

CEP Guide for Student Success



Concurrent Enrollment Program



PURDUE
UNIVERSITY
NORTHWEST



On behalf of the Purdue University Northwest community, congratulations on your acceptance into the Concurrent Enrollment Program (CEP)!

You are now part of a growing community of ambitious students across the country who are earning college credit while still in high school. Through this program, you have the opportunity to experience the rigor and rewards of college-level coursework while continuing your high school education.

CEP courses are taught in your high school by instructors who have been approved by Purdue University Northwest and hold credentials equivalent to PNW faculty. Using university-approved syllabi, these instructors deliver courses that meet the same academic standards as those taught on campus. In addition, PNW CEP is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), helping ensure that credits earned are recognized by colleges and universities throughout Indiana and at many institutions across the country.

As a CEP student, you are a member of the PNW community. You have access to campus events, library services, campus visits, and academic support. CEP students also have access to an academic advisor. Whether you are taking one course or several, your advisor can help you explore your educational goals and understand how CEP can support your future plans.

You will earn an official letter grade that becomes part of your PNW transcript. Because these grades become part of your college academic record, they may affect future college admissions, academic standing, financial aid eligibility, and scholarship opportunities. It is important to approach your CEP courses with the same commitment and responsibility expected of any college student. As a college student, you are also responsible for decisions regarding course additions or withdrawals.

This handbook has been created to help you make the most of your CEP experience. We encourage you to review the information carefully and become familiar with the program, its expectations, and the resources available to you.

We wish you a successful academic year and an outstanding CEP experience.

Rachel Meyers
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Purdue University Northwest



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Table Contents

- Student Benefits and Academic Resources
- Purdue Notice & Separation Policy
- PNW Procedures
- Concurrent Enrollment Student Expectations & Responsibilities
- Frequently Asked Questions
- FERPA & ADA
- Financial Aid
- 2026/27 Calendar at a Glance

Student Benefits & Academic Resources

Student Benefits:

- **Save Money** – An opportunity to earn college credit in high school at a reduced rate.
- **Challenge Yourself** – Courses are college-level, so expectations may be higher.
- **Transferability** – most courses will transfer to colleges and universities not only throughout Indiana, but also to many out-of-state institutions as well.
 - See the [Indiana Course Transfer Equivalency Website](#)
- **Get your PNW ID** – this will allow you to use on-campus resources and attend events.
- **Can help you get admitted to college** – Grades earned become part of the student's permanent transcript, and can demonstrate your ability to be successful at the collegiate level.
- **Get started on your degree from Purdue University Northwest** – Credit earned is guaranteed to count at PNW.

Academic Resources:

- **[PNW Library](#)** – CEP students have full on-campus and online access to the PNW library. To access the online resources, you will need your myPNW info.
- **[Writing Center](#)** – The PNW Writing Center supports student learning with one-on-one consultations on any writing project at any stage of the writing process.
- **[DegreeWorks \(myPNW plan\)](#)** – A web-based program that enables CEP students to track academic progress toward degree completion at PNW.
- **[Tutoring](#)** – Free academic assistance and tutoring is available to PNW students in a variety of locations and formats.
- **[Academic Advising](#)** – As a CEP student, we want to ensure that you have the most accurate information on your courses, credits, and how enrollment in our program will have an impact on your future college plans.



Purdue Notice & Separation Policy

All students shall be placed on academic notice if his/her semester or cumulative Purdue GPA at the end of any semester is less than a 2.0.

A student may be removed from notice status at the end of the subsequent semester in which they achieve both semester and cumulative GPAs equal to or greater than 2.0.

If a student raises their semester GPA above a 2.0 but their cumulative GPA remains below, or vice-versa, they shall remain on notice.

A student on academic notice shall be academically separated from the University at the close of any semester in which both his/her semester and cumulative GPA is still less than a 2.0.

And remember:

2.0, YOU'RE GOOD TO GO!

Student Tip:

Expect the unexpected—and roll with it! Schedules will change, plans might flop, and surprises will pop up (some awesome, some... less so).

Stay flexible, keep your sense of humor, and treat every twist like part of the adventure. You've got this!



myPNW Procedures

Paying My Bill

Follow these steps:

1. Sign in to the student's myPNW account
2. In the Bills and Payments tab, click on Account Summary
3. Choose the payment option by clicking on the "Make a payment" button

If a parent or guardian is planning to pay, they will need to be designated as an Authorized User.

Adults can be given the ability to access account information.

In compliance with FERPA, student financial records may not be shared with a third party without written consent. Adding an authorized user is written consent that an individual may view account information and make payments on the your behalf. Please note that authorized users do not have access to their student's stored payment methods, academic records, or other personal information.

If you would like to pay via check, you can mail your check to:

Bursar Office

Purdue University Northwest

1401 S U.S. Hwy 421

Westville, Indiana 46391

If you would like to pay in person, with cash or check, payment can be made at the Bursar's office at either campus.

Student Tip:

Deadlines wait for no one—so don't ghost them!

Know when to drop, withdraw, and handle that tuition bill. Future you will be chillin' stress-free and sending you a big high five.



Concurrent Enrollment Student Expectations and Responsibilities

- I understand that I will be admitted as a High School Non-Degree Seeking Student. To be considered for degree bound admission to PNW, I will need to apply as a degree seeking student with the [office of admissions](#).
- I understand once my enrollment is complete, I will have access to the PNW Library and other on campus resources.
- I understand that any grades I earn as a concurrent enrollment partnership student through PNW will become part of my official, permanent college record. Any college course I take during high school will count towards my cumulative collegiate grade point average and could be considered in the future for scholarship purposes. My academic record could also be considered relevant as part of my degree-bound admission at Purdue University Northwest or any other institution.
- I understand that if my tuition is not paid by the due date, I will be dropped from the course. No exceptions.
- I understand that I must check myPNW account regularly to verify that my courses and payment records are correct.
- I understand that I must order and send my transcripts and AP scores to the college of my choice.
- I understand that I must follow the drop, withdraw and tuition payment deadlines.
- I understand that regardless of my age or payment responsibility, only I will have access to my academic records at PNW. PNW will not share grades or other records with individuals, including parents and guardians, without my prior consent.

Student Tip:

Life begins at the edge of your comfort zone – so go say hey!

Try something new, strike up a convo or join a club. You never know when a “hi” might turn into a lifelong friendship or memory!



Frequently Asked Questions

What happens if I don't pay my tuition by the deadline?

If full payment is not received by the deadline, you will be dropped from the college credit portion of the class. This could affect your Academic Honors Diploma. Once dropped, a student cannot be reregistered. No exceptions!

How will I be billed?

You will only receive a payment notice through your myPNW student portal (and to the email of the authorized user).

How do I get a copy of my transcript?

Purdue University uses the National Student Clearinghouse (NSC) for transcript services.

<https://tsorder.studentclearinghouse.org/school/ficocode/00182500>

Purdue charges a fee for each transcript ordered through NSC.



Frequently Asked Questions

If I don't attend PNW after high school, will these courses transfer?

PNW is fully accredited by the NACEP. Therefore, PNW credits are highly transferable to many other colleges and universities nationwide; however, credit transferability is ultimately at the discretion of the accepting institution.

Concurrent Enrollment students will have access to an official PNW transcript with their courses and grades to send to any other college or university. The website, transferrin.net will allow you to see how your credits will transfer between Indiana institutions.

How do I know when the deadlines are for each semester?

Check on [our website](#) to stay up to date on all important information.

Student Tip:

School isn't just about textbooks and deadlines—make time for fun, friends, and recharging.

Balance is your secret weapon to avoid burnout and keep the good vibes going!



Frequently Asked Questions

Do I need to fill out a new application if attending PNW after high school?

Yes, if you plan on attending PNW after high school, a PNW undergraduate application needs to be filled out.

Find the application [here](#).

Are there scholarships available to PNW after high school?

Yes. PNW offers a variety of scholarships to recognize student achievement and provide financial assistance to help with the cost of an education. CEP offers five \$1000 scholarships to anyone with 3 PNW credits, taken in high school, that plans on attending PNW after graduation. Find the CEP scholarship application [here](#).

Additionally, the Office of Financial Aid offers additional scholarships as well. Check out their [website](#) to see what they have to offer!



Accessibility Services

Students enrolled in concurrent enrollment courses who have an IEP or 504 plan in their school coursework are eligible for the same accommodations provided by the IEP/504 plan per Indiana State Law. It is prudent, however, to discuss the accommodations with the instructor of the course, the case manager, and the PNW Accessibility Services office to help prepare the student for post-secondary expectations.

Some accommodations or modifications in coursework that are appropriate at the secondary level, are not appropriate at the college level and might not be available to you in college, after high school. To help you prepare for this transition, the PNW Accessibility Center office is available for consultation. Feel free to contact the PAC if you have any questions or concerns about your accommodations.

Student Tip:

Adulting 101: It's not scary, we promise! Learn how to conquer laundry, whip up some go-to meals, and keep your wallet from ghosting you. Future you will be so impressed.



Federal Educational Rights and Privacy Act (FERPA)

According to the US Department of Education, the FERPA policy regarding concurrent enrollment students' states: "If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may impact and review any records sent by the postsecondary institution to the high school. Additionally, the post secondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules."

PNW's practice regarding FERPA is to exercise caution, and we may request additional information from a student before talking with or releasing specific information to anyone other than the student themselves. Although, you can sign a release so that your parent or someone else has access to your private information, most faculty prefer speaking with a student directly about course and grade concerns, rather than to the parents. For additional information, please see [the US Department of Education website](#).



Financial Aid Implications (SAP)

CEP coursework completed during high school may be used to determine your eligibility for financial aid at a college or university, which includes borrowing a student loan.

Satisfactory Academic Progress (commonly known as SAP) is reviewed by an institution to determine if you qualify for financial aid.

The review monitors: minimum cumulative grade point average (GPA) as determined by the school, Pace Completion Rate (most schools require a 67% completion rate (e.g., passing 2 out of every 3 attempted credits), and Maximum Timeframe (students must complete their degree within a set period, typically 150% of the program length).

Maintaining SAP is mandatory for students to remain eligible for federal student aid, as well as most state and institutional aid. It is very important that a student successfully completes their college coursework with a C or better to ensure that SAP requirements are met.

Contact your college's financial aid office for more information.

Student Tip:

College Credit = Real Money!

Your college grades count toward financial aid and scholarships. Do your best—your future wallet will thank you!



CEP Dates 2026/2027

October

- 23 – Tuition due for all classes that start in August.
- 23 – Drop deadline (Fall and Trimester 1)

November

- 6 – Withdraw deadline (Fall and Trimester 1)
- 20 – Drop deadline (Trimester 2)

December

- Apply for CEP scholarships
- Evaluate your teacher and course

January

- Apply for CEP scholarships
- Check unofficial transcript in MyPNW

February

- Submit CEP scholarship application
- 5 – Withdraw deadline (Trimester 2)

March

- 26 – Tuition due (Trimesters 2 and 3, spring)
- 26 – Drop deadline (Spring, Trimester 3 and yearlong)

April

- 16 – Withdraw deadline (Trimester 3 and yearlong)

May

- Evaluate your teacher and course

July

- Check unofficial transcript in MyPNW
- Order/send transcripts through NCL



Go Lions!

We're happy you're here!



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