# Purdue University Northwest {Name of Campus} {Name of Department} {Course Name and Number} {Term}

**(Minimum Requirements for Course Syllabi Distributed to Students at Beginning of Course**. **A copy of each syllabus is also to be filed with the academic department which houses the course.)**

## Instructor Information:

**Name of the Instructor**

**Instructor Contact Information, Office Hours, and Office Location**

**Departmental Contact Information (Address, Phone Number, and Web Address)**

## Course Description:

## Prerequisites:

## Course Objectives:

## Required Materials:

### Textbooks (Required and Suggested)

## Assignments and Determination of Course Grade:

## Course Policies:

### Attendance Policies:

### Assignment Policies:

### [Honor Code](http://www.pnw.edu/dean-of-students/honor-code/)[[1]](#footnote-1)

### [Academic Dishonesty Policy](http://www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/)[[2]](#footnote-2)

### [Classroom Civility Policies](https://www.pnw.edu/dean-of-students/student-disruption-in-learning-environments-toward-a-model-of-community-civility/) [[3]](#footnote-3)

## Students with Disabilities:

**Recommended Statement:** *“*Students who may need accommodations to address barriers caused by documented disabilities under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act need to register with the Disability Access Center (DAC) to receive accommodations. To request and receive accommodations, students schedule an appointment with the DAC to initiate review and approval of supporting documentation showing their disability, the barriers it causes, and the recommended accommodations. If documentation is approved, the DAC will email a letter to the student’s current semester faculty members outlining the accommodations needed to ensure accessibility. Accommodations will be provided from the date the letter originates from the DAC. It is important to register as soon as possible as accommodations are not retroactive. The DAC is located at the Hammond campus in the Student Union & Library Building (SUL) 341 and Westville in the Technology Building (TECH) 101. The DAC can be reached at (219) 989-2455 or emailing: dac@pnw.edu. [DAC website](http://www.pnw.edu/dac)[[4]](#footnote-4).

## Student Mental Health and Wellbeing:

Recommended Statement:“Purdue University Northwest is committed to supporting and advancing the mental health and well-being of our PNW students. During the course of their academic careers, students often experience personal challenges that contribute to barriers in learning, such as drug/alcohol problems, strained relationships, chronic worrying, persistent sadness or loss of interest in enjoyable activities, family conflict, grief and loss, domestic violence, difficulty concentrating, problems with organization, procrastination and/or lack of motivation. Students also sometimes come to college with a history of learning difficulties (e.g., any form of special education), experience difficulties succeeding in a particular subject (e.g., math, reading), or have experienced some form of trauma be it emotional or physical (e.g., head injury). These mental health concerns can lead to diminished academic performance and can interfere with daily life activities. If you or someone you know has a history of mental health concerns or if you are unsure and would like a consultation, a variety of confidential services are available. The Counseling Center is located in Gyte 05 in Hammond and TECH 101 in Westville. You can also reach us at (219) 989-2366 or on [the Counseling website.](http://www.pnw.edu/counseling/)[[5]](#footnote-5) [National Suicide Prevention Hotline](http://suicidepreventionlifeline.org)[[6]](#footnote-6) at (800) 273-TALK or on the web..

## Non-Discrimination:

**Recommended Statement:** Purdue University Northwest 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. Any student who believes they have witnessed or experienced discrimination are encouraged to report the incident to the Office of Equity, Diversity & Inclusion in Lawshe 231, Hammond or call (219) 989-2337 or in Schwarz 25, Westville or call (219) 785-5545. Additional information can be found on the [Diversity website.](http://www.pnw.edu/diversity)[[7]](#footnote-7)

## Emergency Preparedness:

**Recommended Statement:**“An information sheet, with instructions for various types of possible emergencies, is posted in each room on campus. These emergencies include criminal activity, severe weather, fire, medical emergencies, and noises sounding like gunshots.  Students are strongly encouraged to review this instruction sheet carefully and acquaint themselves with these important guidelines. PNW will hold annual drills to prepare for emergencies such as severe weather, active shooter and fire. It is strongly encouraged that all students participate in these drills in an effort to strengthen our emergency preparedness efforts.”

1. [www.pnw.edu/dean-of-students/honor-code](http://www.pnw.edu/dean-of-students/honor-code) [↑](#footnote-ref-1)
2. [www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/](http://www.pnw.edu/dean-of-students/purdue-university-northwest-academic-integrity-policy/) [↑](#footnote-ref-2)
3. [www.pnw.edu/dean-of-students/toward-a-model-of-community-civility-student-guide-12006/](http://www.pnw.edu/dean-of-students/toward-a-model-of-community-civility-student-guide-12006/) [↑](#footnote-ref-3)
4. [www.pnw.edu/dac](http://www.pnw.edu/dac) [↑](#footnote-ref-4)
5. [www.pnw.edu/counseling/](http://www.pnw.edu/counseling/) [↑](#footnote-ref-5)
6. [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org/) [↑](#footnote-ref-6)
7. <http://www.pnw.edu/diversity> [↑](#footnote-ref-7)