within the U.S.:

"If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are successfully completed, you will receive official notification of admission from the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. With that notification, you will be requested to complete the International Graduate Student Notification of Intent Form (NOI).

You must follow the directions on the NOI and submit the completed form, together with official financial documentation via the myISS portal. Purdue's ISS office will then e-mail you a link to the SEVIS Transfer e-form to be completed, this requires the student to provide contact information from the previous U.S. educational institution. Purdue's ISS office will need to receive the completed transfer e-form to prepare the transfer pending Certificate of Eligibility (I-20 or DS-2019). The COE may only be issued after the SEVIS release date listed on the e-form.

As soon as you arrive at Purdue, you must complete the Virtual Mandatory International Student Check-in (vMISCi) via the myISS portal in order to complete your SEVIS transfer to Purdue University.

Questions concerning nonimmigrant status should be directed to the Office of International Students and Scholars.

1. Departmental Recommendations for Admission

The application of each student recommended for admission must bear the electronic signature of the head of the graduate program or designee. Complete application materials for each student should be electronically submitted to the Office of Graduate Admissions at the earliest possible opportunity. This is particularly important for international students, due to the time required for processing and for the issuance of a Certificate of Eligibility (I-20 or DS-2019) by the Office of International Students and Scholars.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars and the Office of International Students and Scholars have established deadlines for submission of international applications in order to provide sufficient time for an admitted student to plan for a timely arrival on campus. These deadlines are as follows:

- Fall Session: July 15 if outside the U.S.
- Spring Session: November 15 if outside the U.S.

- Summer Session: April 15 if outside the U.S.

The deadline for forwarding all other applications to the Office of Graduate Admissions is the end of the first week of classes for that session.

a. Admission to a Degree Program

Departments may recommend for consideration by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, degree-seeking applicants for admission or admission with conditions for continued enrollment.

Admission without Conditions for Continued Enrollment:

For admission to a degree program without conditions for continued enrollment, a B (3.0/4.0) or better grade point average in prior study is required. Departments may set admission standards higher, but not lower, than those established by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

Admission with Conditions for Continued Enrollment:

Students may be admitted with conditions under three circumstances:

- i. Departments may recommend admission to a degree program with conditions for continued enrollment for a student whose background reflects some academic deficiency. The conditions placed by the department are not stated in the formal admission letter and are not monitored by the Office of Graduate Admissions.
- ii. The Office of Graduate Admissions will place a condition of continued enrollment on an applicant's admission if the applicant has not earned the equivalent of a 3.0/4.0 grade point average or higher at the institution from which he/she most recently graduated.
- iii. The Office of Graduate Admissions may place a condition of continued enrollment on an applicant's admission if a required supporting document is missing. Specific requirements for removing a condition will be provided in the admission letter.

Failure to fulfill the conditions placed upon a student's continued enrollment will result in the student's inability to register. Students, generally, have two sessions to fulfill conditions. It is a student's responsibility to satisfy a condition and to check with the appropriate office.

If a department wishes to seek an extension on the period of time allowed to satisfy a condition, a memorandum justifying that request should be submitted to the Office of Graduate Admissions

b. Admission for Nondegree Study

Applications from individuals seeking admission without being admitted to a degree program (including graduate certificate programs) are transmitted electronically to the Office of Graduate Admissions. The primary evaluation of applications for non-degree seeking students is the responsibility of the department that wishes to recommend admission. For a detailed description of non-degree seeking graduate student status, see Section II-B-1.

Students who may be interested in pursuing a degree program at a later date should discuss this prospect with a departmental graduate advisor or the departmental graduate committee chair as soon as possible to receive appropriate advising, including information on the limit of non-degree credits that can later be applied to a degree program. Students who later decide to pursue a degree program at Purdue need to submit a new application as a degree-seeking student.

c. Admission Procedures for Students Working Simultaneously Toward Baccalaureate and Advanced Degrees

Individual Students:

With the approval of the department and the permission of the Vice Provost for Graduate Programs (Interim), a student with a minimum of a 3.0/4.0 grade point average may be admitted in the session in which the baccalaureate degree is being completed.

A memorandum, from the head of the graduate program, justifying the request for early admission should be uploaded to the application in Slate. The memorandum should be accompanied by the usual Office of the Vice Provost for Graduate Students and Postdoctoral Scholars application and supporting materials.

Although applications may be submitted for the session in which the baccalaureate degree is being completed, early admission usually is required only if the student is to receive a graduate staff appointment. Otherwise, early admission is not required for undergraduate students wishing to begin graduate study, since they may do so by requesting designation, on Academic Record Change (Registrar's Form 350), of graduate courses as excess of baccalaureate requirements.

Formally Approved Baccalaureate and Master's Degree Programs:

Baccalaureate and master's combined programs are formally approved by the department, Vice Provost for Graduate Programs (Interim), and Graduate Council. Combined degree programs are designed to provide a seamless transition from the baccalaureate to the master's curriculum. While the details of the specific program may vary, such programs are restricted to undergraduate students of high academic standing. Application and admission are required and are detailed in the program document. The student must submit a combined degree request form (Form 27) with the application for admission. The standard Office of the Vice Provost for Graduate Students and Postdoctoral Scholars application process is to be followed.

Minimal requirements of students participating in formally approved baccalaureate/master's degree programs:

- Students must have high academic standing.
- The graduate student's plan of study should be approved by the Office of Graduate Records by the end of the first session in which the student has dual enrollment.
- For combined programs, before the baccalaureate degree is awarded, any course and/or research credits taken to satisfy the graduate degree requirements must be designated as undergraduate excess credits.
- Students must meet all requirements for the baccalaureate degree.

The baccalaureate degree must be awarded at least one term before the graduate degree.

3. Simultaneous Admission at More Than One Campus (Same Department)

A student wishing to take a graduate-level course at a Purdue campus other than the campus of admission and residence must apply for admission to the desired campus. Non-degree status is appropriate for such admission.

4. Concurrent Graduate Program Status

A student wishing to pursue two degrees simultaneously must complete an application for admission to each degree objective. This usually happens when a student currently is pursuing a Ph.D. degree in one department and wishes to pursue a master's degree in another department. The student must submit a Notice of Concurrent Graduate Program Status (*G.S. Form 18*) with the application for admission to the second department. Students cannot be admitted to two graduate programs within the first session of enrollment. They must wait until at least the session following initial admission to the first program before requesting/being granted admission to a second program. Students may only pursue concurrent graduate programs if both programs are offered within the same delivery method. For instance, a student pursuing an online degree would only be eligible to apply to a second online program for concurrent study.

5. Admission Recommendation for Applicants from Sanctioned Countries:

Due to U.S. Government economic and trade sanctions on certain countries, applications of students from those countries require additional scrutiny to ensure that their proposed plans of study and research do not violate U.S. Law.

When a department is considering an applicant for admission who is from one of the countries listed here, email the Export Control Office with the Office of Research and Partnerships at exportcontrols@purdue.edu, noting the student's name and the department in the subject line, and send all of the following:

- Curriculum vitae of the applicant
- Proposed major professor

- A brief statement summarizing the expected plans of study and research from the major professor (this information is provided to the State Department on the I-20 document and should be understandable by a layperson)
- The names of any dependents

The export control review takes time, so it is important to complete the above step once the decision is made to recommend admission to avoid any unnecessary delay. Due to the variations in the sanctions' requirements, in order to complete this review, the assigned export control administrator may need to ask additional questions.

6. Notice of Admission

When the Office of Graduate Admissions concurs with the department's recommendation to admit a student, an email notification is sent to the applicant. This notification instructs the applicant to return to the Slate application system and view their admission decision. This decision includes the official admission letter from the Vice Provost for Graduate Programs (Interim) and an admission summary sheet. This information is available to departments through Slate. Since the final action and notification of such action comes from the Vice Provost for Graduate Programs (Interim), care should be taken that no irrevocable department commitments are made until the Vice Provost has notified the student of his or her status. Any academic conditions (e.g. course and/or grade requirements) or academic document conditions (e.g. final transcripts and diplomas) imposed by the Office of Graduate Admissions will be stated on the admission summary sheet, along with other important general information.

First-time admitted students will need to complete an online enrollment form in myPurdue to accept enrollment. Admitted students who decline their offer of admission will complete a Slate enrollment form. If enrollment is accepted on an offer and the student wishes to change the response, they will need to email gradinfo@purdue.edu.

If no enrollment response is completed the offers will automatically decline after the admission session starts. This will impact their eligibility to register and can be used by departments to anticipate enrollment.

Each successful applicant is admitted to a specific enrollment objective and a specific graduate program on a specific campus. Although each admission is for a specific academic session, the ability to register is valid for two additional sessions, unless otherwise restricted. (See Section V-A-4). However, the Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars, is valid for only a single academic session.

7. Applicants who are Denied Admission

Official decisions, including denial notices, will be released through the Slate application system by the Office of Graduate Admissions. Applications being denied by the department should be moved to the Pending Denial bin in Slate. The Office of Graduate Admissions will then assign the official denial decision and an email notification will be sent to the applicant, prompting them to return to their application and view the decision notice. No additional denial notice should be sent by the department. Admission decisions are final and may not be appealed.

8. Deferral of Admission and Re-application

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will consider up to two deferrals for an admitted student, if requested by the department. Updated or additional admission information may be required. Conditions may be placed on admission, as described in Section III-D-1-a.

a. Domestic Applicants

A request to defer admission for a domestic applicant is required only when more than three sessions have elapsed between the original date and the new date of admission. For Purdue West Lafayette only, the department must complete a *GS-Form 45 Deferral Request* in Slate, and upload a copy of the applicant's request for a deferral. Regional campuses will use the appropriate deferral process outlined by the respective campus Office of Graduate Admissions. Approval of the deferral request will allow an applicant a fourth session in which to register without submitting a new application and pay an application fee. Up to two deferral requests can be honored, and the request must be submitted before the end of the session in which the student was originally admitted.

b. International Applicants

Although an international applicant's admission is governed by the same regulations as those of a domestic applicant, the Certificate of Eligibility (I-20 or DS-2019), issued to international applicants by the Office of International Students and Scholars (ISS), is valid only for the session specified on the document. For this reason, a deferral request is required for any session change. For Purdue West Lafayette only, the department must complete a *GS-Form 45 Deferral Request* in Slate and upload a copy of the applicant's request for a deferral. Regional campuses will use the appropriate deferral process outlined by the respective campus Office of Graduate Admissions. A formal deferral request must be submitted to the Office of Graduate Admissions before the end of the session in which the student was originally admitted. This allows an additional session to register without submitting a new application and paying an application fee. The Office of Graduate Admissions will not require new/updated English proficiency scores for admitted international students seeking deferral requests.

9. Readmission

Students who have interrupted their graduate study must submit a new application if three or more consecutive academic sessions (including summer session) have elapsed since their last registration. Upon the recommendation of the department and on a case-by-case basis, special consideration will be given to students returning to continue their graduate studies after being called to active military service.

Readmission is granted by the Vice Provost for Graduate Programs (Interim). The Vice Provost will notify students who have been readmitted, and the readmission letter will be available to the department.

10. Change from Nondegree Status to a Degree Program

A student in non-degree status who wishes to be considered for admission to a degree program must submit a new application, accompanied by the same materials required of other degree-seeking applicants.

a. Graduate Study by Faculty and Staff

Purdue employees who hold a Graduate Faculty appointment on any Purdue campus may take graduate courses but may work for advanced degrees at Purdue only under certain conditions and with prior approval of the Vice Provost for Graduate Programs (Interim). (See Section I-G and Appendix I.)

Members of the administrative, professional, instructional, research, extension, and regular clerical/service staffs of the University who wish to register as graduate students should consult the appropriate staff handbooks concerning admission, academic loads permitted, and fee information.

b. Admission to Study Toward a Second Ph.D.

Admission to study toward a second Ph.D. degree is generally discouraged at Purdue, but exceptional circumstances may be considered by departmental graduate committees. No Graduate Council approval is required. (See Section VII-G-2.)

IV. Appointments, Fellowships, and Funding

Navigation

- A. Graduate Teaching Assistant, Graduate Lecturer, Graduate Research Assistant, and Graduate Administrative/Professional Appointments
 - B. Fellowships
 - C. Council's Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants
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A. Graduate Teaching Assistant, Graduate Lecturer, Graduate Research Assistant, and Graduate Administrative/Professional Appointments

1. Policy

Regulations concerning the employment of graduate students are designed to allow students to earn income, receive benefits, and obtain valuable professional experience, to enhance the University's efforts in teaching and research, and to make certain that the balance between work and study is appropriate. (See Section IX-E.)

Only students who have been admitted to a graduate degree program or to teacher license study are eligible for graduate appointments. Students holding graduate appointments must be registered for at least three credit hours of graduate-level course and/or research work each session in which they receive a salary. (See Section V-B for registration guidelines.)

Detailed matters of duties and compensation are the province of the department heads and academic deans. However, practices must fall within the regulatory frame approved by the University, as shown in Appendix A. Salary requests falling outside the normal range require that justification be submitted to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). Prior approval is required, and approval may be granted on a case-by-case basis. (See Executive Memorandum No. C-23.)

At the Calumet, Fort Wayne, and North Central campuses a graduate student is appointed as a Graduate Aide. For more information, see Graduate Student Employment Manual.

a. Definitions and Procedures

There are two basic classifications of employment for students who are eligible for a graduate appointment: 1) graduate staff performing teaching, research, academic counseling, or other activities directly supporting teaching and research under close faculty supervision; and 2) graduate administrative/professionals performing administrative or other duties not directly related to teaching or research.

Appointments in both classifications are made on a Personnel Action Form (PA form). Appointments may be for either an academic or a fiscal year or for a single session. Basic appointments must be on a 25.00, 50.00, 75.00, or 100.00 CUL basis. A combination of appointments is possible, as specified in Appendix A.

Based on demonstrated excellence in teaching as a graduate teaching assistant, a doctoral candidate may be appointed as a graduate lecturer. The responsibilities of the graduate lecturer are similar to those of the graduate teaching assistant but at a more senior level. These appointments are made at the discretion of a department head or in a manner consistent with the governance of a particular academic unit. To be eligible for a graduate lecturer appointment, a student must have passed the preliminary examination. In addition, a graduate lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a graduate teaching assistant for at least four academic sessions prior to appointment as a graduate lecturer. A graduate lecturer may not teach a 50000- or 60000-level course.

Monthly minimum salaries for graduate lecturers, graduate teaching assistants, graduate research assistants, and graduate administrative/professional staff are reviewed and approved annually for the upcoming fiscal year. After approval, the Vice Provost of OGSPS informs the chancellors, academic deans, department heads, and academic business administrators of the established minimum salaries. (See Appendix A for current minimum salaries). For Graduate Student Employees fringe benefits and privileges, see the Graduate Student Employment Manual.

International Student Employment:

The employment of international students is governed by federal regulations. Prior to employing international students, departments should obtain detailed regulations from the Office of International Students and Scholars.

It is University policy that all graduate teaching assistants whose native language is not English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. Detailed information is available from the Office of Oral English Proficiency.

B. Fellowships

Many Purdue University graduate students are awarded fellowships each year, either by the University or by external agencies. Fellowships are governed by policies established in cooperation with particular funding agencies. In general, fellowship recipients must be registered as full-time students for each session in which they receive a stipend, including summer sessions (i.e. a minimum of eight credit hours during the fall session and during the spring session and six credit hours during the summer session).

A fellow is not obligated to provide services to the University unless required to do so by the agency granting the fellowship. However, many granting agencies permit holders of their fellowships to accept limited University employment to supplement their fellowship stipends. Usually, the maximum is a 25.00 CUL graduate staff appointment.

Detailed regulations relating to the acceptance of graduate fellowship grants and to their administration may be found in Executive Memorandum No. A-199, Acceptance of Gifts, Grants, and Loans by Purdue University, dated March 1, 1961, and its addendum, dated November 1, 1984.

For more information, see the Fellowships Manual.

C. Council's Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants

Purdue University is a member of the Association of American Universities and the Council of Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (CGS). Along with other members of these associations, Purdue subscribes to the resolution stated below and has agreed that a copy of the resolution will accompany every scholarship, fellowship, traineeship, and assistantship offer. Employment correspondence from departments must include portions of the CGS policy statement as indicated below:

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15.

There has been a change in our process for students who want to withdraw from an offer of acceptance of financial support, starting with Fall 2020 admissions. In this case, the applicant must first inform the program that they are withdrawing or resigning from the offer of financial support that they previously had accepted. Starting in Fall 2020, applicants are no longer required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once they have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers.

It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

D. Research/Instructional/Engagement Travel

Graduate staff leave which is greater than 22 working days and is necessary to further research as well as participate in instructional opportunities or engagement activities, must be requested and approved prior to departure using the *Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Form*. This includes research-related travel to laboratory, teaching-related travel to another college or university, engagement-related travel to a community, or professional development opportunities unavailable at the University. The RLA form must be approved prior to departure. (See Section V-E.)

E. Change of Duty Station

Change of Duty Station leave should be requested by a graduate staff employee when personal reasons require his/her relocation from a primary work location, usually on one of the Purdue campuses. While on Change of Duty Station leave, graduate staff are expected to continue to perform their work duties. If the relocation is 22 working days or more, an approved *Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change in Duty Station (RLA Form)* is required for the Change of Duty Station request prior to departure. (See Section V-E.)

OGSPS is not approving COVID-related Change of Duty Station requests beyond August 13, 2021. Change of Duty Station requests after that date with COVID-related requests for remote work will need to be processed through FMLA. After August 13, 2021 Change of Duty Station requests will only be approved for work that must be conducted at another location as opposed to COVID or preference. If research credits (69800 or 69900) are being taken during the time away from campus, Form 19 (Request for Off-campus Ph.D. or Master's Research) will also need to be completed.

F. Federal Loans

Federal loans require graduate students to be enrolled at least half time (at least four credits during the Fall and Spring and at least three credits during the Summer) in graduate-level course work (50000-level or higher).

If students are required to take undergraduate courses to gain admittance to a graduate program, they are eligible for fifth year undergraduate federal loan limits for up to twelve months. For undergraduate prerequisite enrollment half time is 6 credit hours and full time is 12 credits. After twelve months they must be in graduate-level courses or pay for any undergraduate-level work by other means.

V. Registration

Navigation

- A. General Principles
- B. Registration Procedures
- C. Appropriate Levels of Registration
- D. Big Ten Academic Alliance Traveling Scholar Program
- E. Research/Instructional/Engagement Travel
- F. Initiating a Request
- G. Request for Off-Campus Ph.D. or Master's Research

- H. Research in Absentia
 - I. Registration in the Final Academic Session
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-

A. General Principles

All work (except for 80000 level coursework) done by students at Purdue University beyond the baccalaureate degree is administered by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). The registration of a graduate student should reflect the nature and amount of the student's study and research activities as accurately as possible.

1. Full-time Study

Full-time study is based on the number of credit hours carried in a given session. Eight (six during the summer session) credit hours is the full-time certification standard for graduate students. Students pay the fee set for full-time study if they are registered for eight (six during the summer session) or more credit hours. Various fellowships and sponsoring agencies may have differing definitions of full-time status.

2. Part-time and Intermittent Study

Some students find it necessary to pursue graduate study on a part-time basis or to discontinue their graduate studies for a period of time. Part-time students must, like full-time students, register appropriately any time they use university facilities or receive faculty supervision.

Students who interrupt their registration should pay particular attention to the "five-year rule" that prohibits the use of outdated coursework on plans of study and invalidates outdated examinations.

3. Responsibility for Registering

The registration of a graduate student is the responsibility of the student and the student's department. Registration must be accomplished according to schedules and procedures established by OGSPS, bursar, registrar, and, in addition, for international students, the Office of International Students and Scholars.

4. Eligibility to Register (ETR)

Unless restricted by the department, admission is granted with ETR that includes the session for which admission is granted and the next two sessions. Summer session counts.

New graduate students may register after OGSPS has certified their ETR to the Registrar. Graduate students may not register if their ETR has been removed. A student's ETR may be removed if a student does not satisfy certain admission conditions, within the stated time frame, or if the department requests a hold. ETR will be removed if a graduate student fails to register in their graduate program for three consecutive sessions. A student's ETR also may be removed by other campus offices. Departments are encouraged to assist students with ETR questions. Students who lose ETR would need to formally re-apply and be approved for re-admission to continue study.

B. Registration Procedures

1. Registration for All Students

With the advice of a departmental advisor (generally the major professor), each graduate student submits a course registration through myPurdue (or prepares a Course Request, Registrar's Form 23 and submits it with the signature of that advisor.) Early registration is recommended. Late registration will result in additional fees. Students must have a PIN to access myPurdue.

2. Registration for Graduate Staff Appointees

If a student holds a graduate staff appointment, the employing department must certify such information by completing the Graduate Appointment Submission form from the Bursar's website.

3. Registration for Holders of Fellowships Providing Fee Support

If any fees for fellowship recipients are to be paid from a University account, a departmental administrator must complete a *Fellowship Assignment Form (G.S. Form 90)* and submit it to the Fellowships Office.

4. Special Reciprocal Reduction of Fees Between Purdue University Indianapolis (IUPUI) and Purdue University West Lafayette (PUWL)

If a graduate student registers for courses at both Purdue University West Lafayette and Indiana University Purdue University Indianapolis in a given academic session or holds a graduate staff appointment at one campus while registering for courses at the other campus, the student may request a waiver of fees at one of the campuses, depending upon the specific situation. To be eligible for this fee remission, an individual must be enrolled as a full-time graduate student at either institution or hold a graduate appointment at either institution. This request should be made on Form 31, Request for a Special Reciprocal Reduction of Fees Between Indiana University Purdue University Indianapolis (IUPUI) and Purdue University West Lafayette (PUWL)

5. Registration Appeals

Requests for course registration changes at the West Lafayette campus made after the posted registration deadlines must be submitted directly to the Office of the Registrar through the appeal procedures provided by that office. Appeal requests will only be considered for situations with documented medical, bereavement, or other serious extenuating circumstance, and must be submitted within one calendar year of the session in which the change is being requested to be reviewed. For additional information, see the Registration Calendars page.

Requests for XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900 registration changes at the West Lafayette campus made after the posted registration deadlines must be submitted through the G.S. Form 41 Retroactive Research Change Request Form. Appeals for retroactive research changes that are approved by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will be sent to the Office of the Registrar for final approval.

C. Appropriate Levels of Registration

Graduate registration should reflect the student's academic activity as accurately as possible. In fulfilling degree requirements, a maximum of 19 credit hours will be allowed from any one semester (13 credit hours for the summer session).

1. Exceptions

Exceptions must be approved by the Vice Provost of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). Any student (whether on appointment or not) must be registered for research during each session when doing research utilizing faculty direction or consultation and/or requiring the use of university facilities. Research includes literature reviews and thesis writing. A student's research registration should be roughly proportional to the amount of time devoted to

research activities, with 18 session hours representing maximum registration. It is important to keep in mind that underregistration for research is likely to result in the accumulation of insufficient credits to meet degree requirements. (See Section VI-B).

The student and advisor are expected to make certain that the requested academic load for a student holding an appointment and/or a fellowship is compatible with the rules and regulations and with the requirements of any educational benefits or loans. Graduate staff appointments are further explained in Appendix A.

2. Eligibility for Graduate Lecturer Appointment

To be eligible for a Graduate Lecturer appointment, a student must have passed the preliminary examination and be classified as a doctoral candidate. In addition, a Graduate Lecturer must have completed all courses listed on the plan of study, be enrolled in a minimum of three credit hours of 69900, and have served as a Graduate Teaching Assistant for at least four academic sessions prior to appointment as a Graduate Lecturer. A Graduate Lecturer normally teaches courses greater than the 10000 level.

3. Funding Activity

Students must be engaged in the type of activity for which their position is funded (e.g. students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.).

4. Appointments

The primary appointment must be on a 25 CUL, 50 CUL, 75 CUL, or 100 CUL basis. A combination of appointments is possible, and appointments (that are less than 25 CUL) beyond a 50 CUL appointment may be made. These must range from 5 CUL to 20 CUL. (While not required, it is recommended that these appointments be made in increments of 5 CUL.) In order to hold a 5 CUL, 10 CUL, 15 CUL, or 20 CUL appointment, a graduate student must hold a 50 CUL appointment or two 25 CUL appointments. The 5 CUL to 20 CUL appointment may be held in the same department or in a different department than either the two 25 CUL appointments or the 50 CUL appointment.

There is no limit to the number of appointments that a graduate student may hold. However, no graduate student may hold more than 100 CUL. Further, graduate students should consult with their major professors before accepting appointments, especially those not offered through the departments in which they are enrolled. International students are normally limited to 50 CUL, due to visa requirements and should confer with the Office of International Students and Scholars before considering additional appointments. All appointments require that services be performed at the CUL required.

5. Enrollment During Appointments

To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level course and/or research work during the entire appointment period. Graduate staff on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules. (For privileged registration information, see Section V-I-2-a, b).

D. Big Ten Academic Alliance Traveling Scholar Program

Purdue University is a participant in the BTAA Traveling Scholar Program for graduate students enrolled in any Big Ten institution. The participating institutions are the Big Ten universities plus the University of Chicago.

This program enables doctoral students in good standing to take advantage of special resources available on campuses other than their home campus, such as special course offerings, unusual research opportunities, unique laboratories, special library collections, or study with a particular professor. Visits of traveling scholars are limited to two sessions or three quarters

regardless of the number of courses taken. Credit earned by a BTAA traveling scholar at a host university is automatically accepted by the home university upon receipt of a transcript or grade report from the host university.

Doctoral students interested in the BTAA Traveling Scholars program should consult with their faculty advisor then complete an application available on the BTAA Traveling Scholars website.

E. Research/Instructional/Engagement Travel

When research, instructional, and/or engagement activities require a graduate staff member to relocate from a primary work location, usually one of the Purdue Campuses, for longer than 22 working days, a request for Research/Instructional/Engagement Travel must be approved prior to departure. A Research/Instructional/Engagement Travel request must be made using the Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change of Duty Station form (RLA Form).

While on Research/Instructional/Engagement Travel leave, graduate staff are required to be registered for graduate credit, commensurate with the leave activity but not less than 3 credit hours. Registration is not automatic while a student is in Research/Instructional/Engagement travel status (See Section IV-D). The student and major professor must arrange for the student to be registered each academic session (including summer sessions) during which the student receives a salary or stipend. The level of registration should reflect as accurately as possible the anticipated contribution the activity will make to the student's degree program. Arrangements with the bursar for the payment of fees are the responsibility of the student and the major professor. Late registration will be subject to the usual additional fee. Failure to register and to pay fees while in Research/Instructional/Engagement travel status will result in ineligibility for a graduate appointment.

OGSPS is responsible for assessing the qualifications of people who supervise graduate students. The major professor retains supervisory responsibility for a student in Research/Instructional/Engagement status. Although various levels of authority may be delegated to the locational supervisor, the responsibility for ensuring academic integrity and for making academic evaluations remains with the major professor.

1. Change of Duty Station

When personal reasons require a graduate staff employee to relocate from a primary work location, usually one of the Purdue campuses, for longer than 22 working days a Change of Duty Station must be requested and approved prior to departure. A Change of Duty request must be made using the Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave or Change of Duty Station (RLA Form). While on Change of Duty Station leave, graduate staff are expected to continue to perform their normal campus work duties and to be registered for graduate credit. A minimum of 3 credit hours is required.

Registration is not automatic while a student is in a change of duty station status (See Section IV-D). The student and major professor must arrange for the student to be registered each academic session (including summer sessions) during which the student receives a salary or stipend. The level of registration should reflect as accurately as possible the anticipated contribution the activity will make to the student's degree program. Arrangements with the bursar for the payment of fees are the responsibility of the student and the major professor. Late registration will be subject to the usual additional fee. Failure to register and to pay fees while in Change of Duty Station status will result in ineligibility for a graduate staff appointment.

OGSPS is responsible for assessing the qualifications of people who supervise graduate students. The major professor retains supervisory responsibility for a student in Change of Duty Station status.

2. Reportable Outside Activities

A graduate student may not hold a 0.5 FTE appointment (TA RA GA) while pursuing reportable outside activities (activities), including Curricular Practical Training (CPT). Students holding a 0.25 FTE appointment may pursue part-time activities, including CPT, up to a total of 20 hours per week.

Activities must be approved before the beginning of the semester in which the activities will occur and cannot begin after the 6th week of classes. Activities, including CPT, are approved on a semester basis.

Background information related to CPT is below:

8 CFR 214.2(f)(10)

(10) Practical training. Practical training may be authorized to an F-1 student who has been lawfully enrolled on a full-time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available:

8 CFR 214.2(f)(10)(i)

(i) Curricular practical training. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full-time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Purdue defines CPT as short-term paid or unpaid internships, field experiences, co-ops, or professional employment with a non-Purdue entity (off-campus) and that are integral to the student's established curriculum; or required to complete the thesis or dissertation. We define integral as an elective or required component of the student's academic program as defined in the University's catalog of programs. Elective experiences are granted no more than twice in a student's academic program. Required experiences are granted as needed, but only with the strong support of the advisor. Requests for experiences required to complete a thesis or dissertation must come with a statement from the major professor explaining why the research cannot be conducted on campus at Purdue. Usually, it's because the student is working on a topic that requires specialized equipment or data sets in order to complete the research; and that are only available at certain National Labs or with off-campus employers.

Before ISS will consider granting authorization for CPT, ISS will require the following:

- A complete job offer letter containing the job description and various other elements needed to grant authorization.
- A student's statement of understanding of the requirements for CPT.
- A printout of the associated course or research credit description from the course catalog. The course or research must be offered through the student's home department, commensurate with the student's education level, be offered during the semester the CPT occurs, must indicate it is delivered as an experiential learning type and must indicate in the course description that successful completion of the course requires the internship or field experience. We make an exception for the research credit description since we get this information from the faculty advisor.
- A recommendation from the student's academic advisor, graduate coordinator, or faculty advisor as to the appropriateness of the CPT with respect to the student's academic program. They must also provide a statement that the student is making normal academic progress and in good standing in the program.

If the student is requesting full-time CPT, ISS will ensure that the internship or field experience requires 32 or more hours per week. This is the US DOL's definition of full time, and is approximately equal to the number of hours a student would be in the classroom, lab, or studying if they were otherwise enrolled in a full course of study. We added this requirement about five years ago when students were coming to us with offer letters indicating 21 hours per week, just so they could get full-time CPT and essentially take the semester off.

If students enroll in research credit, they pay per credit hour tuition. If they enroll in a course, it could be anywhere from 0 credit hours (\$400 flat fee) to any number of credit hours assigned to the course (per credit hour rate). Courses as high as six credit hours have been approved. Mostly we see advisors recommending the 0 credit hour courses or one to three research credits. All courses/credit appear on the academic transcript.

F. Initiating a Request

1. Filling out the Form

The student submits a request, with the approval of the major professor, department head, and college/school dean, for a Research/Instructional/Engagement Travel or Change of Duty Station to the Vice Provost of OGSPS at least six weeks prior to the anticipated departure from campus. Such requests should be made on Human Resources Form RLA (Request and Leave Action for Sabbatical, Research/Instructional/Engagement Travel, Outside Activity Leave, or Change in Duty Station).

In addition to information specifically requested on Human Resources Form RLA, information including the location while on leave address (either the state's address or foreign address) must also be included on the form. Detailed information must be provided on a supplemental page.

2. Description of Leave Graduate Staff Information:

Ph.D./Prof. Doctoral or M.S./M.A./M.F.A./Prof. Master's
 Stipend Amount (monthly stipend for duration of absence):
 Credit Hours by semester/session for duration of absence:
 Major Professor (name):

For Research/Instructional/Engagement Travel:

- Detailed summary of the research, instructional and/or engagement to be undertaken.
- How the activity is related to one's thesis/dissertation research and/or academic growth.
- Name and contact information for the on-site supervisor/advisor.

For Change of Duty Station:

- Describe the campus work duties you will perform and how the duties will be accomplished.

- ii. Describe how you will maintain contact with your supervisor/major professor.
- iii. Describe the academic work required for the registered graduate credit hours.

3. Routing

Requests for Research/Instructional/Engagement Travel or Change of Duty Station, bearing the signatures of the student, the department head, and the college dean, should be sent to the department/school business office for processing and routing.

G. Request for Off-Campus Ph.D. or Master's Research

In order to track the location of graduate students completing research off-campus and to ensure that Indiana Commission for Higher Education requirements related to on-campus degree programs are observed, G.S. *Form 19 Request for Off-campus Ph.D. or Master's Research* was created.

This form has been approved effective for the Fall 2020 semester. Master's and doctoral students (who have not passed the preliminary examination) must complete G.S. Form 19 before they pursue 69800 or 69900 research off-campus for more than 22 consecutive days in any fall, spring, or summer session. G.S. Form 19 should be requested by the student and approved by the major professor and head of the graduate program.

The signed G.S. Form 19 should subsequently be sent at least one month before the start of the session in which off-campus research is planned. A new G.S. Form 19 is required for each session in which more than 22 consecutive days of research are expected to be completed off-campus. Form 19 is required for all graduate students completing research off-campus (other than those approved for Research in Absentia). Graduate students who are graduate staff employees must complete Research/Instructional/Engagement Leave or Change of Duty Station through SuccessFactors in addition to Form 19 if their work away from campus is greater than 22 consecutive days.

Doctoral students who have completed all required coursework passed the preliminary examination, and who do not have Purdue graduate staff or fellowship funding should complete *G.S. Form 12, Research in Absentia* to document research off-campus instead of G.S. Form 19.

H. Research in Absentia

1. Initiating a Request

A doctoral student may, with the approval of the major professor and head of the graduate program, petition for permission to register in absentia for doctoral research. To do so, a completed *G.S. Form 12, Request for Ph.D. Degree Candidate Research in Absentia* must be received at least one month prior to the beginning of the initial session for which registration in absentia is sought.

Students requesting to register in absentia should be registered for three credits of doctoral research (69900). Once the absentia request has been approved, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will add the absentia attribute to the student's academic record. Students in absentia status should register for research with their department as they would for on campus research, and the absentia attribute will trigger the appropriate tuition rate.

2. Restrictions

A graduate student who holds an assistantship or fellowship who will be paid by or through Purdue University during the absentia period is not eligible to register for research in absentia. If the graduate appointment is related to a research project off campus, the student may be eligible to request a change of duty station. (See Sections IV-D and V-E.)

3. Qualifications

To be eligible for absentia status, students must have:

- Successfully completed their coursework and passed their preliminary examination;
- Made significant progress on the thesis research topic; and
- Established, in coordination with their major professor, a plan for accomplishing research at the absentia location.

4. Stipulations

a. Continuous Absentia Registration

While in absentia the student must be registered for every session during which they are engaged in degree work or plan to graduate. The absentia privilege will remain in effect as long as the student continues to register, the student returns to campus, the degree has been granted, the absentia privilege is rescinded, or the student withdraws from the University. Students in absentia status may take up to two consecutive sessions off of registering if they are not doing any work in progress toward their dissertation. However, if they fail to register in absentia for three consecutive sessions, they will lose their eligibility to register in the program.

Doctoral students who are in absentia status are eligible to register for Exam or Degree Only in their final session if they meet the qualifications for either privileged registration. However, if the doctoral candidate does not meet the mid-session deadline, the registration will be changed to a minimum of 3 doctoral research credits (69900). This will make the student eligible to register for examination only or degree only in a future session.

b. Payment of Fees

Late registration will be subject to the usual additional fee. It is the student's responsibility to keep his/her current addresses updated in myPurdue. Nonpayment of registration fees will terminate the student's registration.

c. Research in Absentia Credit

The minimum (and standard) absentia registration is three hours of doctoral research (69900) credit. However, permission may be granted by the student's major professor to register a student for up to 18 hours of doctoral research credit at the same fee assessed for the standard 3 hours.

This variable credit registration makes it possible for the level of registration to accurately reflect the level of research effort by the student. Thus, students devoting full time to research will be allowed to register for up to 18 credit hours of 69900, while those with fractional research commitments will be allowed proportional 69900 registrations. Summer registrations will be proportional to the length of the summer session.

d. Research Supervision

The student doing research in absentia is to be supervised or guided by the major professor and must maintain frequent contact so that the major professor can monitor the student's progress. If the candidate's dissertation research requires on-site supervision at the absentia location, the *G.S. Form 12 Request for Research in Absentia* must be accompanied by a statement specifying who will provide this supervision and his or her qualifications.

5. Completing Study While in Absentia

a. Final Examination

A student may take a final examination while registered in absentia.

b. Graduation

A student may graduate while registered in absentia. The department should make certain that absentia students who intend to graduate are added to the preliminary candidate list at the appropriate time. (See Section X-A-1).

6. Stopping the Absentia Registration

Doctoral students currently in absentia status who will be returning to campus should communicate this to their department. It is then the responsibility of the department to communicate that the absentia attribute should be removed for that student. This communication can come as a formal memo request, or as an email to gradweb@purdue.edu. Once the absentia attribute is removed, that student is no longer eligible to register in absentia for a later session.

Each department in which graduate research is being carried out is responsible for making periodic reviews of the graduate student records to determine whether all students who are actually doing research in absentia have been given proper approval and are registering each session as required.

A doctoral student who has satisfied all of the qualifications and wishes to leave the University to continue doctoral research should request to register in absentia for doctoral research (69900). (Master's students are not eligible to register for research in absentia.)

I. Registration in the Final Academic Session

1. Registration in the Session of Graduation

- All students must be registered in the session of graduation. Registration options for candidates for graduation include the following:
- CAND 99100 - the student must register for course or research credit(s). CAND 99100 is not a registration. Thesis-option master's and doctoral students must register for research in proportion to their efforts during each session when doing research utilizing faculty direction or consultation and/or requiring the use of university facilities. (See Section V.C.5). Thesis-option master's and doctoral students must, therefore, be registered for at least one credit of research in the session in which they defend and/or the thesis or dissertation unless they are approved for CAND 99200 or 99300 registration.
- CAND 99200 - degree only is a stand-alone registration. Students should not register for any additional credits with this registration.
- CAND 99300 - examination only is a stand-alone registration. Students should not register for any additional credits with this registration.

Students with outstanding incomplete grades for courses listed on the plan of study will not be eligible to graduate. Students must complete the course requirements and register for a future session to receive the degree.

2. Privileged Registration

The privileged registration, either examination only or degree only, is a onetime registration.

Federal regulations for international students in a nonthesis master's degree program states: *If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status.* As a result, international students who are in a nonthesis master's degree program and are registered for a privileged registration in their final session should contact the Office of International Students and Scholars to discuss their options.

a. Examination Only Registration

A student who has completed registration (30 hours for a master's degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for the final examination and depositing the thesis prior to the first day of the academic session of graduation may request registration for examination only at a reduced fee. Thesis option students must also have been registered for at least one hour of XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900 research credits, with a grade of S in the previous session.

The previous session does not include the summer session unless:

- A graduate student completed work on degree requirements, requiring the appropriate number of registration credits;
- A graduate student held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;
- A graduate student who did not hold a summer appointment will be held to a minimum registration for the preceding spring session.

If approved, this registration will remain valid only if both a positive *Report of the Final Examination* and a *Thesis Receipt* (if applicable to the degree being conferred) have been received by the eighth week of the session (fourth week of an eight-week summer session). Otherwise, Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will notify the Office of the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69900. This will maintain the candidate's continuous registration in absentia and will make the student eligible to register for examination only or degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for examination only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for examination only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for examination only.

b. Degree Only Registration

A student who has completed registration requirement (30 hours for a master's degree; 90 hours for a Ph.D. degree) and who has finished all degree requirements except for depositing the thesis and for whom a positive Report of the Final Examination has been received prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for degree only at a reduced fee. Thesis option students must also have been registered for at least one hour of XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900 research, with a grade of S in the previous spring or fall session.

The previous session does not include the summer session unless the graduate student:

- completed work on degree requirements, requiring the appropriate number of registration credits;
- held a graduate staff appointment during the preceding summer session. Graduate students who held a summer session appointment will be held to a minimum summer registration of three credits;
- did not hold a summer appointment, and thus will be held to a minimum registration for the preceding spring session.

If approved, this registration will remain valid only if a Thesis Receipt (if applicable to the degree being conferred) is received by the eighth week of the session (fourth week of an eight-week summer session). Otherwise, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will notify the Office of the Registrar, after the eighth week of a semester or the fourth week of the summer session to register the student for one XXXX 69800, XXXX 69810, TECH 64000, or XXX 69900 credit. (Registration for candidates previously registered in absentia must be changed to a minimum of three credit hours of 69800 or 69900. This will maintain the candidate's continuous registration in absentia and will make the student eligible to register for degree only in a future session.) If the student holds a graduate appointment, the department is responsible for changing the registration to no less than three credit hours of graduate-level course and/or 69800 or 69900 credits. Graduate staff employees enrolled for degree only should expect to pay Social Security tax on their graduate staff salaries. Likewise, graduate staff employees who do not meet the mid-session deadline for degree only and are enrolled for less than half-time should expect to pay Social Security tax on their graduate staff salaries.

Any graduate student, including those who hold any type of graduate appointment, may register for degree only.

c. Approval

Privileged registration requires OGSPS approval. The completed *Course Request (Registrar's Form 23)* must be sent for approval and processing.

K. Registration Limits for Student Loan Eligibility

The Division of Financial Aid should be contacted for current information on eligibility and minimum hours of registration required to qualify for a graduate student loan.

L. Course Information

1. Auditing Courses

Information regarding graduate students auditing courses is available in *Student Regulations*, a reference guide for all students.

2. Current Purdue Courses

A current listing of courses approved to be offered at all Purdue campuses is maintained by the Office of the Registrar.

VI. General Academic Requirements & Grade Appeals

Navigation

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 - B. Degree and Registration Requirements
 - C. Maximum Time Limits for Completion of Ph.D. Degree
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-

A. Grades and Index Requirements

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA) or better. Indices below this level are marked "less than good standing" on the transcript. Departments may require higher standards than the university; however, these must be clearly documented and communicated to students and consistently enforced. Departments requiring higher standards, such as higher GPAs for academic notice, are responsible for managing them. Only university-established thresholds for academic standing will be officially noted on the transcript.

Beginning with the posting of Fall 2015 grades, a graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic notice. Any student on academic notice at the close of the Fall 2015 semester

whose spring semester GPA and cumulative GPA (at the close of the Spring 2016 semester) falls below 2.0 will be separated from the university. If a graduate student is on academic notice and EITHER the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on notice. Academic standing is not addressed during Summer Session. Beyond the 2015-16 academic year, this University Senate-approved policy will be administered as follows:

- IF: Semester GPA and Cumulative GPA are ≥ 3.0 = Good Standing
- IF: Semester GPA or Cumulative GPA is 2.0 - 2.99 = Less than Good Standing
- IF: Semester GPA or Cumulative GPA is < 2.0 = Academic Notice
- IF: On Academic Notice and both Semester GPA and Cumulative GPA are < 2.0 = Separated
- IF: On Academic Notice and Cumulative GPA is < 2.0 but Semester Index is ≥ 2.0 = Academic Notice
- IF: On Academic Notice and Semester GPA is < 2.0 but Cumulative GPA is ≥ 2.0 = Academic Notice
- IF: On Academic Notice and Semester GPA is ≥ 2.0 and Cumulative GPA is ≥ 2.0 = Off Academic Notice (Less than Good Standing may be applicable.)

Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or separated status. However, Incomplete grades that are completed after initial GPA calculations will result in a recalculation of GPAs but not in a recalculation of academic standing or separated status. Any graduate student appropriately separated from the university must reapply. A graduate student who is academically separated from the University for the first time is not eligible to enroll for at least one fall or spring semester. A graduate student who is academically separated for the second time is not eligible to enroll for at least one year. For more information, see here.

A graduate student also is expected to earn S grades for research registration. Two consecutive sessions of U grades for research registration mandate that the department take formal action and inform the student, in writing, with regard to discontinuation or conditions for continuation of the student's graduate study. In any event, the student's progress should be reviewed each session by the student's department. The student's progress also may be reviewed by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the Vice Provost, he or she may be asked to discontinue graduate study at Purdue.

Before the end of the 2nd week of each session of registration for XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900, a written set of minimum expectations (e.g. data set, draft of chapter, sampling plan, IRB, lit review, manuscript, objectives of proposal) will be submitted to the student by the departmental/program representative (faculty member, program chair) supervising the credits. Ideally these expectations would be discussed and developed jointly by the student and departmental representative. The expectations and deliverables should align with the number of credits that the student is registered for (i.e. greater expectations for more credits). The student should acknowledge receipt of the expectations. If questions or concerns surface regarding expectations and credit load at any time throughout the semester, the student and departmental/program representative must discuss and record the concern to an agreed upon endpoint. For a description of the grades, please see catalog.purdue.edu (Policy Section: Grades and Grade Reports).

If a student is assigned U grade, prior to the start of classes the next session, the departmental/program representative must develop and communicate to the student a plan for satisfactory continuation. The student is responsible for meeting with the departmental/program representative to discuss this plan. Both the student and the departmental/program representative must acknowledge the corrective plan.

The graduation index for graduate students includes all grades earned in 50000- and 60000-level courses taken while enrolled as a graduate student, except FR, GER, RUSS, or SPAN 60100, 60300, or 60500 (Section VI-D), plus grades received in 30000- or 40000-level courses taken while in the graduate program (once they are approved as part of the graduate plan of study). When 30000- and 40000-level courses are listed on the approved plan of study, and completed with a B- or better grade, grades associated with those courses will be added into the graduation index. If a student receives less than a B- in a 30000- or 40000-level course, then the course must be retaken or removed from the plan of study.

If a Purdue course that is classified as non-repeatable is repeated by a graduate student for a grade, the Registrar's Office will exclude the first grade from a student's graduation index, provided that specific course was originally taken while the student was enrolled as a graduate student. If a graduate student takes multiple instances of a course that is classified as Repeatable, all letter

grades received will be included in the student's graduation index as long as the student does not exceed the repeat credit limit established for the course. Courses must be included in the graduation index to appear on a graduate plan of study.

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study, with the exception of students in certain programs within the Krannert School of Management. Beginning with new students enrolling in Fall 2017, Krannert master's students may take up to 10% of the coursework required for Krannert program as pass/not pass provided that the student also completes a minimum of 30 credits of graded (C- or better) coursework for the program. Only elective courses may be taken as pass/not pass, and a "pass" grade must be earned for the course to count toward meeting the credit requirement of the degree as part of the 10% allowance. Grade option changes will not be approved except in cases of a clerical or mechanical error during the normal drop/add period. Coursework required for a degree will be complete when a student obtains grades for all courses on the plan of study that meet grade requirements of the department and OGSPS.

B. Degree and Registration Requirements

In order for a degree to be granted by Purdue University, it is important for a significant component of that degree to be directed by Purdue graduate faculty; therefore, the following registration requirements exist. Registration is defined as formal enrollment in courses offered by Purdue University, including courses offered via distance learning technologies. Courses include all Purdue University graduate courses approved by the student's graduate committee, including formal coursework and research credits.

In fulfilling degree requirements, a maximum of 19 credit hours (from one or more institutions) will be allowed from any one session. A maximum of 13 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

The total number of hours of academic credit used to satisfy degree requirements consists of all graduate course credit hours with a grade of C- or better (B- or better for 30000- or 40000-level courses) that appear on the plan of study and the appropriate number of research credit hours (69800 and 69900) with grades of S that appear on the Purdue transcript. (See Section VII-B-1-a).

1. Master's Degree

- At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
- At least 30 total credit hours are required.
- With the exception of doctoral students who are re-classified as master's students and leave with the master's degree, 69900 credits may not be used towards the fulfillment of master's degree requirements.

2. Doctor of Philosophy Degree

- At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
 - At least 90 total credit hours are required.
 - A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program. The intent of this policy is to provide colleges/schools, departments, and a student's advisory committee with flexibility in determining what credits, (up to a maximum of 30 and earned from the master's or professional doctoral degree) may be applied toward the Ph.D. degree. These credit hours are not subject to the "Five-Year Rule" that prohibits the use of out-of-date coursework on plans of study.
 - Under no circumstances may XXXX 69900 or XXXX 69810 credits, other than as part of the 30 credits which may be used from a master's degree, contribute toward the 90 credits required for a Doctor of Philosophy degree.
-

C. Maximum Time Limits for Completion of Ph.D. Degree

Each department should establish policies to assure that graduate students complete their Ph.D. degree programs in a period of time that is reasonable and commensurate with the practice of scholarship in that field. Current policies governing the completion of the Ph.D. degree should be filed with the Vice Provost of the Office for Graduate Students and Postdoctoral Scholars. In formulating completion policies, departments should give special consideration to the conditions that must be met before students can be recommended for research in absentia.

D. Knowledge of Language Other than English

There is no general requirement of knowledge of a language other than English for seekers of advanced degrees. Some departments, however, do require a reading knowledge of one or more languages other than English. This requirement may be indicated on the plan of study; however, OGSPS does not monitor the satisfactory completion of any such requirements.

If a department requires reading knowledge of one or more languages other than English, the department may stipulate its own method to be used by a student whose native language does not satisfy this requirement. When a department wants the School of Languages and Cultures to administer the examination, evaluate the performance, and validate the competency, that department must consult with the School of Languages and Cultures a session in advance of the student's deadline for establishing knowledge in a language other than English.

E. Overview of Grade Appeals Committee & Process

The charge of the Grade Appeals Committee is to assist both the students and faculty members who have been unable to resolve differences arising from the assignment of a final grade in a course offered by the school, typically GRAD courses. Graduate students appealing grades in graduate-level and undergraduate courses offered by departments/programs in other colleges/schools, should direct their appeals to those colleges. The committee will administer any submitted requests for grade appeals in accordance with university-published procedures and schedules.

Reference Section E. of the Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals.

The faculty of the University at the West Lafayette Campus has adopted the following procedures for grade appeals pursuant to the authority delegated to the faculty. The Board of Trustees hereby approves such procedures for the West Lafayette Campus:

1. General

- a. In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.
- b. The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.
- c. The only University authorities empowered to change grades are the instructor or, in the case of teaching assistants, the faculty member in charge of the course in question and the chairman/chairwoman of the University Grade Appeals Committee acting on behalf of the school and University grade appeals committees.

d. Informal attempts must be made to resolve grade grievances and appeals at the lowest possible level - through the course instructor, through the department head, or through other informal procedures outlined by the college/school and/or department in which the course was taught.

e. Graduate students who wish to appeal grades received in regular coursework may do so through the grade appeals system. Cases involving the decisions of graduate examination committees, the acceptance of graduate theses, and the application of professional standards relating to the retention of graduate students shall be handled by procedures authorized by the Graduate Council rather than the grade appeals system.

f. When a student initiates a formal grade appeal, he/she should be prepared to state in what way his/her grade assignment was arbitrary, capricious, or otherwise improper. At that time, he/she may seek the assistance of the dean of students, the chairperson of one of the grade appeals committees, or his/her academic advisor.

g. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.

2. College/School Grade Appeals Committees

a. Each of the colleges/schools of Purdue University at the West Lafayette Campus will establish a Grade Appeals Committee to hear grade grievances and appeals that are not resolved informally at a lower level. Each committee will consist of two students (undergraduate or graduate corresponding to the status of the appellant), three members of the instructional faculty, and a non-voting chairperson. The chairperson of the committee will be an assistant or associate dean of the college/school appointed by the Vice Provost. The chairperson will be responsible for assuring adherence to established procedures, convening members for an appeal, and maintaining records. The chairperson has the authority to grant warranted time extension in the appeals process described below.

b. Voting members of the committee will be selected from a pool of at least eight students and eight instructional faculty. The pool of members of the committee will be selected according to school/college procedures in the spring (not later than May 1) to commence serving on the first day of the following fall semester. No member shall serve more than two consecutive terms in the pool.

3. Grade Appeals Calendar

The following information has been provided to illustrate the major activities and time periods associated with the grade appeals process associated with GRAD courses. The period may be shorter or longer, depending upon the circumstances of the case.

CALENDAR DAYS FROM BEGINNING OF FALL OR SPRING SEMESTER FOLLOWING THE ONE IN WHICH THE QUESTIONED GRADE WAS GIVEN:

- Within the first 30 days of following semester: Submission of formal appeal to chair
- Within 7 days: Instructor provides response
- Within 7 days: Grade Appeals Committee determines if a hearing is warranted
- 14 days: If warranted, notification and scheduling of a hearing
- 75-90 days: Hold a Formal Hearing
- 90-105 days: Report Decision

4. Grade Appeal Procedures

Created June 2018, according to the University Grade Appeals Committee memo of Feb 5, 1998.

Prior to the Hearing:

a. When first approached by a student, the Grade Appeals Chair (abbreviated as chair) will ensure that the student has reviewed the materials from the Office of Student Rights and Responsibilities about the process and filing an appeal (<https://www.purdue.edu/odos/osrr/grade-appeal-process/>).

b. When the chair receives the student's written appeal, s/he shall provide the faculty member involved with a copy of the student's written statement and request a statement in response. The faculty member shall furnish class records required to resolve the dispute along with a written response.

c. The chair shall contact the parties involved with the appeal and members of the committee to set a hearing date. If primary members of the committee are unable to attend, alternates shall be selected to constitute a full committee. All committee members should understand that grade appeals hearings are high-priority meetings. Any hearing held without a full committee, as described in the University Regulations, may be challenged based on procedural irregularity.

d. The chair shall furnish copies of the written statements to each committee member and involved parties in advance of the hearing. These materials are confidential and must be treated as such. They can be distributed only to those committee members who will hear the appeal and copies must be returned to the chair after the hearing.

After receipt of the detailed written statement of appeal by the student, and the written response from the instructor, a preliminary meeting may be held with members of the Appeals Committee to determine if a hearing is warranted.

e. The following schedule of events should be followed as closely as possible:

i. The involved faculty member should be notified of the appeal on the date a written appeal from the student is received by the school chair.

ii. Written statements by the student and the faculty member should be distributed to committee members and involved parties within 7 days of the receipt of the written appeal.

iii. Any preliminary hearing should be held within 14 days of receipt of the written appeal.

iv. The chair will advise the involved instructor that he or she may request that the Grade Appeals Committee hold a preliminary meeting to review the student's allegations to determine if the allegations are within the jurisdiction of the committee, or if there is cause for a hearing.

For the preliminary meeting the chair will determine which members of the Grade Appeals Committee will hear the case. The committee shall consist of two graduate students and four members of the instructional graduate faculty.

5. Grade Appeals Hearing Procedure

The procedure described in this section shall be followed during the hearing. A copy of this statement of hearing procedure shall be furnished to members of the committee and the involved parties in advance of the hearing.

Denial of the Appeal Hearing:

If, because of the preliminary hearing, the Grade Appeals Committee determines to deny an appeal hearing to the student:

i. The chair will collect all material that was distributed, which may be deemed confidential by the chair.

ii. The chair will send a written notice of denial to the instructor and to the student no later than 5 days after the conclusion of the preliminary meeting.

iii. The chair will send, with the written notice of denial, a written notice advising the student that if he or she wishes to appeal the denial, he or she may file a written notice of intent to request a further appeal with the chair of the University Grade Appeals Committee, within 6 class days after the receipt by the student of the written denial notice.

iv. The chair will maintain all records, reports, and items of evidence for at least one year.

v. The chair will be prepared to submit all case records to the University Grade Appeals Committee immediately upon their request.

Vote for an Appeal Hearing:

If one committee member at the preliminary hearing votes to hear the case, it will be continued to a formal hearing.

Preparation for the Appeal Hearing:

If the preliminary meeting results in a vote to formally hear the appeal, the following steps should be followed:

i. The chair will determine a time, place, and date for a formal hearing.

ii. The chair shall promptly give written notice of the hearing, with the time, date, and place to be held (which shall be held not less than five, and whenever practicable, not more than ten days after the receipt of such notice), to the involved instructor, the student, and the committee members who will hear this case.

- A copy of the student's detailed statement, as well as the procedures and sequence of events to be followed in conducting the hearing should accompany written notice of the hearing to the instructor.
- Written notice of the hearing to the student should be accompanied by the instructor's statement if submitted; the procedures and the sequence of events to be followed in conducting the hearing; and at the chair's discretion, all or part of the instructor's grading records.
- A written notice of the hearing to the committee members should be accompanied by the instructor's, student's, and witnesses' statements, and the sequence of events to be followed in conducting the hearing.

iii. Because the hearings are administrative and not judicial in nature, the student and the instructor may not be represented by a lawyer. However, the student and the instructor may be represented by advisers of their choice, and have witnesses present for questioning (see below). The chair shall determine the number of individuals that can be conveniently accommodated.

- The student and instructor shall inform the chair of his/her intention to have advisors as representation, or witnesses present, at least five days before the time of the hearing.
- The witness shall submit to the chair a general outline of his/her testimony, along with the student's or instructor's written statement, at least five days before the time of the hearing.
- The testimony of the witness during the hearing must be relevant to the issues in question.

iv. The hearing will be held.

At the Hearing:

Note: Proceedings in the following **Steps b. through e.** must be recorded.

a. Closed Session: Prior to the hour scheduled for the hearing, the committee shall meet in closed session to identify the issues in the case. Specific points that require clarification should be identified.

b. Statement by Chair: The involved parties shall then be admitted to the hearing, which will open with a statement by the chair that describes the committee's understanding of the relevant issues and, where appropriate, those issues considered irrelevant. The chair shall identify both parties, advisors, and witnesses present, and the members of the Grade Appeals Committee. The chair shall then ask the student and faculty member to identify and clarify any issues that have been overlooked and/or justify consideration of issues the committee has identified as irrelevant. Under normal circumstances, if the duly notified student does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal. (Abnormal weather conditions, emergency situations, or other unavoidable circumstances would not be considered normal circumstances.) If, however, a duly notified instructor does not appear, the hearing will continue on the presumption that there is no desire to challenge the evidence or witnesses presented by the student.

c. Open Questioning: During this period the student, faculty member, and/or committee members may ask questions of either involved party and/or their witnesses.

d. Summary Statements: After questions have ceased, or when the chair is satisfied that additional questions will not provide further clarification of the issues, the student and faculty member will be given an opportunity to make summary statements. Such statements should be brief and in no case, exceed 5 minutes.

e. The chair will inform the parties that they will receive a written report of the committee's decision no later than 15 days after the conclusion of the hearing; and that both parties have a right to file a written notice of intent to request a further appeal with the chair of the University Grade Appeals Committee, if either is unsatisfied with the decision.

f. Closed Hearing: At this point, interested parties and witnesses shall be dismissed and committee members shall deliberate the outcome in a closed session.

g. Balloting: After deliberations, a secret ballot shall be taken and the vote recorded. The chair announces the decision of the committee. The chair does not normally vote (except in the case of a tie or other extenuating circumstances as determined by the chair). The decision is based on a majority vote.

h. Reporting: The chair shall designate one member of the committee to prepare a written statement of the committee's decision (including the vote of the committee), the basis for the decision, and the reasoning used by the committee to reach the decision. A copy of this report and the taped record of the hearing shall be kept on file by the chair. Copies of the report shall be sent to: the student, the faculty member, and the chair of the University Grade Appeals Committee.

After the Hearing

a. The chair shall collect all copies of the written statements from the committee.

b. The chair shall retain the tape recording of the hearing, one copy of all written materials pertaining to the case, and the report of the committee's decision for a period of at least one year.

c. University Grade Appeals Committee. In the event of an appeal of the decision, the chair shall provide copies of all materials pertaining to the case to the chair of the University Grade Appeals Committee. (The report should be sent no later than 14 days after the conclusion of the hearing.)

d. The written report of the committee's decision shall be accompanied by a written statement advising both parties that if either wishes to appeal the Grade Appeals Committee's decision, they must file a written notice of their intent to appeal with the chair of the University Grade Appeals Committee within 6 class days after the receipt by the student or instructor of the written report of the School Grade Appeals Committee's decision.

VII. Administering Graduate Degree Programs

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- G. Multiple Degrees
- H. Changing Graduate Programs (Same Campus)
- I. Exception to Policy

Graduate degree programs are subject to policies and procedures established by the Graduate Council and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. It is the policy of the Vice Provost to delegate to the departments and their staff the maximum responsibility for the maintenance of academic standards. The staff does not normally counsel individual graduate students relative to their academic programs and degree progress. In all matters concerning a student or the student's academic program, no action will be taken (except in unusual cases) without prior approval or recommendation of the student's

major professor, advisory committee, or the head of his or her graduate program. Any necessary communication should be made through the student's department. (See Sections I-C, I-D, and I-E).

Although final academic deadlines are specified throughout this section of the manual, departments may set earlier deadlines.

A. Departmental Advising and Supervision

1. Major Professor

Every student in a degree program is required to select a major professor who acts as the chair of the advisory committee and who agrees to supervise the student's graduate study, research, and writing. The major professor/student relationship must be a mutually acceptable one.

2. Advisory Committee

The student and the major professor are responsible for the selection of an advisory committee. The duties of that committee are to assist the student in the preparation of the plan of study and to offer advice during the period of graduate work, including research and thesis preparation when these are required components of the student's degree program.

The committee consists of the major professor and at least two other members of the graduate faculty, with the exception of non-thesis master's degree programs that have approval for a one-member advisory committee. (See Section VII-A-2-a). Committees must be approved by the college dean (if requested by the college), and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

Because it is crucial for advisory committee members to bring independent thought and decision-making to their advisory committee roles, it is strongly recommended that major professors, graduate students, and other individuals involved in the advisory committee selection process strive to avoid appointments where there may be potential conflicts of interest. Advisory committee appointments of spouses/partners, partners in business, or those with financial conflicts of interest connected to the graduate student, for example, should be carefully reviewed and alternatives considered.

Members of the committee need not be faculty with whom the student has taken coursework, however, at least 51% of the committee members must have regular graduate faculty certification. The request to the Vice Provost for the Office for Graduate Students and Postdoctoral Scholars (OGSPS) for appointment of the advisory committee is made on the same form and at the same time as the request for approval of the student's plan of study. (See Section VII-B). The Vice Provost for Graduate Students and Post Doctoral Scholars may appoint additional members if it seems advisable.

a. One-Member Advisory Committee Flexibility Option

A minimum of one member of the graduate faculty may be permitted to serve and fully constitute the membership of the advisory committee for non-thesis master's students who are meeting degree requirements entirely through the completion of courses. Departments wishing to pursue this option should submit a request to the Director of the Office of Graduate Records, or the appropriate director of graduate studies at the regional campuses. Being as specific as possible, this request should outline what concentrations, cohorts, delivery methods (distance or campus based) or other features will qualify for this option.

Once approved, all non-thesis students within the major will be given technical access to list just one advisory committee member on the plan of study, even if this option is not appropriate for all. It is the department's responsibility to carefully review each proposed plan of study; if a student who does not qualify for the one-member advisory committee option lists only one member, the form must be rejected.

Please note that a Final Examination Report Form (G.S. Form 7) must be submitted for all master's students using the One Member Advisory Committee Flexibility option, unless the department also has an approved Alternative Graduation Criteria option. (See Section VII-F-2).

3. Changes in the Advisory Committee

Changes to the advisory committee must be submitted electronically via myPurdue if the plan of study was submitted electronically. Advisory committee changes on a paper plan of study should be requested using the Request for Change to the Plan of Study (G.S. Form 13).

Each request for a change must be accompanied by a rationale and be signed by the student and each committee member whose status is affected by the request. If a paper form is used, it is the responsibility of the chair of the advisory committee to obtain the signatures of all committee members whose status is being changed. The request must be approved by the major professor, the head of the graduate program, and the college dean (if requested by the college). It is important to notify the Office of Graduate Records immediately of any change in the major professor to ensure that appropriate signatures are on forms.

In very rare instances in which an advisory committee member in any role does not approve a student's request for a change in the advisory committee, the student may ask (in writing) for review and assistance from the Vice Provost for Graduate Students and Post Doctoral Scholars who will forward it to his/her designee. This action by the student should be utilized after he/she has made at least three contacts (in writing) to the advisory committee member over a period of at least one month to secure approval.

The Vice Provost or designee will convene a committee of three faculty members/administrators, normally including the graduate student's college associate dean, department head, and departmental graduate committee chair, to consider the situation. A majority vote of this committee is required to ask the Vice Provost or designee to remove an advisory committee member from that role.

The Vice Provost or designee is a non-voting facilitator and serves as a liaison between OGSPS, the college/department, and the student. If the student believes that either composition of the committee did not allow him/her to have a fair review or the process was not properly followed, he/she may appeal directly to the Vice Provost within 10 days of the issuance of the committee's decision.

B. Plan of Study

Each graduate student admitted to a degree program must submit a plan of study. Although there are no central requirements for the specific number of credit hours of courses that must appear on the plan of study (except for non-thesis plans of study), the plan must be appropriate to meet the needs of the student in his or her chosen field, as determined by the advisory committee and approved by the head of the graduate program, the college dean (if requested by the program), the college dean (if requested by the college), and the Vice Provost for Graduate Students and Post Doctoral Scholars.

The plan of study includes a primary area and may include a related area or areas that are chosen on the basis of the student's interests and needs. It is to include the specific courses the student is expected to complete and other requirements of the particular degree being sought. Research credits (69800 or 69900) are not to appear on the plan of study. The number of credit hours of research should reflect the graduate student's research and writing efforts.

Doctoral degree requirements may only be satisfied by 69900 credits; however, under certain conditions, 69900 credits may be applied toward the requirements of a thesis master's degree. A request to use 69900 credits to satisfy master's degree requirements must be submitted, explaining the need for the use of the 69900 credits and listing which credits (based on session taken) are to be used. This request must be signed by the major professor and the head of the graduate program. These 69900 credits, used to satisfy master's degree requirements, will no longer be eligible to be used for the Ph.D. degree, unless they are utilized as part of the up to 30 credits potentially allowed for use from a master's degree toward a doctoral degree. (See Section VI-B-2).

A tentative plan of study should be drawn up in advance of registration for the first session of graduate work, and the formal plan of study should be submitted electronically as soon as possible (by the end of the third session for doctoral students and by the end of the first session for master's students).

1. Developing the Plan of Study

Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used in a plan of study for an advanced degree. A plan of study approved prior to such a period of inactivity is invalid.

Additional requirements that depend on the status of the student when the course was taken are as follows:

a. Courses Taken as a Graduate Student at Purdue University

Neither 10000- nor 20000-level courses may appear in a plan of study. Otherwise, requirements for the numerical level (30000 through 60000) of courses are determined by each department or administrative unit subject to the restriction that not more than a total of six 30000- or 40000-level course credit hours, with a grade of B- or better, may appear in a plan of study. (See Section VI-B).

b. Courses Taken in Non-Degree, Teacher License, or Graduate Certificate Status at Purdue University

Although there is no limit to the number of course credit hours that an individual may accumulate while registered in any of these classifications, no more than 12 total hours of credit earned (with a grade of C- or higher) in graduate non-degree status may be used in a plan of study. However, if an application to a degree program is approved during the session in which a person is enrolled for the 12th credit hour as a non-degree, all credits taken prior to and during that session will be eligible for inclusion in a plan of study for a 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 Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

Up to 24 credits taken in teacher license status may be used toward a graduate degree. Credits earned from certificates may be "stacked" and used toward a master's degree, if permitted by the degree requirements. Twelve credit hours from up to two certificates (a total of 24 credit hours with a grade of C- or higher) can be used toward a master's degree if permitted by the degree requirements.

Please note that the above limitation on course credit hours taken in non-degree, teacher license, or graduate certificate status that can be used in a plan of study will be modified if excess undergraduate credit also is to be applied to the plan of study.

c. Courses Taken as Excess Undergraduate Credit

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:

- The student had junior or senior standing when taking the course,
- The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable), and
- The course was designated as a graduate course.

At Purdue University only, 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 (Registrar 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 term. 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.

Up to 12 credits of undergraduate excess credits may be used toward a graduate degree, but this limit may be modified if non-degree, teacher license, or graduate certificate credits are also applied. The sum of undergraduate excess and graduate non-degree credits applied toward a graduate degree may not exceed 12 credits. The sum of undergraduate excess and teacher license or certificate credits may not exceed 24 credits. Any additional conditions under which excess undergraduate credit may be used for graduate credit are determined by the various departments (Graduate Council, April 16, 1992).

d. Graduate Courses Taken as a Non-degree Undergraduate Student after Receipt of the Baccalaureate Degree

Graduate courses taken as an undergraduate student, even if completed after receipt of the baccalaureate degree and with the intent to use the credits toward a graduate degree program, are not eligible to satisfy requirements for a graduate degree. Students

who hold a conferred undergraduate degree and who wish to begin taking graduate courses should be advised to apply as a non-degree seeking graduate student instead of continuing to register as an undergraduate student.

e. Combined Degree Program Credits

If students are admitted to an approved combined degree program, they are permitted to use a certain number of credits to apply toward both undergraduate and graduate degrees (as outlined in the approved program proposal). Such courses must be listed on the graduate plan of study, and a supplemental note must be added to the plan of study indicating those courses that are to be used for both degrees.

f. Courses Taken as a Graduate Student at Other Accredited Institutions of Higher Learning

Subject to the restrictions stated below, credits earned for graduate study at other universities (both domestic and international) may be applied toward an advanced degree. Only credit hours associated with graduate courses for which grades of B- or better were obtained will be eligible for transfer. Any additional conditions under which credit transfers may be made are determined by the various departments.

2. Requirements Applicable to a Master's Plan of Study

A minimum of 30 hours of graded credits (XXX 69800, XXXX 69810, TECH 64000, or XXXX 69900 courses are excluded) are required in a plan of study for a non-thesis option master's degree. Fewer than 30 credit hours of coursework may be listed on the plan of study for a thesis option master's degree, providing there is a total of at least 30 hours of plan of study coursework and research credits.

Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study.

3. Requirements Applicable to a Ph.D. Plan of Study

Up to 30 credits earned from one (and only one) master's degree, Educational Specialist degree, or doctoral professional degree may be used on the plan of study for a Doctor of Philosophy degree. For such credits to apply to the doctoral degree program, the number of credits to apply must be noted on the doctoral plan of study.

Graduate students using credits from one Purdue master's degree toward another Purdue master's degree may use a maximum of 30 credits from only one of the Purdue master's degrees toward the Purdue Ph.D. degree.

4. Filing the Plan of Study

A plan of study should be submitted for approval as early as is feasible (by the end of the third session for doctoral students and by the end of the first session for master's students) in the student's study. Furthermore, it must be received by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, with all advisory committee, department/school, and college signatures, prior to the first day of the academic session of graduation. Students are encouraged to submit their plan at least one month in advance of the start of the session of anticipated graduation to allow ample time for department review and approval. Departments may set and enforce an earlier student submission deadline, if appropriate.

Students who fail to obtain all department approvals on their plan before the start of the session of anticipated graduation will be assessed a Late Graduation Deadline Fee if they want to remain on the candidate roster for the current term. Students may be asked to register for the following session to receive the degree. The plan of study will not be approved until all technical conditions have been met, and normally all academic conditions of admission must have been met.

4. Course Changes in the Plan of Study

Course changes to the plan of study must be submitted electronically via myPurdue if the plan of study was submitted electronically. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars regards the plan of study as an individualized curriculum designed by the advisory committee to assist the student in achieving his or her educational objectives. Although changes in the plan of study may be necessary, each change requested must be accompanied by a brief rationale in the

space provided. Poor performance in a course is not an appropriate reason for removing a course from the plan of study. A request for changes in a plan of study must be signed by the student and approved by the major professor, the head of the graduate program, and the college dean (if requested by the college).

5. Fulfilling the Plan of Study Course Requirements

Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A, A-, B, or B- in certain courses, and/or minimum GPA for courses on the plan of study. For courses at the 30000- or 40000- level taken as a graduate student or courses that represent either undergraduate excess credit or transfer credit, grades of B- or better are required for fulfilling plan of study requirements. Once again, departments and advisory committees may set higher standards. (See Sections VII-B-1-a-(3) and (4) for other conditions governing the use of undergraduate excess and transfer credit in a plan of study).

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study, with the exception of students in certain programs within the Mitchell E. Daniels, Jr. School of Business. Beginning with new students enrolling in Fall 2017, School of Business master's students may take up to 10% of the coursework required for their program as pass/not pass provided that the student also completes a minimum of 30 credits of graded (C- or better) coursework for the program for their plan of study. Only elective courses may be taken as pass/not pass, and a "pass" grade must be earned for the course to count toward meeting the credit requirement of the degree as part of the 10% allowance. Research credits (XXXX 69800, XXXX 69810, TECH 64000, or XXXX 69900) cannot be included in a plan of study. Except in cases of a staff error, grade option changes requested outside of the typical drop/add deadlines will not be approved. It is expected that staff errors will be detected early and corrections requested within the normal drop/add period.

C. Thesis and Dissertation Policies

Purdue University Thesis and Dissertation Policies and Practices

Thesis-option master's and doctoral students should observe the following policies in order to successfully deposit their thesis or dissertation with Purdue.

1. Research Integrity

Students depositing their thesis (or dissertation) with the Purdue University Office of the Vice Provost for Graduate Students and Postdoctoral Scholars must certify that they have prepared the thesis while observing the provisions of Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct. Students will make the appropriate selection using the Electronic Thesis Acceptance Form (ETAF) 9.

2. Thesis and Dissertation Deposit Time Limit

Effective Fall 2020, students are required to deposit their theses and dissertations within three consecutive sessions of receiving a decision of PASS on their Final Exam (including the session in which the Final Exam was passed). The thesis or dissertation must be deposited no later than the CAND 99100 Deposit Deadline of the third consecutive session for full consideration of the sought degree. For example, a student who passes the Final Exam in a fall session has through the CAND 99100 Deposit Deadline of the following summer session to deposit. To uphold the integrity of the defended research, if a student is unable to deposit their thesis or dissertation within three sessions, they must re-defend their research and deposit within the session they receive the decision of PASS on the second Final Exam to be conferred the degree.

For exceptional cases, faculty may request a one-semester extension for their student by submitting a letter to thesishelp@purdue.edu with the request. Denied requests may be appealed to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars or that person's designee, who will make a final determination.

3. Copyright Information

Thesis Copyright Protection

Purdue University Policy I.A.1, May 18, 2007, Intellectual Property, established that copyright ownership now resides with you, the author. The copyright symbol © is not required for works to be copyrighted. All candidates have the additional option of applying for registration of their copyright: This establishes a public record of theses/dissertations and confers additional legal rights, enabling individuals to file infringement suits and seek statutory damages as well as attorneys' fees. Copyright registration can be filed here.

Specific questions regarding your rights and responsibilities under U.S. copyright law may be addressed to the Purdue University Copyright Office: 765.496.3864 or Stewart Center Room 246A.

a. Using Material Protected by Copyright

Purdue University promotes compliance with U.S. copyright law and understanding of the appropriate use of copyrighted works: Purdue University Policy I.A.3, January 1, 2015 Use of Copyrighted Materials for Educational and Research Purposes.

When quoting extensively from copyrighted material, the author must obtain written permission from the copyright holder. There is no precise relationship between the amount of text quoted and the requirement for written permission to use the material. The law governing copyright infringement is based on the fair use principle. Ordinarily, if you plan to quote more than 150 words of continuous text from copyrighted material, you should ask permission from the author. If the work you are quoting has significant commercial value, you should obtain permission to quote any complete or nearly complete text item or section. When your quotation of copyrighted material could have a negative impact on the existing commercial value of that material, obtain the copyright holder's permission. Figures or other graphical material, including Web pages, should not be reprinted in your thesis without the author's consent. Permission to use copyrighted material is usually granted on condition that acknowledgment is made. You will be responsible for any required payments.

You will be required to upload copyright permissions to HammerRR (Figshare) when depositing your thesis with Purdue University.

By depositing a thesis with Purdue University, you certify that all copyrighted material incorporated into the thesis complies with United States copyright law and that you have received written permission from the copyright owners for the use of their work, which is beyond the scope of the law. You also agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation.

4. Depositing a Thesis or Dissertation with Purdue University

Publication of the thesis or dissertation is a required part of the deposit process. The university currently uses HammerRR to publish the thesis after which, your thesis will become an Open Access document with no additional cost to you.

All theses submitted to HammerRR are considered the final copy and are required to undergo a format review. Candidates will upload their thesis to HammerRR and administrators will review the thesis for any format errors. In the event format changes are required, the administration will provide a list of necessary changes the candidate should make and re-submit to HammerRR as soon as possible. Format reviews will continue until the format is in an acceptable condition. Candidates may schedule a Formatting Consultation before their Final Exam (Defense) to avoid an extensive format review during the deposit process.

Once a thesis is deposited and Form 9 has been approved, the thesis is considered officially accepted by Purdue University. At this time, withdrawing an accepted thesis is not permissible. Post-facto thesis edits will be allowed following the proper protocol.

5. Open Access Theses and Dissertations

Each student grants, without restriction, royalty free to Purdue University the nonexclusive right and license to reproduce, distribute, and display, in whole or in part, all theses and dissertations in any format now known or later developed for preservation and access in accordance with this agreement and will be made to the general public at no charge.

a. Benefits of an Open Access Thesis or Dissertation

i. Higher Citation Rates

The more users who can access a work, the more researchers that can cite that work.

ii. Better Global Visibility of Your Work

By making their work globally visible through open access, authors are allowing more scholars, more promising students and future scholars, less wealthy institutions, policy makers, news reporters, and the unexpected reader and citizen scholar to have access to their work who may not have otherwise had the ability or funds to access closed-access scholarship.

iii. Meeting the Land Grant Mission of the University

Open access at Purdue can publicly showcase the scholarly output of the University and its community members, this provides greater visibility and traffic to your department, school, and ultimately the university. It can also show that scholars and researchers at Purdue think beyond their own disciplines by showcasing the interdisciplinary scholarship and research being created at Purdue. Finally, open access scholarship demonstrates accountability to the public that funds the university, while disseminating knowledge gained and created at Purdue; satisfying the public, land-grant mission of the university.

c. Embargo

Students who wish to delay public release of their thesis must make the appropriate selection on the Electronic Thesis Acceptance Form (ETAF), provide the reasoning for the requested embargo, and make the same embargo selection in their HammerRR profile. The information that is provided to ETAF and HammerRR will be validated for consistency at the time of your thesis submission. If inconsistencies are present between the ETAF and HammerRR, the HammerRR profile will be updated by administrators to match what you have selected and what your committee chair has approved on the ETAF. Embargo periods are 6 months, 1 year, or a maximum of 2 years. **Only MFA and select PhD candidates have the option to add an indefinite embargo and must consult with Thesis and Dissertation Office staff before submitting this embargo length.**

During the embargo period, the deposited thesis abstract will be available for viewing; however, the main content will remain unpublished until the embargo period has expired. Students may embargo their thesis when applying for patents, have publications pending, or when proprietary rights are involved.

d. Confidentiality

Candidates whose theses contain sensitive ITAR/Export Controlled material, have a contract on file with Sponsored Program Services (SPS), or are including proprietary information may request confidentiality of their thesis. Confidentiality can be requested for one or two years and students who have contracts on file with SPS may request longer periods.

e. ADA Compliance and Accessible Documents

Before depositing your thesis, the PDF copy of your thesis needs to be made accessible (the file will be accessible to screen readers and other assistive computer technologies) to the best of the author's ability.

Word users: To check your thesis for accessibility it is recommended that you use Word 2013 or Word 2016 as these versions have a built-in Microsoft Accessibility Checker. Once you convert your file to PDF, you should also verify that the accessible Word document has converted to an accessible PDF file.

LaTeX users: Authors using LaTeX should manually check the accessibility of their PDF document using Acrobat Pro.

f. Post-Facto Edits

Candidates and their departments are expected to thoroughly review the format and content of theses and dissertations prior to their electronic submission. Post acceptance changes are only permitted to correct significant textual, data, or mathematical errors affecting accuracy of content and which could be potentially embarrassing to Purdue University.

Exceptions to policy will be considered on a case-by-case basis and may be requested by submitting a letter with justification for the exception for consideration. Requests must be endorsed by the student's major professor and the Head or Chair of the Graduate Program (if required by the student's program). The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars may require additional approvals if the request may impact other offices within the University. (See Section VII.I).

6. Thesis & Dissertation Structures and Formatting

A thesis authored at Purdue University should be structured and formatted using one of the below methods:

a. Traditional

A traditional thesis is a document that provides a complete and systematic account of your research. A typical traditional thesis suggests the following structure:

- Preliminary pages
 - Title page
 - Statement of Approval page
 - Dedication (optional)
 - Acknowledgments (optional)
 - Table of Contents
 - List of Tables
 - List of Figures
 - Abstract
- Main Body pages
 - Introduction
 - Literature Review
 - Methods
 - Results
 - Discussion
 - Conclusions and Recommendations
- Back Matter pages
 - Appendix (optional)
 - References
 - Vita (optional)
 - List of Publications (optional)

* Thesis structure may vary by department. Please consult your committee for specific departmental requirements.

b. Article-based

An article-based thesis is a collection of published (or will be published) research articles consisting of an introductory and concluding chapter. A typical article-based thesis suggests the following structure:

- Preliminary pages
 - Title page
 - Statement of Approval page
 - Dedication (optional)
 - Acknowledgments (optional)
 - Table of Contents
 - List of Tables
 - List of Figures
 - Abstract
- Main Body pages
 - Introduction
 - Published Article #1 (References at end of chapter)
 - Published Article #2 (References at end of chapter)

- Published Article #3 (References at end of chapter)
- Conclusion
- Back Matter pages
 - Appendix (optional)
 - Vita (optional)
 - List of Publications (optional)

* Thesis structure may vary by department. Please consult your committee for specific departmental requirements.

Theses authored using this structure **must** include acknowledgment of prior publication within the respective chapter. Although each journal may have specific statement requirements, the acknowledgment should be single-spaced and appear 3 single spaces under the chapter title. Consult your publisher regarding required information that should appear in this acknowledgment. In addition to the prior publication acknowledgment, candidates must submit permissions to re-use all previously published content within the thesis, regardless of copyright, to thesishelp@purdue.edu.

c. Creative work

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars is prepared to accept theses in creative formats subject to departmental and committee approval. Students wishing to submit a creative work as their thesis requirement should consult with their committee chair and contact the Thesis & Dissertation Office by emailing thesishelp@purdue.edu with their proposal.

7. Theses & Dissertations in Languages other than English

If the primary literature on a subject matter is in a language other than English and the thesis or dissertation addresses a community of scholars who publish in a language other than English, a student may elect to write the thesis in a language that all committee members speak and read and support its use in the thesis. In this case, the thesis should contain a title page and abstract page in English.

8. Required Thesis Form

All West Lafayette, IUPUI, Northwest, and Fort Wayne candidates are required to submit the ETAF through their Plan of Study portal. This form should be submitted on the day of Defense or no later than the date of the Final Examination Deadline each semester.

Effective September 1, 2014, all theses and dissertations, with the exception of those with export controlled content, are required to be reviewed using the iThenticate software and any issues identified by the software and any issues identified by the software addressed prior to the deposit of the final thesis or dissertation. Satisfaction of this requirement will be certified by both committee chair and degree candidate on the ETAF. [Click here for more information.](#)

9. Thesis & Dissertation Deposit Fee

All master's candidates are required to pay a Thesis Deposit Fee of \$90 and Doctoral candidates submitting a dissertation are required to pay a Thesis Deposit Fee of \$125. The fees will be uploaded to a student's myPurdue account within 3-5 business days after the deposit is approved.

West Lafayette, PFW, and PNW candidates will pay the fee through their local bursar's office. IUPUI candidates will receive an e-bill following their successful thesis deposit.

10. Deadlines

Candidates are required to meet both departmental and University deadlines each term.

Thesis-option master's and doctoral students are required to successfully deposit the final copy of their thesis (with approved format edits) no later than the close of business (5:00pm ET) on the Wednesday of the last week of classes in the session in which their degree is to be awarded. Candidates who miss the deposit deadline at 5:00 pm on the last day of classes, but still wish to

graduate, must submit a request for a Form 14 deposit extension. If approved, the student should expect to pay a Late Graduation Deadline Fee. Contact the Office of Graduate Records at (765)494-2600 or thesishelp@purdue.edu for questions.

11. Required Surveys

Ph.D. and master's students are required to complete the Exit Questionnaire (GSEQ). In addition to the GSEQ, Ph.D. candidates are required to complete the Survey of Earned Doctorates. These surveys will become available to complete during the semester the student registers as a candidate for graduation.

D. Establishing Examining Committees

All examining committees are established following the same procedures. Preliminary and final examining committees may or may not be identical to the advisory committee. The Request for Appointment of Examining Committee (G.S. Form 8), must be submitted electronically via myPurdue for all students at the West Lafayette campus. Regional campus practices may vary.

All Form 8 requests must be signed by the advisory committee chair and the exam form head (if required by the program) and must be received by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars at least one week prior to the proposed examination date, to allow the Vice Provost time to process the Request for Appointment of Examining Committee (G.S. Form 8). In some cases, this week may be needed to give the Vice Provost adequate time to appoint and arrange for additional members. (Departmental deadlines maybe earlier.) Final examinations must be held before the last week of classes.

Because it is crucial for advisory committee members to bring independent thought and decision-making to their advisory committee roles, it is recommended that major professors, graduate students, and other individuals involved in the advisory committee selection process avoid appointments where there may be potential conflicts of interest, nepotism or amorous relationships.

Advisory committee appointments of spouses/partners, partners in business, or those with financial conflicts of interest connected to the graduate student, for example, should be discouraged. It is prohibited for a graduate faculty member to serve in any evaluative capacity (whether related to academic or research performance, progress or potential and/or co-curricular, athletic, or other institutionally prescribed activities) for someone with whom they have a personal relationship (a relationship between two individuals by blood, adoption or marriage).

1. Non-thesis Option Master's Degree

If the student's department requires a final examination for a non-thesis master's degree, the examining committee usually will be identical to the advisory committee, in which case, no additional request for appointment of a committee is required. If, however, the examining committee is to be different from the advisory committee (e.g. when a committee member is unable to serve), appointment of a committee of at least three graduate faculty must be requested in the usual manner, by submitting a Request for Appointment of Examining Committee (G.S. Form 8) electronically via myPurdue, or through the link on the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars homepage under "Graduate forms."

If the graduate program has been approved to use the One-Member Advisory Committee Flexibility option, but does not have approval to use the Alternative Graduation Criteria option, the Master's Final Examination Report Form (G.S. Form 7), must still be submitted.

2. Thesis Option Master's Degree

The final examining committee must be composed of at least three members of the graduate faculty and may or may not be identical to the advisory committee. Members of the committee need not be faculty with whom the student has taken coursework, however, at least 51% of the committee members must have regular graduate faculty certification.

3. Doctoral Qualifying Examinations

Departments may require their doctoral students to complete qualifying or mastery examinations at various stages between admission and the preliminary examination. These examinations do not require authorization from the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, nor are the results to be reported to that office.

4. Doctoral Preliminary Examinations

To become eligible to take the preliminary examination, the student must have an approved plan of study, satisfactorily completed most of the formal study, and satisfied any world language requirements. Satisfactory completion of any world language requirement is monitored and determined by the department.

The examination should be scheduled as soon as possible and must be completed with at least two sessions of registration (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring session is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall session) before the following spring session. The Graduate Council recommends that full-time graduate students take the preliminary examination by the end of their third year of graduate study. Departments are encouraged to add the recommendation that full-time doctoral students take preliminary examinations by the end of their third year to departmental graduate handbooks.

The preliminary examining committee must consist of a minimum of three members of the graduate faculty. At least 51% of the committee members must have regular graduate faculty certification. All members of the examining committee are to be notified of the scheduled examination. Other faculty members may be requested by any member of the examining committee to participate, without vote, in the examination, and any interested faculty member may be present, without vote. Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is invalid.

5. Doctoral Final Examinations

Doctoral students are eligible to take the final examination three sessions after passing the preliminary examination. However, there must be at least two academic sessions of registration devoted to research and writing in between the preliminary and final examinations. For example, a doctoral student who passed the preliminary examination in Fall 2021 must register for both Spring and Summer 2022 in order to be eligible to take the final examination in Fall 2022.

After the research has been completed and the thesis written and presented to the committee, a final oral examination must be held in which the candidate defends the thesis and demonstrates to the examining committee, consisting of a minimum of four members, the capabilities for which the Ph.D. degree is to be awarded. At least 51% of the committee members must have regular graduate faculty certification. Final examinations must be held before the last week of classes.

Departments, schools, or programs should announce final doctoral examinations so that interested persons may attend. In instances when classified or proprietary information will be discussed, the major professor may exclude external participants who are not members of the examining committee.

When the Request for Appointment of Examining Committee (G.S. Form 8) is fully approved, an electronic examination report form will be automatically released to the examining committee for use in reporting the results of the examination.

E. Conducting Examinations

The Graduate Council has recommended that oral examinations not last more than two hours. If additional time is needed, the examination may be continued at a later date.

If it is agreeable with the members of the examining committee and the candidate, examinations may be conducted remotely. Chair, committee and candidate should follow guidelines provided in Appendix B.

1. Non-thesis Option Master's Degree

The final examining committee may conduct an oral examination, administer a written examination, or conduct a conference in the absence of the student. Departments may waive the examination process entirely by receiving approval to use the Alternative Graduation Criteria option. (See Section VII-F-2).

2. Thesis Option Master's Degree

The final examination is usually an oral examination in which the student defends the thesis; however, the examining committee shall set procedures for the examination.

3. Doctoral Preliminary Examination

The written as well as the oral preliminary examination will be conducted by the examining committee. In some cases, responsibility for the written examination is delegated to certain other faculty, but the final responsibility for the examination rests with the examining committee.

4. Doctoral Final Examination

The examining committee shall set procedures for the examination.

F. Reporting the Results of Examinations

At the conclusion of an examination, the examining committee chair should electronically present the examination committee with the appropriate examination report form. This report should be completed and signed without delay for prompt submission to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. In the case of a final examination, the report must be received before the last week of classes of the academic session in which graduation is expected. After a satisfactory examination involving a thesis defense, committee members who approve the thesis must sign a Thesis Acceptance (G.S. Form 9).

The members of the examining committee may wish to review the deposit copy prior to signing the Thesis Acceptance (G.S. Form 9). Once a committee member has signed the Thesis Acceptance (G.S. Form 9), the document is approved by that individual. A signature either by the thesis format advisor or the examining committee chair (depending on the procedural decision made by the department) indicating that the departmental format requirements have been met is required on the Thesis Acceptance (G.S. Form 9).

1. Report of the Final Examination for the Master's Degree

The exact degree title must be designated on the Report of Master's Examining Committee (G.S. Form 7). Committee certification for a master's degree requires that all members of a three-person committee concur that the student has satisfactorily completed the examination (with the exception of departments with an approved one-member flexibility option). Although only three committee members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.

If the examination is unsatisfactory, a candidate must wait at least until the following session to repeat the final examination. A new electronic Request for Appointment of Examining Committee (G.S. Form 8) must be submitted.

2. Alternative Graduation Criteria for Non-thesis Master's Degrees

A department may elect not to submit final examination reports for its students who are candidates for non-thesis, coursework only, master's degrees. It is suggested that departments use this option that have such a group of students, who complete degree requirements by taking a certain number of credits (minimum of 30) and meet certain other basic departmental requirements to earn the degree. For example, this could be 30 credits of coursework, at least a 3.0 GPA on the plan of study, or no grade less than (department to decide). Satisfaction of these criteria will be monitored jointly by the department and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars as part of the graduation audit/certification process.

To use this option, a request must be submitted to the Director of Graduate Records within the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. This request must specify the departmental requirements required for the non-thesis master's degree.

3. Report of the Doctoral Preliminary Examination

It is the responsibility of the examining committee to determine whether the student is qualified and ready to undertake or continue research and proceed toward the Ph.D. degree. The committee should report the examination as "satisfactory" or "unsatisfactory" by completing the Report of Preliminary Examination (G.S. Form 10) immediately following the examination. Graduate students who pass the doctoral preliminary examination are considered doctoral candidates. Doctoral students are eligible to take the final examination three sessions after passing the preliminary examination. However, there must be at least two academic sessions of registration devoted to research and writing in between the preliminary and final examinations. While All But Dissertation/ABD is used by some departments to describe students who are conducting research and writing their dissertations, that term is neither defined nor formally used by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Any reference to All But Dissertation/ABD in graduate departmental or program handbooks should be defined by individual departments.

If the report is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting a Request for Appointment of Examining Committee (G.S. Form 8). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

A student who transfers to Purdue with his or her major professor has passed the preliminary examination that qualifies a doctoral student for candidacy and been admitted to candidacy at the previous institution, may request that the student's advisory committee (with the endorsement of the head of the graduate program) petition the dean to admit the student to candidacy at Purdue. The petition must include a completed Report of the Preliminary Examination (G.S. Form 10), which can be obtained from the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars, a description of the candidacy examination at the previous institution, and the committee's analysis of that examination that led to the request. This doctoral candidacy status is separate from candidate status as it relates to graduation processes. For more information on graduation candidacy, see Section X.

4. Report of the Doctoral Final Examination

At the completion of the final examination, the committee chair should present the examination committee with a Report of the Final Examination (G.S. Form 11), which is sent to the department by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars upon approval of the request for an examining committee. Each member of the examining committee must indicate approval or disapproval and sign the report form. Only members of the approved examining committee may take part in the evaluation. No more than one dissenting vote is acceptable in certifying a candidate to receive the Ph.D. degree.

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. A Request for Appointment of Examining Committee (G.S. Form 8) must be submitted.

G. Multiple Degrees

Students may pursue multiple Purdue graduate degrees provided they meet the admission and graduation requirements for each degree pursued and provided that each degree program is unique in the degree title, major, and/or area of concentration granted upon completion. Students may not repeat a degree program in an area in which they already hold a conferred degree from Purdue University.

1. Master's Degrees

A student may earn more than one Purdue master's degree if the student meets the requirements for each master's degree program. However, coursework from only one master's degree may be used to partially satisfy Ph.D. degree requirements. Coursework at the 50000- and 60000-level used to satisfy the requirements of one (and only one) Purdue master's degree may be used on the plan of study for a second Purdue master's degree. The maximum number of course credits which may be dual counted between the two Purdue master's degrees varies based on the total credit hours required for the master's degree that has the highest number of required credits of the degrees being pursued.

Master's Degree	Maximum Number of (Required Credit Hours)Dual Counted Credit Hours
30-36	12
37-45	15
46+	18

2. Ph.D. Degrees

Although the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars discourages the admission of students who hold a Ph.D. degree from any institution for a second Ph.D. degree, it recognizes that there may be special circumstances in which such an admission is appropriate. Such decisions can be made at the level of the departmental graduate committee and will be processed like other recommendations for admission. (See Section III-B-10). Credits used toward an awarded Ph.D. degree may not be used toward another Ph.D. degree.

H. Changing Graduate Programs (Same Campus)

Students who are eligible to register in a graduate program at Purdue University may wish to move to a new graduate program at the same campus. The process for requesting this differs based on whether the change being requested is within the same department or a transfer to a new department.

1. Change of Degree Objective Within the Same Department

If a student's degree objective changes before completion of the degree program in which he or she is enrolled, as well as to have more accurate data about the number of students studying in the various degree programs, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars should be notified without delay so the student will remain in the appropriate enrollment objective. The deadline for Change of Degree Objective (CODO) submission is the end of the second week of the effective term. Requests received by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars after the second week of the term will be made effective with the next session. (See University Regulations, D-3).

It is particularly important to report immediately any change in degree objective for visa purposes or if the student has a graduate appointment since only degree-seeking and license students are eligible for these appointments. (See Section IV-A-1).

CODO requests may be communicated to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars through the formal online application process, or through one of the following methods:

a. Program delivery changes (on-campus, online, or hybrid) or changes in major within the same department can be requested by submitting a G.S. Form 17B with student and department approvals to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Beginning with students admitted for Fall 2022, students are only permitted to request one program delivery change per graduate degree program admission.

b. Degree objective changes within the same major, such as master's to doctoral (or vice versa), can be communicated to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars through one of the following methods:

- Submitting A G.S. Form 17 B with student and department approvals.
- Submitting a plan of study for the new degree objective
- Submitting a copy of the department's approval letter sent to the student
- Indicating intent to continue with the doctoral degree on the master's degree graduation audit/certification form (master's to Ph.D. requests only)

If a student who already has an approved plan of study is approved for a change of major or degree objective, the current plan will not be valid in the new program. A new plan of study will need to be submitted upon CODO approval. After degrees have been awarded, the Office of the Registrar will inactivate the records of those graduates. If a graduate wishes to continue to register, they must be continuing another degree within the same department or have been admitted to another program.

2. Transfer of Department

A student who: 1) has established a graduate academic record at Purdue University, 2) has current eligibility to register in a graduate degree program, and 3) wishes to change to a graduate degree program in another department should submit a completed Request for Transfer of Department (G.S. Form 17). The Proposed department may request updated or additional admission information (e.g. GRE scores or letters of recommendation) or even a new application.

Both departments should review any conditions of admission that have not been met at the time of transfer and make the appropriate notation on the transfer form. If a new application is requested, the department in which the student is currently enrolled must upload to Slate a completed Request for Transfer of Department (G.S. Form 17).

International students who wish to transfer from one department to another must check with the Office of International Students and Scholars to determine if their visa status will be affected by the transfer.

If a student who already has an approved plan of study in the current department is approved to transfer to a new department, the current plan will not be valid in the new program. A new plan of study will need to be submitted after the request to transfer has been approved.

3. Continuing for Another Purdue Graduate Degree

Students who complete a graduate program in one department may request to stay at Purdue University to pursue another graduate degree. Requests to pursue a graduate degree in another department should be communicated to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars through either of the following methods at the discretion of the admitting program:

- Submission of a completed Request for a transfer of Department (G.S. Form 17)

OR

- Submission of a formal online application

Students must have Eligibility to Register (ETR) in the requested effective start session for the new program in order to use the G.S. Form 17. This means that the requested start date of the new program must be within three sessions of graduation from the previous program. Students who have lost ETR must formally apply to begin study in a new program.

I. Exception to Policy

Exceptions to policy will be considered on a case-by-case basis and may be requested by submitting a letter with justification for the exception for consideration. Requests must be endorsed by the student's major professor and the Head or Chair of the Graduate Program. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars may require additional approvals if the request may impact other offices within the University.

VIII. Special Issues Concerning Research

Navigation

- A. Patents and Copyrights
- B. Research Involving Animal Subjects
- C. Research Involving Human Subjects
- D. Research Involving the Use of Biohazards
- E. Research Involving the Use of Hazardous Chemicals
- F. Research Involving the Use of Radioactive Material and Radiation-Producing Devices
- G. Graduate Students Needing Access to Survey Students

Research and instructional activities conducted by Purdue University faculty, staff, and students, or involving the use of Purdue University facilities, are subject to a number of policies and regulations administered by several campus offices but coordinated through the Office of the Executive Vice President of Research and Partnerships. (See Section IX-B).

A. Patents and Copyrights

The University retains all domestic and foreign rights in and to any and all inventions and materials made or developed by University personnel, either in the course of employment by the University or through the use of facilities or funds provided by or through the University. University personnel include part-time and full-time members of the faculty, staff, all other agents and employees, undergraduate and graduate students, and postdoctoral fellows of the University.

The rights owned by the University include all economic and property rights as well as the right to patent inventions and to copyright materials. Net proceeds normally will be shared with the inventor. Patents, inventions, and copyrights are supervised by the Office of Technology Commercialization in accordance with University Policies on Teaching, Research, and Outreach, Intellectual Property.

Ownership of the thesis or dissertation prepared for an advanced degree resides with the author. Purdue University has an agreement with ProQuest Information and Learning, Ann Arbor, Michigan, for publishing the Ph.D. dissertations. At the time of graduation, candidates will be asked to complete a Doctoral Dissertation Agreement Form and an Addendum (G.S. Form 14) to that form giving ProQuest Information and Learning permission to publish the dissertation. The availability of the dissertation will be announced by a listing of the title and a reproduction of the dissertation abstract in Dissertation Abstracts International, a monthly journal distributed to leading libraries here and abroad. The thesis fee covers the cost of production, publication, and distribution of the abstract. A copy of all or part of the dissertation may be ordered by anyone from the publishers of Dissertation Abstracts International. Publication by ProQuest Information and Learning does not preclude the printing of a dissertation in whole or in part in a journal or as a monograph.

All documents should be scanned through the iThenticate process before submission.

It is recommended that all faculty, students, and staff attach the CIC addendum when signing publishing agreements to ensure that academic authors retain certain rights that facilitate archiving, instructional use, and sharing with colleagues to advance discourse and discovery.

B. Research Involving Animal Subjects

University policy and government regulations require that all research, teaching, or testing activities involving live vertebrate animals conducted at Purdue University or owned by Purdue University must be reviewed and approved. For more information visit the Research Policies Handbook.

Other helpful links:

Purdue Animal Care and Use Committee

Institutional Review Boards

C. Research Involving Human Subjects

University policy and government regulations require that all research with human subjects that is conducted by any Purdue University employee and/or student, or involves use of Purdue University facilities must be reviewed and approved. For more information visit the Academic Research Affairs.

D. Research Involving the Use of Biohazards

The Institutional Biosafety Committee (IBC) promotes the safe and proper use and management of biohazardous agents and recombinant DNA.

E. Research Involving the Use of Hazardous Chemicals

The University Chemical Management Committee promotes the safe handling, use, storage, and disposal of chemicals. The committee is available as an advisor to the University community and also provides training in the management of hazardous chemicals.

For information, contact the chair of the University Chemical Management Committee, through the department of Radiological and Environmental Management.

F. Research Involving the Use of Radioactive Material and Radiation-Producing Devices

The University Radiological Safety Committee, under Nuclear Regulatory Commission guidelines, has the responsibility of ensuring the safety of the University community in the utilization of all radioactive materials and radiation producing devices.

The University Laser Safety Committee is responsible for ensuring the safe use of certain lasers. Specific information is available at the department of Radiological and Environmental Management.

G. Graduate Students Needing Access to Survey Students

Graduate students needing access to survey students through campus-wide email for their research are required to submit the following information electronically to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (lmason@purdue.edu):

- Student Name; Department; College;
- A copy of the survey to be sent
- A letter or email from your major professor showing his/her review and approval of the survey
- The cover letter you intend to use for the email
- Proof of IRB approval
- Certificates for CITI and/or Responsible Conduct of Research training

After receipt of this information OGSPS with review, and if approved, will notify the student, major professor and the Office of the Registrar. The student can then contact the Office of the Registrar to proceed with the e-mailing of the survey.

IX. Graduate Student Responsibilities and Rights

- A. Student Conduct and Rights of Appeal
- B. Integrity in Research
- C. Rights to Privacy
- D. Harassment & Discrimination
- E. Workloads of Students with Graduate Staff Appointments

Some of the regulations covered in this section are based on Graduate Council documents, while others have been established within the University but outside of the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS). Although administration of these latter regulations is not a function of OGSPS, their summaries are included below because of their importance to graduate students.

Although graduate staff employment policies are articulated in Graduate Staff Employment Manual, graduate students with questions and/or concerns regarding voluntary leave, including leave related to pregnancy, parenting, medical needs, military obligations, or other situations, may contact OGSPS, located in Young Hall 160 for assistance.

A. Student Conduct and Rights of Appeal

Graduate students, like all members of the University community, are subject to the regulations outlined in the University Regulations.

Special attention is called to the section pertaining to student conduct. This part of the regulations not only details standards of conduct expected of students, but also protections for their rights as individuals and as students. A summary of these protections and statements are given below.

1. Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

Graduate students are expected to be familiar with this section which outlines prohibited behavior as a student member of the University community. Graduate students should pay particular attention to policies pertaining to academic integrity.

2. Appeals Concerning Academic Standards

Graduate students who wish to appeal decisions concerning matters of academic standards should review the following information based upon the type of appeal they are seeking.

a. Course Grades

Graduate students who wish to appeal final grades (including grades received for 69800 and/or 69900 registrations) received in regular coursework may do so only through the grade appeals system.

b. Departmental Graduate Examination Committee Decisions

OGSPS administers the preliminary and final (defense) examinations. Decisions by departmental graduate examination committees whose appointment does not require approval by the Vice Provost of OGSPS (including, but not limited to, various departmental examining committees such as those for qualifying and gateway examinations) must be appealed within the relevant departments, rather than through the grade appeals system or to the Graduate Council. The initial appeal must be filed with the department head charged with supervising the relevant graduate program.

The appeal must be in writing, must specify the grounds for the appeal, and must be filed within 30 calendar days after the issuance of the disputed decision. Upon receipt of such an appeal, the department head shall appoint a committee to hear the appeal and to make a determination. The appeal committee's decision shall be final unless an appeal is made to the department head within 10 calendar days of the appeal committee's decision. For those matters so appealed to the department head, the decision of the department head shall be final.

c. Approved Examination Committee Decisions

Appeals of decisions by graduate examination committees whose composition has been authorized by the Vice Provost shall be handled by the following procedures.

i. The initial appeal must be filed with the department head charged with supervising the relevant graduate program. The appeal must be in writing, must specify the grounds of the appeal, and must be filed within 30 calendar days of the issuance of the decision of the examining committee. The department head shall forward the appeal to the departmental graduate committee with instructions to consider the case and provide the head with a written recommendation. Upon receipt of such a recommendation, the head shall make a determination and, in writing, so inform the student.

ii. If the student chooses not to accept the decision of the department head, he or she may request, in writing, within 10 calendar days of the issuance of the determination of the departmental appeal, that the Vice Provost appoint a review board. Such a board shall be composed of five persons chosen at random from among current voting members of the Graduate Council. Council members serving on the advisory or examining committee of the student, council members serving on the student's departmental graduate committee, and council members otherwise judged by the Vice Provost to be interested parties shall be ineligible to serve on the review board. The review board shall consider the case and report its recommendation to the Vice Provost, whose decision shall be final.

The procedure outlined above means that a master's student who fails a final examination, or a doctoral student whose graduate study is terminated for failing either the preliminary examination or the final examination, after having exhausted departmental appeals, may appeal to a specially constituted panel of the Graduate Council.

All attempts to resolve student appeals will be done within a reasonable amount of time. Students are encouraged to contact the Office of Student Rights and Responsibilities if they encounter difficulties with the timeliness of the process.

B. Integrity in Research

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during an examination) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest. Plagiarism consists in using another's words or ideas without clear and explicit acknowledgment. Self-plagiarism consists in using one's own previous work in a new context without clear and explicit acknowledgment of previous use.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Procedures to be followed in any situation related to research misconduct are presented in Purdue University Policy VIII.A.2.

All graduate students are required to complete the CITI RCR training module within 120 days of starting a graduate program and every five (5) years thereafter.

C. Rights to Privacy

In keeping with the intent of federal law, once a student has been admitted and registered, any part of a student's educational record (except those parts specifically excluded under the law) may, upon written request by the student, be viewed by the student. See Executive Memorandum No. C-51, University Policy Regarding the "Family Educational Rights and Privacy Act of 1974" (as amended).

Generally, applicants are not allowed to view their admission application file when it is in process of being reviewed for admission. The law also contains restrictions on who, other than the student, may legitimately view the file.

If a student is denied admission or otherwise fails to matriculate, the department might keep the credentials and documentation on file for a limited period of time to allow for any possible appeal by the student. Once the original purpose of the documents has been served, the documents should be destroyed.

If a student is admitted and registered, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars will maintain the official University record for the student, which contains the application, plan of study, examination requests and reports, and transcripts. Recommendation statements related to the admission decision will not be made a part of this record. It is the policy to direct students and others who need a copy of any documents containing FERPA-covered data to the Office of the Registrar. Such a request must be made in writing by the student to the University's FERPA officer, who is located in the Office of the Registrar.

Questions about FERPA policies should be directed to the Office of the Registrar.

D. Harassment & Discrimination

Graduate students are expected to be familiar with this section which outlines prohibited behavior as a student member of the University community.

The Office of Institutional Equity (OIE) supports Purdue University's mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the University community. The office develops and directs the affirmative action program for the West Lafayette campus and serves as a resource and coordinator of Purdue University's system-wide affirmative action activities, including the Fort Wayne and Northwest campuses.

The Office of Institutional Equity works with the Purdue University community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing University policies regarding equal access, equal employment and educational opportunity for all persons, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information, disability, or veteran status.

Vision Statement

The Office of Institutional Equity is committed to working cooperatively within the Purdue University and surrounding communities to provide leadership and quality service that fosters an equitable, diverse, and inclusive campus environment, that values the inherent worth of all individuals, at all times, and in all ways.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) supports, vigorously, the University's condemnation of harassment, as stated in Executive Memorandum No. C-33 (issued September 16, 1994) and in III.C.1 and III.C.2 of University Regulations. The following statement was approved by the Graduate Council on April 18, 1991. (The first paragraph has been updated to reflect *Executive Memorandum* No C-33.)

The Vice Provost and faculty of OGSPS support all University efforts to protect its faculty, staff, and students from harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin, ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation. Cases involving alleged harassment will be handled through established University procedures. In any cases in which a faculty member has been found responsible for harassment, the procedure below will be followed at the discretion of the Vice Provost.

The Vice Provost shall appoint a committee consisting of members of the Graduate Council. The Vice Provost has the option to include a faculty representative from the department involved. Any other person particularly knowledgeable about the case may be asked to contribute information to the committee. The committee shall be charged with the following responsibilities:

1. The committee will evaluate OGSPS certification status of the faculty member. The committee may recommend that certification be downgraded to any level. (If implemented, the downgrade may be reviewed at a future time if a review is requested by the head of the graduate program.)
2. The committee also will consider the impact of the incident on all graduate students under the direction of the faculty member. The committee may make specific recommendations.

The committee should meet and produce a report in a timely manner. The committee's recommendations are to be delivered directly to the Vice Provost.

E. Workloads of Students with Graduate Staff Appointments

A graduate student employee's workload should reflect both the work assignment and contractual obligations of the assignment. The following statement of principle, endorsed by the Graduate Council on November 15, 1990, defines the mutual obligations of faculty employers/supervisors and graduate student employees:

The practice of employing graduate assistants is vital to the operation of Purdue, as it is to all large research universities. A good assistantship program benefits everyone. A student on a graduate appointment receives a salary, health and other benefits, tuition

remission, and valuable experience in research and teaching. The University is able to conduct classes and to staff research groups at levels that would otherwise not be possible.

For an assistantship program to be successful, certain goals and safeguards need to be kept in mind. Whenever possible, duty assignments should stimulate the intellect and enhance the professional knowledge and skill of the assistant. But in all instances, the duties of the assistant must be fairly and equitably assigned, and the demands placed upon the assistant must not be unreasonable. The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) claims neither the mandate nor the wisdom to direct the day-to-day interaction of professors and their assistants. However, we do seek to discover a rational frame of reference within which the wide variety of policies and practices may be calibrated and justified.

The generally accepted measure for setting graduate assistant assigned workloads is time. Purdue, like many other major research universities, assumes that a half-time appointment entails 20 hours of service per week. If an assistant's duties are independent of the student's coursework and research, the definition of the half-time work load is relatively straight forward: not more than 20 hours per week. Of course, some flexibility is necessary, both because one individual may work faster or more efficiently than another and because the pressure of work to be done ebbs and flows across the semester. "Overworking" an individual whose assistantship tasks are distinct from his or her student tasks and thesis research has a double consequence. Not only is the assistant being required to work without pay, the student is being deprived of time that might be spent on study and research.

When there is no clear distinction between the duties required by the assistantship and a student's own study and research -- when all or most of the assistant's tasks contribute directly toward the student's degree -- judgements as to the reasonableness of a workload can be very difficult. Under such circumstances, it would be foolish to encourage a student to think that a total of 20 hours of work per week would be likely to bring about the desired work product and to advance his or her intellectual and technical progress at an acceptable rate. The very fact that individual cases differ makes it especially important for those who supervise graduate assistants to discuss work obligations with their students, early and often.

One final word. The supervisor is often the assistant's employer, counselor, advisor, mentor, examiner, and referee. No other academic situation places such power in the hands of the professor nor requires a more thoughtful assumption of responsibility for the well-being of the student. The supervisor needs to be especially aware of the assistant's health and sanity, of the dangers inherent in extended periods of high stress, and of the reasonable claims which family, friends, and society have on the time and energy of the assistant.

Departments are urged to establish a formal mechanism by which students who feel they are being treated unfairly may receive counseling, guidance, and redress.

X. Graduation

Navigation

- A. Declaration and Certification of Candidacy
- B. Commencement Participation and Receipt of Degree
- C. Doctoral Candidate Hooding
- D. Report of Graduation Results

A. Declaration and Certification of Candidacy

The primary responsibility for identifying and clearing graduation candidates for advanced degrees rests with the students, major professors, and departments. Graduation candidates must be registered in the session of graduation for a candidate course (CAND 99100 or CAND 99200).

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars requires the assistance of each department in developing a final list of those who expect to graduate at the close of the session. The accurate and timely establishment of a candidate list is important to the student and the University.

1. Preliminary Candidate List

At the time of registration, students who expect to graduate at the end of that session should notify their department of their intent. The department is responsible for registering students properly as candidates for graduation. Since students who have been granted permission for absentia research are not automatically added to the candidate list, departments should monitor the progress of these students and register them as candidates in the session in which they anticipate graduating. If an absentia student expects to graduate in the summer session, the student must register for the summer session. (See Section V-F and V-G).

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars sends a preliminary (starting) list of candidates with an active CAND registration for the current term to each department. For various reasons, the preliminary candidate list may be incomplete. Therefore, it is very important that this list be checked thoroughly by each department.

Each department is asked to poll graduate students and major professors as soon as possible after receiving the preliminary candidate list. The names of students who expect to graduate but whose names do not appear on the initial list should be supplied to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars at once (via email) but no later than the last day to declare candidacy for the session of anticipated graduation. (See Graduation Deadlines). Students whose names are not added to the candidate list by the last day to declare candidacy for the session of anticipated graduation normally will be required to register for the following session to receive their degrees. If a student wishes to pursue graduation after the last day to declare candidacy, they will be charged a Late Graduation Deadline Fee to be added to the candidate list. (See Section X-1).

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars sets the candidate list up in the Graduate Student Database, which is accessible by the departments. The Office periodically updates the candidate list, so it is important for the departments to review this list regularly and notify the appropriate office(s) of any changes (via e-mail). The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars monitors late registrations, and, as students become eligible for candidacy, the Office updates subsequent candidate lists accordingly until the last day to declare candidacy. (See Graduation Deadlines Calendar).

If a department later discovers that a student who was potentially eligible to graduate will not be able to complete all graduation requirements by the deadlines specified, the department should inform all appropriate office(s) (via e-mail) so the student's name can be removed from the candidate list.

2. Candidate Audit/Certification Forms

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars sends departments a candidate audit/certification form for each student on the candidate list. The candidate audit/certification form is the department's formal statement that the student is, or is not, a bona fide candidate to receive an advanced degree at the close of the current session. The audit/certification form informs the department of outstanding problems that must be resolved before the record can be cleared for the anticipated degree (e.g. courses to be completed, notes of unacceptable grades, registration credit issues, GPA issues, or the absence of required transcripts). The completed candidate audit/certification form should be signed by the coordinator and the head of the graduate program, as well as the student's major professor if requested by the department. These individuals should confirm the student's candidacy or removal from candidacy. The form should be signed by all department representatives as soon as possible but must be signed before the beginning of the last week of classes in that academic session. (See Graduation Deadlines Calendar). The department should retain a copy of the form.

Any errors detected on the candidate audit/certification form should be reported to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars by the department as soon as possible. If there are changes to be made to a candidate's plan of study, the change to the plan of study should be submitted for approval to the Office immediately. Be aware that plans of study may not be altered after degrees are conferred.

The Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS) should be notified immediately if the degree title is incorrect or if a concentration is not posted (or is incorrectly posted) on the candidate audit/certification form.

Students whose names appear on the candidate list but who have not met all academic requirements for their degrees by the end of the session of candidacy will not be awarded degrees. These students must register for a future session to be awarded degrees. When a candidate is academically qualified to receive a degree, the degree must be awarded and may not be deferred to a future session.

3. Late Graduation Deadline Fee

Graduate students may be assessed a Late Graduation Deadline Fee for the following graduation-related reasons:

a. Missing the Plan of Study Deadline

Plans of study must be received by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars with all advisory committee, department/school, and college signatures, prior to the first day of classes of the session of anticipated graduation. Students are encouraged to submit their plan at least one month in advance of the start of the session of anticipated graduation to allow ample time for department review and approval. Departments may set and enforce an earlier student submission deadline, if appropriate.

b. Missing the Deadline to Declare Candidacy

Students must be registered as graduate candidates and be listed on the candidate roster on or before the deadline to declare candidacy for the session of anticipated graduation.

c. Registering as a Candidate for Graduation for Three or more Consecutive Sessions

Students who are on the candidate list for the same degree for three or more consecutive sessions will be assessed the late fee for each consecutive session, starting with the third session. Students are considered to have been "Listed" on the candidate roster for a given term if a candidate registration was entered for them at any point for that term.

d. Missing the Thesis Deposit Deadline

Thesis option master's and doctoral students must deposit their thesis or dissertation no later than the close of business (5:00 p.m. Eastern Standard Time) on the last day of classes of the session in which their degree is to be awarded.

e. Making at Least One Update or Correction to an Already Deposited Thesis or Dissertation

If a student misses one of the critical deadlines noted above (a, b, or d) and still wishes to pursue graduation in that academic session, a formal memo request is required. The memo should be endorsed by the student's major professor and department head, and submitted to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars for review. If approved, the Late Graduation Deadline Fee will be assessed.

Students will only be assessed the Late Graduation Deadline Fee up to once per session, even if they qualify for it for multiple reasons. If a student believes s/he has been assessed this fee incorrectly, or if there were extenuating circumstances that may warrant a fee waiver, students may submit an appeal request using the G.S. Form 38: Appeal Initiation. Students who submitted their plan at least one month or more in advance of the start of the session of anticipated graduation but who failed to obtain all department approvals before the deadline are encouraged to use the G.S. Form 38 to request an appeal of the Late Graduation Deadline Fee.

Late Graduation Deadline Fee appeals that are not approved by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars may be reviewed one additional time by a committee of faculty and staff if a second review is requested by the student. Graduate students seeking to pursue a second appeal must submit the request for the additional review to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars. Additional documentation or explanation of relevant extenuating circumstances may be included with the second appeal request. Decisions regarding the Late Graduation Deadline Fee made by this committee are final.

B. Commencement Participation and Receipt of Degree

The Office of the Registrar electronically notifies graduation candidates when the "Commencement" tab is made available in myPurdue. Through this tab, the Registrar will issue directives, and provide information to candidates relative to graduation and participation in the commencement exercises. If it is their intent to participate in the commencement ceremonies, the candidates are to indicate that through this "Graduation" tab.

It is at this time that the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars sends to the Office of the Registrar the list of major professors who have doctoral candidates on the candidate roster. If a major professor plans to hood their doctoral candidate at commencement, he or she must register to do so through the Registrar's website.

The names of all candidate participants in the commencement ceremonies must appear on the candidate list during that academic session. The only exception is a graduate who wishes to return to participate in a ceremony for a session subsequent to the session of graduation. In this case, a written request must be submitted to commencement@purdue.edu prior to the start of the term in which the candidate is requesting to participate.

A candidate who has been on the candidate list during the session but who is not able to complete the degree requirements by the end of the session may still participate in commencement, provided he or she has already notified the Registrar of the intent to participate. If the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars is notified that a candidate will not meet degree requirements by the end of the session, and the student has not notified the Registrar of his or her intent to participate in commencement, that student will be removed from the candidate roster and will not be eligible to participate in commencement.

Please be aware that students cannot be added to the candidate list for the sole purpose of participating in commencement.

Diplomas are mailed to graduates if their records cannot be cleared for the degree before commencement or if they did not participate in commencement. Diplomas normally are mailed about eight weeks after commencement.

C. Doctoral Candidate Hooding

The day following the deadline to declare candidacy, the registrar sends the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars the preliminary candidate list for that session's graduation. Based on this preliminary candidate list, a roster of major professors who have doctoral degree candidates graduating at the end of the term is produced.

Major professors are sent a notification that one of their doctoral candidates is on the candidate list for graduation at the end of that session. This notification includes an invitation to march with, and hood, their candidate(s) during the commencement exercises. (This invitation is sent out twice per session to all major professors who have doctoral degree candidates on the candidate roster for that session.) If, after working with their candidate(s), it is decided that both the major professor and the student would like to participate, this invitation provides the major professor with the link they must use to register their participation with the Office of the Registrar. Information on the registration deadline for that session is also included in the invitation.

Only regular certified graduate faculty who are major professors are eligible to participate, and hood, doctoral candidates. If the candidate has co-chairs on the advisory committee, a decision will need to be made as to which co-chair will participate. Also, co-chairs who have special certification are not sent the invitation as they are not eligible to participate.

Major professors participating must be in academic attire, and it is their responsibility to obtain the appropriate academic attire. Information regarding gown and hood rentals is included in this invitation should the faculty member not have their own academic attire.

Care should be taken to thoroughly read this communication as various other pieces of valuable information are also included.

D. Report of Graduation Results

At the close of each session, after the final grades have been posted, a final audit is once again completed on each candidate's record.

As soon as possible after the final audits have been completed, the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars returns to the Registrar the updated list of candidates who were certified as having met all academic requirements for their degrees. Departments are notified by email of outstanding issues at the time the audits are done. The Office updates the candidate list in the Graduate Student Database, which is accessible by departments. Departments should review this list carefully for any discrepancies with their own records, and immediately report any discrepancies to the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars.

Once the records have been cleared and degrees have been posted to the academic records, the Office will mark the plans of study as "Posted" in the Graduate Student Database. The departments may then access the Graduate Student Database to verify posted degrees for their graduates.

Purdue University Graduate Council

- Graduate Council Meetings
- Officers of the Graduate Council, 2023-2024
- Graduate Council Membership, 2023-2024
- Area Committees of the Graduate Council

A Quick Reference Guide to Understanding and Applying FERPA

FERPA Regulations: <http://www.purdue.edu/policies/records/viia4.html>

What rights do students have under FERPA?

- The right to inspect and review their education records within 45 days of their request
- The right to request an amendment to their education records
- The right to consent to disclosures of personally identifiable information contained in their education records
- The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

What is directory information?

Institutions may disclose the following information on a student without violating FERPA if the student has not restricted their information

- name
- e-mail address
- address (local & home)
- telephone number (local & home)
- college/school and curriculum
- enrollment status and credit hour load
- dates of attendance
- classification
- receipt or non-receipt of a degree
- academic awards received (dean's list, honors students)
- participation in officially recognized activities
- sports photograph
- position, weight, and height of athletes

What is a restricted directory and what does it mean?

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

Restricted records cannot be released without the written permission of the student. This permission must be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the party or parties to whom the disclosure may be made.

There are exceptions to the consent to disclosure requirement. Please see the following Web site for further details:<http://www.purdue.edu/policies/records/viia4.htm>

What is personally identifiable information?

Personally identifiable information includes, but is not limited to:

- student name
- name of student's parent or other family member
- address of the student or the student's family
- a personal identifier (PUID, SID, SSN)
- biometric record
- other indirect indicators (birth date, place of birth, mother's maiden name)
- other information alone or in combination that would make the student's identity easily traceable

Public Posting of Grades

The public posting of grades, either by the student's name, institutional student identification number, or social security number is a violation of FERPA. Using an assigned random number that only the student and instructor know would be an appropriate way to post grades. Even then, the order of posting should not be alphabetic.

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is designed to protect the privacy of students' education records and personally identifiable information. This federal law spells out the rights of students and the responsibilities of educational institutions.

What are education records?

An education record is any record that is directly related to a student and maintained by the university. A student has the right of access to these records.

Education records include any records in whatever medium (handwritten, email, print, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

What aren't education records?

- sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- records relating solely to an individual's employment by the institution that are not available for any other purpose,
- records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- records of an institution that contain only information about an individual obtained after that person is no longer a student, i.e., alumni records,
- grades on peer-graded papers that have not been collected and recorded.

Letters of Recommendation

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which:

1. specifies the records that may be disclosed,
2. states the purpose of the disclosure, and
3. identifies the party or class of parties to whom the disclosure can be made.

Since the letter of recommendation would be part of the student's education record, the student has the right to read it - unless he/she has waived that right of access.

What happens if non-compliance occurs?

The student has the right to file a complaint with the U.S. Department of Education in Washington, D.C.

This complaint may result in the loss of federal funding for financial aid and educational grants for Purdue University and the filing of civil litigation.

Action to terminate funding is generally taken only if compliance cannot be secured by voluntary means.

Sources of Additional FERPA Information

Purdue University's Office of the President Executive Memorandum No. C -51:

<http://earchives.lib.purdue.edu/cdm4/document.php?CISOROOT=/PPA&CISOPTR=4875&REC=1>

Purdue University's University Regulations, Part 6, Rights and Privacy - Student Education Records:

<http://www.purdue.edu/policies/records/viiia4.html>

FERPA Training: <http://www2.itap.purdue.edu/SSTA/certifications/select.cfm>

Call 765-494-8219 or email ferpa@purdue.edu for FERPA assistance.

Student Activities and Organizations

- Liaison with Outside Agencies
- General Responsibilities
- Procedures for Forming and Maintaining Student Organizations
- Requirements for Members, Officers, and Advisors
- Recognized Student Organizations
- Publicity
- Campus Mail
- Financial Arrangements
- Policy Against Hazing
- Violation of Rules and Regulations
- Liability Insurance

Liaison with Outside Agencies

Contact with outside agencies, commercial establishments, or individuals for purposes of publicity, gifts, financial assistance, or loan of equipment must be approved by the Office of the Dean of Students and the Business Office for Student Organizations.

General Responsibilities

The recognition of student organizations and the supervision of their programs is the responsibility of the Office of the Dean of Students. The Business Office for Student Organizations has the responsibility for exercising financial responsibility over all student organizations who must maintain accounts with that office.

Procedures for Forming and Maintaining Student Organizations

1. A group of Purdue students may become a student organization upon formal recognition by the Office of the Dean of Students. According to Article 13 of the Purdue University Bill of Student Rights, any student group recognized as a Purdue student organization shall be entitled to the use of available University facilities in conformity with regulations. Recognition shall not imply University endorsement of group goals and activities. Such recognition is contingent upon the following considerations:
 1. The approval of the constitution of the proposed student organization by the Office of the Dean of Students. An outline of the basic information to be included in a constitution is available in the Student Organization Handbook online, or at Office of the Dean of Students in Schleman Hall.
 2. The filing of a list of eligible officers including the name of a faculty advisor.
 3. The establishment of a financial account with the Business Office for Student Organizations.
 4. Any student organization not covered by Purdue University's liability insurance program (those whose finances are not managed through the Business Office for Student Organizations) must provide proof of liability insurance. Such proof shall be in the form of a Certificate of Insurance showing a minimum of \$1.0 million of commercial general liability insurance. The Certificate shall also name Purdue University and The Trustees of Purdue University as additional insureds.
2. To maintain status as a recognized student organization the following conditions must be met:
 1. Any new or revised constitution must be submitted to the Office of the Dean of Students for approval.
 2. All amendments to the current constitution must be submitted to the Office of the Dean of Students for approval.

3. A list of new eligible officers must be filed in the Office of the Dean of Students within three weeks of their election.
 4. Submit a new Certificate of Insurance annually within 30 days of expiration of the previous year's policy.
 5. Members of student organizations are required to abide by the laws of the state of Indiana, the United States, the community, the state or country in which the organization's activities occur, and University rules and regulations.
3. The Office of the Dean of Students will notify any recognized student organization that has failed to meet the conditions for maintaining active status:
 1. The student organization will be deactivated if the conditions listed in Section B above (this is true of all section references in this part unless otherwise specified) are not satisfied.
 2. The organization may request to be returned to active status once it has met the necessary qualifications.
 3. If a recognized student organization is in a state of deactivation for a period of at least two years, the Office of the Dean of Students will withdraw recognition from that organization.
 4. An organization may request to have recognition withdrawn at any time it chooses.

Requirements for Members, Officers, and Advisors

1. General Membership
 1. The control and operation of a student organization must remain with the student members. Full voting privileges may be granted only to Purdue University students.
 2. Membership and participation in student organizations must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran.
 3. Students must be free to join or leave an organization without being subjected to pressure, harassment, or intimidation.
 4. Hazing is prohibited by university regulation (Policy against Hazing) and state statute.
2. Requirements for Holding Office
 1. These regulations shall apply to the student officers of recognized student organizations on the West Lafayette Campus, and to the student participants in student activities representing Purdue University off campus, including extramural sports clubs, bands, glee club, and debate teams, and to those presented as student participants in all-campus dramatic and musical productions.
 2. Each student organization or director of an activity shall be expected to define the requirements for eligibility of its own officers and participants.
 3. Regardless of further requirements that may be established by a student organization or director of an activity, an officer or candidate for office of an organization or participant in an activity as defined in Requirements for Members, Officers and Advisors, Section B-1, must satisfy the following:
 1. He/She must be in good standing, i.e., has not been dismissed, suspended, or dropped from the University without thereafter having been readmitted.
 2. Undergraduate students must have:
 1. Earned a total number of semester hours of credit not less than the number of his/her current classification according to the registrar minus one times 12; or
 2. Earned a minimum of 12 semester hours of credit in the semester immediately preceding and be currently enrolled in a minimum of 12 hours of coursework.
 3. Graduate students must be enrolled as full-time, degree-seeking students.
 4. University probation
 1. A student placed on disciplinary probation or probated suspension, as part of that probation, may be required to resign from an office in a student organization, refrain from seeking such an office or discontinue participation in a special activity.
 2. Students on academic probation are not eligible to hold an executive officer position.
 5. Students may not hold more than one executive officer position within an organization.
3. Advisors to Student Organizations

1. All organizations are required to have an advisor, who should serve in an advisory role only and may not have voting rights, including voting to approve expenditures or programs. Advisors provide advisement and support, and enhance student life outside the classroom.
2. Advisors must be either full-time faculty or administrative/professional staff at Purdue University or otherwise approved by the Office of the Dean of Students. Individuals classified as graduate student staff are not eligible to be advisors to student organizations.
3. In addition to their primary advisor, organizations may have community advisors, instructors, and coaches with limited authority. Many recreational and sports clubs have non-university affiliated instructors and coaches because of a need for specialized instruction or discipline. However, the direction of the group remains with the student members. Provisions must be made in the constitution for selection and removal of such instructors and coaches.
4. The officers of each student organization shall be responsible for confirming the eligibility of the members, officers, and advisors of the organization.

Recognized Student Organizations

Activities and Programs

1. Social Events
 1. Social functions may be scheduled to end no later than the following times:
 1. Sunday - Thursday: Midnight
 2. Friday and Saturday: 3 a.m. (Subject to facility availability and necessary requirements.)
 2. Student organizations may not serve or possess alcoholic beverages in any University student residence unit. Student organizations may seek approval from the Executive Vice President and Treasurer or his/her designee to have alcoholic beverages served at on-campus organizational functions in areas designated by the University and under the supervision of the Purdue Memorial Union or the Department of Hospitality and Tourism Management, subject to compliance with all University regulations and applicable Indiana state laws. Under no conditions may organizational funds maintained in the Business Office for Student Organizations be used to buy, sell, or provide alcoholic beverages on or off campus (Board of Trustees, May 31, 1997, and revised April 2, 1999).
 3. Under no conditions may organizational funds maintained in the Business Office for Student Organizations be used to buy, sell, or provide tobacco products on or off campus.
 4. Officers of student organizations carry responsibility for the conduct of their groups at social functions. In all matters related to the discipline of a student organization, the officers shall act on behalf of the organization and shall be responsible for notifying all members of the status of the organization.
 5. Social activities and events sponsored by student organizations that meet any one of the following criteria must be scheduled on an Event Planning Form (*available through the Office of the Dean of Students online Student Organization Handbook*):
 1. The event is open to the public, the University community, or an invitation is extended to a specific group outside of Purdue University.
 2. The event is sponsored by a student organization with an account in the Business Office for Student Organizations and the expenditure or receipt of money is involved.
 3. The event is sponsored by a housing organization and is to take place in University facilities other than those of the housing organization.
 4. The event will terminate later than the hours listed in section A above.
6. Business Meetings

Business meetings to be held within campus buildings or in the residence facilities of the sponsoring organization need not be scheduled on an Event Planning Form. Arrangements for these events should be made through the scheduling office in the desired building. A business meeting is defined as any meeting designed to conduct business that helps carry out the purposes of the organization, and when those in attendance are Purdue students and staff members.

3. Demonstrations, Rallies, and Parades
 1. A basic general requirement for staging a demonstration, rally, or parade is that the activity must not interfere with academic programs or other scheduled functions of the University. Sound and amplifying equipment is

generally not permitted and when permitted will be regulated to prevent interference with academic programs or other officially sponsored activities.

2. In order to insure availability of appropriate space, demonstrations, rallies, and parades must be registered far enough in advance of the event so that all departments of the University involved with the scheduling of such events can be properly notified. To register an event, an Event Planning Form must be submitted to the Office of the Dean of Students.
3. In the event that more than one demonstration or rally is planned for the same area, the one that is properly registered and is scheduled first will have priority.
4. The south end of Memorial Mall (area west of Stewart Center) is reserved for demonstrations and rallies. If a student group wishes to consider other areas of the campus for similar activities, the plans must be discussed with staff in the Office of the Dean of Students and the appropriate approval obtained.
5. Approval from the Office of the Dean of Students must be obtained if off-campus speakers are to address participants of demonstrations, rallies, or parades held on campus. An Event Planning Form may be used to obtain such approval.
6. If demonstrations, rallies, and parades are to be sponsored by student organizations off the University campus, such plans should be discussed with the staff in the Office of the Dean of Students, and proper arrangements must be made with the appropriate community or county officials.

4. Conferences

Officers of student organizations planning to sponsor an event that may bring visitors to campus should discuss their plans well in advance with staff in the Office of the Dean of Students. The majority of such events must be registered on a special form with arrangements to be made through the Division of Conferences for housing, food service, and meeting rooms.

5. Participation by Students with Disabilities

Recognized student organizations at Purdue University must provide access to their programs and activities for qualified students and other participants with disabilities. The Office of the Dean of Students provides student organizations with information for obtaining auxiliary aids and services for students with disabilities who wish to participate in programs and activities. To obtain this information, the student organization:

1. Must submit an Event or Travel Planning form at least two weeks in advance of the program or activity;
2. Describe the requested auxiliary aids and services; and
3. Provide the name of each student for whom auxiliary aids and services are requested.

If the preceding conditions are satisfied, any costs associated with the provision of auxiliary aids and services will be paid from the Student Organization Operating Fund. Student organizations are encouraged to cover the costs associated with the provision of auxiliary aids and services by building them into the overall fees of an event or by budgeting for projected expenses each year.

Student organizations may establish reasonable notification deadlines for requests for auxiliary aids and services by students with disabilities who wish to participate in a program or activity. To receive these auxiliary aids and services, a student with a disability must provide appropriate documentation in accordance with the Office of the Dean of Students' policy, "Documentation of Disabling Conditions and Determination of Academic Adjustments." A nonstudent with a disability who wishes to participate in a student organization's program or activity should contact the organizer of the program or activity.

If a program or activity for which auxiliary aids and services are requested is canceled, postponed, or rescheduled, the student organization is required to pay any costs incurred to fill the request unless it has given 72 hours notice to the Office of the Dean of Students.

6. Trips

1. Any trips away from campus sponsored by student organizations must be registered on a Travel Planning Form available through the Office of the Dean of Students.
2. Trips scheduled by sports clubs must follow guidelines published by the director of recreational sports.
3. Additional requirements must be met when a student organization is planning a trip outside of the United States.

7. Events at Which Outside Speakers Participate (Executive Memorandum No. B-6, July 17, 1972)

1. There are three types of meetings at which recognized student organizations may sponsor outside speakers on the Purdue campus:
 1. Meetings closed to all but student organization members.

2. Meetings restricted to members of the University community.
3. Meetings open to the general public.
2. Meetings open only to organization members need not be registered on an Event Planning Form unless the meeting will involve the expenditure or receipt of money. Meetings restricted to members of the University community or open to the general public must be registered on an Event Planning Form and approved through the Office of the Dean of Students.
3. Members of student organizations planning to invite speakers to the campus should consult with staff members in the Office of the Dean of Students so that they follow the regulations set forth in the Student Organization Speaker Scheduling Procedures and the Regulations Governing the Use and Assignment of University Facilities.
8. Schedule Limitations during Final Examination Period (From University Senate Document 72-17, December 18, 1972). It is strongly recommended that no extracurricular activity requiring student participation be scheduled by the faculty and staff at the West Lafayette Campus during or immediately prior to periods in either semester or the summer session when final examinations are given.

The purpose of such voluntary restriction of extracurricular activities is to protect and enhance the opportunities for preparation, review, and study as well as to minimize physical, emotional, and mental strain on students during such periods.

In the event there is no alternative to scheduling extracurricular activities during the periods specified, student participation must be on a voluntary basis.

A student who feels compelled to participate in an extracurricular activity at the expense of time needed for study and preparation for an exam is encouraged to carry his concern to any appropriate University agency (i.e., Office of the Dean of Students).

Publicity

1. All publicity related to a student organization activity including posting inside buildings, posting outside on kiosks and sidewalks, chalking on sidewalks, and posting on Web sites must identify clearly the student organization sponsoring the activity and must adhere to the Posting of Publicity guidelines available in the Office of the Dean of Students. Any publicity that includes the advertisement of an agency outside the University must be cleared first through the Business Office for Student Organizations and the Office of the Dean of Students.
2. Publicity is not to be released until an Event Planning Form has been given final approval.
3. Posters and signs may be displayed in specified areas within buildings and on the campus, provided that clearance has been obtained from the appropriate people in the following offices:
 1. In the Purdue Memorial Union and Stewart Center, the scheduling office in the Union.
 2. In residence halls, the central desk in each residence hall.
 3. In all other buildings, the building deputy or director whose office is located in that building.
 4. On campus grounds, the Academic Classrooms and Event Scheduling.
4. Printed material may be distributed in buildings only if permission has been obtained from the building deputy or director. Printed material may be distributed on campus grounds provided that the rights of individuals are not violated and there is no interference with the flow of traffic and the orderly operation of the University.
5. Student organizations and/or individuals involved will be held responsible for the improper posting of signs and materials that result in damaging or defacing property. Not only will the group and/or individuals involved be subject to disciplinary sanctions, but they will be required to cover the cost of removal of the materials, resulting damages, and replacement of property, if necessary.
6. Tables are provided in Stewart Center and the Purdue Memorial Union for promotional projects by student organizations. Such tables may be reserved in the Purdue Memorial Union scheduling office. When collections or solicitations of money are to be made, an Event Planning Form must be initiated in the Office of the Dean of Students.

Campus Mail

1. The Campus Mail Service is provided by the Purchasing Department through the General Stores Operation. The service is designed to deliver U.S. mail and campus mail to all departments, staff members and recognized student organizations whose fiscal affairs are audited by the director of student finance.
2. The service is established to deliver mail within a place of business. Mail from and to Purdue Village, social sororities, fraternities, cooperatives, student organizations, clubs or similar off-campus groups will not be delivered by Campus Mail Service. These areas are served by the U.S. Post Office.
3. By arrangement with the Housing and Food Services, student organizations may prepare mailings to be placed without postage in the residence halls' post office boxes. Approval will be limited to student organizations that are registered with the Office of the Dean of Students and whose fiscal affairs are audited by the Business Office for Student Organizations.

Approved mailings must be individually addressed, alphabetized by residence and delivered directly to the main office of each unit by the sender.

For additional information on mail procedures for the residences, contact Housing and Food Services.

Financial Arrangements

All recognized student organizations, except student housing organizations not under the financial management of Purdue University, are required to manage their finances and related transactions through the Business Office for Student Organizations.

1. Regulations applicable to student organizations that conduct financial and business service transactions through the Business Office for Student Organizations:
 1. An account relationship with the Business Office for Student Organizations must be established after the student organization is formally recognized by the Student Activities and Organizations Office. Refer to the "Procedures for Forming and Maintaining Student Organization" section within the Student Regulations. Upon formal recognition, an account will be established.
 2. Business and financial procedures, including receiving and dispersing of funds and cash handling activities are to be managed in accordance with University policies and procedures as administered by the Business Office for Student Organizations.
 3. The Business Office for Student Organizations is to be consulted before contractual services are solicited. All contracts and agreements entered into on behalf of recognized student organizations are to be approved in advance by the Business Office for Student Organizations in accordance with University procedures.
 4. Treasurers appointed by their respective recognized student organizations are required to attend training workshops as determined by the Student Activities and Organizations Office and Business Office for Student Organizations.
 5. All financial transactions are to be reviewed and authorized by the responsible student organization officer. Financial records and documents that support financial and business related activities are to be maintained by the recognized student organization.
 6. Financial records may be requested at any time for audit purposes.
 7. Each recognized student organization is assessed a financial service fee of one and one-half percent of gross income to defray costs of student organization operations. This fee is subject to change. The fee provides the following support to those recognized student organizations that manage accounts through the Business Office for Student Organizations: general liability insurance coverage, general banking and payment services, a web-based accounting system, web-based store fronts, contract review and approvals, and general business services.
2. Financial responsibility of student organization officers:

A student who, through neglect or dishonesty, fails in his/her duties as an officer of any student organization:

1. To collect amounts due, or to pay the organization's debts legally incurred by him/her; or
2. To account for cash received and expended by him/her; or
3. To account for other property entrusted to him/her as an officer of a student organization, shall be referred to the Office of the Dean of Students, Office of Rights and Responsibilities for appropriate action.

4. Sales, canvassing, fundraising projects:

Recognized student organizations may conduct sales, canvassing, and fundraising projects as approved by the Student Activities and Organizations Office. Sales and fundraising activities that are in partnership with an outside vendor will require additional review and approval by the Business Office for Student Organizations.

Policy Against Hazing

(Administrative Approval, February 11, 1994)

1. Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University both on and off campus.
2. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:
 1. Creates a substantial risk of physical harm;
 2. Substantially or seriously demeans or degrades any person; or
 3. Interferes with any person's scholastic activities.
3. Any hazing allegation against a student organization will be investigated by the University. If found guilty in a disciplinary action, the student organization may incur a disciplinary penalty as specified in "Violations of Rules and Regulations." University action occurs whether or not civil or criminal actions take place.
4. In addition to action taken against a student organization, the University may take action against individual students for hazing when their conduct falls within "Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals," section B-2.
5. Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of the Dean of Students.
6. The president of each student organization is responsible for informing pledges, affiliates, initiated members, and guests of this policy.

Violation of Rules and Regulations

1. Members of student organizations are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization's activities occur. In addition to a violation of the above-mentioned laws, a violation of any University rules and regulations by any member of a student organization may subject that organization and/or its members to disciplinary action by the Office of the Dean of Students. After official representatives of the student organization have been informed of the nature of the charges and have been given an opportunity to refute them, the Office of the Dean of Students may initiate action against the organization and/or its members that may take the following forms:
 1. A verbal or written warning to the officers of the organization;
 2. A limitation of privileges;
 3. Probation that may include a restriction of privileges;
 4. Suspension of the student organization for a prescribed period of time (The actions may be appealed through the Campus Appeals Board.);
 5. Withdrawal of recognition of the student organization. (The actions may be appealed through the Campus Appeals Board.)

Liability Insurance

The University carries a liability policy covering the activities of student organizations under the direct management of the University and whose finances are under the jurisdiction of the Business Office for Student Organizations. The details of this coverage may be obtained from that office. Student housing organizations not under the direct management of Purdue University are excluded from the University liability insurance policy. For hayrides and other functions involving special transportation, student organizations must either:

1. Submit evidence of a comprehensive liability insurance policy covering such functions, or

2. Obtain special insurance for the event.

For more information on liability insurance, see the Risk Management Web site.

Student Conduct

Students are responsible for observing the policies, rules, and regulations of Purdue University.

These, in general, state the expectation that Purdue students will at all times conduct themselves as responsible citizens. Failure to show respect for duly established civil laws or University regulations will be handled by the Office of the Dean of Students in conformance with the various policies and regulations hereafter stated. The Student Honor Code and the Bill of Student Rights are documents initiated by the students themselves and approved by the faculty and the Board of Trustees for the purpose of indicating both the rights and the responsibilities of students. In the interest of specificity in regulations, the resolution of the Board of Trustees states in detail the kind of serious misconduct for which students are subject to suspension or expulsion from the University and the methods of appealing disciplinary decisions.

This section is followed by other miscellaneous regulations concerning the conduct of students. It is imperative that students become thoroughly familiar with this part of Student Regulations in order to avoid jeopardizing their relationships with the University and to understand fully their responsibility as citizens and members of the University community.

Purdue University Bill of Student Rights

(West Lafayette Campus)

(From Vice President and Treasurer Memo A-16. Board of Trustees, April 30, 1970. Revised by the January 9, 1975, July 10, May 31, 1997.)

Preamble

At an institution of higher learning, the pursuit of knowledge and the attainment of mature attitudes will be greatly facilitated by freedom of expression and decision making as enumerated in the following Bill of Rights. In exercising these rights, however, students must bear the responsibility to act in accordance with local, state, and national laws, and University rules. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community. We, the students, thereby endorse the Purdue Honor Code and the following Bill of Rights, expecting in all instances to accept these documents with maturity and a level of responsibility that enables the University to retain its academic excellence and to foster an atmosphere conducive to thoughtful and productive individual and collaborative inquiry.

Article 1

The student has the right to accurately and plainly stated information that enables the student to understand clearly:

1. The general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within the University.
2. The graduation requirements for the student's specific curriculum and major.
3. The course objectives, requirements, and grading policies set by individual instructors for their courses.

Article 2

Changes in graduation requirements that would delay completion of a student's program or impose a hardship on the student shall not be applied retroactively. This article shall not apply to professional certification or other requirements imposed from outside the University.

Article 3

A student's education record or other personally identifiable information except directory information shall not be disseminated outside the University without the student's consent, except under legal compulsion. Within the University, the use of the student's education records or other personally identifiable information shall be limited to providing student services. Disciplinary records of a student other than those required to support encumbrances of the academic transcript and/or registration shall be destroyed within five years after the student's separation from the University.

Article 4

Purdue University recognizes that in the community of scholars there are certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The University encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers as well as the lay community. To dissent, to disagree with generally accepted truth and knowledge, is acceptable, and in many ways is essential to free debate and inquiry. Accordingly, the student shall be free to discuss and express any view relevant to subject matter presented by the instructor or other class members. However, in exercising this freedom, the student shall not interfere with the academic process of the class by speaking to or behaving towards others in a manner constituting unwelcome, targeted conduct that is so severe, pervasive, and objectively offensive, and that so undermines and detracts from the educational experience of those to whom the speech or behavior is targeted, that the targeted person is effectively denied equal access to the University's resources and opportunities.

Article 5

The student's course grade shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. The students have the right to discuss and review their academic performance with their instructors. Any student who feels that any course grade has been based upon something other than academic performance has the right to appeal through the University Grade Appeals system.

Article 6

Within the limitations generally accepted for proprietary and collaborative work, and those imposed by the relevant standards of academic honesty, the student has the right to freedom of inquiry, to exchange findings and recommendations, and consistent with applicable University regulations, to publish. No publication by a student shall imply University endorsement.

Article 7

A student, student group, or student organization has the right to distribute written or electronic material on campus without prior approval, providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with University activities. The student press shall be free of censorship or pressure aimed at controlling editorial policy or staff appointments or removals. The editors and managers shall not be arbitrarily suspended because of student, faculty, administrative, alumni, or community disapproval of editorial policy or content. The same freedom shall be assured oral statements or views on an institution-controlled and student-operated radio or television station. Such editorial freedom entails a corollary obligation under the canons of responsible journalism, applicable regulations of the Federal

Communications Commission, and their station constitution or activity guidelines. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the University or of the student body.

Article 8

The student has the right to freedom from unlawful discrimination on the basis of race, gender, religion, color, age, national origin or ancestry, disability, marital status, parental status, sexual orientation, or status as a military veteran. A perceived violation of these principles shall be the basis for a grievance procedure with the Campus Appeals Board.

Article 9

Students should have clearly defined means to participate in the formation of University policy affecting academic and student affairs. Student representation on University committees shall be provided wherever appropriate as a mode of student participation. In any case, University committees, when appropriate, should schedule and announce hearings at which representatives of the Purdue Student Government, Purdue Graduate Student Government, student organizations, and individual students as well, can present oral or written statements as effective to the committee deliberations.

Article 10

Students living in University-operated housing shall have the right to share equally in the establishment, modification, and enforcement of residential rules and regulations. Such right shall be exercised through their residential student organizations in cooperation with appropriate University administration. The landlord-tenant rights and responsibilities of both parties shall be recognized as shall all law bearing on such relationships. A perceived violation of this right shall be the basis for a grievance procedure with the Campus Appeals Board.

Article 11

The student has the right to freedom from illegal search and seizure. No contractual arrangement with the University shall be interpreted as waiving this right.

Article 12

Any group of students may become a recognized Purdue student organization by registration with the University in accordance with the provision of University regulations. Any appeal of a University decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.

Article 13

Any student group recognized as a Purdue student organization shall be entitled to the use of available University facilities in conformity with regulations. Recognition shall not imply University endorsement of group goals and activities.

Article 14

Any recognized Purdue student organization or any group of students that is able to secure sponsorship by a recognized student organization and that is able to demonstrate financial responsibility has the right to present speakers of its choice to address members of the University community using appropriate University facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the University and the safety of persons or property.

Article 15

Freedom of assembly shall be guaranteed to all members of the University community. Such assemblies shall be consistent with University regulations regarding the time, place, and conduct of such assemblies.

Article 16

Every student and recognized student organization has the right to substantive and procedural fair play in the administration of discipline and the imposition of academic sanctions. This requires that in all situations the student be informed of the nature of the charges, that the student be given an opportunity to refute them, and that the institution not be arbitrary in its actions.

Article 17

The student who violates civil law may incur penalties prescribed by civil authorities. Only where the University's interests as an academic community are distinct from those of the general community should the special authority of the University be asserted.

Article 18

It is the right of every student to exercise freely full rights as a citizen. Any student may participate in off-campus activities singly or with any group provided that no claim is made that the student represents the University.

Article 19

This Bill of Student Rights is a reaffirmation by the entire University community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student's freedom to learn set forth in the foregoing articles, are essential to the proper operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, rules, and regulations of Purdue University, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the state of Indiana.

Whenever a student or a group of students claims that these rights have been violated and that the student or group of students has been or will be adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to an appropriate body of the campus appeals system. Through this system, an appropriate board or committee shall have the power and duty to hear the interested parties and to make findings on complaints within its jurisdiction. In case of grade appeals, the University Grade Appeals Committees shall have final authority. In all other cases, the Campus Appeals Board shall submit recommendations to the president of the University; provided that all such claims that arise out of or are connected with alleged misconduct for which disciplinary proceedings have been instituted shall be presented and determined in such proceedings. If necessary the president may present such recommendations to the Board of Trustees for its consideration.

Article 20

The enumeration of this bill of certain rights shall not be construed to deny or disparage others retained by the student. Nothing contained in this bill shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of Purdue University.

Article 21

Proposed amendments of this Bill of Student Rights may be initiated by the Purdue Student Government, Purdue Graduate Student Government, University Senate, administrative officials, or the Board of Trustees and shall be submitted to the Purdue Student Government and University Senate for consideration and recommendation before adoption by the Board of Trustees. In the event the Board of Trustees adopts an amendment not approved by the Purdue Student Government, Purdue Graduate Student Government, and University Senate, then the Purdue Student Government or University Senate may withdraw its endorsement of the bill in whole or in part.

Purdue University Code of Honor

(From Vice President and Treasurer Memo A-16. Board of Trustees, April 30, 1970. Revised by the January 9, 1975, July 10, May 31, 1997.)

The purpose of the Purdue University academic community is to discover and disseminate truth. In order to achieve these goals, the university commits itself towards maintaining a culture of academic integrity and honesty. For this to be possible, self-discipline and a strong desire to benefit others must be present within each individual. Therefore, we students must follow the Regulations Governing Student Conduct of Purdue University out of a sense of mutual respect, rather than out of fear of the consequences of their violation.

Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals

(From Vice President and Treasurer Memo A-16. Board of Trustees, April 30, 1970, with revisions dated January 9 and July 10, 1975, May 31, 1997, April 2, 1999, April 9, 2010, May 10, 2013, June 1, 2014, August 15, 2016, July 1, 2018, August 19, 2020, and August 19, 2022.)

1. Authority, Application, Amendments

1. Authority. These regulations are enacted pursuant to the power and authority conferred by the laws of the state of Indiana upon the Trustees of Purdue University, including without limitation, the power to do all acts necessary and expedient to put and keep Purdue University in operation, and to make all by-laws, rules, and regulations required or proper to conduct and manage the University, as provided in Indiana Code 21-27-7-4 and 21-27-7-5, and the power and duty to do all acts and things mandated or provided for in Indiana Code 21-39-2-2, 21-39-2-3, 21-39-2-4, and 21-39-2-5.
2. Application: These regulations, as from time to time amended, and except to the extent adapted for regional campuses pursuant to Subsection A-4 below, shall apply to all undergraduate, graduate, and professional school students of Purdue University at the West Lafayette campus, each regional campus, and each Purdue Polytechnic Statewide location, and shall be deemed a part of the terms and conditions of the admission and enrollment of all students as of the stated effective date. Unless specifically noted, these regulations apply to behaviors that occur both off and on campus. Alleged violations of the University's Anti-Harassment Policy and of the University's Equal Access, Equal Opportunity, and Affirmative Action Policy are governed exclusively by the Procedures for Resolving Complaints of Discrimination and Harassment and not by these

regulations. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies of the University now existing, these regulations shall govern. They shall be enforced by the President.

3. **Amendments.** Pursuant to the authority delegated to the President of the University by resolution of the Board of Trustees adopted April 9, 2010, any amendments to these regulations shall take effect on a date prescribed by, and shall remain in effect until rescinded or modified by, the President. Amendments may be proposed at any time by the Purdue Student Government, Purdue Graduate Student Government, University Senate, administrative staff, or by the Board of Trustees. The Office of the Dean of Students shall, in consultation with the Office of Legal Counsel, conduct a review of these regulations every two years for the purpose of identifying any necessary updates resulting from changes in applicable law or University policy.
4. **Adaptation for Regional Campuses.** The Chancellors are hereby authorized and directed to make and promulgate modifications of these regulations, as applied to the regional campuses, which are necessary because of the different student or faculty organizations or governments existing at the regional campuses. Such revisions shall be effective when approved by the President, acting under the delegated authority of the Board of Trustees.
5. **Definitions:**

Advisor means any person selected by a student to assist in a disciplinary proceeding. A student has the right to be assisted by an advisor, but the advisor is not permitted to speak or participate directly in any other manner during any disciplinary proceeding, nor may an advisor appear in lieu of the student. Students are responsible for representing themselves. The advisor need not be an attorney, but the student is allowed to have an attorney serve as their advisor in the disciplinary proceeding, at the student's own expense, with the understanding that the attorney's role is as an advisor rather than as an advocate. It is the responsibility of the student to arrange for an advisor who is available at the time of the scheduled disciplinary proceeding. Postponement or rescheduling of student disciplinary proceedings due to availability of an advisor will not be permitted.

Chancellor means the chief executive officer of the Indiana University-Purdue University Ft. Wayne and Purdue Northwest regional campuses.

Conduct Officer means a staff member authorized by the Office of the Dean of Students to administer disciplinary proceedings and represent the University at Community Standards Board hearings.

Dean of Students/Dean's Office means the dean of students or another person authorized to act on their behalf.

Degree deferral means a sanction issued against a student who has completed the coursework of their degree program but who, at the time of the conduct in question, had not yet received a degree. In the case of such a sanction, student status shall be suspended, no grades (other than directed grades) or academic credit shall be given, no degree shall be awarded, and no diploma shall be given, in each case for such a period of time and subject to the satisfaction of such conditions as the University decision-maker imposing the sanction may determine. In cases where a degree deferral sanction has been issued, it will be notated on the student's academic transcript until the date, if any, on which a degree is awarded based on the expiration of the sanction or the satisfaction of the imposed conditions, or both. The term "degree deferral" is not intended to cover the University's temporary withholding of a degree from a student pending the completion of any educational sanctions imposed under these regulations.

Degree revocation means rescinding a degree previously awarded by the University. In cases where a degree revocation sanction has been issued, it will be noted on the student's academic transcript on a permanent basis.

Disciplinary probation means a probationary student status imposed for a limited time as a result of an official determination of conduct. In the event the student is found in violation (under the procedures set forth in these regulations) of subsequent charges of conduct, records of such disciplinary probations shall be taken into consideration in determining the disciplinary sanction, if any, to be imposed because of such subsequent conduct. Students placed on a status of disciplinary probation are restricted from holding elected and/or appointed positions in recognized student organizations and may be subject to additional restrictions as determined by the Conduct Officer.

Disciplinary proceeding means an administrative hearing conducted by a Conduct Officer or by a Community Standards Board panel in the manner described in these regulations for the purpose of considering whether a violation has been committed and making a determination as to any related disciplinary sanction/decision to be imposed.

Disciplinary sanction/decision means expulsion, degree deferral, suspension, probated suspension, disciplinary probation, written warning, restriction(s), and/or educational sanctions, as these terms are defined herein.

Educational sanctions means the imposition of mandatory learning opportunities for students who violate the University's regulations, which require them to participate in reasonable and relevant educational activities that foster their personal, ethical and social development. Educational sanctions may be proposed in combination with other disciplinary actions. Examples of educational sanctions include but are not limited to referrals for assessments for substance use and abuse, educational seminars/workshops, community service, reflective writing assignments, research projects and presentations, and academic assessment referrals. Some educational sanctions may have fees associated with them, with the fee being the responsibility of the student to pay.

Executive Vice President for Academic Affairs and Diversity and Provost ("Provost") is the chief academic affairs officer or another person authorized to act on their behalf.

Expulsion means permanent termination of student status, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate. In cases where an expulsion sanction has been issued, it will be notated on the student's academic transcript on a permanent basis. In cases where an expulsion sanction has been issued against a student who has completed the coursework of their degree program but who, at the time of the conduct in question, had not yet received a degree, the expulsion sanction will result in no grades or academic credit being given, no degree being awarded, and no diploma being given.

Informal action means an action designed to educate students about the behavioral standards expected of them as members of the University community and to hold them accountable for inappropriate conduct.

Obstruction or disruption of a University activity means any unlawful or objectionable act or conduct (1) that seriously threatens the ability of the University to maintain or use its facilities for the performance of its educational, research and engagement activities, functions, or processes; (2) that is in violation of the reasonable rules and standards of the University designed to protect the academic community from unlawful conduct; or (3) that presents a serious threat to person or property of the academic community. Such phrase shall include, without limitation of the foregoing general definition: (a) the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by the University; (b) using or occupying any such buildings or grounds in violation of reasonable rules or regulations of the University, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; (c) injuring or harming any person or damaging or destroying the property of the University or the property of others within such buildings and grounds; (d) obstructing building entrances, walkways, and rights-of-way or otherwise obstructing vehicular or pedestrian traffic on or adjacent to campus; and (e) interfering with classes, meetings, events or ceremonies sanctioned or sponsored by the University or with other essential processes of the University.

Office of Student Rights and Responsibilities (OSRR) is an administrative unit of the Office of the Dean of Students (ODOS) responsible for promoting student responsibility and encouraging honesty, integrity, and respect among Purdue students through education, compliance with behavioral standards, and support of individual rights.

President means the chief executive officer of the University.

Probated suspension means conditional continuation of student status for a limited and defined period of time. The student is permitted to retain student status upon the condition that the student does not further violate any provision of Subsection B(2) that would normally result in a disciplinary sanction/decision during the time probated suspension is in effect. If, during the period of probated suspension, the student is found responsible for an additional violation of Subsection B(2) after a hearing, suspension may become immediately effective and may be extended for a longer period of time than the period of probated suspension originally assigned. Students placed on a status of probated suspension are restricted from holding elected and/or appointed positions in recognized student organizations and may be subject to additional restrictions as determined by the Conduct Officer.

Restriction means the withdrawal or limitation of privileges for a defined period of time. This may include the ability to access or enter certain campus facilities, the ability to participate in co-curricular activities, and the ability to hold positions in which one may represent the University in an official capacity.

Sealing means a process by which the Dean of Students or designee may seal or void a student conduct record for good cause.

Student means an individual who has been offered and accepted an offer of admission to Purdue University at the West Lafayette campus, a regional campus, or a Purdue Polytechnic Statewide location or who is otherwise enrolled or participating in any Purdue course or program of study at one of the foregoing campuses or locations. This definition includes individuals who withdraw after allegedly violating this code or who are registered for a future semester, even if not currently enrolled. In addition, persons who are living in University Residence Halls, although not enrolled in the institution, are also considered "students" for the purpose of enforcing this code.

Summary action means an immediate disciplinary suspension and exclusion from University property imposed under certain circumstances, as more particularly described in Subsection C(9) of these regulations.

Suspension means termination of student status for a limited time, generally without grades; however, in cases such as academic dishonesty, a directed grade for a particular course may be appropriate. In cases where a suspension sanction has been issued, it will be notated on the student's academic transcript for the duration of the suspension. At the end of the period of Suspension, the student is permitted to petition to return to the University. Reentry to the University is not guaranteed.

University activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of the University, or with which the University has any official connection, whether taking place on or off campus, including without limitation University cooperative education programs, internships, practicum, field experiences, and athletic or other intercollegiate activities.

University business day means a day when the University is open for normal business, regardless of whether classes are in session (e.g., the day preceding Thanksgiving).

University property means property owned, controlled, supervised, used, or occupied by the University.

Vice Provost for Student Life (VPSL) is the chief student affairs officer or another person authorized to act on their behalf.

Written Warning is a disciplinary action consisting of an official notification to a student that their behavior is inappropriate and not in compliance with the standards set forth in these regulations.

2. Student Conduct

1. **General.** Students are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University, to conduct their academic and scholarly pursuits with the highest levels of ethical and honest behavior, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct may be subject to informal actions (as defined in Subsection A(5)). If the violation falls within one of the categories of conduct listed in Subsection B(2), the student may also be subject to disciplinary sanctions. No disciplinary sanction/decision may be imposed except for conduct covered by one of the categories listed in Subsection B(2). Violations of any anti-harrasment or non-discrimination policies promulgated by the Office of the Vice President for Ethics and Compliance, as well as the investigation and resolution of complaints made under those policies, are governed exclusively by the Procedures for Resolving Complaints of Discrimination and Harassment and/or Procedures for Resolving Complaints of Title IX Harrasment and not by these regulations.
2. **Conduct Subject to Disciplinary Sanctions.** The following actions constitute conduct for which students may be subject to informal action or disciplinary sanctions

1. Dishonesty in connection with any University activity. The expectation to uphold the standards of academic integrity and honesty is a responsibility of every member of the University community. Cheating, plagiarism, including acts of self-plagiarism and multiple submissions, or knowingly furnishing false information to the University are examples of dishonesty. As recognized by the University Senate, "the commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." (University Senate Document 72-18, December 15, 1972). Accordingly, the following behaviors will be considered violations of these standards and are subject to disciplinary action as set forth in these procedures.
 1. *Cheating*: Students are expected to adhere to the guidelines provided by instructors for academic work so that no student gains an unfair advantage. Using or attempting to use unauthorized materials, information, study aids, notes, or any other device in any academic exercise will not be tolerated. Unauthorized materials may include anything which or anyone who gives a student assistance that has not been approved by the instructor in advance.
 2. *Plagiarism*: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, without proper attribution. The sole exception of the requirements of acknowledging sources is when the information is considered common knowledge. Plagiarism includes "self-plagiarism", which is reusing portions of the student's previously written text and/or assignments, without acknowledgement or proper attribution.
 3. *Fabrication*: Intentional and/or unauthorized falsification or invention of any information or citation in any academic exercise. Includes but is not necessarily limited to (A) the changing and/or manipulation of research data, results, processes, or research record; (B) the omission of results from the research record; and (C) the alteration and resubmission of a graded academic exercise.
 4. *Multiple Submissions*: The submission of substantial portions of the same academic work for credit more than once without authorization from the instructor.
 5. *Collusion*: Intentionally or knowingly helping or attempting to help another to violate any regulation governing the standards of academic integrity described in these regulations. Students may only collaborate on academic work within the limits prescribed by the instructor.
2. Forgery, alteration, or the unauthorized use of any documents, records, or identification.
3. Obstruction or disruption of any University activity (as defined in Subsection A(5)) or inciting, aiding, or encouraging other persons to engage in such conduct.
4. Physical abuse of any person or conduct that threatens or endangers the health or safety of any other person, or an act of intimidation or a threat communicated with the conscious disregard of a substantial and unjustifiable risk that it may cause, or be viewed as threatening, harm to another person, whether or not, in each case, such abuse, conduct, act of intimidation or threat occurs on University property.
5. Hazing: Any act that endangers the physical and/or mental health or safety of a student or any act or behavior that causes ridicule or humiliation for the purposes of initiation, admission into, or affiliation with, or as a condition for continued membership in, a group or organization, or as part of any activity of a recognized student organization or student group. Individuals or groups may not consent to these types of prohibited behavior. Individuals will be held accountable for their own

actions, and neither citing the activity as a "tradition" nor being coerced by current or former members, alumni, and/or student leaders of such groups or organizations will suffice as a justifiable reason for participation in such activity. -Examples of prohibited behavior under the hazing category include but are not limited to:

1. Misuse of authority by virtue of one's leadership position
2. Assaulting an individual by paddling, beating, striking, or hitting
3. Preventing an individual from attending class
4. Requiring another to engage in any form of forced physical activity or exercise
5. Failing to report any of the foregoing behavior to the appropriate University officials (e.g., the Office of the Dean of Students and/or the Purdue University Police Department) after having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred.

The foregoing list of prohibited behaviors under the hazing category is not intended to prohibit the following conduct:

1. Planning or participating in customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or
 2. Planning or participating in any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.
- f. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind.
- g. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property, including without limitation lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, software, or other facilities or services connected with a University activity.
- h. Violation of any University rule governing student organizations, or the use of University property (including the time, place, and manner of meetings or demonstrations on University property), or of any other University rule that is reasonably related to the orderly operation of the University; provided, however, that no disciplinary sanction shall be imposed in any such case unless it is shown that the accused student knew, or, in the exercise of reasonable care, should have known, of the rule in question.
- i. Use, possession, providing, selling, manufacturing, or distribution of any illegal drug, controlled substance, narcotic or prescription drug, except as expressly permitted by law. Intentionally or recklessly inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) for the purpose or effect of altering a student's mental state is also prohibited.
- j. Lewd, indecent, or obscene conduct on University property or in connection with a University activity.
- k. Failure to comply with directions of University officials acting in the performance of their duties, including but not limited to failing to present identification upon request of a University official acting in the official capacity of their position.
- l. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity that invades the rights of others, including acting in concert with or at the direction of another to injure, oppress, threaten or intimidate any person in the free exercise of their rights..
- m. The possession, sale, use, or manufacturing of alcohol beverages in or on any University property, unless expressly permitted by law or University Regulations (University Senate Document, 99-9, April 24, 2000). Additionally, prohibited behavior includes displaying behavior of public intoxication, operating a vehicle or other mode of transportation under the influence of alcohol, and providing or distributing alcohol to a minor, whether or not such conduct occurs on University property.

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

o. Violating the terms of any University disciplinary sanction. This behavior includes violating standards outlined in these regulations while currently under a University sanction for previous behavior or failing to meet deadlines and/or requirements assigned in conjunction with a violation of these regulations.

3. **Demonstrations.** Any individual or group expressive activity that has the intent or effect of calling attention to the participants' point of view on an issue is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any provision of Subsection B(2) will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.
4. **Status During Suspension and Degree Deferral.** No grades (other than directed grades) or academic credit shall be given, no degree shall be awarded, and no diploma shall be given to any student who has been suspended from the University so long as the Suspension is in effect. Similarly, no grades (other than directed grades) or academic credit shall be given, no degree shall be awarded, and no diploma shall be given to any student who received the sanction of a degree deferral until such time as the degree deferral period has expired and all conditions related thereto have been satisfied.
5. **Status During Appeal.** No grades (other than directed grades) or academic credit shall be given, no degree shall be awarded, and no diploma shall be given to any student who is appealing a Disciplinary Sanction of Expulsion or Suspension. After the time for any appeal of Suspension or Expulsion has expired, or upon the conclusion of any unsuccessful appeal of Suspension or Expulsion, no grades or academic credit shall be given, no degree shall be awarded, and no diploma shall be given.
6. **Status During Disciplinary Proceedings.** Except where summary action is taken as provided in Subsection C(9), the status of a student charged with misconduct shall not be affected pending the final disposition of charges; provided, however, that no diploma shall be given, and no grades (other than directed grades), academic credit, or degree shall be awarded, to a student against whom charges are pending for which a disciplinary sanction may be imposed. The effective date of any disciplinary sanction shall be a date established by the final adjudicating University authority.
7. **Conduct Subject to Other Penalties.** As provided by Indiana Code 21-39-2-5, conduct that constitutes a violation of these rules and regulations may be sanctioned after determination of responsibility by the procedures herein provided, without regard to whether such conduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

C. Procedures in Student Conduct Cases

1. Any individual from inside or outside the University community may file a complaint against a student suspected of violating University regulations. The complaint shall be directed to the Office of Student Rights and Responsibilities (OSRR). Complaints should be submitted as soon as possible after the event takes place, preferably no later than during the semester in which the event happened. Upon receipt of an alleged violation, the Conduct Officer will conduct an initial review of the information provided.

After this initial review of the complaint, the Conduct Officer will determine:

1. Whether there is insufficient information to move forward with student disciplinary proceedings.
 1. The Conduct Officer may elect to conduct a preliminary investigation of the complaint to determine if additional information may be obtained that would lead to student disciplinary proceedings being initiated.

2. In addition, the Conduct Officer may request to meet with the student identified as the subject of the complaint to discuss the circumstances surrounding the incident. (This meeting may, but need not, also serve as the pre-hearing information session described in Subsection C(2)(b) below.)
2. Whether there is sufficient information to initiate student disciplinary proceedings as described in these regulations.
 3. If student disciplinary proceedings are to be initiated: (i) whether an individual hearing with the Conduct Officer of record or a hearing before the Purdue University Community Standards Board (CSB) panel should occur, or (ii) whether, in the Conduct Officer's sole discretion and judgment, the information supports the offer of diversion from formal proceedings involving the Community Standards Board via the Diversion Program described in Section D.
2. **Disciplinary Proceedings, General.** Except for a disposition pursuant to the Summary Action procedures described in Subsection C(9)(e)(ii) and the Diversion Program procedures described in Section D, the procedures hereby established and set forth in Subsection C(1) to C(7) shall be followed in all cases in which the University initiates disciplinary proceedings against students for alleged violations of the standards of student conduct set forth in Subsection III-B.
 1. **Relationship to Other Procedures.** These procedures shall not affect additional jurisdiction or procedures established by recognized student organizations or agencies/offices authorized to act on behalf of the University (e.g., Office of Vice President for Ethics and Compliance, University Residences, Recreation and Wellness, Student Activities and Organizations, Intercollegiate Athletics, etc.).
 2. **Pre-Hearing Information Session.** At any pre-hearing information session held with the student, a representative of the OSRR will meet informally with the student prior to the hearing to explain the disciplinary process and to answer questions about the procedures and possible consequences. The attendance of the student at such a pre-hearing information session is required in cases where the alleged misconduct may result in the student's being suspended or expelled from the University or receiving a degree deferral sanction. In other cases, the pre-hearing information session will be offered to the student as an optional step in the process. The pre-hearing information session may be held either before or after a notice of charges is formally delivered to the student.
 3. **Initiation of Disciplinary Proceedings**
 1. Disciplinary proceedings shall be initiated by the Conduct Officer by the issuance of a written notice of charges.
 2. The notice of charges (and all other written notices given to students against whom disciplinary proceedings are initiated) shall be delivered by the most effective method (including electronic means) to the student's address as it then appears on the official records of the University. The notice shall inform the student of the rule or regulation allegedly violated, fairly inform the student of the reported circumstances of the alleged violation and either (i) require the student to appear before the Conduct Officer for an individual hearing regarding the alleged violation, or (ii) inform the student that there will be a hearing regarding the alleged violation before a panel of the Community Standards Board as described in Subsection C(7). A reference to these regulations shall accompany each notice of charges. A copy of the notice of charges may be sent to the parent or guardian of the student if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986, as amended.
 4. **Failure to Respond to Charges**
 1. If the notice of charges requests the student to appear before the Conduct Officer and the student fails or refuses to appear, the Conduct Officer may, after conducting such investigation as they may deem necessary, dismiss the charges or impose a disciplinary sanction/decision as defined in Subsection A(5) of these regulations.
 2. If the Conduct Officer imposes a disciplinary sanction/decision as defined in Subsection A(5) of these regulations, they shall notify the student in writing of such action, and the student may, subject to the eligibility criteria and procedures set forth in Subsection C(8), appeal this action to the VPSL (or designee),

the Provost (or designee), or the Dean of the Graduate School (or designee), as applicable, in each case as provided in Subsection C(8).

3. When it appears necessary to avoid undue hardship or to avoid injustice, the Conduct Officer may extend the time to enable a student to respond to the charges.

5. Response to Charges

1. If the student appears before the Conduct Officer in response to the notice of charges, either (i) for the purpose of an individual hearing regarding the alleged violation as provided in Subsection C(3)(b) or (ii) for the purpose of a pre-hearing information session as provided in Subsection 2(b), the Conduct Officer shall advise the student as fully as possible of the facts concerning the charges.
2. The student will be informed that they are afforded the following rights in connection with the student disciplinary proceeding:
 1. The right to be informed of the allegations that have formed the basis for the charges;
 2. The right to make a statement regarding the allegations and the charges. The student may choose to not make a statement regarding the allegations and the charges. The decision not to make a statement will not be held against the student in determining whether or not they are responsible for committing a policy violation;
 3. The right to be informed of any witnesses that the University will call as part of the disciplinary proceeding;
 4. The right to present witnesses as part of the student's response to the allegations and the charges. Students may present witnesses in person, with the exception of character witnesses, which will be considered in written format only. It is the responsibility of the student to present witnesses at the time of the scheduled disciplinary proceeding. Postponement or rescheduling of student disciplinary proceedings due to the availability of a witness will not be permitted.
 5. The right to have one person of the student's choosing serve as an advisor to the student during the disciplinary proceeding;
 6. The right to be informed of the outcome of the student disciplinary proceeding; and
 7. The right to appeal the decision of the Conduct Officer subject to the eligibility criteria and procedures set forth in Subsection C(8) (Appeal of the Disciplinary Decision).

6. Procedures for Conducting Individual Hearings with Conduct Officer

1. Each hearing shall be conducted before a Conduct Officer. Although the hearing process is informal in nature, it shall be conducted in accordance with the rights described in Subsection C(5) and shall provide the following procedural safeguards:
 1. The student shall have the opportunity to hear information regarding the alleged violation;
 2. The student shall have the opportunity to rebut statements made by witnesses;
 3. The student shall have the opportunity to present witnesses or any relevant information in the student's own behalf; and
 4. The student shall be given the opportunity to respond to any new information gathered during any investigation conducted subsequent to a preliminary meeting with the Conduct Officer as described in Subsection C(1)(a)(ii) or subsequent to the individual hearing described in this Subsection C(6).

2. After hearing all relevant information and conducting such further investigation as the Conduct Officer may deem necessary, the Conduct Officer has the responsibility to determine whether it is more likely than not that the student is responsible for the alleged violation(s). The decision of the Conduct Officer shall be based solely on information obtained at any preliminary meeting between the student and the Conduct Officer, introduced at the hearing, or obtained during any subsequent investigation conducted by or at the request of the Conduct Officer. The finding shall be rendered by the Conduct Officer, who shall be present for all testimony and discussion of the results of any such investigation.
3. No person other than the student, their advisor as defined above, witnesses, the Conduct Officer, and staff members of OSRR shall be present during the discussion between the Conduct Officer and the student except by mutual agreement of both parties.
4. Normally, within five University business days following the conclusion of the hearing and any subsequent investigation that the Conduct Officer may have deemed necessary, the Conduct Officer shall make the determination as to whether it is more likely than not that the student is responsible for the alleged violation(s). The Conduct Officer shall notify the student of the decision. The decision letter shall contain a finding as to the responsibility of the accused student and a brief statement of the reasons for the sanction(s), if any. Any disciplinary sanction imposed or informal action taken is subject to the provisions of Subsection B(4) and Subsection B(5) (relating to status during suspension or degree deferral and status during appeal), as well as all other applicable University rules, regulations, or directives.
5. Subject to the eligibility criteria and procedures set forth in Subsection C(8) (Appeal of the Disciplinary Decision), a student may appeal a disciplinary sanction/decision that has been issued. If an appeal is allowed and properly submitted in accordance with Subsection C(8), instructions regarding the appeal form and notification of appeals procedures, including the address (which may be an email address) to which the appeal may be submitted, shall be provided in the decision letter to the student.

7. **Community Standards Board Hearings**

1. **Purpose.** The Community Standards Board (CSB) is organized by the OSRR to adjudicate student conduct cases that may result in suspension, degree deferral, expulsion, or degree revocation for the charged student. Cases that may not result in separation from the University may also be forwarded to the CSB for adjudication at the discretion of the OSRR.
2. **Composition.** The CSB membership is composed of a pool of panelists representing undergraduates, graduate students, staff and faculty who have voluntarily applied and been trained to serve on a CSB panel. CSB members are trained to function as a team, to ask clear, sensitive and relevant questions designed to determine the facts of the case, and to consider the facts carefully and make recommendations for fair sanctions.
3. **Organization and Governance.** For each case brought before it, the empaneled CSB generally consists of three students, one faculty member and one administrative staff member selected by OSRR from among the CSB membership. In cases involving alleged academic dishonesty or in cases where degree revocation is a possible sanction, the CSB panel must include a faculty member. Each CSB panel selects a chair from among its membership to preside over all of its proceedings. In order to constitute a quorum necessary to proceed with a hearing, the CSB panel must have four members present, including at least three students and one staff or faculty member. Decisions of the CSB panel shall be rendered by vote of a majority of the quorum. In the event of any tie, the chair of the CSB panel shall be empowered to break the tie.
4. **Procedures for CSB Hearings.**
 1. Each hearing shall be conducted before the members of a CSB panel and shall follow procedures similar to those of an individual hearing with the Conduct Officer. Although the hearing is formal in nature, it shall be conducted in accordance with the rights described in Subsection C(5) and shall provide the student with the opportunity (A) to hear information regarding the alleged violation; (B) to rebut statements made by witnesses; (C) to present witnesses or any relevant information in

the student's own behalf; and (D) to respond to any new information gathered during any investigation conducted subsequent to the preliminary meeting with the Conduct Officer as described in Subsection C(1)(a)(ii).

2. Both the referred student and the Conduct Officer will have the opportunity to appear before the CSB panel to present information about the incident. As noted above, the student may present witnesses. The Conduct Officer may also present any of the witnesses who were previously disclosed to the student. CSB panel members may direct questions to the student and/or to the witnesses.
3. No person other than the student, their advisor, witnesses, or staff members of the OSRR shall be present during the hearing except by mutual agreement of the CSB panel and the student.
5. Recommendation of the CSB Panel. After hearing all relevant information, the CSB panel will (A) deliberate and make a written recommendation to the Dean of Students regarding whether it is more likely than not that the student is responsible for the alleged violation(s), and, if so (B) recommend sanctions to the Dean of Students. The recommendation of the CSB panel shall be based solely on information introduced at the hearing. In cases in which degree revocation is the recommended sanction, this recommendation will also be forwarded to the Vice Provost for Teaching and Learning (for undergraduate students) or to the Dean of the Graduate School (for graduate students), or their respective designee.
6. Decision by Dean of Students. Normally, within five University business days following the conclusion of the hearing and any further investigation deemed necessary, the Dean of Students, or in cases involving degree revocation, the Dean of Students and Vice Provost for Teaching and Learning (for undergraduate students) or the Dean of the Graduate School (for graduate students) (or their respective designee), shall review the recommendation of the CSB panel and make the determination as to whether it is more likely than not that the student is responsible for the alleged violation(s) and if so, the appropriate Disciplinary Sanction(s). The Dean of Students may elect to affirm or modify the recommendations made by the CSB panel. The Dean of Students shall notify the student of the decision. The decision letter shall contain a finding as to the responsibility of the accused student and a brief statement of the reasons for the sanction, if any. Any disciplinary sanction imposed or informal action taken is subject to the provisions of Subsection B(4) and Subsection B(5) (relating to status during suspension or degree deferral and status during appeal of an expulsion sanction), as well as any other applicable University rules, regulations, or directives.
7. Appeal. Subject to the eligibility criteria and procedures set forth in Subsection C(8) (Appeal of the Disciplinary Decision), a student may appeal a disciplinary sanction/decision that has been issued by the Dean of Students. Instructions regarding the appeal form and notification of appeals procedures, including the address (which may be an email address) to which the appeal may be submitted, shall be provided in the decision letter if the student is found responsible for the violations.

8. Appeal of the Disciplinary Sanction/Decision

1. A student may appeal a disciplinary sanction where:
 1. There is significant new information related to the case that was not available at the time of the individual hearing with the Conduct Officer or initial hearing and that would alter the finding and/or sanction(s) assigned in the case. The new information must be detailed in an appeal letter with an explanation of why the information was not available at the time of the individual hearing with the Conduct Officer. A student who fails to appear for his/her initial disciplinary proceeding after notice has been sent to his/her University-issued email address will be deemed to have waived the right to present witnesses and relevant information in the student's own behalf and thus foreclosed from presenting "significant new information" on appeal.
 2. There is evidence that the University failed to follow established procedures.

3. The assigned sanction of expulsion, suspension, degree deferral, probated suspension, disciplinary probation, or restrictions, is grossly disproportionate to the violation. Assigned sanctions of a written warning and/or educational sanctions may not be appealed.
2. In cases involving alleged academic dishonesty, an undergraduate student may appeal a disciplinary decision of the OSRR or CSB to the Provost or designee. In cases involving alleged academic dishonesty, a graduate/professional program student may appeal a disciplinary decision of the OSRR or CSB to the Dean of the Graduate School or designee. In cases involving degree revocation, undergraduate and graduate students may appeal a disciplinary decision of the CSB to the Provost or designee. All other appeals of disciplinary decisions imposed by the OSRR or the CSB may be appealed to the VPSL or designee.
3. The appeal must be submitted by the student in accordance with the instructions provided and state the specific grounds for the appeal. The appeal must be received by the appropriate appeal officer within five University business days of the date of the decision letter. It is the student's responsibility to ensure that the appeal notice is received by the appropriate appeal officer by the specified due date. Disciplinary decisions not properly appealed by such date are deemed final, or in the case of degree revocation, are recommended to the Board of Trustees for final action.
4. Appeals will be decided solely on the basis of the record of the original proceeding and the written materials provided to support the appeal.
5. The appeal officer shall review all material pertinent to the case. The appeal officer may affirm the findings and/or sanction, decrease the disciplinary sanction, or remand the case to the original hearing authority for a second hearing. The appeal officer may also, at their discretion remove or add additional educational sanctions.
6. The appeal officer shall notify the student in writing (which may be sent to their University-issued email address) of the outcome of the case, normally within ten University business days of the appeal officer's receipt of the appeal. All decisions of the appeal officer are final, subject only, in the case of a degree revocation, to the final action by the Board of Trustees.

9. Summary Action

1. Summary action by way of an immediate disciplinary suspension and exclusion from University property may be imposed when the student's continued presence poses a threat to (i) the safety, security, or well-being of members or guests of the University community, (ii) University property, or (iii) the ability of the University to maintain normal operations and carry on its programs, services and activities free of disruption.
2. Summary action may be taken by the Dean of Students, the VPSL, the Provost, or the President.
3. During the period of summary action, the student may be denied access to University-owned housing, University property, and classes (whether delivered through on-campus or on-line methods). In addition: (i) the student may be restricted from all other University activities or privileges for which the student might otherwise be eligible.
4. Whenever summary action is taken under this Subsection C(9), the applicable procedures provided for in Subsection C for a hearing and any appeal in the related disciplinary proceeding shall be expedited so far as possible to shorten the period of summary action.
5. A student subject to summary action may submit a written appeal to the Conduct Officer of record within five University business days of receiving notice of the summary action. The appeal may be accompanied by written evidence, which may include written testimony of witnesses, bearing on the issue of whether summary action is appropriate in the case. The Conduct Officer of record shall make a decision on the appeal normally within five business days following its receipt.

6. A favorable decision on the appeal shall be limited to lifting or modifying the terms of the summary action and shall not affect the conduct of the hearing and any appeal in the related disciplinary proceeding.

D. Community Standards Diversion Program

1. Purpose. The University's Community Standards Diversion Program presents students who would otherwise be referred to the Community Standards Board an opportunity to have their cases resolved through an alternative adjudication process that allows students to accept responsibility for their behaviors and be sanctioned by a sole Conduct Officer in lieu of the more formal Community Standards Board process.
2. Process. At the sole discretion of the Conduct Officer, a student whose case would be referred to the Community Standards Board may be offered a diversion from these formal proceedings.
 1. In determining whether any alleged violation is eligible for disposition through the Diversion Program, the Conduct Officer may consider:
 1. The nature and severity of the alleged violation, including any mitigating or aggravating circumstances;
 2. The student's past conduct record;
 3. The likelihood that the student will accept responsibility for the behaviors documented and that the student will benefit from the Diversion and comply with its requirements and;
 4. Whether there are specific and tangible actions that the student can take that will correct the violation.
3. Disciplinary proceedings will be initiated as outlined in Section C(3)(a).
4. During the pre-hearing information session, the Conduct Officer, at their sole discretion, may present the student with the option of having their case resolved through the Diversion Program or to have their case forwarded to the Community Standards Board. If a student chooses to have their case forwarded to the Community Standards Board, the case will be resolved as outlined in Section C(7) of this document.
5. If a student chooses to have their case resolved through the Diversion Program, the Conduct Officer will provide the student an opportunity to respond to the allegations as outlined in Section C(6)(a) of this document. The Conduct Officer may provide the student a reasonable amount of time, normally three to five university business days, to prepare a response to the allegations and to obtain any witness statements for the Conduct Officer to consider.
6. In response to the allegations, the Conduct Officer, normally within three University business days, will prepare and present a written Diversion Agreement, which will contain the following:
 1. The specific disciplinary sanctions and/or educational requirements that the student must complete and the deadlines by which they are to be completed;
 2. Any limitations to campus access pending fulfillment of the requirements of the Diversion Agreement;
 3. A statement indicating that the student's violation of the Diversion Agreement, including not meeting deadlines of assigned disciplinary sanctions and/or educational requirements will constitute a violation of B(2)(o) of this document; and
 4. The specific duration of the Diversion Agreement.
7. The student will be given three University business days to either accept or reject the terms of the Diversion Agreement. If the student agrees to the terms of the Diversion Agreement, they shall do so in writing by signing the Diversion Agreement. If the student rejects the terms of the Diversion Agreement their case will be referred to the Community Standards Board for resolution. A student who fails to respond to an offered Diversion Agreement by the

prescribed deadline will by default reject the terms of the Diversion Agreement and will have their case referred to the Community Standards Board for resolution.

8. A student who is offered this diversion will be afforded the same procedural rights as described in Section C(5)(b) of this document, with the exception of the right to appeal the decision of the Conduct Officer. The decision of the Conduct Officer pursuant to this Section D is final.
9. A student will be eligible for only one CSB Diversion Program during their enrollment at the University.
10. A student who commits a violation of these regulations while subject to the terms of a Diversion Agreement may be disciplined for both the original violation and the subsequent violation.

E. Student Conduct Records

Student conduct files and records are maintained and controlled by the Office of Student Rights and Responsibilities within the Office of the Dean of Students. In order to protect the privacy of these records, the OSRR, in conjunction with the Office of Legal Counsel maintains strict policies regarding the review and duplication of these files. Students have the opportunity to review their record in the OSRR. Individuals may not remove, make any copies of files, or photograph any records located in or associated with the OSRR without the explicit permission of the OSRR. Records will not be provided to a student's advisor or other party without the authorization of that student.

Student Conduct records will be maintained by the Office of Student Rights and Responsibilities in accordance with record retention policies of the University. Student conduct records will be maintained for as long as administratively valuable. Normally, student conduct records will be maintained for a period of seven years from the student's graduation date or from the last semester of enrollment. Student conduct records of students who have been Expelled, Suspended, blocked from reenrollment or in which may result in future litigation will be retained permanently.

Some student conduct records may be sealed for good cause by the Dean of Students and/or designee upon receipt of a written request by the student. Factors to be considered in review of such petitions shall include, but are not limited to:

- the nature of the violation and the severity of any damage, injury or harm resulting from the incident;
- the student's demonstrated understanding of their behavior and its impact;
- the completion of any required sanctions associated with the violation; and
- the behavior of the student following the incident

If a Student's conduct record is sealed, the University will not release any information from that record, including the existence thereof, without the written consent of the Student or as otherwise required to do so by law.

6. Grade Appeals System

1. Adoption by Faculty. The faculty of the University at the West Lafayette Campus has adopted the following procedures for grade appeals pursuant to the authority delegated to the faculty. The Board of Trustees hereby approves such procedures for the West Lafayette Campus.
2. General
 1. In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.
 2. The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

3. The only University authorities empowered to change grades are the instructor or, in the case of teaching assistants, the faculty member in charge of the course in question and the chairman/chairwoman of the University Grade Appeals Committee acting in behalf of the school and University grade appeals committees.
 4. Informal attempts must be made to resolve grade grievances and appeals at the lowest possible level - through the course instructor, through the department head, or through other informal procedures outlined by the college/school and/or department in which the course was taught.
 5. Graduate students who wish to appeal grades received in regular coursework may do so through the grade appeals system. Cases involving the decisions of graduate examination committees, the acceptance of graduate theses, and the application of professional standards relating to the retention of graduate students shall be handled by procedures authorized by the Graduate Council rather than the grade appeals system.
 6. When a student initiates a formal grade appeal, he/she should be prepared to state in what way his/her grade assignment was arbitrary, capricious, or otherwise improper. At that time, he/she may seek the assistance of the dean of students, the chairperson of one of the grade appeals committees, or his/her academic advisor.
 7. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.
3. College/School Grade Appeals Committee
 1. Each of the colleges/schools of Purdue University at the West Lafayette Campus will establish a Grade Appeals Committee to hear grade grievances and appeals that are not resolved informally at a lower level. Each committee will consist of two students (undergraduate or graduate corresponding to the status of the appellant), three members of the instructional faculty, and a non-voting chairperson. The chairperson of the committee will be an assistant or associate dean of the college/school appointed by the dean. The chairperson will be responsible for assuring adherence to established procedures, convening members for an appeal, and maintaining records. The chairperson has the authority to grant warranted time extension in the appeals process described below.
 2. Voting members of the committee will be selected from a pool of at least eight students and eight instructional faculty. The pool of members of the committee will be selected according to school/college procedures in the spring (not later than May 1) to commence serving on the first day of the following fall semester. No member shall serve more than two consecutive terms in the pool.
 4. University Grade Appeals Committee
 1. A University Grade Appeals Committee, with the authority to hear appeals of school committee decisions, shall be established for the West Lafayette Campus. The University committee shall be responsible to and report to the Faculty Affairs Committee of the University Senate. In all appeal cases, the committee shall consist of two students (undergraduate or graduate to correspond to the status of the appealing student) and four members of the instructional faculty. They shall be selected in the following manner: four undergraduate students nominated by the student body president and confirmed by the Student Senate; four graduate students appointed by the Committee on Student Affairs of the University Senate; and eight faculty members selected by the University Senate. The student members shall be appointed annually. Two of the faculty members of the committee shall be elected annually for a three-year term.
 2. The members shall be selected in the spring (not later than May 1) to start serving on the first day of the following fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make the initial appointments to the University Grade Appeals Committee within the specified time, or to fill any vacancy on the panel of members within five days after being notified to do so by the chairperson of the University Grade Appeals Committee, or if at any time the University Grade Appeals Committee cannot function because of refusal of any member to serve, the chairperson of the Faculty Affairs Committee may make appointments, fill vacancies, or take such other actions as he/she deems necessary to constitute a University Grade Appeals Committee.

3. Annually, at the last University Grade Appeals Committee meeting of the academic year, the members for the coming year plus all retiring committee members shall elect (by majority vote) one of the eight regular faculty members to act as the new non-voting chairperson of the committee.
 4. The University Grade Appeals Committee shall adopt its own hearing proceedings, and establish uniform procedures to be followed by the college/school committees. The chairperson of the University Grade Appeals Committee shall be responsible for insuring that all school grade appeals committees are properly constituted and functional.
5. Initiating a Grade Appeal
1. Prior to initiating a grade appeal, the student is strongly encouraged to resolve the situation with the instructor, department head, or head's designee. The department head is strongly encouraged to facilitate an informal resolution process between the parties.
 2. Appeal Process
 1. A student who wishes to initiate a grade appeal must file a written statement of allegations, facts, and circumstances concerning the grade assigned with the chairperson of the Grade Appeals Committee of the college/school in which the course was taken. This must be done within 30 calendar days after the start of the regular semester following the one in which the questioned grade was given.
 2. After receipt of the student's written statement, the chairperson will promptly furnish a copy of the statement to the involved instructor who has seven days to make a written response. The chairperson will submit the statement of appeal and any responses to each of the members of the college/school grade appeals committee. Committee members will review the written documents within seven calendar days from the date they are received. If one voting member of the committee rules that the allegations warrant a hearing or are best addressed through a hearing, a hearing will be held; otherwise, the appeal will be denied. With reasonable cause, the chairperson may override the decision not to hear the case.
 3. If the appeal is to be heard, the chairperson will promptly give notice of the time, date, and place of the hearing to the parties involved. The hearing will be scheduled not more than 14 calendar days after notice to the student and instructor.
 4. The instructor will promptly make all pertinent grading records available to the college/school committee's chairperson. In advance of the hearing, the chairperson may at his/her discretion make available to the student those records (or portions thereof) that he/she judges to be relevant in light of the student's allegations.
6. Conduct of College/School Grade Appeals Committee Hearing, General
1. The hearing shall be closed, unless both parties agree in writing that it be open. The chairperson's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final. The student and the instructor are both entitled to be accompanied at the hearing by advisors of their choice. Because the hearings are administrative and not judicial in nature, the advisors may not be lawyers. Both parties have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses.
 2. Under normal circumstances, if the duly notified student complainant does not appear for the hearing the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal. If, however, a duly notified faculty member does not appear, the hearing will

continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.

3. An official audio recording shall be made of each hearing and filed by the chairperson of the respective college/school committee for at least one year. The recording will be confidential and used only if further appeal is granted by the University Grade Appeals Committee or under legal compulsion.
 4. At the conclusion of the hearing, the committee may (by a majority vote of the committee membership) recommend changing the original grade. A written report of the committee's decision shall be sent to both parties and the chairperson of the University Grade Appeals Committee no later than three days after the conclusion of the hearing. Either party may, within six class days of receipt of the decision, file a written notice of intent to request further appeal with the chairperson of the University Grade Appeals Committee. If no such notice is received by the chairperson within the six-day period, the decision shall not be subject to further hearing appeal. If, at that time, the instructor who originally gave the grade is not willing to initiate a recommended change, the chairperson of the University Grade Appeals Committee shall file the directed change with the registrar who shall record the new grade.
 5. The chairperson of each college/school committee will maintain a written record of all grade appeals heard in the college/school and provide an annual overview of the grade appeals process to the Provost.
7. Appeal of a College/School Committee Decision
1. Under certain specific circumstances (Sec III-E-7-b) either the student or the instructor may file a request for an appeal of the college/school grade appeals committee decision. If the appeal request is granted, the case will be heard by the University Grade Appeals Committee. The process may be initiated by filing a personally signed notice of appeal with the chairperson of the University Grade Appeals Committee within the six-day limit (Section III-E-6-d). The notice shall be accompanied by a written statement of the alleged procedural irregularities or new evidence, or a substantial enumeration of why the appellant believes the college/school committee decision is erroneous or unfair. Upon request, the respective college/school committee chairperson immediately will transmit the audio recording of the college/school hearing and any other items of evidence presented at the college/school hearing to the chairperson of the University Grade Appeals Committee. The decision of the University Grade Appeals Committee to grant or deny appeals from school committees shall be final.
 2. If the University Grade Appeals Committee finds, on the basis of the appellant's written statement and other available evidence, that substantial procedural irregularities or inequities existed in the college/school hearing or that substantial new evidence has been uncovered, the University Grade Appeals Committee shall hear the case de novo. Additionally, the committee may, at its discretion, hear appeals from the college/school level, when the appellant's statement substantiates to its satisfaction that the college/school decision may have been erroneous or unfair. If the University Grade Appeals Committee grants an appeal, the chairperson shall promptly give notice to both parties of the time, date, and place of hearing (which shall be held not less than five and, whenever practicable, not more than 10 days after the receipt of such notice), as well as providing them with a copy of the procedures and sequence of events to be followed in conducting the hearing.
8. Conduct of University Grade Appeal Committee Hearing, General
1. The appeal hearing shall be closed, unless both parties agree in writing for it to be open. The chairperson's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final. The appellant and opposing parties are both entitled to be accompanied at the hearing by advisors of their choice. Because the hearings are administrative and not judicial in nature, the advisors may not be lawyers. If an appeal is heard on the basis of procedural irregularity or new evidence, both parties have the right to present evidence and

witnesses in their behalf and to confront and question opposing witnesses. If, however, the University Grade Appeals Committee elects to hear an appeal on the grounds that the college/school grade appeals committee's decision appears to be erroneous or unfair, it shall not accept additional evidence but shall consider only matters introduced at the college/school hearing. The audio record of the college/school hearing shall be made available for audition by both parties and the members of the University committee. Additionally, the committee may, at its discretion, have a transcript of the college/school hearing prepared. If a transcript is prepared, it will be safeguarded and used in the same fashion as audio records of hearings.

2. If a duly notified appellant does not appear for the hearing, the committee may close the case and it will be subject to no further hearing or appeal. If the opposing party (having been duly notified) does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses that may be presented.
3. An official audio recording shall be made of each hearing and kept by the chairperson of the University committee for at least one year. The recording will be confidential and used only under legal compulsion in civil court proceedings.
4. After the University Grade Appeals Committee hears an appeal, it may (by a majority vote of the committee membership) recommend changing the original grade. A written report of the University Grade Appeals Committee's decision shall be sent to both parties no later than 15 days after the conclusion of the hearing. If the instructor who originally gave the grade is not willing to initiate any recommended grade change, the chairperson of the University Grade Appeals Committee shall file the change with the registrar who shall record the new grade. The University Grade Appeals Committee's decision is final, and shall not be subject to further hearing or appeal.

9. Other Academic/Grade Appeal Jurisdictions

1. Informal boards or committees may be established within academic departments to resolve grade grievances and appeals.
2. Students involved in cases of alleged academic dishonesty may be subject to disciplinary penalties under Section III-B-2-a of the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals.

Miscellaneous Conduct Regulations

1. Guests in Student Residence Units

Within certain University-set limitations, residence units may determine the hours during which guests of the opposite sex may visit individual student rooms in undergraduate residence units. By secret ballot, a majority of the residents of the unit can approve a more restrictive policy. Any resident must be guaranteed his/her privacy, which takes priority over a guest. Individual students wishing to visit friends of the opposite sex in their rooms must do so in conformance with the approved plan in that particular residence unit. Check the guest hours policy posted in the residence unit.

Guest hours for students of the same sex are limited only by the policy of the particular residence unit.

2. Financial Obligations

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

Students with past due financial obligations to the University may have a hold placed on their record. (See Scholastic Records, Holds, in Section D.) Degree candidates delinquent in financial obligations must remove such debts at least one week before the close of any term. Otherwise his/her diploma may be withheld, or if the degree is granted without knowledge of such delinquency, the degree may be revoked and the diploma cancelled.

3. Absence from the University

For emergency purposes, it is important that the University be able to locate students at all times. All students are requested, therefore, to leave information with the office of their University residence unit and the officer of any other unit or at least a roommate when they are off campus and especially if they are going out of town. They are also encouraged to let their parents know when they will be away from campus for out-of-town travel.

4. Change of Address

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

5. Use of Alcoholic Beverages

1. All Purdue students are responsible for complying with the Indiana state laws. Attention is called to the Indiana Alcoholic Beverages Law that states specifically:

1. No person under 21 years of age may use or be in possession of alcoholic beverages.
2. Persons 21 or over may not make alcoholic beverages available to minors.
3. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

2. In addition to Indiana state laws, the following University regulations apply:

1. The University prohibits the possession, consumption, distribution, or sale of alcoholic beverages, as defined by state law, in or on any University property, with the following exceptions:

Personal possession and consumption of alcoholic beverages are permitted in Purdue Village (family apartments only), resident rooms in Young and Hawkins halls occupied exclusively by graduate students, and by registered occupants of guest rooms in the Union Club and Young and Hawkins halls, subject to compliance with all University regulations and applicable Indiana state laws.

Possession, consumption, distribution, and sale of alcoholic beverages are permitted, with advance approval by the Executive Vice President and Treasurer or his/her designee, in areas designated by the University and under the supervision of the Purdue Memorial Union or the Department of Hospitality and Tourism Management, subject to compliance with all University regulations and applicable Indiana state laws.

b. The University prohibits the serving of alcoholic beverages in any University undergraduate residence hall, and at any function on campus where a majority of attendees are projected by University management to be less than 21 years of age. All policies and procedures regarding the approval of and funding for a student organizational event must be complied with and completed before a request for service of alcoholic beverages will be considered (Approved by the Board of Trustees, May 31, 1997).

c. Members of recognized fraternities, sororities, and cooperative housing organizations shall be subject to the following conditions concerning the possession and consumption of alcoholic beverages on the premises of their houses.

- Under no circumstances may alcoholic beverages be sold. Alcoholic beverages may not be available at any event where an admission fee is charged.
- Alcoholic beverages may not be consumed outside the house.
- Alcoholic beverages and containers for alcoholic beverages may not be displayed outside the house.
- Alcoholic beverages may not be provided or consumed at any open event. (For purposes of these regulations, an event is open if verbal or written invitations are extended en masse to the general public or to an unreasonable large segment of the campus community [i.e., a number of invited guests greater than a host house can reasonably expect to accommodate, which is determined by the Office of the Dean of Students to be no more than three invited guests for each resident of the host house]. An event is closed if only members of the sponsoring organization[s] and their personally invited guests participate. There may be no more than four organizations participating in an event at a host house, regardless of the aforementioned three-to-one policy.)
- All sponsoring organizations are equally responsible for open and closed events and for compliance with University regulations and applicable laws.

3. See Executive Memorandum C-44, Alcohol and Drug-Free Campus and Workplace Policy (June 12, 1998).

6. Use of Motor Vehicles, Bicycles, Skateboards, In-line Skates, and Traffic Regulations

1. Anyone using motor vehicles or bicycles on the West Lafayette Campus is responsible for observing the detailed regulations regarding their use. Copies are available at the Parking Facilities Office. Before considering the use of a vehicle a student should be aware of the following basic regulations:
2. In general, all parking during restricted hours (7 a.m.-5 p.m., M-F) is by permit or in the Grant Street Parking Garage. Some areas and spaces are restricted at all times.
3. All motor vehicle and bicycle operators must comply with state and municipal laws or ordinances.
4. Bicycles are not permitted inside any University building and must be parked in bicycle racks or pads provided for this purpose. (It is recommended that parked bicycles be locked.)
5. Skateboards are prohibited on the north and south academic campuses. Skateboards and in-line skate usage is prohibited on any surface that could be damaged.
6. Operators or owners of vehicles are subject to fines if they are in violation of the motor vehicle or bicycle regulations.

7. Student Identification Cards

Every student who pays fees is issued a permanent identification card by the ID Card Office. The student identification card permits him/her to attend various events, check books out of the library, access residence halls and dining facilities, establish charge accounts, ride CityBus, etc., where his/her identification as a student is required. These identification cards are University documents and may not be altered in any way. Any defacement or alteration of the identification card is a violation of University regulations and is subject to disciplinary action. The identification card is a personal document and should never be out of its owner's possession. If the identification card is lost, it can be replaced by the ID Card Office. A replacement fee will be charged.

8. All students are subject to University policy V.III, "Intellectual Property", as amended from time to time.

9. Use of Copyrighted Materials

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

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

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

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

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

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

10. Commercial Note Taking in Classes (University Senate Document 03-9, April 19, 2004.)

As used in this paragraph, the term "instructor" is defined as the individual who authored the material being presented as part of the course.

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

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

Commitment to Freedom of Expression

Because Purdue University (the "University") is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, the University fully respects and supports the freedom of all members of the University community "to discuss," in the words of former University of Chicago President Robert M. Hutchins, "any problem that presents itself."

Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression, for example, that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a completely free and open discussion of ideas.

In a word, the University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

Statement of Integrity and Code of Conduct

Preamble

Purdue University has a tradition of ethical conduct spanning its history. As a land-grant institution, we demonstrate our responsiveness to our constituencies and extend to them access to our knowledge resources. We nurture relationships with other partners in education who support our vision or join us to foster common interests. We integrate our mission with our responsibilities. We contribute our knowledge resources impartially in serving our public purposes. As faculty, students, staff, and administrators, we are a community of dedicated learners, scholars, professionals, and practitioners - all contributing our talents to uphold our standards, and improve ourselves and the broader community in which we live and work. Our responsibilities and obligations toward the advancement of learning, discovery, and engagement in the University and in Indiana extend to our nation and the world. This statement of integrity is meant to provide an overarching declaration that informs specific policies and procedures regarding conduct, enforcement, and accountability. Such policies and procedures either exist in official University documents or will be developed as necessary.

Statement

At Purdue, integrity is indispensable to our mission. We act with honesty and adhere to the highest standards of moral and ethical values and principles through our personal and professional behavior. We demonstrate our understanding of these values and principles and uphold them in every action and decision. Trust and trustworthiness go hand in hand with how we conduct ourselves, as we sustain a culture that is based upon ethical conduct. We expect our actions to be consistent with our words, and our words to be consistent with our intentions. We accept our responsibilities, share leadership in a democratic spirit, and subject ourselves to the highest standards of public trust. We hold ourselves accountable for our words and our actions.

We champion freedom of expression. To ensure our integrity, we safeguard academic freedom, open inquiry, and debate in the best interests of education, enrichment, and our personal and professional development. We embrace human and intellectual diversity and inclusiveness. We uphold the highest standards of fairness, act as responsible citizens, respect equality and the rights of others, and treat all individuals with dignity.

To fulfill our goals as a learning community, we insist that the objectives of student learning are not compromised. We treat all students equitably, and our evaluations of learning achievements are impartial based on demonstrated academic performance. As students, we understand that learning is the most important goal and we embrace ethical values and principles, and reject academic dishonesty in all our learning endeavors. In the realm of new discoveries, we place the highest value upon truth and accuracy. We acknowledge the contributions of others. We place a higher value on expanding and sharing knowledge than on recognition or ownership.

We work diligently drawing from the strong work ethic of our state of Indiana and are committed to always acting in the best interests of the University. We pledge to make wise use of our resources and to be good stewards of financial, capital, and human resources. We operate within the letter and spirit of the law and prescribed policies, and strive to avoid impropriety or conflict of interest.

As members of the Purdue community, we demonstrate unyielding and uncompromised integrity in support of the highest standards of excellence for the University. As individuals, we all contribute to this Purdue standard of integrity as an exemplary model for all universities.

Statement of Values

We Are Purdue

Boilermakers, who are we?

We are a family that embodies integrity through the practice of honesty, humility, and accountability.

We are a unified community that respects each other by embracing diversity, promoting inclusion, and encouraging freedom of thought and speech.

We are innovators discovering new ideas and solutions that will foster a positive global impact.

We are honored to share our long-lasting traditions instilling a legacy of loyalty and pride within ourselves and others.

We are determined to build ourselves and our community, always One Brick Higher.

We are ever grateful ever true, WE are ONE PURDUE!

Six Pillars of Purdue

INTEGRITY, RESPECT, HONOR, INCLUSION, INNOVATION, GROWTH

Purdue University Student Disability Grievance Procedures

Requesting and Implementing Curricular Accommodations

Requesting and Implementing Student Life Accommodations

Subject Code/Prefix by Department & College

College	Department	Subject Code	Level
College of Engineering	School of Aeronautics and Astronautics	AAE	
College of Liberal Arts	School of Interdisciplinary Studies	AAS	
College of Engineering	Department of Agricultural and Biological Engineering	ABE	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	AD	
Polytechnic Institute	School of Aviation and Transportation Technology	AFT	
College of Agriculture	Department of Agricultural Economics	AGEC	
College of Agriculture	College of Agriculture Administration	AGR	
College of Agriculture	Department of Agronomy	AGRY	
College of Science	Department of Computer Science	AIS	
College of Liberal Arts	School of Interdisciplinary Studies	AMST	
College of Agriculture	Department of Animal Sciences	ANSC	
College of Liberal Arts	Department of Anthropology	ANTH	
College of Liberal Arts	School of Languages and Cultures	ARAB	
Polytechnic Institute	School of Construction Management Technology	ARCH	
College of Liberal Arts	School of Interdisciplinary Studies	ASAM	
College of Agriculture	Department of Agricultural Sciences Education and Communication	ASEC	
College of Liberal Arts	School of Languages and Cultures	ASL	
College of Engineering	Department of Agricultural and Biological Engineering	ASM	
College of Science	Department of Physics and Astronomy	ASTR	
Polytechnic Institute	School of Aviation and Transportation Technology	AT	
College of Liberal Arts	College of Liberal Arts Administration	BAND	
College of Agriculture	Department of Biochemistry	BCHM	
Polytechnic Institute	School of Construction Management Technology	BCM	
College of Science	Department of Biological Sciences	BIOL	

College	Department	Subject Code	Level
College of Engineering	Weldon School of Biomedical Engineering	BME	
College of Veterinary Medicine	Department of Basic Medical Sciences	BMS	
College of Agriculture	Department of Botany and Plant Pathology	BTNY	
College of Liberal Arts	School of Interdisciplinary Studies	CDIS	
College of Engineering	Lyles School of Civil Engineering	CE	
College of Engineering	Division of Construction Engineering and Management	CEM	
Polytechnic Institute	School of Construction Management Technology	CEMT	
Polytechnic Institute	Department of Computer Graphics Technology	CGT	
College of Engineering	School of Chemical Engineering	CHE	
College of Science	Department of Chemistry	CHM	
College of Liberal Arts	School of Languages and Cultures	CHNS	
Polytechnic Institute	Department of Computer and Information Technology	CIMT	
Polytechnic Institute	Department of Computer and Information Technology	CIT	
College of Liberal Arts	School of Languages and Cultures	CLCS	
College of Pharmacy	Department of Pharmacy Practice	CLPH	
Polytechnic Institute	School of Construction Management Technology	CM	
College of Liberal Arts	Department of English	CMPL	
Polytechnic Institute	Department of Computer and Information Technology	CNIT	
College of Liberal Arts	Brian Lamb School of Communication	COM	
College of Veterinary Medicine	Department of Comparative Pathobiology	CPB	
College of Science	Department of Computer Science	CS	
College of Science	Department of Computer Science	CSCI	
College of Health and Human Sciences	School of Hospitality and Tourism Management	CSR	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	DANC	
Office of the Provost	Innovation Hub	DCTC	

College	Department	Subject Code	Level
College of Science	Department of Earth, Atmospheric, and Planetary Sciences	EAPS	
College of Engineering	School of Electrical and Computer Engineering	ECE	
Polytechnic Institute	School of Engineering Technology	ECET	
Mitchell E. Daniels, Jr. School of Business	Department of Economics (Graduate)	ECON	GR
Mitchell E. Daniels, Jr. School of Business	School of Management Administration and Instruction	ECON	UG
College of Education	Department of Curriculum and Instruction	EDCI	
College of Education	Department of Educational Studies	EDPS	
College of Education	Department of Educational Studies	EDST	
College of Engineering	Division of Environmental and Ecological Engineering	EEE	
College of Engineering	School of Engineering Education	ENE	
College of Liberal Arts	Department of English	ENGL	
College of Engineering	College of Engineering Administration	ENGR	
Polytechnic Institute	School of Engineering Technology	ENGT	
College of Agriculture	Department of Entomology	ENTM	
Office of the Provost	Entrepreneurship Certificate	ENTR	
College of Engineering	College of Engineering Administration	EPCS	
Exploratory Studies	Department of Exploratory Studies	EXPL	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	FLM	
College of Agriculture	Department of Forestry and Natural Resources	FNR	
College of Liberal Arts	School of Languages and Cultures	FR	
College of Agriculture	Department of Food Science	FS	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	FVS	
Graduate Programs	Graduate Programs Administration	GCIC	
College of Engineering	College of Engineering Administration	GEP	
College of Liberal Arts	School of Languages and Cultures	GER	

College	Department	Subject Code	Level
Graduate Programs	Graduate Programs Administration	GRAD	
College of Liberal Arts	School of Languages and Cultures	GREK	
College of Liberal Arts	College of Liberal Arts Administration	GS	
College of Liberal Arts	School of Interdisciplinary Studies	GSLA	
College of Health and Human Sciences	Department of Human Development and Family Science	HDFS	
College of Liberal Arts	School of Languages and Cultures	HEBR	
College of Health and Human Sciences	College of Health and Human Sciences Administration	HHS	
College of Liberal Arts	Department of History	HIST	
College of Health and Human Sciences	Department of Health and Kinesiology	HK	
Honors College	Honors College	HONR	
College of Agriculture	Department of Horticulture and Landscape Architecture	HORT	
College of Health and Human Sciences	School of Health Sciences	HSCI	
College of Health and Human Sciences	Department of Human Development and Family Science	HSRV	
College of Health and Human Sciences	School of Hospitality and Tourism Management	HTM	
College of Engineering	School of Engineering Education	IDE	
College of Liberal Arts	School of Interdisciplinary Studies	IDIS	
College of Engineering	School of Industrial Engineering	IE	
Polytechnic Institute	School of Engineering Technology	IET	
Libraries and School of Information Studies	Department of Information Studies	ILS	
College of Pharmacy	Department of Industrial and Molecular Pharmaceutics	IMPH	
Polytechnic Institute	School of Construction Management Technology	INT	
Polytechnic Institute	School of Engineering Technology	IT	

College	Department	Subject Code	Level
College of Liberal Arts	School of Languages and Cultures	ITAL	
College of Liberal Arts	School of Languages and Cultures	JPNS	
College of Liberal Arts	School of Interdisciplinary Studies	JWST	
College of Liberal Arts	School of Languages and Cultures	KOR	
College of Agriculture	Department of Horticulture and Landscape Architecture	LA	
College of Liberal Arts	College of Liberal Arts Administration	LALS	
College of Liberal Arts	School of Languages and Cultures	LATN	
College of Liberal Arts	School of Languages and Cultures	LC	
Libraries and School of Information Studies	Department of Information Studies	LIBR	
College of Liberal Arts	School of Interdisciplinary Studies	LING	
College of Engineering	Lyles School of Civil Engineering	LS	
College of Science	Department of Mathematics	MA	
College of Liberal Arts	School of Interdisciplinary Studies	MARS	
College of Science	Department of Mathematics	MATH	
College of Pharmacy	Department of Medicinal Chemistry and Molecular Pharmacology	MCMP	
College of Engineering	School of Mechanical Engineering	ME	
Polytechnic Institute	School of Engineering Technology	MET	
Polytechnic Institute	School of Engineering Technology	MFET	
Mitchell E. Daniels, Jr. School of Business	Department of Management (Graduate)	MGMT	GR
Mitchell E. Daniels, Jr. School of Business	School of Management Administration and Instruction	MGMT	UG
College of Engineering	School of Materials Engineering	MSE	
Polytechnic Institute	Polytechnic Institute Administration	MSL	
College of Engineering	School of Mechanical Engineering	MSPE	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	MUS	

College	Department	Subject Code	Level
College of Agriculture	College of Agriculture Administration	NRES	
Polytechnic Institute	Department of Technology Leadership and Innovation	NS	
College of Engineering	School of Nuclear Engineering	NUCL	
College of Pharmacy	College of Pharmacy Administration	NUPH	
College of Health and Human Sciences	School of Nursing	NUR	
College of Health and Human Sciences	Department of Nutrition Science	NUTR	
Mitchell E. Daniels, Jr. School of Business	Department of Organizational Behavior & Human Resource Management (Graduate)	OBHR	GR
Mitchell E. Daniels, Jr. School of Business	School of Management Administration and Instruction	OBHR	UG
Polytechnic Institute	Department of Technology Leadership and Innovation	OLS	
College of Health and Human Sciences	Department of Health and Kinesiology	PES	
College of Pharmacy	Department of Pharmacy Practice	PHAD	
College of Liberal Arts	Department of Philosophy	PHIL	
College of Pharmacy	Department of Pharmacy Practice	PHPR	
College of Pharmacy	Department of Pharmacy Practice	PHRM	
College of Pharmacy	College of Pharmacy Administration	PHSC	
College of Science	Department of Physics and Astronomy	PHYS	
College of Liberal Arts	Department of Political Science	POL	
College of Health and Human Sciences	Department of Psychological Sciences	PSY	
Polytechnic Institute	Polytechnic Institute Administration	PTEC	
College of Liberal Arts	School of Languages and Cultures	PTGS	
College of Health and Human Sciences	Department of Public Health	PUBH	
College of Health and Human Sciences	Department of Health and Kinesiology	RECR	

College	Department	Subject Code	Level
College of Liberal Arts	College of Liberal Arts Administration	REL	
College of Liberal Arts	School of Languages and Cultures	RUSS	
Study Abroad	Study Abroad	SA	
College of Science	College of Science Administration	SCI	
College of Liberal Arts	College of Liberal Arts Administration	SCLA	
College of Agriculture	Department of Horticulture and Landscape Architecture	SFS	
College of Health and Human Sciences	Department of Speech, Language, and Hearing Sciences	SLHS	
College of Liberal Arts	Department of Sociology	SOC	
College of Liberal Arts	School of Languages and Cultures	SPAN	
College of Science	Department of Statistics	STAT	
Office of the Provost	Purdue Systems Collaboratory	SYS	
College of Health and Human Sciences	School of Hospitality and Tourism Management	TCEM	
Polytechnic Institute	Polytechnic Institute Administration	TCM	
Office of the Provost	Department Of The Data Mine	TDM	
Polytechnic Institute	Polytechnic Institute Administration	TECH	
College of Liberal Arts	Patti and Rusty Rueff School of Design, Art, and Performance	THTR	
Polytechnic Institute	Department of Technology Leadership and Innovation	TLI	
College of Veterinary Medicine	Department of Veterinary Clinical Sciences	VCS	
College of Engineering	College of Engineering Administration	VIP	
College of Veterinary Medicine	College of Veterinary Medicine Administration	VM	
College of Liberal Arts	School of Interdisciplinary Studies	WGSS	

Undergraduate Certificates

The below list of certificates are active as of June 1, 2024. Please visit the Office of the Registrar website for a dynamic list of active programs.

Certificate Name	Program Code	Certificate Code	College
Acting: Communication through Performance Certificate	LA-CERT	CACP	College of Liberal Arts
Applications in Data Science Certificate	ADSC-CERT	ADSC	College of Science
Collaborative Leadership Certificate	CLDP-CERT	CLDP	College of Education
Cornerstone Certificate	LA-CERT	CSTN	College of Liberal Arts
Deans Scholar Certificate	DEAN-CERT	DSPG	College of Agriculture
Digital Humanities Certificate	ITDS-CERT	DGHM	College of Liberal Arts
Entrepreneurship and Innovation Certificate	ENTR-CERT	ENTR	Office of the Provost - Teaching and Learning
Environmental and Sustainability Studies Certificate	LA-CERT	CESS	College of Liberal Arts
Extensive Industry Co-op Certificate	EXCOOP-CERT	EICP	Office of Professional Practice
Gerontology Certificate	HDFS-CERT	GERO	College of Health & Human Sciences
Industry Co-op Certificate	INDCOOP-CERT	ICEP	Office of Professional Practice
Industrial Selling Certificate	IDSL-CERT	IDSL	College of Agriculture
Landscape Management and Turf Management Certificate	LMTM-CERT	LMTM	College of Agriculture
Leadership Development Program Certificate	LDRDEV-CERT	LDDP	College of Agriculture
Learning Beyond the Classroom Certificate	SCI-CERT	LBC	College of Science
Medical Humanities Certificate	LA-CERT	CMEH	College of Liberal Arts
Music Technology Certificate	LA-CERT	MSCT	College of Liberal Arts
Pharmaceutical Manufacturing Certificate	PHMF-CERT	PHMF	Office of Professional Practice

Certificate Name	Program Code	Certificate Code	College
Public Policy Certificate	LA-CERT	CPUP	College of Liberal Arts
Quantum Information Science and Technology Certificate	QIST-CERT	QIST	Science and Engineering Collaboration
Science and Technology Studies Certificate	LA-CERT	STS	College of Liberal Arts
Semiconductors and Microelectronics Certificate	SEMI-CERT	SEMI	Office of Professional Practice
Sports Studies and Production Certificate	LA-CERT	SSPR	College of Liberal Arts
Systems Certificate	SYSTEMS-CERT	SYST	College of Engineering (Purdue System Collaboratory)
Teaching Secondary Education Computational Thinking Certificate	TCT-CERT	TCT	Polytechnic Institute
Theatre Lighting Certificate	LA-CERT	CTHL	College of Liberal Arts

Undergraduate Minors

The below list of minors are active and admitting as of June 1, 2022. Please visit the Office of the Registrar website for a dynamic list.

Minor	Code	Credit	College
Accounting Minor	ACCT	15	School of Business
Advanced Global Technology Minor	ADGT	15	Polytechnic Institute
Aerospace Studies Minor	AEST	14	Polytechnic Institute
African American Studies Minor	AFAS	15	College of Liberal Arts
Agricultural Systems Management Minor	ASM	18	College of Agriculture
American Studies Minor	AMST	15	College of Liberal Arts
Animal Science Minor	ANSC	18	College of Agriculture
Anthropology Minor	ANTR	15	College of Liberal Arts
Aquatic Sciences Minor	AQSC	16	College of Agriculture
Arabic Language and Culture Minor	ARLC	15	College of Liberal Arts
Architectural Engineering Minor	AREG	18	College of Engineering
Art and Design Studio Minor	ARTS	15	College of Liberal Arts
Art History Minor	AHST	15	College of Liberal Arts
Artificial Intelligence/Machine Learning Minor	AIML	15	College of Engineering
Asian American Studies Minor	ASAM	15-16	College of Liberal Arts
Asian Studies Minor	ASIA	16	College of Liberal Arts
ASL and Deaf Studies Minor	ASLD	15	College of Liberal Arts
Astronomy Minor	ASTR	15-16	College of Science
Atmospheric Science Minor	ATSC	15	College of Science
Behavioral Economics Minor	BEMN	15	College of Business
Biochemistry Minor	BCHM	18-19	College of Agriculture
Bioinformatics Minor	BINF	16	College of Agriculture
Biological Sciences Minor	BIOS	16-20	College of Science

Biotechnology Minor	BTCH	16	College of Agriculture
Business Economics Minor	BUEC	15	School of Business
Business French Minor	FRNB	15	College of Liberal Arts
Chemistry Minor	CHEM	16	College of Science
Chinese Minor	CHNS	15	College of Liberal Arts
Classical Studies Minor	CLCS	15	College of Liberal Arts
Communication Minor	COMU	15	College of Liberal Arts
Computer and Information Technology Minor	CNIT	15	Polytechnic Institute
Computer Science Minor	CS	16-18	College of Science
Construction Engineering Minor	CNEB	15	College of Engineering
Construction Graphics Minor	CNGR	12	Polytechnic Institute
Construction Management Minor	CM	16	Polytechnic Institute
Creative Writing Minor	CRTV	12	College of Liberal Arts
Critical Disability Studies Minor	CDSS	12	College of Liberal Arts
Crop Science Minor	CRPS	18	College of Agriculture
Dance Minor	DANC	15	College of Liberal Arts
Data Driven Agriculture Minor	DDAG	21	College of Agriculture
Design and Construction Integration Minor	DCI	17	Polytechnic Institute
Design and Innovation Minor	DSIN	15	Polytechnic Institute
Digital Natural Resources Minor	DINR	15	College of Agriculture
Earth and Planetary Sciences Minor	EAPS	18	College of Science
Economics Minor	ECON	15	School of Business
Electrical and Computer Engineering Minor	ECEN	18	College of Engineering
Electrical Engineering Technology Minor	EETC	15	Polytechnic Institute
Electronic and Time-Based Art Minor	ETBA	15	College of Liberal Arts
Engineering and Public Policy Minor	EGPP	21	College of Engineering
English Minor	ENGL	15	College of Liberal Arts

Environmental and Ecological Engineering Minor	EEE	17-19	College of Engineering
Environmental Politics and Policy Minor	ENPP	12	College of Liberal Arts
Event and Meeting Management Minor	EMM	15	College of Health and Human Sciences
Farm Management Minor	FARM	18	College of Agriculture
Fermentation Sciences Minor	FERM	18	College of Agriculture
Film & Video Studies Minor	FILV	18	College of Liberal Arts
Finance Minor	FINC	15	School of Business
Food and Agribusiness Management Minor	FDAG	18	College of Agriculture
Food Science Minor	FDSC	18	College of Agriculture
Foods and Nutrition Minor	FNN	15	College of Health and Human Sciences
Forensic Sciences Minor	FRSC	20	College of Agriculture
Forest Ecosystems Minor	FOEC	18	College of Agriculture
French Minor	FRNC	15	College of Liberal Arts
French Cultural Studies Minor	FRCL	15	College of Liberal Arts
Furniture Design Minor	FURN	18	College of Agriculture
German Minor	GRMN	15	College of Liberal Arts
Global Engineering Studies Minor	GLES	not credit based	College of Engineering
Global Food and Agriculture Systems Minor	GFAS	18	College of Agriculture
Global Liberal Arts Studies Minor	GLLS	15	College of Liberal Arts
Global Studies Minor	GLOB	10-13	College of Education
History Minor	HIST	12	College of Liberal Arts
Horticulture Minor	HORT	16	College of Agriculture
HTM International Studies Minor	HTMI	21	College of Health and Human Sciences
Human Development and Family Science Minor	HDFS	15	College of Health and Human Sciences
Human Resource Management Minor	HRMM	15	School of Business
Human Rights Studies Minor	HURS	15	College of Liberal Arts
Information Studies Minor	INFS	15	School of Information Studies

Innovation and Transformational Change Minor	INNO	18	College of Engineering
Insect Biology Minor	IBIO	15	College of Agriculture
Intellectual Property Law for Engineers Minor	IPLE	19	College of Engineering
International Studies in Agriculture Minor	INTA	15	College of Agriculture
Islamic Studies Minor	ISLM	15	College of Liberal Arts
Italian Minor	ITLM	15	College of Liberal Arts
Japanese Minor	JPNS	15	College of Liberal Arts
Jewish Studies Minor	JWSH	15	College of Liberal Arts
Landscape and Turf Minor	LATF	13	College of Agriculture
Landscape Management Minor	LAND	12-13	College of Agriculture
Latin American and Latino Studies Minor	LALS	15	College of Liberal Arts
Law and Society Minor	LAWS	15	College of Liberal Arts
Learning Sciences in Educational Studies Minor	LSED	15	College of Education
LGBTQ Studies Minor	LGBQ	12	College of Liberal Arts
Linguistics Minor	LING	15	College of Liberal Arts
Management Minor	MGMT	18	School of Business
Manufacturing Minor	MANF	18	College of Engineering
Materials Science and Engineering Minor	MSEB	18	College of Engineering
Mathematical Economics Minor	ECME	15	School of Business
Mathematics Minor	MATH	12-13	College of Science
Microelectronics and Semiconductors Minor	MSEC	18	College of Engineering
Military Science and Leadership Minor	MILT	15	Polytechnic Institute
Music History and Theory Minor	MUSH	15	College of Liberal Arts
Native American and Indigenous Studies Minor	NAMI	12	College of Liberal Arts
Natural Resources and Environmental Science Minor	NREV	15	College of Agriculture
Naval Science Minor	NAVL	15	Polytechnic Institute
Nuclear Engineering Minor	NUCL	12	College of Engineering

Nutrition Minor	NUTR	15	College of Health and Human Sciences
Occupational Health Science Minor	OCCH	16	College of Health and Human Sciences
Organizational Leadership Minor	OLSV	12	Polytechnic Institute
Peace Studies Minor	PEAC	15	College of Liberal Arts
Pet Food Processing Minor	PTFD	21	College of Agriculture
Philosophy Minor	PHIL	15	College of Liberal Arts
Physics Minor	PHYS	10-11	College of Science
Plant Biology Minor	PLBI	15	College of Agriculture
Plant Pathology Minor	PLTP	15	College of Agriculture
Political Science Minor	POL	15	College of Liberal Arts
Portuguese Minor	PTGS	15	College of Liberal Arts
Product Lifecycle Management Minor	PRLM	14-15	Polytechnic Institute
Professional Writing Minor	PRWR	15	College of Liberal Arts
Psychology Minor	PSY	15	College of Health and Human Sciences
Radiological Health Sciences Minor	RADH	15-16	College of Health and Human Sciences
Real Estate Minor	REMN	18	School of Business
Real Estate Finance Minor	REFM	18	School of Business
Religious Studies Minor	RELG	15	College of Liberal Arts
Russian Minor	RUSS	15	College of Liberal Arts
Sociology Minor	SOC	15	College of Liberal Arts
Soil Science Minor	SOIL	18	College of Agriculture
Spanish Minor	SPNS	15	College of Liberal Arts
Spanish for the Professions Minor	SPRO	15	College of Liberal Arts
Statistics Minor	STAT	15	College of Science
Supply Chain Engineering Technology Minor	SCTE	15	Polytechnic Institute
Sustainable Engineering Minor	SUSE	18	College of Engineering
Sustainable Food and Farming Systems Minor	SFS	18	College of Agriculture

Theatre Minor	THTH	15	College of Liberal Arts
Theatre Design and Production Minor	THDP	15	College of Liberal Arts
Turf Management Minor	TFMG	13	College of Agriculture
Unmanned Aerial Systems Minor	AUAS	15	Polytechnic Institute
Urban Forestry Minor	UFOR	16	College of Agriculture
Weed Science Minor	WDSC	15	College of Agriculture
Wildlife Science Minor	WLFS	17	College of Agriculture
Women's, Gender, & Sexuality Studies Minor	WGSS	12	College of Liberal Arts
Wood Products Manufacturing Technology Minor	WPMT	15	College of Agriculture

What's New for Fall 2024!

What's New for Fall 2024!

Purdue University in Indianapolis

Announcing our next giant leap: a new extension of our flagship campus bringing the academic rigor and accessible excellence we're known for to central Indiana. Purdue University In Indianapolis

Joint and Special Programs (Undergraduate & Graduate)

New Program Codes:

- Program: EXCOOP-CERT with Major: EICP-Extensive Indust Coop Ed Prog
- Program: INDCOOP-CERT with Major: ICEP-Industry Coop Ed Program

College of Agriculture

New Major:

- Digital Agronomy BS (DGAG)

New Minor:

- Digital Natural Resources Minor (DINR)

Expire Major:

- Sustainable Biomaterials, BS
-

Daniels School of Business

New Major:

- Quantitative Business Economics, BS (ENQB) - Economics Honors, BS (ENCH) has been suspended.
- Pre-Quantitative Business Economics (PQBE)

New Concentration:

- Larsen Leaders Academy - Leadership Concentration in the Daniels School of Business

College of Education

New Major:

- Special Education Mild and Intense Intervention P to 12, BA (SPMI)

Suspend Majors:

- Special Education:Mild-In K-6, BS (SPME)
- Special Education:Mild-In 5-12 (SPMS)

College of Engineering

New Concentrations:

- Microelectronics and Semiconductors Concentration for Mechanical Engineering
- Semiconductors Concentration for Chemical Engineering

College of Health and Human Sciences

New Concentration:

- Sport Management Concentration for Kinesiology (SPMG)

College of Liberal Arts

New Degree

- Anthropology, BS

New Minor:

- Korean Studies Minor (KOR)

New Concentration:

- International Cinema Concentration for Film & Video (ICNM)
- American Politics Concentration for Political Science (AMPL)
- Comparative and International Politics Concentration for Political Science (CIPL)
- National and International Security Concentration for Political Science (NISC)
- Public Policy Concentration for Political Science (PBPL)

Major Name Change:

- New name: Film & Video, BA (FLM); Name changed from Film & Video Studies, BA (FVS)

Suspend Minor:

- Peace Studies (PEAC) Minor has been suspended

Expire Concentration:

- Production Design Concentration for Film & Video

Polytechnic Institute

Expire Concentrations:

- Business Intelligence Concentration (OLBI) in Organizational Leadership
- Organizational Design and Transformation Concentration (OLDT) in Organizational Leadership
- Project Management Concentration (OLPM) in Organizational Leadership

Polytechnic Institute

New Minor:

- Atmospheric Science Minor

Minor Name Change:

- Earth and Planetary Sciences Minor

For up-to-date active curricula, see the Office of the Registrar website (Active Curricula)