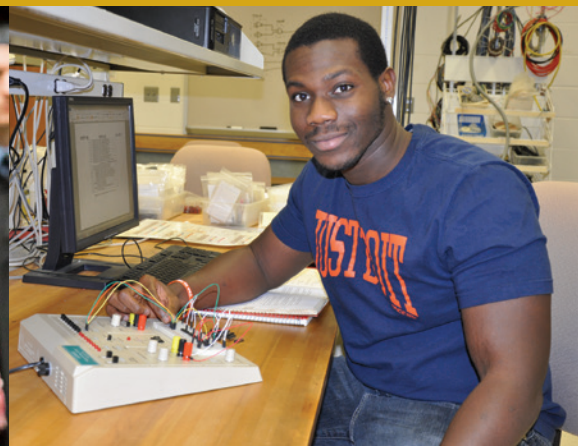


UNDERGRADUATE & GRADUATE
ACADEMIC CATALOG

2016-2017



HAMMOND CAMPUS • WESTVILLE CAMPUS



Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Dear Student,

Welcome to Purdue University Northwest—the first academic year of our innovative, newly unified institution. PNW is a university of two respected Purdue campuses 35 miles apart in the Northwest Indiana communities of Hammond and Westville.

In early 2014, planning began to combine Purdue Calumet and Purdue North Central into one extraordinary Purdue University Northwest.

What makes PNW extraordinary? You! First and foremost, Purdue Northwest is all about being a student-centered university. Serving you and helping you persist through any of some 70 programs of study to earn your highly valued Purdue degree is our top priority.

As Indiana's fifth largest university, Purdue Northwest is committed to offering you:

- Academic excellence;
- Learning opportunities of engagement and discovery through traditional and real world environments;
- The support services and resources of two, thriving Purdue campuses to help you succeed;
- Concerned, caring and accessible faculty; and
- Affordability—Did you know our tuition is the lowest of any baccalaureate degree-granting university in Indiana?

Purdue Northwest offers academic programs and houses specialized instructional facilities that are nationally respected. As for diversity, your classmates and friends come from across our region and across our globe, as more than 50 nations are represented on our campuses.

As a PNW student, you can attend courses on either campus, or you can complete most degree programs entirely at one campus.

As you join some 15,000 classmates blazing new trails as a Purdue Northwest student, I encourage you to refer to this catalog so you can take advantage of all PNW has to offer.

Sincerely,



Thomas L. Keon

DISCLAIMERS

The provisions of this publication are subject to change without notice and do not constitute an irrevocable contract between any student or applicant for admission and Purdue University Northwest. The University is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors in the preparation of this publication.

Purdue University Northwest has reserved the right to add, amend, or repeal any of its regulations, rules, resolutions, standing orders, and rules of procedures, in whole or in part, at such times as it may choose. None shall be construed, operate as, or have the effect of any abridgement or limitation of any rights, powers, or privileges of the Board of Trustees.

Every effort has been made to assure the accuracy of the information in this publication. Students are advised, however, that such information is subject to change. Therefore, they should consult the appropriate academic department or administrative offices for current information.

Non Discrimination Policy Statement

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 Executive Memorandum No. D-1, 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.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." - Title IX

Title IX is part of the Education Amendments of 1972 to the 1964 Civil Rights Act and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Title IX applies to all participants of such programs, including students, parents and faculty/staff members. The purpose of Title IX is to help foster safe and respectful University environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and stalking.

As Purdue University Northwest Title IX Officer for the Hammond location, Linda B. Knox, Director for the Office of Equity & Diversity, is responsible for coordinating Purdue University's compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns may be directed as follows:

Linda B. Knox
Director, Office of Equity & Diversity
Lawshe Hall, Room 231
2200 169th Street
Hammond, IN 46323-2094
219-989-2337 (office); 219-989-4187 (fax)
(219) 989-3169
linda.knox@pnw.edu

Equity Diversity & Inclusion Website¹:

As Purdue University Northwest's Title IX Coordinator for the Westville location, Laura Odom, Associate Director of the Office of Institutional Equity and Training, is responsible for coordinating the University's compliance with Title IX, including overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns may be directed as follows:

¹ <http://www.pnw.edu/diversity/title-ix/>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Laura Odom
Associate Director of Office of Institutional Equity (OIE)
Schwarz Hall, Room 25C
1401 S. U.S. Hwy 421
Westville, IN 46391
(219) 785-5545
odoml@pnw.edu

In light of recent reports concerning a university's response to allegations of child abuse, you are reminded that under Indiana law, each person over the age of 18 has a duty to report child abuse or neglect. In the event of an emergency, call 911. If it is not an emergency, immediately alert the police or Child Protective Services (1-800-800-5556). Thank you for your commitment to the safety of children on our campuses.

Your Campus, Your Safety

Your Campus, Your Safety, Purdue University Northwest's annual security and fire safety reports are available online. This report is required by federal law and contains policy statements and crime statistics for Purdue University Northwest. The policy statements address Purdue University Northwest's policies, procedures and programs concerning safety and security (i.e., policies for responding to emergency situations and sexual offenses). Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. The reports are available online by campus location:

[Your Campus, Your Safety Hammond location](#)²

You may also request a paper copy from the Police Department, located in the University Police Building (just south and east of the 169th St. entrance).

[Your Campus, Your Safety Westville location](#)³

You may also request a paper copy from the Police Department located at the Physical Facility/Campus Police Building Room 101

² <http://www.pnw.edu/police/wp-content/uploads/sites/33/2015/09/PurdueCalumet-YourCampusYourSafety-2015.pdf>

³ <http://www.pnw.edu/police/north-central-campus/safety-westville/>

About Purdue University Northwest

2016-17 marks the first academic year of Purdue University Northwest. The comprehensive, Northwest Indiana-based institution is a unification of the former Purdue University Calumet of Hammond and Purdue University North Central of Westville. A single university of two campuses located 35 miles apart just outside the Chicago metropolitan area, Purdue Northwest is part of the internationally-respected Purdue University system, Indiana's land grant institution.

Purdue Northwest was established to better serve students and the Northwest Indiana region.

History

The genesis of Purdue Northwest through its two campuses emerged during World War II when Purdue University in cooperation with the federal government offered technical classes to Northwest Indiana production workers in response to war effort needs. When the war ended, higher education took on new meaning in a region of returning soldiers and others eager to advance their futures.

Purdue introduced degree credit courses in a variety of facilities in and around Hammond in 1946 and in Michigan City and La Porte as early as 1949.

Subsequently, land Purdue acquired through the Ross-Ade Foundation paved the way for development of two campuses—one south of Michigan City near Westville and the other in Hammond's Woodmar neighborhood. The first building on the Hammond location opened in late 1951. A permanent Westville location introduced classes in fall of 1967.

Both campuses grew and developed into comprehensive regional universities, collectively awarding more than 67,000 undergraduate and graduate degrees through spring 2016 and enrolling some 15,000 students during the 2015-16 academic year, while also responding to the professional, cultural and economic needs of Northwest Indiana and beyond.

Emergence of Purdue University Northwest

Purdue University announced February 26, 2014 that Purdue University Calumet and Purdue University North Central would unify their respective administrations. Through a detailed unification process, both campuses would be preserved and administrative, academic oversight and other functions would be combined.

The unification of two campuses into one university would enable more resources to be reallocated to advance educational quality, student success, efficiency and a more impactful response to specific needs of Northwest Indiana. In short, an extraordinary university of two strong campuses would emerge that would better serve students, families, business, industry and economic development.

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

The Purdue Board of Trustees approved Purdue University Northwest as the name of the unified institution in July 2014. Purdue Trustees also approved a plan in October 2015 to reorganize the 11 academic colleges of Calumet and North Central into six Purdue Northwest colleges. The establishment of Purdue University Northwest became official when the Higher Learning Commission granted approval March 4, 2016.

Purdue Northwest Senior Leadership

A single Board of Trustees governs the entire Purdue University system through the President of the University.

The Chancellor of Purdue University Northwest is the senior administrative officer on campus and reports to the President of Purdue University. Serving the Chancellor as senior administrators are:

- Vice Chancellor for Academic Affairs and Provost -- responsible for all academic programs and the Center for Learning and Academic Success.
- Vice Chancellor for Finance and Administration -- responsible for the business affairs of the university, including budget and finance, human resources, buildings and grounds, and university police.
- Vice Chancellor for Institutional Advancement -- responsible for advancing the university and overseeing alumni relations, communications, fund raising, university and community relations, and marketing.
- Vice Chancellor for Enrollment Management and Student Affairs – responsible for enrollment and student success support service, including admissions, financial aid, registration, counseling, pre-college programs, disability resources, student activities and the office of the dean of students.
- Vice Chancellor for Information Services -- responsible for connecting the changing, emerging needs of technology with the knowledge generated through library resources.
- Athletic Director – responsible for administering all aspects of the university’s 13-team intercollegiate athletic program.

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Purdue University Board of Trustees

Michael R. Berghoff, Chairman, Indianapolis, IN

Thomas E. Spurgeon, Vice Chairman, Peoria, IL

Lawrence C. "Sonny" Beck, Atlanta, IN

JoAnn Brouillette, Lafayette, IN

Vanessa J. Castagna, Dallas, TX

Malcolm S. DeKryger, DeMotte, IN

Michael F. Klipsch, Carmel, IN

Cameron S. Mann, Cloverdale, IN

Gary J. Lehman, Lafayette, IN

Don Thompson, Chicago, IL

Officers of Administration - Purdue University, West Lafayette, Indiana

Mitchell E. Daniels, Jr., President

James S. Almond, Senior Vice President for Business Services and Assistant Treasurer
Debasish (Deba) Dutta, Provost and Executive Vice President for Academic Affairs and
Diversity

Morgan J. Burke, Director of Intercollegiate Athletics

Ralph Amos, President and Chief Executive Officer, Purdue Alumni Association

Mike B. Cline, Vice President for Physical Facilities

Gina DeSanto, Chief of Staff

Julie Griffith, Vice President for Public Affairs

Suresh V. Garimella, Executive Vice President for Research and Partnerships

Daniel J. Halser, President and Chief Entrepreneurial Officer of the Purdue Research
Foundation

Trent D. Klingerman, Vice President for Human Resources

W. Gerald McCartney, Vice President for Information Technology and Chief Information
Officer

Amy R. Noah, Vice President for Development

Alysa Christmas Rollock, Vice President for Ethics and Compliance

Steven R. Schultz, Legal Counsel

William E. "Bill" Sullivan, Treasurer and Chief Financial Officer

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Purdue University Northwest, Hammond and Westville, Indiana

Thomas L. Keon, Chancellor

- Richard Costello, Director of Athletics
- Linda Knox, Director of the Office of Equity, Diversity and Inclusion
- Judith Jacobi, Assistant Vice Chancellor of University Art Collections and Special Programs

Regina Biddings-Muro, Vice Chancellor for Institutional Advancement

- Megan Davis-Ochi, Director of Alumni Affairs and Advancement
- Mary Jane Dopp, Director of Advancement Resources and Donor Stewardship
- Kris Falzone, Associate Vice Chancellor for Marketing and Communications
- Marie Claire Foster, Senior Director of Advancement
- Ashley Gerodimos, Manager of Strategic Events

Ralph O. Mueller, Vice Chancellor and Provost for Academic Affairs

- William Law, Interim Associate Vice Chancellor for Academic Affairs
- Michael Lynn, Interim Associate Vice Chancellor for Academic Affairs
- Marvery Griffin, Assistant Vice Chancellor for Academic Finance and Project Management
- Dallas Kenny, Assistant Vice Chancellor for International Affairs
- Rebecca Stankowski, Interim Assistant Vice Chancellor for Assessment and Accreditation
- Joy Cowell, Director of Graduate Studies
- Gillian Leonard, Director of Institutional Research
- Maja Marjanovic, Director, Sponsored Programs
- Ronald Corthell, Interim Dean, College of Humanities, Education and Social Sciences
- K. Chris Holford, Interim Dean, College of Engineering and Sciences
- Lisa Hopp, Dean, College of Nursing
- Niaz Latif, Dean, College of Technology
- Jane Mutchler, Dean, College of Business
- John Rowan, Dean, Honors College

Carmen Panlilio, Vice Chancellor for Enrollment Management and Student Affairs

- Lisa Goodnight, Associate Vice Chancellor for Student Affairs/Senior Dean of Students
- Roy Hamilton, Assistant Vice Chancellor for Educational Opportunity Programs/McNair Program
- Scott Iverson, Director of Housing and Residential Education
- Sandra Steele, Assistant Vice Chancellor for Enrollment Management
- John Weber, Assistant Vice Chancellor for Student Affairs/Dean of Students

Stephen Turner, Vice Chancellor for Finance and Administration

- Michelle Grant, Senior Director for Space Management, Planning and Design
- Phillip Jankowski, Associate Vice Chancellor for Finance and Business Services
- Michael Kull, Associate Vice Chancellor for Facilities and Capital Projects

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Brian Miller, Director of Public Safety
- Sue Miller, Associate Vice Chancellor for Human Resources

Timothy Winders, Vice Chancellor for Information Services

- Tammy Guerrero, Director of University Libraries
- Katie Gutierrez, Lead Security Analyst
- Jason Inman, Director of Customer Service
- Paul Johansen, Executive Director of Enterprise Applications Services
- Stefan Yanef, Budget and Financial Analyst
- Heather Zamojski, Assistant Vice Chancellor for Learning Technologies

Academics

Purdue Northwest offers some 70 undergraduate and graduate degree programs of study and nearly 40 professional certificate programs. The university's six academic Colleges are:

- Business
- Engineering and Sciences
- Humanities, Education and Social Sciences
- Nursing
- Technology
- Honors

Mission Vision Values

Mission: Purdue University Northwest, in the land grant tradition of learning, discovery and engagement, provides high quality, affordable undergraduate and graduate education to students of Northwest Indiana and beyond. We create a welcoming environment that promotes critical inquiry through experiential learning, faculty scholarship, civic engagement and community partnerships.

Vision: Purdue University Northwest will be the institution of choice in Northwest Indiana and beyond as the center for education, innovation, economic development and culture.

Values: The students, faculty, staff, alumni and entire Purdue University Northwest community:

- Embody a commitment to excellence in all we do
- Foster a culture that supports growth and success for students, faculty and staff
- Create a welcoming, collegial environment that celebrates diversity
- Demonstrate respect, caring, dignity and inclusion for all
- Promote global citizenship, through learning, interconnectedness, strong stewardship and focusing on improving social outcomes
- Promote growth and mutual success through developing and leveraging partnerships throughout the area
- Act with honesty and integrity, adhering to the highest ethical standards of personal and professional behavior, in communicating, learning, teaching, research and public service.
- Accept personal and institutional responsibility for everything we do
- Innovate to increase lifelong learning
- Demonstrate pride in our university, community, ourselves and one another

Overarching Strategy and Goals

Purdue University Northwest will differentiate itself by offering world-class educational opportunities at an excellent value to all students; by attracting students who thrive in a welcoming, diverse, inclusive environment that promotes academic rigor; by supporting strong faculty and academic programs; by enhancing a vibrant university community; and by promoting the economic well-being of Northwest Indiana, the State, and society as a whole.

Strategic Goals

1. **Student access and success** – Focus on academic, personal and career success and continually work to improve our resources so that qualified students have the opportunity and ability to thrive during their experience on campus and in their lives.
2. **Academic excellence** – Advance academic excellence, the foundation of all we do at Purdue Northwest. We are committed to maintaining and growing a rich teaching-learning environment through the recruitment, retention, and development of high-quality faculty and staff. Equally, we are committed to maintaining distinctive programs and developing quality programs designed to serve regional, national and global needs. Degree programs, dedicated staff and university resources center on providing students opportunities and challenges as they prepare for future success.
3. **Learning through engagement and discovery** – Promote collaborative work, experiential learning and research to give students a rich learning environment that cultivates a lifetime of community involvement and leadership.
4. **Inclusivity and diversity** – Promote a university climate that is welcoming and diverse in which all individuals experience being a valued member of the community. Similarities and differences are accepted and respected. Our communication is collaborative and collegial.
5. **Community and business engagement** – Participate in productive partnerships between business and community organizations and Purdue University Northwest students, faculty and staff that offer opportunities for mutual benefit while strengthening the university and enriching society.
6. **Premier infrastructure** – Support a rich academic learning experience through physical resources, technology, processes, policies and practices.

Accreditation

[The Higher Learning Commission](#)⁴ - 230 South LaSalle St., Suite 7-500 Chicago, IL 60604-1411, accredits Purdue University Northwest. Telephone: 312-263-0456; Toll Free 800-621-7440

All specialty accreditors, with current names, phone numbers and website URLs, are listed on [the Accreditation website](#)⁵.

For further Accreditation language, [please visit the Accreditation website](#)⁶.

Admission to Purdue University Northwest

The Office of Undergraduate Admissions offers Open Houses, Instant Decisions Days (IDD) and Express Admission Days (EAD), and provides guided campus tours and pre-admissions counseling appointments. For more information, please contact us at either of our campus locations:

Office of Undergraduate Admissions Lawshe Hall, Room 130
Purdue University Northwest, Hammond Campus
2200 169th St Hammond, Indiana 46323-2094
Phone: (219) 989-2213 Toll-free: (855) 608-4600

Office of Undergraduate Admissions, Technology Building, Room 157
Purdue University Northwest, Westville Campus
1401 South US Highway 421
Westville, IN 46391
Phone: (219) 785-5460 Toll-free: (855) 608-4600

[Admissions Website](#)⁷

Information on Graduate Admissions may be found in the Graduate School section of this Catalog.

First Time Degree-Seeking College Students

Applicants are required to submit the following to be considered for admission:

1. Completed Application, (A non-refundable \$25 application fee is required).
2. Official High School Transcript and/or GED Scores - Note: Domestic students with transcripts from international institutions must submit an official course by course

⁴ <https://www.hlcommission.org/>

⁵ <http://academics.pnw.edu/academic-affairs/accreditation/accrediting-agencies/>

⁶ <http://academics.pnw.edu/academic-affairs/accreditation/>

⁷ <http://www.pnw.edu/admissions/>

evaluation of their foreign courses from a member of the National Association of Credential Evaluation Services (NACES).

3. SAT, rSAT, or ACT standardized test scores. For applicants whose high school graduation date was more than one year prior to their intended semester of enrollment, appropriate placement test results from the University Testing Services Center at PNW will substitute for SAT, rSAT or ACT scores.

Acceptance

Admission to Purdue University Northwest is based on demonstrated academic quality rank factors, which include a high school diploma (Core 40 diploma is required for applicants who graduated in 2011 and forward from an Indiana public high school) or GED, meeting subject matter requirements, grade average in degree-related subjects, as well as overall grade average, class rank, SAT, rSAT or ACT test scores and the strength of the college preparatory program.

Admissions Decisions

The Office of Undergraduate Admissions will evaluate applications and make one of the following determinations:

1. **Direct Admission** - Applicants who meet all quality rank requirements for a particular program will be directly admitted into the major of choice as specified in the acceptance letter.
2. **Non-Direct Admission** - Applicants who DO NOT meet the quality rank requirements for a particular program may be offered admission into a Career Pathway.
3. **Denied admission** - The applicant will not be admitted to the university until adequate background and preparation for university work can be demonstrated.
4. **Incomplete admission** - The applicant has not provided all of the information or documentation necessary for the Office of Undergraduate Admissions to determine eligibility.

Degree-Seeking Transfer Students

An applicant transferring from another college (non-Purdue campus) must submit the following items:

- Completed application with a \$25 application fee (non-refundable)
- \$30 transcript evaluation fee
- Official college transcripts from each institution of higher education attended. All previous college coursework must be disclosed and submitted to the Office of Undergraduate Admissions

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Official high school transcript and/or, GED scores. Not required if applicant has successfully completed at least 24 transferable credit hours from a regionally accredited institution
- Domestic students with transcripts from international institutions must submit an official course by course evaluation of their foreign courses from a member of the National Association of Credential Evaluation Services (NACES)

Transfer Student Admission Criteria

1. The applicant must have at least 12 semester (or semester-equivalent hours) of college level work completed with a cumulative grade point average of at least 2.0/4.0 from the last college attended. Some programs require a specific cumulative grade point average and pre-requisite transfer courses completed for transfer student admission;
2. The applicant must have successfully completed College Composition I (equivalent to ENGL 10400) at a regionally accredited institution of higher education.

How transfer credit is established:

- Purdue University Northwest accepts credit from regionally accredited institutions for college level classes in which the student has received a grade of C- or better. The University reserves the right to determine the transferability and acceptance of transfer credit. Grades from transfer courses do not transfer, only credits.
- Course equivalencies are determined by respective academic departments (e.g. math course equivalencies are determined by the Department of Mathematics)
- Transfer courses will be evaluated by an academic advisor on an individual basis to determine how credits will apply toward plan of study and graduation requirements
- Purdue University Northwest accepts a maximum of 90 credits toward a baccalaureate degree from other regionally accredited colleges and universities.

Transfer Indiana Core Transfer Library

The Indiana Commission for Higher Education established the Core Transfer Library (CTL) to assist Indiana students who are contemplating transferring from one Indiana public institution to another. It is a list of general education courses and their equivalents at each institution.

To view the current list of approved CTL courses, go to [the TransferIN website](http://www.TransferIN.net)⁸. New courses will be added to the list as they are approved. Approved course have a TransferIN designation

⁸ www.TransferIN.net

next to the course title. The transferability of these courses is based on the assumption that any and all other transfer requirements are met, i.e., specific grade must be earned, etc.

Prospective students are encouraged to contact our Transfer Specialists for assistance in selecting courses that will transfer to their intended Purdue program.

The Online Transfer Equivalency System

Students and faculty can efficiently evaluate transferring course credit through the Purdue University Northwest Transfer Equivalency System. This system compares Purdue University Northwest courses with that of other colleges and universities. If a course is not listed in the report, it does not mean that the course is not accepted, it simply means that this course has not yet been articulated. Transfer credit is subject to departmental acceptance and distribution and equivalencies can be changed at any time.

Re-Entry Students at Purdue University Northwest

Purdue Northwest students who have not attended for one year or longer but who were in good academic standing when they left must reapply for admission. Applicants who have attended another college or university since their last attendance at Purdue Northwest must submit official college transcripts to receive admission decision. Students re-entering who sought a degree from any Purdue campus must be in degree-seeking status upon return.

Re-Admission of Students at Purdue University Northwest

- A student who is academically dismissed from Purdue University Northwest for the first time will be ineligible to enroll for at least one fall or spring semester.
- A student who is academically dismissed for the second time will be ineligible to enroll for at least one year
- A student dropped who was academically dismissed must apply for readmission by filing a Readmission Application available through the Office of the Dean of Students.

Indiana High School Dual Credit

Dual credit programs are partnerships between an individual high school or high school corporation and a particular college or university. Please contact the Executive Director of Concurrent Enrollment Programs to see if your school has entered into agreement with Purdue University Northwest.

In Indiana, dual credit courses are those which high school students may take to earn both high school and college credits. Dual credit courses are taught by high school faculty or by adjunct college faculty either at the high school, at the college or university, or through on-line courses or distance education. Dual credit is one of several options a high school student may use to fulfill Core 40 diploma requirements with Academic Honors or Technical Honors.

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Students wishing to fulfill Core 40 with Academic Honors or Technical Honors diploma requirements are encouraged to choose dual credit courses from either the Core Transfer Library (CTL) or from the courses listed by the Independent Colleges of Indiana (ICI). Courses chosen from both the CTL and ICI list of courses may maximize the changes for the transferability of credit for courses and also meet the dual credit requirements necessary for Core 40 with Academic Honors or Technical Honors.

If students choose a dual credit course NOT on the CTL or on the courses listed by ICI, they should contact the college they plan to attend to see if the course can be transferred to that institution. Indiana colleges and universities provide many opportunities for students to earn college credit while still attending high school. For more information and the latest details [visit the TransferIN website section on Dual Credit](#)⁹.

⁹ <http://www.transferin.net/High-School-Students/Dual-Credit.aspx>

International Student Admission Requirements

The following documentation must be submitted in order to apply for an undergraduate program at Purdue University Northwest:

- **International Undergraduate Student Application.** Students who have not attended a previous university must submit a non-refundable \$25 application fee. Transfer students must submit a non-refundable application fee of \$55. This fee includes evaluation of all college transcripts.
 - [Apply on-line, or download a paper copy, found on our website](#)¹⁰
- **Beginner Student:** Original or attested copies of all transcripts, diplomas, certificates and mark sheets from all secondary schools attended. Documents should be mailed in a sealed envelope from the secondary school or the examination board. If the original document is not in English, include a certified, detailed English translation.
- **Transfer Student:** Original or attested copies of academic transcripts from all secondary and post-secondary schools attended, mailed in a sealed envelope from the examination board, secondary school, or university. If the original document is not in English, include a certified, detailed English translation.
- **Evidence of financial support.** [See details on the International Affairs Office website](#)¹¹.
- **Proof of English Proficiency-provide one of the following:** (tests should be taken within the past 2 years)
 - Test of English as a Foreign Language (**TOEFL**) 79 iBT, or 550 paper based exam
 - International English Language Testing System (**IELTS**) 6.5
 - Scholastic Assessment Test (**SAT**) Critical Reading 480 or higher
 - British Ordinary Level English Language Exam (**GCSE/IGCSE**) Grade of A or B in first language English
 - **A minimum of 15 transferable credits from an accredited U.S.-based institution of higher education, including an English Composition course that is equivalent to Purdue University Northwest's ENGL 10400. The English 10400 equivalent course cannot be taken on-line, through distance learning, or correspondence courses for international admission purposes.**

If you did not take, or have low English test scores for entry into a degree-seeking program, you may still be eligible for admission to the Purdue University Northwest's **English Language Program (ELP)**, located at the Hammond campus. Upon successful completion of ELP, students are eligible to transition to their academic program (TOEFL or above English Proficiency scores

¹⁰ <http://www.pnw.edu/international/admissions/undergraduate-admissions/2/>

¹¹ <http://www.pnw.edu/international/admissions/undergraduate-admissions/3/>

will not be required upon successful ELP completion). [Visit the English Language Program website for more information](#)¹² and [application materials](#)¹³:

Purdue University Northwest must receive all required application materials, on or before the dates indicated below:

June 1 - Fall Semester

November 15 - Spring Semester

April 1 - Summer Semester

Please mail your application materials to:

Purdue University Northwest
Office of International Undergraduate Admissions
Classroom Office Building 176
2200 169th Street
Hammond, IN 46323
USA
Phone: 219-989-2609
Fax: 219-989-8302
Email: iadmissions@pnw.edu

For information on [admission requirements for International Graduate Students](#)¹⁴ please visit the Graduate Studies website

The International Affairs Office

The International Affairs Office (IAO) is committed to further internationalizing Purdue University Northwest and supporting global awareness through the development of international partnerships and exchanges, study abroad opportunities, increased international student enrollment, and cross-cultural programming on and off campus. In order to achieve its goals, IAO is comprised of five main units:

[International Admissions](#)¹⁵, reviews and processes international student applications, evaluates foreign credentials, guides and advises prospective international students, processes transfer credit, works with sponsored students and partners, and assists with development of international partnerships.

¹² <http://www.pnw.edu/english-language-program/>

¹³ <http://www.pnw.edu/english-language-program/how-to-apply/>

¹⁴ <http://academics.pnw.edu/grad-school/international-students/>

¹⁵ <http://www.pnw.edu/international/admissions/>

International Students and Scholars (ISS)¹⁶ provides international students with the appropriate support and advising on immigration matters in order to succeed in their academic, social, and cultural pursuits.

International Programs¹⁷, provides peer mentoring, organizes cross-cultural activities to enhance the American learning experience for international students, and contributes to the globalization of the Purdue Northwest campus.

Education Abroad and Exchange¹⁸ develops and manages study abroad programs for PNW students including exchanges, internship, service-learning, and volunteer opportunities outside the U.S., as well as 'Study at PNW' semester and short-term programs for non-U.S. students.

The English Language Program (ELP)¹⁹ provides degree-seeking students with essential language skills needed to succeed in their university studies and ESL/American culture classes for visiting international students. The program matches students with English speaking peer mentors for additional practice and interaction in and out of the classroom, and offers weekly cultural and educational excursions to local destinations.

¹⁶ <http://www.pnw.edu/international/immigration/>

¹⁷ <http://www.pnw.edu/international/ipo/>

¹⁸ <http://www.pnw.edu/education-abroad/>

¹⁹ <http://www.pnw.edu/english-language-program/>

Fees Purdue Northwest

Fees for 2016-2017

Tuition and fees, set annually by the Purdue University Board of Trustees, are subject to change without notice. The fees listed below are for the 2016-2017 academic year.

Tuition 2016-2017

Resident Undergraduate fee per credit hour	\$224.85
Nonresident Undergraduate fee per credit hour	\$538.75
Resident Graduate fee per credit hour.....	\$284.50
Nonresident Graduate fee per credit hour.....	\$627.60
Laboratory fee per lab hour	\$ 65.30
Registration for examination only	\$204.32
Registration for degree only	\$204.32
Undergraduate Composite fee per credit hour	\$ 24.40
Graduate Composite fee per credit hour	\$18.25

Regular Fees

Application Fee for Undergraduate Programs\$ 25.00
(The non-refundable fee is required.)

Application Fee for Graduate School\$ 60.00

Late Registration Fees: For students who register after classes begin, an additional nonrefundable fee of \$8.50 per credit hour will be assessed.

Transcript Evaluation Fee\$ 30.00

Fee is charged for evaluation of transfer credit. The fee is non-refundable and will not be credited to tuition and fees associated with course enrollment.

Readmission Fee: \$100.00

Those students dropped by the university for academic reasons are assessed a fee before application for readmission will be processed.

Breakage Fees: Usually included in course fees for the cost of normal breakage and wear and tear on equipment. An additional charge will be levied against individuals for excessive waste, loss or breakage, to be paid before course credit will be given.

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Replacement of Student Service Fee Card:\$ 15.00

Purdue Northwest will assess a differential fees based on students' majors in Nursing, Business, Engineering, and Technology programs beginning with students admitted Fall 2016. The fee will be used to fund and support educational advancements for students in the specific major, including faculty; support and coordination of professional career development; monitoring experimental learning activities; and maintenance of labs and capstone courses.

If a student fails to fulfill any financial obligation to any university department, the student's records will be encumbered. Students will be notified of the outstanding obligation and will be given a specified time to settle the account.

An encumbered record means that the student may not be allowed to register for courses at any Purdue University Campus and the student's official transcript will not be released until the financial obligation is satisfied.

Payment Responsibility/Payment Options

It is the student's responsibility to finalize payment options before the designated payment deadline date in order to prevent the cancellation of classes for the term enrolled. Students will save time and avoid lines by selecting a payment option before the designated payment deadline date.

Purdue University Northwest offers several convenient payment options to assist students to finance their educations.

Web Payment Plan (see section entitled Purdue University Northwest Payment Plan for detailed information)

- Access "Pay my Bill" through MyPNW to easily and conveniently pay your bill for any semester that you are registered at Purdue University Northwest.
- Accepted payment options online: Webcheck or Credit card (through Pay Path with a 2.75 % convenience fee). Access MyPNW via the Web at: www.pnw.edu
- Mail Check to: Bursar's Office, 2200 169th Street, Hammond, IN 46323-209, or Bursar's Office, 1401 S US HWY 421, Westville, IN 46391
- Night Deposit Box (located at the north side of Lawshe Hall off of Woodmar Avenue at the Hammond location or on the left side of the main doors to the Bursar's Office, SWRZ 127, at the Westville location)
- In Person: Cash, or Check. Students may select payment options in person at the Bursar's Office located in the Enrollment Services Center, Lawshe Hall, Room 130 at Calumet or Schwarz Hall, Room 127 at North Central.

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

For questions or concerns regarding payment responsibility and/or help with payment options, please contact the Bursar's Office at 219-989-2560 or 219-785-5337 or [view their website](#)²⁰.

Purdue University Northwest Payment Plan – Fall 2016

25% due at time of signing up, with 3 payments on the 5th of Sept, Oct & Nov. Must sign up by 4:00 on August 11th. Payments will be automatically deducted from the form of payment they use for the down payment on the payment dates. 8% APR, no application fee.

Refunds

Course fees, technology fees, and student services fees will be refunded for withdrawal from full term classes according to the following schedule:

- 100% Prior to the semester starting
- 100% During the first week of classes
- 60% During the second week of classes
- 40% During the third week of classes
- 20% During the fourth week of classes
- 0% After the fourth week of classes

The policy during the summer semester is as follows:

- 100% Prior to session starting
- 100% During the first week of classes
- 40% During the second week of classes
- 0% After the second week of classes

Students must complete the withdrawal procedure by submitting a signed add/drop card to the Office of the Registrar (Enrollment Services Center — Lawshe Hall Room 130 at Hammond or Schwarz Hall Room 40 at Westville), to be eligible for a refund. A detailed schedule of the refund policy may be obtained from the Office of the Registrar. NOTE: Students must follow the withdrawal procedure outlined above to be officially withdrawn from a course. Failure to do so could result in the student being charged and receiving a failing grade in the class. No refund will be given for courses dropped after the fourth week of the semester.

²⁰ www.pnw.edu/bursar

Students whose registration is cancelled by the Dean of Students for disciplinary reasons will receive refunds based on this same schedule. Refunds of deposits on equipment are subject to regular service and breakage charges.

Return of Financial Aid (Title IV) Funds

For students who are the recipients of financial aid (Title IV) funds and withdraw from all of their classes prior to October 28th, 2016 for the Fall 2016 semester, or March 24th, 2017 for the Spring 2017 semester, or withdraw prior to the completion of more than 60% of any term, the institution is required to determine the amount of unearned financial aid funds that must be returned to the Title IV program(s). Depending on the amount of financial aid disbursed to students or onto students' accounts, students may be liable for a portion of the amount of unearned financial aid that must be returned to the Title IV program(s). To fully withdraw from the university, students can initiate the withdrawal process by telephone by contacting the Office of the Registrar Hammond location at (219) 989-2181 or by visiting the Enrollment Services Center located in Lawshe Hall, Room 130, or the Office of the Registrar, Westville location, in Schwarz Hall Room 40 at North Central.

Classification of Students as Resident or Non-Resident

The assessment of tuition and fees for a given semester is based on the student's residence classification on the first day of classes for that semester. Students who are not classified as residents of the State of Indiana are required to pay non-resident tuition. A student's residence classification continues in effect for subsequent semesters unless and until the classification is changed.

Responsibility for Residence Classification

The Director of Admissions or a designee determines the initial residence classification of an undergraduate student at the point that the student is admitted or re-enters the university. The Executive Dean or a designee determines the initial residence classification of each Graduate student at the time the student enters or re-enters the university.

All reclassifications are determined by the Registrar or a designee. Any of these authorities are authorized to require certificates, affidavits, documents, or any other evidence they deem necessary. The burden of proof is always on the student making a claim to resident student status. In addition to the required proof, to be considered domiciled in Indiana, a person must reside continuously in the state for a predominant purpose other than attending an institution of higher education for at least 12 months immediately preceding the first day of classes of the term for which resident classification is sought. Students who have further questions about residency reclassification may request a brochure from the offices of any of these authorities.

Changes in Residence Classification for Tuition Purposes

Either the student or the university may initiate an inquiry of residency classification. The non-resident student has the responsibility to apply to the Registrar for reclassification if the student believes that changes in the situation justify reclassification.

To apply for a change

The student must apply in writing, using a form available from the Office of the Registrar, at any time after the requirements for domicile have been met, but no later than 15 days after the start of classes for the semester in which reclassification is sought. The Registrar will make a decision no later than 30 days after the completed application is filed.

Penalties for Failure to Provide Adequate Information

A student who fails to notify the University of a change of facts or provides false information which might affect classification or reclassification from resident to non-resident status will be required to pay retroactively any tuition fees which would normally have been assessed. The student who provides false information or conceals information to achieve resident status may also be subject to disciplinary action as well as other penalties under the law.

Residence Classification Review

A student who is not satisfied with a determination concerning his/her residence classification may appeal the decision to the Residence Appeals Committee, which convenes on the Hammond location. The appeal shall be in writing and shall include reasons for the appeal and a complete statement of the facts upon which the appeal is based, together with supporting affidavits, or other documentary evidence. The appeal must be filed within thirty days after the first day of classes of the academic session for which the determination is effective or within thirty days after the original decision has been reconsidered, whichever occurs later. Failure to file such an appeal within the specified time limit shall constitute a waiver of all claims to reconsideration for that academic session.

Financial Aid

The Office of Financial Aid works to assist prospective and current students with the application process and in finding sources of financial aid to pay for college. Purdue University Northwest (PNW) participates in Title IV federal, state and campus-based financial aid programs.

Should I Apply for Financial Aid?

It is recommended that ALL Purdue University Northwest students apply for financial aid (never assume you don't qualify). To find out if you are eligible for financial aid - federal, state, institutional, or private – **YOU MUST APPLY!**

Who is Eligible?

All students applying for financial aid must meet the following:

- Be a U S citizen or eligible non-citizen
- Have a valid Social Security Number
- Have a high school diploma or a General Education Development (GED) certificate
- Be enrolled or accepted for enrollment as a degree seeking student
- Be enrolled at least half-time to be eligible for Direct Loan program funds
- Maintain satisfactory academic progress
- Register with Selective Service, if required
- Sign the Free Application for Federal Student Aid (FAFSA)

Other requirements may apply. For more information, please contact the Office of Financial Aid.

Can I Estimate My Financial Aid?

You certainly can! An [on-line Financial Aid Estimator is available](#)²¹ to help students and families plan for educational costs at Purdue Northwest.

The Application Process

[Applying for student financial aid](#)²² is an annual activity that may begin as early as October 1, prior to the academic year the student is attending (beginning 2017-18). The Free Application for Federal Student Aid (FAFSA) – or, for previous filers, a Renewal FAFSA – is the key to determining the type and amount of assistance a student can receive.

Students who submit the FAFSA by March 10 prior to the academic year they will be attending, will be considered for all available types of financial aid. Those filing after the March 10 priority

²¹ <http://admissions.pnw.edu/financial-aid/net-price-calculators/>

²² <http://admissions.pnw.edu/financial-aid/how-to-apply-for-financial-aid/>

date may be considered only for federal financial aid programs. Students must complete the FAFSA; in addition, students and/or families may be required to submit other documentation as requested by the Office of Financial Aid. Some [scholarships may require a separate application](#)²³, information is available online.

Types of Financial Aid

Financial aid may be classified as gift assistance or self-help aid. Gift assistance is aid that generally does not have to be repaid. Gift assistance aid includes:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants (FSEOG)
- Indiana Commission of Higher Education Awards including
 - Twenty-first Century Scholars, Frank O'Bannon grant, Adult Student grant and Children of Veteran and Public Safety Officer (CVO) benefits
- Institutional and private scholarships

Self-help aid generally must be repaid or earned, it includes:

- Federal Direct Stafford Loans (subsidized and unsubsidized)
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Federal Direct Graduate PLUS loans for Graduate Students
- Perkins Loans
- Federal Work Study

Details on types of Financial Aid available at Purdue Northwest are available from the Office of Financial Aid and on [the PNW Financial Aid website](#)²⁴.

Financial Aid Eligibility

When you complete the FAFSA, the information you report is used in a formula established by the federal government that calculates your Expected Family Contribution (EFC). The formula considers many factors including income, assets, taxes paid, family size and number of family members in college when determining the family's ability to contribute. If you feel you or your family have unusual circumstances or expenses that may affect your EFC, contact the Office of Financial Aid. Financial aid eligibility is based upon a determination of your financial need, which is the difference between the estimated cost of attendance and your Expected Family Contribution (EFC).

ESTIMATED COST OF ATTENDANCE minus EXPECTED FAMILY CONTRIBUTION (EFC) equals FINANCIAL NEED

²³ <http://admissions.pnw.edu/financial-aid/scholarships/>

²⁴ <http://www.pnw.edu/finaid>

Additional information on [cost of attendance and financial aid budgets](#)²⁵ is available online.

Important Dates and Information

There are several important dates that can impact your financial aid. Visit [the Important Dates and Deadlines webpage](#)²⁶ often to check on dates and deadlines.

Important Notes

- All students must confirm enrollment each semester (fall, spring and summer). Confirm enrollment by logging into Student Self-Service. [A tutorial is available online](#)²⁷.
- If you are a financial aid recipient and intend to fully withdraw from the university, you must initiate the withdrawal process by contacting the Office of the Registrar at
 - Hammond location - (219) 989-2210, or by visiting the Enrollment Services Center located in Lawshe Hall, Room 130
 - Westville location – (219) 785-5342, or by visiting Schwarz Hall, Room 40
- Remember, it is your responsibility to verify your account status with the Office of Financial Aid and fulfill your payment obligation prior to the Final Payment Date or your classes may be cancelled.
 - If your Authorized Aid is less than your tuition and fee charges, you must pay the balance owed prior to the Final Payment Date or your classes may be cancelled
 - If your Authorized Aid is equal to or greater than your bill, your classes will be held, and you will need to contact the Office of the Registrar should you choose not to attend
- Changes in enrollment may result in a revised financial aid award. You must notify the Office of Financial Aid should you change your enrollment, stop attending, or drop below a half-time status.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Purdue University North Central will provide financial assistance to students whose academic progress meets certain criteria set forth by the University. To remain eligible for aid, students must make satisfactory progress toward a degree as outlined in the Satisfactory Academic Progress Policy, which is available upon request in the Financial Aid Office [or on the Financial Aid website](#)²⁸.

²⁵ <http://admissions.pnw.edu/financial-aid/cost-of-attendance/>

²⁶ <http://admissions.pnw.edu/financial-aid/important-deadlines/>

²⁷ <http://admissions.pnw.edu/financial-aid/confirm/>

²⁸ <http://admissions.pnw.edu/financial-aid/pnw-sap/>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Credit hours transferred from other institutions will be included in the number of semester credit hours earned when these hours are accepted in a specific degree area. Credit hours are counted regardless of Financial Aid status. Letter grades of E, F, I, W, and N do not count as earned credit hours for progress. Students who do not successfully meet satisfactory academic progress requirements will be denied federal and state aid (including grants, scholarships, loans, and work study employment). Financial Aid recipients will have their academic progress reviewed at the end of each semester. Students may appeal financial aid denial by following the procedures outlined in the Satisfactory Academic Progress Policy. Academic Dismissal from Purdue University North Central will result in ineligibility for financial aid. Upon academic reinstatement a student must submit a Satisfactory Academic Progress Appeal to have their aid eligibility status reviewed. Class attendance is mandatory for Title IV financial aid recipients.

How Do I Contact the Office of Financial Aid?

Hammond location:

(219) 989-2301, or by visiting the Enrollment Services Center located in Lawshe Hall, Room 130, or by email at finaid@pnw.edu

Westville location:

(219) 785-5460, or by visiting Technology Building, Room 157, or by email at finaid@pnw.edu

Academic Regulations

Students who enter institutions of higher education agree to know and abide by the rules of their institutions. Listed in this section of the catalog are some of the specific regulations which govern student and academic programs. Other regulations are listed in [the Student Handbook, which is available to students online](#)²⁹. A complete set of academic regulations is available to students in the Office of the Dean of Students, SUL (Student Union and Library), Room 313 at Calumet location and, Library-Student Faculty Building Room 103 at the Westville location.

Academic Advising, Program Requirements and Degree Maps

Students are expected to know the requirements for the degree(s) in which they are pursuing. In Spring 2017 students can view their program requirements on-line by using the EduNav application. Students access this tool in the PNW portal. Students can plan class schedules for future semesters, track progress toward a degree and consider other degree options.

Students are also expected to meet with their academic advisor periodically in order to ensure continued progress toward their program of study degree requirements. [Program Requirements/Degree Maps for Fall 2016](#)³⁰ can be reviewed on the website.

Academic Calendar

The academic calendar shall consist of two, 16-week semesters and one summer session. [Refer to our website for exact dates on the registration calendar](#)³¹.

Majors and Degree Programs

Students are assigned to an academic program and advisor based upon the major on their initial application and the admissions decision. Students opting to change their major may do so by completing a Change of Degree Objective form and receiving appropriate approvals. The [Change of Degree Objective form](#)³² is available online.

Registration

Pre-registration for future semesters is ongoing. Registration dates can be found on the University academic calendar. Registration may be done via the web (if cleared by the student's advisor) or in the office of the advisor. Drop and Adds may also be processed via the web. Payment may be made by web, mail, or in person. The deadline for payment of fees occurs before the first week of classes.

²⁹ <http://www.pnw.edu/dean-of-students/student-handbook/>.

³⁰ <http://www.pnw.edu/catalog/degree-maps>

³¹ <http://www.pnw.edu/registration/>

³² <http://www.pnw.edu/registration/forms-and-documents-calumet/>

Late Registration

The late registration period for the fall and spring semesters ends on Friday of the first week of classes. In the summer session, the late registration period ends on Wednesday of the first week of classes. Registrations during this period will be assessed late registration fees (see Fee section).

Registration for Classes

There are three registration periods for the fall, spring, and summer sessions.

PRIORITY REGISTRATION: allows students an opportunity to pre-register in order to enroll in the courses they need.

OPEN REGISTRATION: for students unable to register early and for students who may need to adjust their schedules.

LATE REGISTRATION: held during the first week of classes (special schedule for summer) and to allow students to make section and class changes. A penalty fee is charged to students who enroll during this period. (See p. 16 for late registration fees.)

Adding Courses

Students may add courses during the first four weeks of the semester by submitting a completed add/drop card to the Office of the Registrar. The signatures of both the academic advisor and instructor of the class being added are required during the second, third, and fourth weeks of the semester. Student Athletes must contact the Athletic Department in order to process changes to their semester schedule. Signatures are required for these changes.

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

Dropping Courses

Students may withdraw from courses by submitting an add/drop card to the Office of the Registrar.

The time period in which a student withdraws from a course determines the recording of the course on the student's transcript. The following guidelines apply to the sixteen week Fall and Spring semesters only. Accelerated term and Summer term refund schedules are calculated based upon a modified schedule.

Week 1-2	No grade recorded on academic record
Week 3-12	W grade recorded on academic record
Week 13-16	No withdrawals are allowed*

* 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

Class Attendance

Students are expected to be present for every meeting of the classes in which they are enrolled. All matters relative to attendance, including making up of work missed, are matters for arrangement between the student and instructor involved. It is expected that all instructors will, at the beginning of the semester, make a clear statement to all of their classes regarding their policy for handling absences. Students who fail to meet their class engagements satisfactorily may be denied credit for exercises missed. The instructor will be responsible for counseling with the student whose absences endanger academic performance.

A problem of excessive absences may be referred to the Dean of Students by either the instructor or the student if further information is needed or if either feels that further discussion would resolve the problem. Instructors obtaining information concerning the absence of a student due to personal factors are requested to report such knowledge at once to the Dean of Students. If a student is absent from all the meetings of any regularly scheduled class for a period of two successive weeks, the student may be reported to the Dean of Students for appropriate action.

Class attendance is mandatory for Title IV financial aid recipients.

Course Withdrawal

In order to withdraw from any class, a student must complete a drop card approved by an advisor and submit it to the Registrar's Office. Students with loans making a change in enrollment may revise their financial aid award. The student should notify the Office of Financial Aid immediately if there is a change in enrollment.

Discontinuance of class attendance is not the basis for withdrawal.

Students who do not notify the Registrar's Office when they plan to withdraw will be given a failing grade in each course involved.

Allowable Academic Load

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

Credits in excess of 18 hours during a regular session should 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 credits, approval by the department head and/or dean of the student's curriculum must be obtained before the student may be assigned more than 18 credits.

Transfer to Another Purdue Campus

Upon the completion of the semester or summer session, an undergraduate student may transfer enrollment from Purdue University Northwest to another Purdue University campus, provided all requirements are met. Program requirements vary. To initiate this process, the student must complete an appropriate form available through the Registrar's Office. Following this procedure an Authorization for Enrollment form from the intended campus of registration and instructions for registration will be sent to the student.

Students must be admitted to a degree program of Purdue University before they are eligible to transfer. Students must meet all deficiencies and be academically admissible to a desired program prior to seeking admission to another school.

Grades

Instructors will assign a grade for each course in which the student is enrolled at the close of a session. The student shall be responsible for the completion of all required work by the time of the last scheduled meeting in the course unless the assignment to the course has been properly cancelled. The grade shall indicate the student's achievement with respect to the objectives of the course. Grades offered at Purdue Northwest are listed below:

For Credit Courses

- A+/A highest passing grade
- A-
- B+
- B
- B
- C+
- C
- C
- D+
- D
- D- Lowest passing grade, indicating achievement of the minimum objectives of the course
- E Conditional failure, meaning 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 the record is changed within one semester, by examination or otherwise In any case, the grade cannot be changed to any other grade but a D
- F Failure to achieve minimum objectives of the course. The student must repeat the course and complete it satisfactorily in order to establish credit for it

For courses in the pass/not pass option

- P passing grade, equivalent to A, B, or C

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

N not passing

For zero credit courses (includes thesis research but not laboratory portions of courses which are scheduled by separate designations)

S satisfactory; meets course objectives

U unsatisfactory; does not meet course objectives

For incomplete work, credit or noncredit:

I incomplete, no grade; a temporary record of work which was passing when interrupted by unavoidable absence or other causes beyond a student's control

An instructor may require a recommendation from the Dean of Students or a designee that the circumstances warrant a grade of I. The student must achieve a permanent grade in the course no later than the twelfth week of the second semester subsequent to the enrollment. If not, the I will become IF. If the student is not enrolled for a period of three years following the semester in which the incomplete is given, the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work. THIS ACADEMIC REGULATION DOES NOT APPLY TO INCOMPLETES RECEIVED PRIOR TO SUMMER 1999.

PI —incomplete, no grade; same as I for student enrolled in pass/not pass option.

SI —incomplete, no grade; same as I for student enrolled in zero-credit course.

Other

The Registrar records the following grades and symbols in special circumstances:

W withdrew; grade records that student was enrolled in a credit course and withdrew or cancelled the course after the third week (see Registration for summer schedule).

WF Withdrew failing

WN Withdrew not passing

IF assigned by the Registrar Failure to complete an I grade by the twelfth week of the second semester subsequent to enrollment in a credit course Counted as F in the scholarship index.

IN unremoved incomplete and failing; failing to complete a pass/not pass course in which the student received a PI by the twelfth week of the second semester subsequent to enrollment in the course. Does not affect scholarship index.

IU unremoved incomplete and failing; failing to complete a zero-credit course in which a student received an SI by the twelfth week of the second semester subsequent to enrollment in the course. Does not affect scholarship index.

IX assigned by the Registrar Student not enrolled three years after incomplete was given, then incomplete will be permanent. Does not affect scholarship index.

NS assigned by the Registrar for those course grades not submitted by the instructor.

Pass/Not Pass Option

The university faculty has also provided that a student may take a limited number of courses under a dual grading system of Pass/No Pass. Each student operating under this option and earning a Grade of A, B, or C, shall receive a pass; those earning less than a C shall receive a no pass. The specific regulations stipulating when this option may be used are determined by the school administering the curriculum of the student.

Auditing Classes (Visitors)

A person who is not already enrolled as a student in the University and who wishes to attend a course in the University without credit shall obtain a visitor's permission form from the Registrar's Office and complete it, stating the visitor's name, the number of the course, the date of attendance permitted, and the fact that no credit is to be allowed. The Registrar shall issue a visitor's permit upon written recommendation of the instructor and approval by the head of the department administering the course. No person who is ineligible for readmission by reason of that person having been dropped from the University for scholastic or other reasons shall be eligible to attend classes as a visitor.

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 a visitor. The assignment and enrollment must be completed by the regular procedure for visitor 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. A visitor in a course shall be entitled to hear lectures, recitations, and oral quizzes. A visitor shall not participate in classroom exercises except as invited by the instructor. The visitor shall not submit papers, participate when tests or examinations are given, nor take part in laboratory work. A visitor shall receive no credit for the course. However, if the visitor has been, is, or shall be registered later as a student in the University, then that person may apply for examination for credit, under the usual rules, in the course which was attended as a visitor.

Good Standing

For purposes of reports and communications to other institutions and agencies and in the absence of any further qualification of the term, a student shall be considered in good standing unless he or she has been dismissed, suspended, or dropped from the University and has not been readmitted.

Scholarship Indexes

The scholarship standing of all regular students enrolled in programs leading to an undergraduate degree shall be determined by two scholarship indexes, the semester index and the graduation index.

- The semester index is an average determined by weighting each grade received during a given semester by the number of semester hours of credit in the course.
- The graduation index is a weighted average of all grades received by a student while enrolled in the curriculum plus all other grades received in courses taken in other curricula offered by the University and properly accepted for satisfying the requirements of the curriculum of the school in which the student is enrolled. With the consent of the appropriate academic advisor, a student may repeat a course. In the case of courses which have been repeated, or in which conditional grades have been removed by examination, or for which a substantially equivalent course has been substituted, the most recent grade received shall be used.
- For the purpose of averaging, each grade shall be weighted in the following manner:
 - A+, A 4.0 x semester hours = index points
 - A- 3.7 x semester hours = index points
 - B+ 3.3 x semester hours = index points
 - B 3.0 x semester hours = index points
 - B- 2.7 x semester hours = index points
 - C+ 2.3 x semester hours = index points
 - C 2.0 x semester hours = index points
 - C- 1.7 x semester hours = index points
 - D+ 1.3 x semester hours = index points
 - D 1.0 x semester hours = index points
 - D- 0.7 x semester hours = index points
 - E, F, IF 0.0 x semester hours = index points

Grade of P, N, I, PI, W, WF, WN, IN, IU, AU. NS are not included

Scholastic Deficiency

Guidelines (Approved: Purdue University Senate Document 13-11 - 24 March 2014)

Academic Probation and Deficiency – 2.0 Good to Go

A. Academic Probation

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

A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative

GPA's equal to or greater than 2.0. Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing. Academic standing will not be assessed in summer sessions.

B. Dropping of Students for Academic Deficiency

A student on academic probation shall be dropped from the University at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0. Any grade change due to a reporting error will result in a recalculation of the index and determination of drop status.

Readmission Procedure for Students Who Are Academically Dropped for Scholastic Deficiency

According to University Regulations, when academically dropped a student is required to sit out one regular semester. If dropped more than once, a student is required to sit out at least one calendar year. After completing the required sit out period, a student may petition for readmission to the Purdue campus he or she wishes to attend.

Purdue students requesting readmission must complete [an online readmission application through our website](#)³³ and pay a \$100 non-refundable fee. The fee must be paid by the designated deadline in order for the application to be processed. For inquiries regarding the readmission process, please call the Office of Undergraduate Admissions at (219) 989-2213 or toll free at (855) 608-4600.

Graduation Requirements

For the Associate Degree

- 1. Completion of Program Requirements.** Completion of the plan of study for the degree, either by resident course work, examination, or credit accepted from another institution.
 - **Ten Year Rule.** The dean of the college which administers the student's major can refuse to accept for graduation credit any course completed 10 or more years ago. Reentering students will be notified immediately of all such decisions.
 - **Substitution of Courses.** The dean of the college which administers the student's major may authorize substitutions for courses for graduation.
- 2. Residency Rule.** At least two semesters of enrollment and completion of at least 32 credit hours at Purdue University. Students are normally expected to complete the entire second year in residence. Exception: With the prior approval of the dean of the college which administers the student's major, the student who has at least three

³³ <http://www.pnw.edu/admissions/>

semesters of study in residence may complete no more than 16 credits at another approved college or university. For the purpose of this rule, two summer sessions are considered equivalent to one semester.

3. **Graduation Index of 2.00** Exception: A student who has completed all other requirements for the degree but does not have the minimum Graduation Index may meet the requirement by:
 - Securing the approval of the dean of the college administering the major to register for additional courses, after a review of the academic record. Such a student will not be allowed to take more than 10 credit hours beyond those required for the degree. Credit in these additional courses must be earned no later than three years after the date on which all degree requirements were met, except the Graduation Index requirement. The Graduation Index requirement will be met for such a student if the Graduation Index, now including the extra courses, meets the Graduation Index requirement in effect at the time when the student met all the other graduation requirements.
4. **Registration** as a candidate for the degree during the semester or summer session immediately preceding the completion of the degree
5. **Assessment** The University expects its students to complete all assessment procedures related to General Education and/or major field as required.

For the Bachelor's Degree

1. **Completion of Program Requirements. The completion of the plan of study for the degree**, either by resident course work, examination, or credit accepted from another institution.
 - **Ten Year Rule.** The dean of the college which administers the student's major can refuse to accept for graduation credit any course completed 10 or more years ago Re-entering students will be notified immediately of all such
 - **Substitution of Courses.** The dean of the college which administers the student's major may authorize substitutions for courses for graduation.
 - **Experiential Learning.** Experiential learning is a graduation requirement for students who started with Purdue University Calumet Fall 2008. This approach to teaching allows students to go beyond theory based learning and explore ways to gain practical knowledge within their program of study. Students will enroll in two experiential learning courses while completing their degree. Experiential learning is offered through undergraduate research, internships, service learning, cooperative education, cultural immersion/study abroad, design project or practicum. Your academic advisor will assist you in selecting an experience that is right for you.

EXCEPTION: Transfer students with no more than two semesters of enrollment remaining and no more than 32 credit hours needed for degree completion are exempt from the experiential learning requirement (At the discretion of the Dean or Department Head)

- 2. Residency Rule.** 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. Graduation Index of 2.0 Exception.** A student who has completed all other requirements for the degree but does not have the minimum Graduation Index may meet the requirement by:
 - Securing the approval of the dean of the college administering the major, after review of the academic record, permission to register for additional courses. Such a student will not be allowed to take more than 20 credit hours beyond those required for the degree; OR,
 - Securing in advance the approval of the dean of the college administering the major to register at another approved college or university for not more than nine of the 20 hours.

Copies of approvals must be filed in the Office of the Registrar. Credit in these additional courses must be earned no later than five years after the date on which all degree requirements were met, except the Graduation Index requirement.

The Graduation Index requirement will be met for such a student if the Graduation Index, now including the extra courses, meets the Graduation Index requirement in effect at the time when the student met all the other graduation requirements.

- 4. Registration** as a candidate for the degree during the semester or summer session immediately preceding the completion of the degree.
- 5. Assessment** The University expects its students to complete all assessment procedures related to General Education and/or major field as required.

Academic Honors

Dean's List

The Dean's List is Purdue University Northwest's way of recognizing undergraduate students for outstanding scholastic achievement. 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:

- have at least 12 hours included in the cumulative GPA
- have at least 6 hours included in the semester GPA
- attain at least a 3.5 cumulative GPA
- have at least a 3.0 current semester GPA

Semester Honors

Semester Honors recognize undergraduate students who:

- have at least six credit hours in the semester index with a semester index of at least 3.5, and
- have at least a 2.0 graduation index

Students whose names are placed on the Dean's List shall be entitled to the following special privileges during the semester following the designation of distinction may be assigned to more than 18 credit hours upon request.

It would be possible to earn both Dean's List and Semester Honors standing if the student has a really outstanding semester. Note: Pass/no-pass grades and credits do not count in hours totals for either category of honors.

Degrees Awarded

Graduation with Distinction

- 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 graduation index. 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 graduation index.
- The minimum graduation index for graduation with distinction in each college shall be no less than the 90th percentile of the graduation indexes of the graduates in each college, for the spring semester, provided that the index is at least 3.30. The minimum graduation index so determined in the spring for each college shall be applied for graduation with distinction for the subsequent summer session and fall semester.
- Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes

shall be designated as graduating with highest distinction, irrespective of the colleges from which they graduate. The three-tenths of the spring associate degree graduates having the highest graduation indexes will be designated as graduating with highest distinction. The minimum graduation indexes so determined for graduation with highest distinction shall be applied for graduation with highest distinction for the subsequent summer session and fall semester.

Commencement Schedule

Purdue University Northwest conducts commencement ceremonies twice each year. The May commencement ceremony is for students who have completed all graduation requirements by the end of the Spring semester. The December commencement ceremony is for students who have completed all graduation requirements by the end of the Summer session and for students who will meet their requirements at the end of the Fall semester. For more information about the commencement schedule, please contact the Office of the Registrar at 219-989-2210.

Graduate on Time...

Degree Maps and Free Course Guarantee

Purdue University Northwest provides 8 semester plans of study for every bachelor degree program. A plan of study (or degree map) is a recommended sequence of classes designed to show how a program can be completed within four years.

[Visit 15 to Finish Indiana for information and resources](#)³⁴ regarding how to complete a Bachelor's degree in four years.

³⁴ <http://www.learnmoreindiana.org/college/succeeding-in-college/graduating-on-time/>

The Graduate School

The Graduate School (Graduate Studies Office) oversees all aspects of graduate education at Purdue University Northwest. This includes admissions and records, new courses, graduate staff employment, and program development. As a unit of the system-wide Graduate School, Purdue University Northwest Graduate School coordinates all activities with Purdue University Graduate School. The [policies and procedures of the Purdue Graduate School](#)³⁵ may be found online.

Office of Graduate Studies

Office of Graduate Studies,
Hammond location, Lawshe Hall Room 242,
(219) 989-2257
Mailing Address:
Purdue University Northwest
2200 169th Street
Hammond, IN 46323

Director of Graduate Studies, Hammond location, Lawshe Hall, Room 242A, (219) 989-2545

Email: grad@pnw.edu

Fourteen academic departments and colleges of Purdue University Northwest's Hammond location offer the Doctor of Nursing Practice and sixteen master's degree programs to meet the post-baccalaureate education needs of the citizens of northwest and north central Indiana and surrounding areas. Graduate Certificates and non-degree graduate study are also available. Selected programs and options are also offered online.

In addition, the Westville location of Purdue University Northwest offers the Master of Business Administration (MBA) program, non-degree graduate study, and a graduate certificate in Economic Development.

The graduate programs are flexible to suit the needs of returning students and their employers, as well as the needs of traditional graduate students. The programs can also provide development for industry, business and government professionals through focused courses and degrees designed for a wide variety of student ages, schedules, and career paths, including those leading to doctoral study.

³⁵ <https://www.purdue.edu/gradschool/faculty/publications.html>

Programs at the Hammond location

College of Engineering and Sciences

- Master of Science in Biological Sciences
- Combined BS/MS in Biological Sciences
 - Graduate Certificate in Biotechnology
- Master of Science in Computer Science
- Master of Science in Mathematics

School of Engineering

- Master of Science in Engineering (Interdisciplinary) with concentrations in: Mechanical Engineering; Electrical & Computer Engineering; Industrial Engineering; or Multidisciplinary Engineering
- Master of Science in Mechanical Engineering
- Master of Science in Electrical and Computer and Engineering
 - Graduate Certificate in Engineering Project Management

College of Humanities, Education and Social Sciences

- Master of Arts in Communication
- Master of Arts in English
- Master of Arts in History
- Master of Science in Child Development and Family Studies with concentrations in Marriage and Family Therapy or Human Development and Family Studies

School of Education and Counseling

- Master of Science in Education with concentrations in: Mental Health Counseling (CACREP accredited) School Counseling (CACREP accredited) Human Services Counseling; see website for additional options.
- Graduate Certificate in Addictions Counseling

Also available at the graduate level in Education:

Licenses: School Administration, Mental Health Counseling, School Counseling, Special Education (Mild Intervention and Intense Intervention), Special Education Director

College of Business

- Master of Business Administration (MBA) with a concentration in Accounting or Management Information Systems
- Additional Concentration: Master of Business Administration for Executives (MBAE)
- Master of Accountancy
 - Graduate Certificate in Forensic Accounting and Fraud Investigation

College of Nursing

- Doctor of Nursing Practice (only available online)
- Master of Science in Nursing with concentrations in Family Nurse Practitioner, Adult-Gerontology Clinical Nurse Specialist
- Post Master's Certificates in Nursing
 - Certificate in Family Nurse Practitioner

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Certificate in Nursing Education
- Certificate in Adult Gerontology Clinical Nurse Specialist

College of Technology

- Master of Science in Technology with concentrations in:
 - Computer Information Technology
 - Electrical Engineering Technology
 - Industrial Engineering Technology
 - Mechanical Engineering Technology
 - Technology Leadership and Management
 - Mechatronics Engineering Technology
- Graduate Certificates in Technology:
 - Database Integration Technology
 - Organizational Leadership and Supervision
 - Six Sigma for Business and Industry
- Master of Science in Modeling, Simulation and Visualization (interdisciplinary)
- Graduate Continuing Studies (Non-degree study)

Programs at the Westville location

College of Business

- Master of Business Administration
- Graduate Certificate in Economic Development
- Graduate Continuing Studies-Non-degree

Students at the Westville location of PNW may submit documents to the Graduate Studies Office at the Hammond location address above. Documents may also be sent via campus mail from the Westville location to the Graduate Studies Office in Lawshe 242 on the Hammond location; may be dropped off with the Office of Undergraduate Admissions at the Westville location (TECH 157); or may be submitted to the Grad chair for the MBA program in the College of Business (TECH 186) on the Westville location.

Students interested in graduate study at either campus should refer to the individual departmental listings of degree requirements elsewhere in this catalog. Correspondence about admission to the Graduate School and inquiries about a specific college or department requirements should be addressed to the head of the college or department to which the applicant seeks admission.

Admission to the Graduate School

Degree-Seeking Applicants

[Applicants for specific graduate degrees must apply for graduate study](#)³⁶ through the online application.

All applications are first evaluated by a departmental committee at Purdue Northwest. If recommended for admission, the application is submitted to the Office of Graduate Studies for final review and approval. An applicant is not officially admitted until notification from the Graduate School is received.

General Admission Requirements: Individual program's admission requirements may vary. Please check your specific program for specific requirements.

1. A four-year bachelor's degree from a regionally-accredited college or university application.
2. Graduation index of 3.0 (B) on a 4.0-point scale (individual departments and colleges may set higher indices). Conditional Admission may be available for applicants with undergraduate GPAs which are somewhat below but near 3.0. Please check with your program of interest for conditional admission requirements.
3. Other requirements, as detailed by individual departments and colleges: typically, a goal statement or statement of purpose, and/or a copy of any relevant professional license, a resume, or other documents as required by the application.
4. Test scores or other demonstration of Academic ability for graduate work.

Applicants generally must submit:

1. A completed online application.
2. Three letters of recommendation, or as directed by the department or program. Recommenders' names may be submitted online in the application and the recommendations may be completed in the online system. Hard copy letters of recommendation may also be accepted. Letters of recommendation should be submitted to the program of interest.
3. For admission purposes, copies of the official transcripts of all previous college and university course work completed may be uploaded into the online application. (Some programs require official copies: please check your department of interest for requirements). Electronic transcripts should be submitted to the PNW Graduate Studies Office at grad@pnw.edu. If admitted, the applicant will be required to submit official copies of all transcripts during the first session of enrollment.
4. A \$60.00 application fee, payable online by credit card (\$75.00 for international students) — details are available in online application.

³⁶ <https://gradapply.purdue.edu/apply/>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

5. Other documents as required by the individual department or college (statement of purpose, etc.).
6. Other evidence of academic performance as required by the individual department or college.
7. Graduate Record Examination (GRE), if required by the particular department or college. Consult the individual department or college for additional information.
8. The Graduate Management Admission Test (GMAT) may be required by the College of Business. Consult the College of Business for additional information.
9. Further information can be found at [the PNW Graduate School's website](#)³⁷.

When to apply

Applications, transcripts, and supporting materials should be submitted to the department or college preferably four months, but not less than one month, before the beginning of the session for which the applicant seeks admission. Some programs have specific deadlines for application. Please check with the department in which admission is sought for information on the specific deadline. Domestic Applicants who are applying outside this guideline should check with the department or program for the possibility of later admission.

International students should check with the International Students Services office for application deadlines.

General Deadlines for International applicants who do not currently hold an F1 visa:

March 15th for Summer Admission

May 15th for Fall Admission

October 15th for Spring Admission

Non-Degree Graduate Status (Temporary Admission Status)

Students who wish to pursue study beyond the bachelor's degree, but who may not have a specific degree objective, may take graduate courses by submitting a non-degree application in the online system. In order to be considered for non-degree admission, the applicant should submit:

1. A [completed non-degree online application is available online](#)³⁸. There is no fee for a non-degree application. Applicants may choose non-degree study in a particular program, or choose Graduate Continuing Studies.
2. Evidence of completion of a four-year bachelor's degree, such as one copy of the bachelor's degree final transcript showing the date of degree completion. This copy should be uploaded into the online application for non-degree admission.

³⁷ <http://academics.pnw.edu/grad-school/>

³⁸ <https://gradapply.purdue.edu/apply/>

3. Note: Non-degree students are **not** eligible for financial aid or Graduate Staff Positions. Graduate credits earned while in non-degree **undergraduate** status are not eligible for inclusion in a graduate plan of study, even if earned after completion of the baccalaureate degree.

Certificate Admissions

Students who wish to pursue a graduate certificate must submit a separate online application for the certificate program. An application fee is required for admission to a certificate program. Please check the individual certificates for requirements, typically the certificate application requires an upload of a copy of an official transcript of undergraduate academic work. The [application for certificate study can be found online](#)³⁹.

Twelve Credit Rule

No more than 12 hours of graduate credit earned as a non-degree-seeking student may be applied to a graduate degree plan of study. If an applicant for a regular degree program is approved during the semester in which the student is enrolled for the twelfth credit hour as a non-degree student, all credits completed prior to and during that semester are eligible for inclusion in the plan of study. However, the courses must be appropriate for the degree and be acceptable to the department or college. Students who fail to gain admission as degree-seeking students in a timely fashion may lose credit already earned.

Grades Earned While in Non-Degree Graduate Status

No course in which a student receives less than a B- may be included in a plan of study if the student completed the course while in non-degree status. Please [see the Graduate Policies and Procedures Manual](#)⁴⁰ for requirements for undergraduate excess and transfer credits at the graduate level.

Graduate Credits Earned While in Non-Degree Undergraduate Status

Graduate credits earned while in non-degree **undergraduate** status are not eligible for inclusion in a graduate plan of study, even if earned after completion of the baccalaureate degree.

Teaching License Registrants

Bachelor's degree holders seeking graduate credit without a degree objective, such as those working in teaching licensure programs or seeking to enhance professional qualifications in their occupations, may be admitted in non-degree graduate status. For further information about licensure, please see [the School of Education and Counseling's website](#)⁴¹.

³⁹ <https://gradapply.purdue.edu/apply/>

⁴⁰ <https://www.purdue.edu/gradschool/faculty/publications.html>

⁴¹ <http://academics.pnw.edu/education/programs/student-resources/license-information/>

Academic Regulations

GRADES. Success in graduate study requires academic performance of a high quality. Only grades of “A,” “B,” or “C” — while maintaining a “B” average (3.0) — fulfill Graduate School requirements. An advisory committee or a department or college may require grades higher than C in certain courses or in all courses on the plan of study. Pass-fail or satisfactory/unsatisfactory grades are not acceptable for inclusion on the plan of study, although those courses may be a requirement for the degree. Some graduate programs do not accept a grade of C in any course on the graduate plan of study. Please see your academic program for specific requirements on grades

Progress Toward Degree

Student progress is reviewed each semester by the individual college or department. If the student fails to perform satisfactorily, in the judgment of the department or college, the student may be asked to discontinue graduate study at Purdue University Northwest.

English Requirement

Candidates whose native language is not English must prove proficiency in the English language by achieving one of the following:

- a. A TOEFL (test of English as a foreign language) score of 77 (including score minimums of Writing 18, Speaking 18, Listening 14, Reading 19). Note that in addition to required minimum scores for each category, the Graduate School also requires a minimum overall score that is higher than the minimums for the four area tests combined. Applicants must meet or exceed each of the five scores for admission to the Graduate School.

For further information, [go to the TOEFL website](#).⁴²

Purdue University Northwest’s campus code for TOEFL, GMAT, and other tests through Educational Service is 001638.

- b. The Graduate School also accepts International English Language Testing System (IELTS) Scores with an overall band score of 6.5 or more. For more information, [go to IELTS website](#)⁴³. The Graduate School also accepts the Pearson Test of English (PTE) with a minimum score of 58. An additional English proficiency option may be available to those enrolled in the English Language Proficiency Program at Purdue University Northwest. Please check with the Graduate Studies Office for more information.

⁴² <http://www.toefl.org>

⁴³ <https://www.ielts.org>

FOREIGN LANGUAGE REQUIREMENT. There is no general foreign language requirement, though some colleges and departments do require a reading knowledge of a foreign language as a relevant research tool.

Registration

Students are strongly encouraged to register during the early registration period for the best range of course selections.

REGISTRATION FOR RESEARCH CREDIT. Graduate students who use university facilities or are supervised by a faculty member must register for research hours. Registration for research hours should reflect the nature and amount of the student's research activities accurately. Research includes literature reviews and thesis writing.

Registration in the student's last semester. A candidate for any advanced degree must be registered during the last semester or session before receiving the degree. Students in the last semester of a master's program with a thesis option must be registered for a minimum of three hours of research credit. Students who have completed the required course work and are not otherwise registered in graduate coursework must be registered in a candidate course section (CAND) in order to graduate. A flat fee is charged for registration in candidate courses (CAND).

Undergraduate and Transfer Credit

Course credits earned while an undergraduate at Purdue University or other accredited institution 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 the baccalaureate degree, but will be accepted only if: (1) the student had senior standing and a 3.0 graduation index when taking the course, (2) the student received a grade of B- or better, (3) the course was designated as a graduate course, and (4) the course was taken at the graduate level.

Advisory Committees

Each candidate for the master's degree with a capstone or thesis will have an appointed graduate committee consisting of at least three faculty members. This committee assists the student in preparing the plan of study and advises the student during graduate work. In the case of the thesis option, the committee also advises the student about research and writing the thesis. With the approval of the departmental Director of Graduate Studies, College Dean for Graduate Studies, or Grad Program Chair, the student will select a major professor, who must agree to the appointment. The major professor chairs the advisory committee and oversees the student's research. The major professor and student must agree upon the related areas in the plan of study.

Candidates for coursework-only master's degree programs may have a single faculty advisor (major professor) within the program.

Plan of Study

The plan of study includes specific courses which the student is expected to complete and all other requirements for the graduate degree; the student and the advisory committee for the department develop the plan of study together. The student is responsible for completing and submitting the plan of study to the Graduate School one semester prior to the semester in which he or she plans to graduate. The plan of study must be approved by the student's academic advisor before submission. In order to graduate, the plan of study must be submitted not later than the last business day before the start of classes for the session of expected graduation. If it becomes necessary to revise the plan of study, a Request for Change to the Plan of Study must be submitted with a justification. Plans of study are submitted electronically through the ePOS system. The electronic plan of study is available to graduate students through the myPNW portal (Electronic Plan of Study Generator).

Admission to Candidacy

Admission to candidacy for the graduate degree is granted only after approval of the formal plan of study. A candidate for any advanced degree must be registered during the semester in which the degree is awarded. (See requirements above).

Oral and Written Examinations

The requirements for oral and written examinations are established by the advisory committee or the college or department. A final examining committee for each candidate certifies to the Graduate School that the student has met the requirements of the major department or college.

Graduation Deadlines

Graduating on time is very important to most students. Therefore, a student must be aware of the rules and the deadlines set forth by the university and the academic department. Many rules and deadlines that apply to our Graduate School can be found on [the Purdue West Lafayette website and related pages](#)⁴⁴.

For more information about graduate study at either campus of Purdue University Northwest, [visit the Office of the Graduate School's website](#)⁴⁵ or call (219) 989-2257. e-mail: grad@pnw.edu

⁴⁴ <https://www.purdue.edu/gradschool/about/calendar/>

⁴⁵ <http://academics.pnw.edu/grad-school/>

Academic Center for Excellence (ACE)

The Academic Center for Excellence (ACE) leads several important university initiatives that have a role in student retention and success: Academic Advising, Academic Recovery Program, Supplemental Instruction (SI), Tutoring, Brother-2-Brother, Series of Success Workshops, as well as GNS 10300 and GNS 29000 courses.

Academic Advising

The Academic Center for Excellence (ACE) is devoted to helping students discover their academic and career goals through academic advising and student academic support. Students within our department enter into a Career Pathway which is based on common discipline expectations consistent with the student's expressed goals.

We do this by advising students who fall into one of two categories:

- **Undeclared Students:** Students in this category have not met the prerequisite requirements for acceptance into their major of choice.
- **Undecided Students:** Students in this category are exploring career options.

Once accepted into an academic major, departmental academic advisors guide students through the curriculum for that major. Students are encouraged to develop direct advising relationships with their academic advisor. Ongoing interactions with academic advisors prior to registration periods and throughout the academic year are key to students' success at Purdue University Northwest.

Academic Recovery Program

The Academic Recovery Program is designed to encourage both persistence and retention by providing intervention services for students who are at risk of academic dismissal, and are on probation due to their cumulative GPA. Purdue University Northwest developed this program based on research and successful programs at other universities. Interventions include enrolling in GNS 290, a study skills course that addresses academic issues to encourage student success, working with an academic advisor to select appropriate courses for the upcoming semester, and developing strategies to assist students in making progress toward their degree objectives.

Career Pathways

New ACE freshmen are accepted into a Career Pathway which is based on common discipline expectations consistent with the student's expressed goals. The University's current Career Pathways include: Business, Education, Exploratory, Health, and STEM. For each pathway, a predetermined two-semester plan of courses and activities is specifically aimed at exploring their area of career interest. Taking part in a Career Pathway will provide students the opportunity to develop personal connections with faculty and other students, take courses that

research has shown are vital to student success, and broaden their learning experience. The two-semester plan is designed to give first-semester students the foundation they need to be successful at Purdue University Northwest.

Student Academic Support (SAS)

Student Academic Support (SAS) provides free academic assistance to all Purdue University Northwest students in a friendly and nurturing environment. Our goal is to help students not only increase understanding but improve study skills and build confidence. Highly qualified, faculty recommended students are hired as tutors and S.I. Leaders. Employment opportunities are available. For additional information, call or visit our website (see above). SAS support services include Supplemental Instruction, Tutoring Services and Series of Success Workshops.

Hammond: Gyte Building, room 102;

Westville: Library-Student-Faculty (LSF) Building, room 202

Phone: 219/989-3227;

[Website](#)⁴⁶, Email: sas@pnw.edu

Tutoring

Open Lab Tutoring is available free of charge in math, the sciences and in other major subject areas. The tutoring is conducted by peers on a drop-in basis - no appointments are needed. Schedules are available online and by visiting the office of Student Academic Support on your campus.

Supplemental Instruction

Supplemental Instruction (SI) is a free academic support program that targets historically difficult courses. It is a non-remedial approach to learning enrichment that increases student performance and retention. SI offers regularly scheduled, out-of-class review sessions to all students enrolled in a targeted course. SI sessions are facilitated by SI Leaders, students who have successfully completed the course and now sit in on every class with you. These sessions are interactive and give students the opportunity to review notes, discuss readings, practice problem solving and prepare for examinations.

Series of Success Workshops

Aimed at assisting students with different aspects of attending a university, these one-hour workshops are FREE for all Purdue University Northwest students and are held on both the Hammond campus and the Westville campus. Below are the titles of some of the previous workshops that have been held:

- Am I in the Right Major?
- Face-to-Face: The Importance of Meeting with your Professors

⁴⁶ <http://www.pnw.edu/sas>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Finish in Four: The Graduation Recipe
- Midterm Madness: Survive Your Midterm
- Power in Numbers: The Importance of Forming Study Groups
- Save Your Semester: Pass that Class
- Test Smart: Successful Strategies for Exams
- Time Flies When You're on FACEBOOK: Time Management Skills
- The "Write" Stuff

Brother-2-Brother

The purpose of the Brother-2-Brother (B2B) is to recruit, retain, and graduate African American and Latino male students and prepare them as leaders within Northwest Indiana and globally. Among the subgroups of students at PNW, African American and Latino males are least likely to graduate within four years from our institution. To increase the retention needs among African American and Latino male students, B2B established an array of learning opportunities to support students while enrolled at PNW. B2B endorses educational support services, cultural awareness, and academic leadership in order for African American and Latino male students to succeed at PNW.

GNS 10300 – Introduction to Higher Education

Designed to assist and guide students in maximizing their potential for success at the university by promoting academic growth, Introduction to Higher Education (GNS 10300) is the mandatory freshman seminar for students admitted into a Career Pathway through ACE. This course will emphasize utilization of campus resources, goal setting, and values exploration, the relationship of academic planning to life goals, career exploration, and critical thinking strategies.

Staff

Linda Atkinson (2013) Academic Center for Excellence Senior Retention Advisor, B.S. University of Wisconsin – Stout, 2007, M.S., Indiana State University, 2009

Deborah Beal (2011) Academic center for Excellence Manager of Student Academic Support, B.A., Rutgers University, 1986, M.B.A., Rutgers University, 1993

Sharon Gurn (2010) Secretary of Academic Advising

Jen Madgiak (2014) Associate Athletic Director for Academic Services and Senior Woman Administrator, B.A. Western Illinois University, 2008, M.S., Illinois State University 2011

Charnell Thomas (2014) Academic Center for Excellence Retention Advisor, B.S. Illinois State University, 1998, M.S.Ed., Northern Illinois University, 2006

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Michael Wilk (2014) Academic Center for Excellence Student Academic Support Coordinator, A.A. South Suburban College, 2000

Oshunda Williams (2014) Academic Center for Excellence Retention Advisor, B.A. Wayne State University, 1998, M.A. Governors State University, 2004

Alicia Zaleski (2015) Academic Center for Excellence Secretary V, B.S. Indiana University – Bloomington, 1989

Honors College

John Rowan, Dean;
Heather Fielding, Assistant Dean (on leave 2016-17);
Vanessa Quinn, Interim Assistant Dean;
Brandon Rukes, Program Coordinator;
Chu Hui, Faculty Advisor;
Amy Libauskas, Secretary.

Hammond Location: SUL Building Room 320; Phone: 219-989-3160;

Westville Location: Technology Building Room 313;

Phone 219-785-5327.

[Website](#)⁴⁷.

Mission: The Honors College at Purdue University Northwest is dedicated to enhancing the learning experiences of highly motivated and academically exceptional students. Students in the Honors College engage in advanced coursework, community outreach, substantive research, study abroad, cultural and social activities, and regular interaction with the university's most outstanding students and professors. Through these kinds of special learning opportunities, the Honors College fosters academic excellence, critical thinking, vital leadership skills, social and civic responsibility, and other virtues required of outstanding citizens and leaders.

Application: [Available online](#)⁴⁸. The application to the Honors College is separate from the application to the university. Although there are no firm criteria for admission, students with a high school GPA under 3.4 or SAT scores (or ACT equivalent) of under 1100 (verbal+math) will have difficulty being admitted. Applications, which require essays and letters of recommendation, are reviewed on the basis of academic achievement and promise, leadership potential, extracurricular involvement, personal character, and other factors relevant to the student's overall potential.

Students are encouraged to apply as incoming freshmen, though there are some slots available for upper class students (transfer students or current Purdue Northwest students) who have completed no more than 66 credit hours and have a minimum of four semesters in residence remaining until graduation.

⁴⁷ <http://www.pnw.edu/honors>

⁴⁸ <http://www.pnw.edu/honors>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

Benefits:

- Scholarship (\$2500/year, provided requirements are maintained)
- Specialized courses with fellow Honors College students
- One-on-one research opportunities with university faculty
- Study Abroad scholarships available

No extra courses required; Honors College coursework is built into the student's plan of study. (Plans of study available on the Honors College website or in SUL 320.)

Honors College Student Leadership:

Executive Board (Chaired by co-Presidents, one from each campus of PNW): VP Campus Life, VP College Media, VPs (2) Student Engagement, VPs (2) Student Mentoring, VP Student Research.

Committees:

Academic and Cultural Events, Community Involvement, Newsletter, Social Events, Social Media, Yearbook.

Curriculum (Incoming Freshman):

- HONR 11100 (Honors Cohort I) ... Semester 1
- HONR 11200 (Honors Cohort II) ... Semester 2
- HONR 21100 (Honors Cohort III) ... Semester 3
- HONR 39000/39100/39200 (Honors Special Topics) ... Semester 4 or 5
- HONR 40000 (Honors Capstone) ... Semester 6
- Honors Thesis ... Semester 7/8
- Honors Stacked Course ... Any of Semester 3-7
- Honors Elective

Curriculum (Upper Class Admission):

- HONR 21200 (Intro to Honors)
- HONR 39000/39100/39200 (Honors Special Topics) ... Semester 4 or 5
- HONR 40000 (Honors Capstone) ... Semester 6
- Honors Thesis ... Semester 7/8
- Honors Stacked Course ... Any of Semester 4-7
- Honors Elective

Additional Requirements: Volunteer work; regular participation in Honors College activities; two annual individual meetings with Honors College advisor, program coordinator or dean.

Honors Thesis Option: Students not in the Honors College may submit a proposal to write an Honors Thesis. Students whose proposals are accepted enjoy benefits but do not receive a

scholarship. Proposals should be submitted by the end of the student's sixth semester. Interested students should contact the Dean.

Vision: Learn, Think, Lead

Learn

Foundations: Students will acquire knowledge appropriate to their chosen programs of study;

Perspectives: Students will be exposed to new and diverse viewpoints about humanity and society;

Exploration: Students will develop a love of learning and the ability, going forward in life, to learn how to learn.

Think

Reflection: Students will consider carefully the foundational knowledge they acquire and the various perspectives to which they are introduced;

Analysis: Students will master the ability to scrutinize particular viewpoints and their underlying rationales in an effort to identify what is sound and what is invalid;

Synthesis: Students will learn how to assemble into a coherent whole the tenable components of the viewpoints analyzed.

Lead

Vision: Students will develop the comprehensive skills necessary to transform a coherent collection of tenable ideas into a tangible vision, complete with justification and prospects for feasible application.

Communication: Students will acquire the tools required to convey – verbally, in written form, graphically, technologically and in other ways – the substance of their visions to individuals, organizations and society at large

Citizenship: Students will internalize the principle that individuals and institutions are part of a larger whole and will graduate with the understanding that outstanding leadership requires a strong sense of empathy and an ongoing awareness of how actions and practices can have local and global impacts.

Resources & Services

Alumni Association

As Alumni of Purdue University Northwest-including its two founding institutions, Purdue University Calumet and Purdue University North Central, we are now bigger and better with 57,000+ alumni and 2 campuses, which makes us one unparalleled University. Purdue Northwest Alumni continue to bring honor to our great university with their many accomplishments and professional work. We are here to provide programs and services to keep you engaged with the university and with each other. We serve as a worldwide network that supports, enriches, cultivates, and celebrates experiences that last a lifetime!

To contact Purdue Northwest Alumni call us at 219-989-2308, email us at alumni.pnw.edu, visit our website at alumni.pnw.edu for news, events and to update your information, or visit us at the Hammond campus in Lawshe Hall, room 322 or the Westville Campus in the Dworkin Student Services & Activities Complex in D-1114L.

The Career Center

Location: Student Union Library Building (SUL), Room 349, Hammond
Library Student Faculty Building (LSF), Room 104, Westville
Hours: Monday through Friday 8 a.m. to 4:30 p.m.

The Career Center assists students and alumni of Purdue University, regardless of their campus affiliation. As a bridge from college life to the world of work, it is our mission to facilitate connections between employers and students that lead to successful outcomes and satisfying futures. Services Offered include:

Drop-In Career Advising-Typically 15 minutes or less (No Appointment Needed)

- Resume, CV, Cover Letter Review
- Internship & Job Search Strategies
- Pride Career Network, *powered by Handshake* Assistance
- On Campus Student Employment

Times

Tuesdays: 10 a.m. to 12 p.m.

Wednesdays: 9 a.m. to 11 a.m. *and* *4 p.m. to 6 p.m.

Thursdays: 1 p.m. to 3 p.m.

(*Evening hours are not offered during summer semesters)

Career Advising-By Appointment Only (Tuesday, Wednesday and Thursday)

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Mock Interview Preparation
- Job Search Strategies
- Graduate School Interview Preparation
- Creating a LinkedIn Profile
- Developing a Personal Statement
- Adapting Resumes to CV's

Career Counseling-By Appointment Only (Tuesday, Wednesday or Thursday)

- Choosing Your Major
- Developing a Career Plan
- Job Search Strategies
- Considering & Exploring Graduate Schools or Advanced Degrees

The Pride Career Network, powered by Handshake, is a modern career development platform that provides students and alumni with advanced online tools, available on all devices, including mobile technology. This system provides:

- Relevant feed of job and internship opportunities
- News feeds containing the latest information from the Career Center and your favorite employers
- Resources that specifically match your interests
- Appointment scheduling with select Career Center staff.

Access to the Pride Career Network is available to actively enrolled, degree seeking students and alumni of Purdue. You can create your Pride Career Network account by logging onto www.hirePNWpride.com.

PNW Child Care

Purdue Northwest offers affordable childcare at each campus, available for the children of students, faculty, and staff.

Hammond: [Charlotte R. Riley Child Center](http://centers.pnw.edu/riley-child-center/)⁴⁹, 219-989-2343. Serving children ages 3-6.

The **Charlotte R Riley Child Center** is a nationally accredited child center and lab school. The center provides high quality preschool and kindergarten education programs for children of students, staff, faculty, and to the community. Serving children ages 3-6, the Riley center is NAEYC accredited, state licensed, and has achieved the highest rating in the state's Paths to

⁴⁹ <http://centers.pnw.edu/riley-child-center/>

Quality program. The center also provides a training site for Purdue Northwest students seeking degrees in early childhood and elementary education and related fields. Children who are at least three years old and toilet trained through kindergarten age can attend school at a reasonable cost. The child center accepts On My Way PreK students and welcomes families using childcare vouchers. Operating within the division of Finance and Business Services, and working in conjunction with the Department of Behavioral Science's Early Childhood Program, the Center is open all year excluding university holidays and two weeks prior to the fall semester. All childcare requires advanced enrollment.

Westville: [Lion Cubs Child Care Center](#)⁵⁰, 219-785-5242. Daycare for children ages 3-7, after school care for children K-5th grade.

Lion Cubs Child Care Center, located on the Purdue Northwest Westville Campus in Room 135 of the Library-Student-Faculty Building, provides care for children of Purdue University North Central students, staff and faculty during the Fall and Spring semesters while classes are in session. A professional director and staff provide a program combining planned activities and supervised play. Children starting at age 3 (children must be turning three by December 1st), provided they are toilet trained, will be accepted. School- aged children (k- 5th) are welcome for after school care and during their school closings, delays, or breaks. Prior to using this service, a parent must complete all enrollment forms and obtain a receipt of pre-payment from the Bursar's Office.

[The Counseling Center](#)⁵¹

Gyte Building, Room 005, 219/989-2366,

The Counseling Center offers a range of psychological counseling services to all students at Purdue University Northwest toward enhancing student academic and personal success. Services are provided in an individual, couples, or group formats and which may include assessment, brief counseling and psychotherapy. Referral, consultation and psycho-educational outreach presentations are also provided. These services are provided by licensed mental health professionals and postgraduate extern counselors under their supervision. All psychological services are confidential as protected by law. Personal issues such as adjustment to college/work, relationship concerns, anxiety, depression, alcohol and drug use, body image/eating problems are only some of the many concerns that may be addressed in counseling. Referrals to qualified professionals in the community are made available. Counseling Center staff also refer to medical providers and collaborate with medical prescribers for students who are in need of psychotropic medication(s).

⁵⁰ <http://www.pnw.edu/dean-of-students/north-central-campus/child-care/>

⁵¹ <http://www.pnw.edu/counseling/>

Office of the Dean of Students

Hammond Location: Room 313, Student Union Library Building

Westville Location: Room 103, Library-Student-Faculty Building

The staff of the Office of the Dean of Student's primary focus is to assist students so they can be academically successful. In addition, [the Dean of Students](#)⁵² supports individual student rights and upholds the Student Code of Conduct.

The Office of the Dean of Students promotes responsibility and encourages honesty, integrity, and respect among Purdue Northwest students through education, compliance with behavioral standards, and support of individual rights. To sustain this mission, we are committed to:

- Provide students with information and resources so they can effectively advocate for themselves;
- Guide students through their educational journey by ensuring a smooth pathway to degree attainment;
- Work collaboratively with students, faculty, and staff to create an ethical and safe environment in which scholarship may flourish;
- Promote good citizenship among students and administer conduct standards in a fair, respectful, and equitable manner;
- Disseminate and interpret University regulations and standards to students, faculty, staff, parents, and the general community;
- Promote compliance with the spirit and intent of the Purdue Bill of Student Rights and University Code of Conduct;
- Serve as a resource and information agency for students, faculty, staff, parents and others concerning student rights and standards;
- Facilitate, with dignity, the resolution of concerns and disputes at the lowest level possible;
- Serve as an advocate for, and resource to, student victims of crimes, harassment, and other traumatic experiences;
- Guide students toward a greater sense of personal responsibility and mature and ethical behavior that enhances the quality of the University and community environment

Respect Boundaries: Sexual Violence Awareness Program for New PNW Students

Purdue Northwest is committed to maintaining a positive and safe environment free from all forms of harassment, including sexual harassment. In addition, the University complies with several federal laws, including the Campus Sexual Violence Elimination (SaVE) Act. SaVE requires all incoming students to receive primary prevention and education awareness about

⁵² <http://www.pnw.edu/dean-of-students>

sexual violence. Additionally, Title IX provides the right for students to pursue their educational goals in the safest campus environment possible and prohibits discrimination on the basis of sex. PNW provides Respect Boundaries online training to new incoming students and transfer students through Blackboard Learn consisting of three modules: Purdue University Policies and Procedures, Risk Reduction and Prevention, and Supporting Survivors.

Please contact the Office of the Dean of Students at dos@pnw.edu or call the Westville location at (219) 785-5230 or the Hammond location (219) 989-4141 for questions regarding the Respect Boundaries Program.

Enrollment Management and Student Affairs

Office of the Vice Chancellor for Enrollment Management and Student Affairs
Lawshe Hall, Room 352, 219/989-2367

The Office of Vice Chancellor for Enrollment Management and Student Affairs (VCEMSA) is responsible for coordinating services which are designed to recruit and enroll students in a campus environment in which students are able to develop and succeed, academically, intellectually and personally.

Enrollment Management and Student Affairs includes the following offices:

- Admissions and Recruitment,
- Financial Aid,
- Registrar's Office,
- Testing Services Center,
- New Student Orientation,
- Dean of Students,
- Office of Student Life,
- Career Center,
- Counseling Center,
- Housing and Residential Education,
- McNair Post-Baccalaureate Achievement Programs:
 - Upward Bound,
 - Educational Talent Search and 21st Century Scholars,
 - Disability Access Center,
 - Student Organizations,
 - Student Wellness Program, and
 - Veterans and Student Service Members Academic Support Program.

The VCEMSA Division staff assist with creating a student centered environment designed for student success through services and programs administered outside of and in conjunction with academic programs. The staff and faculty and the student leaders with whom they partner are committed to a team approach to creating this supportive environment that is the hallmark of a destination of choice university.

Housing and Residential Education

The Westville campus is primarily a commuter institution. Housing accommodations are available adjacent to the campus.

The Hammond campus of Purdue University Northwest became a residential campus in Fall 2005 with the opening of its first student housing facility. In the Fall of 2009 a second building, was added to The University Village community providing space for a total of 745 residents and live-in residential staff members. In the Fall of 2013, these buildings were officially given the names of Peregrine and Griffin Hall. The University Village community provides fully furnished apartments as well as social resources to any student that wants to take their PNW education to the next level.

Each apartment features four private bedrooms, two bathrooms, a common living room and fully equipped furnished kitchen/dining room. The facilities are designed to provide convenience and comfort in an environment that supports the academic success of its residents.

The University Village community is overseen by the staff of the Department of Housing and Residential Education and is located at the south end of campus, along 173rd Street, right next to the Fitness and Recreation Center. The Department of Housing and Residential Education offers three options for student housing contracts:

- an annual year (August to August),
- an academic year (August to May), and
- summer (May to August).

Students interested in living on-campus are encouraged [to visit the Department of Housing and Residential Education website](#)⁵³ or call (219) 989-4150 for more information.

Amenities

- Apartment-style living
- Full kitchen with dishwasher and garbage disposal
- High Definition Cable TV service- including HBO
- Wi-Fi throughout the complex
- Laundry rooms on each floor
- 24-hour computer labs
- 24-hour emergency response staff to handle resident concerns
- 24-hour front desks to address student needs and ensure safety
- Swipe card access to buildings and apartments
- A music practice room
- Outdoor Patio (Griffin Hall)

⁵³ <http://www.pnw.edu/housing>

- Quiet study rooms
- Well-lit on-site parking
- Free shuttle service for shopping, and much more

Information Services

Information Services provides a number of resources for students to facilitate success in your academic program. Some of these services include:

Customer Service Center (CSC)

Locations: Hammond, Powers 216, Westville, Tech 265

[Website](#)⁵⁴

Phone Number: 219-989-2888

Email: csc@pnw.edu

For hours of operation please visit our website.

The Customer Service Center (CSC) logs, assigns and tracks all customer information technology service requests. CSC also provides the first level of information technology support for faculty, staff, students and guests.

Walk-In Knowledge Bar & Tech Support

- Easily accessible at both campuses
- Walk-up support
- Updated comfortable seating
- Charging stations, power outlets and data ports to keep you powered up
- Password changes
- Outlook Support, etc.

Wireless Network (eduroam)

- eduroam is Purdue University Northwest's secure wireless network
- Connects wireless-ready laptops, tablets, and phones to the PNW network and the Internet
- Accessible throughout all campus buildings and select green spaces
- All connections to eduroam are authenticated and encrypted in order to help protect your data
- Login with careeraccount@pnw.edu as your username and your career account password

⁵⁴ : <http://www.pnw.edu/information-services/about-is/customer-service-center/>

Email

- Each student is provided with [a university email account](#)⁵⁵.

Email is an essential communication tool used by faculty, staff, and students on campus. We encourage you to check your university e-mail account regularly to ensure you don't miss receiving important information related to your classes and status within the University.

Computer Labs

Locations: Various (see below)

[Website](#)⁵⁶:

Telephone: 219-989-2888

For hours of operation please visit our website.

Open Access Computers:

- Provide basic computing services such as Microsoft Office
- Open to all students
- Loaded with software that can be utilized for homework, research and class projects

Hammond Locations:

Gyte Learning Commons, Gyte 035, 040, 044, 045 & 048

Anderson, Classroom Office (CLO) and Porter Buildings

University Village – Peregrine and Griffin Hall

Library – Student Union Library (SUL) Building

Specialized computer labs available through your academic department

Westville Locations:

Tech Building 265 & Tech Building 053

Library – Library Student Faculty (LSF) Building

Specialized computer labs available through your academic department

University Libraries

Locations & Telephones:

Hammond - Student Union & Library (SUL), 2nd floor 219-989-2224

Westville - Library Student Faculty Building (LSF), 2nd floor, 219-785-5248

[Website](#)⁵⁷:

For hours of operation please visit our website.

- Accessible, trusted, and indispensable learning environment, fundamental to student academic achievement in college

⁵⁵ <http://www.pnw.edu/mypnw>

⁵⁶ <http://www.pnw.edu/information-services/services/>

⁵⁷ <http://www.pnw.edu/library/>

Purdue University Northwest
2016-17 Graduate & Undergraduate Academic Catalog

- Deliver high quality information, provide excellent guidance in its use
- Promote learning in attractive, technologically advanced, and personally comfortable environment
- Libraries help students learn strategies and skills for accessing information and using it effectively for their class work
- Library website is the link to scholarly information in electronic and print formats— books, journals, reference guides, and archives services for the user, including Interlibrary Loan, reference assistance and requests for purchase, are available 24-7 via links on either campus library web site
- Students learn how to search a variety of information resources, including our discovery tool/online catalog PRIMO, to locate resources that either of the libraries own, search electronic databases to retrieve journal articles in full text, and organize and carry out research projects
- The librarians, staff, and student assistants are here to help students learn in today's complex information environment
- Provide individual assistance to each student at the Public Service Desk, located conveniently as you walk in the doors of either location
- Amenities include group study areas, electronic classrooms for hands-on learning, leisure seating for quiet conversation and a place to meet, and individual carrels for quiet study
- A high-tech presentation practice room (Hammond Campus)
- Source for virtual and print documents about the university, Archives and Special Collections, located in SUL 236 (Hammond) and LSF 245 (Westville) identifies, collects, preserves, and makes accessible materials of enduring value that document the history, culture, scholarship, advancements, and achievements of the University's faculty, staff, and students
- Libraries' combined print collection includes over 500,000 volumes
- Libraries subscribe to thousands of electronic databases, journal collections and books Information literacy and library instructional sessions, tours and learning modules are offered at both campuses by professional librarians. These sessions are generally set up by classroom faculty by collaborating with the instructional librarians who will design an Information Literacy session to meet the research needs and assignments given for that individual course.

Learning Technologies

Location: Hammond, Gyte Building Room 143

[Website](#)⁵⁸

Telephone: 219-989-2873

Email: mycourses@pnw.edu

For hours of operation please visit our website.

- Blackboard Support
- Media Lab - Providing students with the materials, services, and facilities to create effective and professional computer mediated instruction
- The Media Lab consists of iMac computers - all equipped with the Microsoft Office, Adobe Master Suite, iLife, Digital media, and Internet software
- High-output, high-quality black/white laser printing is available throughout the lab
- Staff can assist students and faculty in the use of these programs to create and edit digital video, multimedia presentations, websites, and much more
- The lab is open but priority is given to School of Education students
- Closed to public when classes or training is being held within the lab

⁵⁸ <http://www.pnw.edu/learning-technologies/>

PNW Sports and Recreation

Recreation

Fitness and Recreational Sports provides a wide range of opportunities to improve and maintain your health. A comprehensive package of recreational activities includes intramural sports, fitness activities, outdoor recreation and special events. Campus facilities for recreation include tennis/basketball courts, group fitness classes, locker rooms, and indoor game rooms at both locations. The North Central location's facilities include a disc golf course and walking/jogging trails. Both locations have a dedicated fitness center, including the one located in the James B. Dworkin Student Activities Center in Westville, and the Fitness & Recreation Center (FNRC) in Hammond.

Sports

Purdue University Northwest fields teams in men's baseball, men and women's basketball, men and women's cross-country, men's golf, men and women's soccer, women's softball, men and women's tennis, and women's volleyball. A cheerleading squad supports athletics and other campus activities. Additional club sports programs exist or can be started if sufficient student interest and funding exists.

Intercollegiate Student-Athlete Academic Support Program

The Intercollegiate Student-Athlete Academic Support Program is a program designed to aid student-athletes in achieving success through providing personalized academic guidance, appropriate tutoring by subject, special interest workshops and referrals to other necessary services as needed. Through collaboration and integration with campus resources, programs and services are designed to enhance student athletes' overall development, well-being, and undergraduate experience.

Testing Center

Purdue Northwest offers two testing centers, one at each location – Hammond and Westville. Each center offers placement testing for English, Math and Foreign Languages (French, German and Spanish). Placement testing for English is completed in the center at both locations. Please call ahead regarding appointment and identification requirements. Math and Foreign Language placement testing may be completed remotely through the MyPNW Portal.

The Testing Center also offers proctored accommodated testing, make-up exams, distance education exams, and CLEP examinations, as well as providing national testing for the SAT, ACT, and GRE. [More information can be found online](#)⁵⁹.

Hammond: Lawshe Hall, Room 118, 219/989-2504

Westville: Library Student Faculty Building, Room 202, 219-785-5326

University Police

The PNW University Police Department conducts motorized, foot and bike patrols throughout the campus and responds to all calls for service. Our officers embrace community policing while patrolling the area around campus. The department is equally responsible for traffic and parking enforcement and investigating all suspicious or criminal activity, motor vehicle accidents, and medical emergencies. Motorists in need of assistance may call the police department.

Escorts on campus are handled on request, University Police also oversees building access control, staff ID's and transportation services. The University Police, in conjunction with University Facilities Services, creates, approves and distributes key cards for offices and rooms.

Hammond: University Police Building –

Emergency; (To report emergencies dial 911. If using a campus phone dial 9-911)
219/989-2220; Business,

Email – UNPOL@pnw.edu.

Business Lobby Hours: 8:00AM to 5:00PM,

Police Department Hours – 24/7

Westville: University Police Building –

Emergency; (To report emergencies dial 911 from a campus phone. Dial 219/785-5220 from a cell phone.) 219/785-5220 – Business,

Email - campus_police@pnw.edu.

Business Lobby Hours - 8:00AM to 10:00PM.

Police Department Hours - 24/7

⁵⁹ <http://centers.pnw.edu/testing-services>

The Academic College Units and Accreditations

Each degree and certification program offered at Purdue Calumet is housed in an academic unit of one of the Colleges noted below:

College of Business

Academic Units

- Department of Managerial Studies
- Department of Quantitative Business Studies
- White Lodging School of Hospitality and Tourism Management

Accreditations

All of the undergraduate programs in the College of Business are nationally accredited at the highest levels. This ensures that each program is independently reviewed and meets the quality expectation for that profession.

- Business Programs-Accredited by [the Association to Advance Collegiate Schools of Business, International \(AACSB\)](#)⁶⁰.
- Hospitality and Tourism Management Programs- [Accredited by the Accreditation Commission for Programs in Hospitality Administration \(ACPHA\)](#)⁶¹

College of Engineering and Sciences

Academic Units

- Department of Biological Sciences
- Department of Chemistry and Physics
- Department of Mathematics, Statistics, and Computer Sciences
- School of Engineering
 - Department of Electrical and Computer Engineering
 - Department of Mechanical and Civil Engineering

Accreditations

- [Engineering Accreditation Commission of ABET, Inc](#)⁶². (EAC-ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012. phone: (410) 347-7700, fax: (410) 625-2238.
- [American Chemical Society \(ACS\)](#)⁶³ 1155 Sixteenth Street NW, Washington DC 20036.

⁶⁰ <http://www.aacsb.org>

⁶¹ <http://www.acpha-cahm.org/>

⁶² <http://www.abet.org>.

⁶³ <https://www.acs.org/content/acs/en/about/governance/committees/training.html>

College of Humanities, Education, and Social Sciences

Academic Units

- Department of Behavioral Sciences
- Department of Communication and Creative Arts
- Department of English
- Department of History and Philosophy
- Department of Political Science, Economics, and World Languages and Cultures
- Department of Psychology
- School of Education and Counseling

Accreditations

- [Council for Accreditation of Counseling and Related Educational Programs](#)⁶⁴, 1001 North Fairfax Street, Suite 510
Alexandria, VA 22311, phone (703) 535-599, fax (703) 739-6209.
- [Council for Accreditation of Education Preparation \(CAEP\)](#),⁶⁵ 1140 19th St NW, Suite 400
Washington, DC 20036 (202) 223-0077.
- [Commission on Accreditation for Marriage and Family Therapy Education \(COAMFTE\)](#)⁶⁶
American Association for Marriage and Family Therapy 112 South Alfred Street,
Alexandria, VA 22314 phone: (703) 838-9808 fax: (703) 838-9805.
- [National Council for Accreditation of Teacher Education \(NCATE\)](#)⁶⁷ 2010 Massachusetts
Ave, Suite 500, Washington, DC 20036-1023.

College of Nursing

Accreditations

- State accreditation: [Indiana Professional Licensing Agency](#)⁶⁸ (Attn: Indiana State Board
of Nursing) 402 W Washington Street - Room W072, Indianapolis, IN 46204 phone: (317)
234-2043
- National accreditation of all baccalaureate and master's programs: [Accreditation
Commission for Education in Nursing](#)⁶⁹ 3343 Peachtree Road NE, Suite 850, Atlanta
Georgia

⁶⁴ <http://www.cacrep.org/>

⁶⁵ <http://caepnet.org/>

⁶⁶ <http://coamfte.org/>

⁶⁷ <http://www.ncate.org>

⁶⁸ <http://www.in.gov/pla/nursing.htm>

⁶⁹ <http://www.acenursing.org>

College of Technology

Academic Units

- Department of Computer Information Technology and Graphics
- Department of Construction Science and Organizational Leadership
- Department of Engineering Technology

Accreditations

- [Association of Technology, Management, and Applied Engineering](#)⁷⁰,.
- [Accredited by the Computing Accreditation Commission \(CAC\) of ABET](#)⁷¹,.
- [Engineering Technology Accreditation Commission](#)⁷²,.
- [Applied Science Accreditation Commission \(ASAC\) of ABET](#)⁷³,.

Honors College

Additional Resources

Calendars

- [Academic Calendar](#)⁷⁴ -
- [University Calendar](#)⁷⁵ -

Academics & Degree Programs

- [Academics Affairs](#)⁷⁶ -
- [Degree Programs](#)⁷⁷ -
- [Degree Maps](#)⁷⁸ -

Courses & Schedules

- [Class Schedule](#)⁷⁹ -
- [Course Descriptions](#)⁸⁰ -

⁷⁰ <http://www.atmae.org>

⁷¹ <http://www.abet.org>

⁷² <http://www.abet.org>

⁷³ <http://www.abet.org>

⁷⁴ <http://www.pnw.edu/registration/academic-calendar/>

⁷⁵ <http://www.pnw.edu/calendar/>

⁷⁶ <http://academics.pnw.edu/academic-affairs/colleges/>

⁷⁷ <http://www.pnw.edu/degree-programs/>

⁷⁸ <http://www.pnw.edu/catalog/calumet/degree-maps>

⁷⁹ https://ssb-prod.pnw.edu/dbServer_prod/bwckschd.p_disp_dyn_sched

⁸⁰ https://ssb-prod.pnw.edu/dbServer_prod/bwlkffcs.p_disp_dyn_ctlg