

***ACADEMIC, CONDUCT AND
STUDENT ORGANIZATION REGULATIONS***

Part 0

ACADEMIC REGULATIONS AND PROCEDURES*

SECTION I ACADEMIC YEAR AND CALENDAR

A. *Academic Calendar*

1. The academic calendar shall consist of two 16-week semesters and three 4-week summer modules. In each semester session, classes shall begin with the first instructional period of the first day.
 - a) The calendar for students enrolled in the fourth year of Veterinary Medicine will comprise twelve blocks of approximately one month duration. The starting dates for the blocks will be chosen so that the end of the twelfth block coincides with the end of the second semester.
 - b) The second semester for fifth year pharmacy students will begin on the first Monday in January and end the 18th following Saturday. During this semester each of these students will be scheduled for two six-week externships and one three-week clerkship.
2. The first semester shall begin on either the third or fourth Monday of August, be in recess Monday and Tuesday of the eighth week, and Wednesday, Thursday, Friday, and Saturday of Thanksgiving week, such that classes will end on the 17th following Saturday which shall not occur after the 20th day of December. The second semester shall begin on either the first or second Monday of January, which shall not occur prior to the seventh day of January, be in recess during the ninth week, and end on the 17th following Saturday.
3.
 - a) Labor Day is a designated Purdue University holiday and no classes are scheduled on this day.**
 - b) Martin Luther King, Jr. Day is a designated Purdue University holiday and no classes are scheduled on this day.**
4. The summer session shall begin on the next Monday following the spring commencement and will comprise three 4-week modules. Courses may be scheduled during any one or any combination of modules throughout the twelve week period. There shall be no classes on Memorial Day, the last Monday in May, or on July 4, nor on the nearest class day when July 4 is not a regular class day.
5. Grades shall be delivered to the registrar as completed, but no later than 5:00 p.m. on the second working day after the end of the respective academic term. Special arrangements may be made with the registrar to deliver grades on a nonworking day.

* University Senate Documents 71-10; 73-1; 73-2; 73-15; 77-10; 79-18; 80-13; 84-12; 90-30 (Revised)

** Board of Trustees Minutes, 30 April 1992 and as approved in University Senate Documents 91-9 and 91-10

6. Commencement will be held as follows: First Semester: first Sunday following the end of the first semester; Second Semester: next subsequent weekend after the end of the second semester; Summer Session: first Sunday following the end of the last summer module.
7. The faculties at the regional campuses shall be free to establish their own calendar dates.

B. *Final Examinations* (See also Part N, Scheduling of Instruction and Examinations, Section II.)

1. In regular semesters, the final examination period shall consist of six scheduled days comprising the sixteenth week of the semester. The two-hour class meetings during the six days of the final examination period will be scheduled at the discretion of the Educational Policy Committee on the advice of the coordinator of space management and academic scheduling as, at most, thirty two-hour periods (five periods per day, including evenings).

Upon request, a single course-wide examination will be scheduled for any course.

In the summer session, the final examination schedule shall be appropriately scaled to meet the demand. It shall be scheduled at the discretion of the Educational Policy Committee on the advice of the coordinator of space management and academic scheduling in, at most, twelve two-hour periods on the last three days of the session (four periods per day, excluding evenings).

2. Each class will be scheduled for a two-hour meeting during the final examination period. Excepted are those courses classified as individual study, clinic, student teaching, industrial experience (co-op), or research and those offered for zero credit. However, any such course will be included in the schedule upon the specific request of the appropriate schedule deputy. If no educational purpose will be served by any type of meeting during the sixteenth week because the educational objectives of the course have been achieved, a department may dismiss this class meeting during the sixteenth week.
3. Two weeks after the beginning of any regular semester and one week after the beginning of the summer session schedule deputies shall inform the Office of Space Management and Academic Scheduling of the courses requiring course-wide examinations. It will be the responsibility of the department head, or where appropriate the school head, to inform the Office of Space Management and Academic Scheduling which courses within the department or school will not need a meeting. A schedule implementing Section I-B will then be developed by the coordinator of space management and academic scheduling in consultation with the Educational Policy Committee. Guiding principles include:
 - a) Minimize the number of direct student examination conflicts.
 - b) Minimize the number of students who have more than two examinations on the same day.
 - c) Minimize the number of students who have consecutive (back-to-back) examinations.

No student shall be required to take more than two examinations on one day.

4. The Office of the Executive Vice President for Academic Affairs shall implement a procedure to inform faculty and students of the Academic Regulations governing "end of semester" exams and activities each semester to coincide with the release of the final examination class schedule.
5. Students scheduled for more than two examinations in one calendar day are entitled to reschedule any examinations in excess of two. Similarly, students faced with a direct exam conflict are entitled to reschedule either examination. It is the responsibility of the student make the necessary arrangements before the last week of regularly scheduled classes. Course instructors shall not penalize student who chooses to rescheduled an examination under these options.*
6. Regional campuses may modify these provisions to meet local differences through established procedures of the local faculty governing bodies or, lacking these, the regional campus chancellor or designee.
7. The final examination period is intended for the end-of-semester examination. No examination or quiz may be given during the week (three days in summer session) preceding the final examination period of the semester (examinations for laboratory , intensive, or minicourses excluded). It will be the responsibility of the department head or where appropriate the school head to ensure that none of the departmental or school faculty sue the week (three days in summer session) preceding the final examination period to administer an examination.
8. Comprehensive final examinations (examinations for laboratory, intensive, or minicourses excluded) are prohibited except during the regular final examination periods of the last week of the semester.

C. Summer Session Work

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

SECTION II
ACADEMIC PROGRAM

A. Unit of Credit

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

*University Senate Document 90-22, approved March 25, 1991

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

B. *Definitions Relating to Academic Requirements*

1. *Transfer Credit.* Credit earned at another accredited college or university and accepted by Purdue. The University will accept transfer credit only for work done at those institutions fully approved by a regional accrediting association of secondary schools and colleges or those whose regional accreditation designation is A/V (Associate/Vocational-Technical) when agreements with academic departments exist which specify courses or blocks of credit that will transfer into specific Purdue University degree programs. In addition to regional association approval, certain programs may require accreditation by professional organizations and/or societies before credit will be considered for transfer.*

The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the school head or his/her designated representative, in accordance with the regulations of the University faculty.**

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

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

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

- a. Faculty must verify that the student has earned a grade of at least C in a higher level course taken at Purdue that has as a prerequisite the course for which credit is being sought; or

* University Senate Document 87-11, approved March 28, 1988

** University Senate Document 85-3, approved December 9, 1985

† University Senate Document 95-8, approved 22 April 1996

- b. Faculty must certify that the student has performed satisfactorily either on an appropriate standardized achievement examination or Purdue departmental advanced credit examination or has earned a grade of at least C on a current comprehensive final examination for the Purdue course in which the student wishes to gain credit; or
 - c. Faculty must affirm that a dual credit course offered at a specific high school by another post-secondary institution is essentially the same as a specific Purdue course by approving at least the syllabus and the examinations. In addition, faculty must confirm that the student earned a grade of at least C in the course.
3. *Directed Credit.* Academic credit awarded by the University on bases other than a student's enrollment in and satisfactory completion of a course.

A student eligible to receive directed credit shall be a student newly admitted or currently enrolled in the University who has not received a grade or directed grade in the course, other than a grade of W.

Directed Credit may be established by any of the following methods:

- a. *Credit by Examination.* Credit awarded to a student on the basis of achievement in a Purdue departmental proficiency examination.
 - b. *Department Credit.* Credit for a course offered by a department and awarded to a student on the basis of substantially equivalent experience may be granted only by the head of that department or his/her designated representative.
 - c. *Achievement Credit.* Credit awarded to a student on the basis of demonstrated achievement in a nationally administered college level examination.*
4. *To Substitute.* To replace a course required in a specific curriculum by another course specified by the head of the school in charge of that curriculum or his designated representative.
5. *To Excuse.* To replace a course required in a specific curriculum by an equal number of credit hours in courses not specified.
6. *To Exempt.* To waive a course required for graduation together with its equivalent hours.

* University Senate Document 79-5, approved November 19, 1979

- a. Undergraduate students, without respect to the school in which they are enrolled, may be exempt by the University faculty from any general requirement which has been established by the University faculty.
- b. An undergraduate student in a specific school may be exempt by the faculty of that school from any requirement established by that school faculty.
7. *Advanced Placement.* The assignment of entering students to courses beyond the first course or courses in a normal sequence without allowing credit for courses not taken.
8. *Advanced Standing.* Advanced standing means that an entering student has credit for or exemption from one or more courses.

C. *Academic Classification of Undergraduate Students*

1. A student at Purdue University is any person who has been admitted to the University and who is currently enrolled in one or more courses for which there will be a permanent academic record.
2. Each student shall be admitted and identified as one of the following:
 - a. *Regular.* A student who is fully qualified for admission and who has been admitted and registered in a specific school and in a curriculum leading to a degree.
 - b. *University Division (UDV)*.* A continuing student who is in the process of changing majors. This student may be uncertain about curricular possibilities and temporarily unable to commit to a specific degree-granting academic program, or temporarily unable to enroll in a specific program due to enrollment limitations or academic criteria.

Beginning students are expected to be enrolled in a school program and normally will not be admitted to UDV. Students wishing to enroll in UDV must satisfy UDV admissions requirements.

*University Senate Document 88-17, 24 April 1989

A continuing or transfer student with a bachelor's degree objective must transfer to a degree-granting program when he/she has earned 60 credit hours as a UDV student or a total of 95 credit hours (including directed credit, acceptable transfer credit, and credit in the calculated index), whichever is met first. A student with an associate degree objective must transfer to a degree-granting program when he/she has earned 30 credit hours as a UDV student (must transfer prior to the semester he/she expects to receive a degree).

A beginning student with a bachelor's degree objective must transfer to a degree-granting program when he/she has earned 60 credit hours as a UDV student including directed credit and acceptable transfer credit. A beginning student with an associate degree objective must transfer to a degree-granting program when he/she has earned 30 credit hours as a UDV student including directed credit and acceptable transfer credits.

A committee of faculty members representing each undergraduate school of the University will advise the UDV staff. The committee members will be selected by the University Senate; each will serve a three year term with one-third of the members rotating off the committee each year.

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

A nondegree student is generally limited to enrolling in a maximum of seven hours per semester during the fall and spring semesters, and is generally limited to enrolling in no more than four hours during the summer session; however, a nondegree student who has earned a bachelor's degree is eligible to enroll on a full-time basis. In order to continue to register as a nondegree student, he/she must meet the same minimum grade index required of regular students. A student may apply no more than 18 semester hours of work completed as a nondegree student toward an undergraduate degree at Purdue

University. The dean of the school to which the student applies may determine which credits will be accepted toward a degree in that school. A department may limit the number of nondegree students acceptable in any course.

3. Students working for an associate or bachelor's degree shall be classified by numerals 1, 2, 3, etc., corresponding approximately to the number of semesters of college work completed toward the total credit hours required for the degree. The classification of a student shall be determined by an authorized representative of the dean of the school in which he/she is enrolled.

At any time, a student's classification should reflect the progress he/she has made toward completing the course requirements of the curriculum in which he/she is enrolled. A student who believes that his/her classification is not a correct measure of progress toward the degree may appeal to an authorized representative of the dean of his/her school, who shall change his/her classification if it is incorrect and report the change to the registrar.

D. *Transfer of Students Between Curricula**

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

1. Prepare the prescribed request form;
2. Secure the approval of the deans of both schools concerned;
3. Submit the completed request form at the Office of the Registrar before he/she registers for his/her next session. The request form will be honored after the beginning of classes only if it is accompanied by a special petition setting forth the extenuating circumstances. Any student who has been inactive for one semester may request a change of curricula as part of his/her application for re-entry.

E. *Transfer of Credits Between Curricula*

When a student transfers from one curriculum to another leading to a different associate or baccalaureate degree, the courses that have been completed and are acceptable in satisfying the degree requirements of the new curriculum shall be determined as follows:

1. An authorized representative of the dean of the school into which the student wishes to transfer shall cause to be entered upon forms provided by the registrar a list of those courses previously taken which may be used in satisfying the degree requirements of the curriculum into which the student is transferring. These courses shall include:
 - a) All courses completed, regardless of grade received, which are required courses in the curriculum to which he/she is

*University Senate Document 71-11, 17 January 1972

transferring or which are substantially equivalent to and are acceptable as substitutes for such required courses.

- b) Courses completed but not required for his/her new curriculum which are admissible for credit as elective courses in the new curriculum. The decision to transfer such credit for elective courses shall be made by the student at the time of transfer and upon the consent of an authorized representative of the dean of the school to which the student is applying for transfer.
2. A graduation index as of the date of transfer shall be computed using only grades in courses transferred as specified above.
3. When a student transfers between markedly different curricula within a school offering a single degree, the dean of the school shall be empowered to grant an exception which extends the benefits of this section.

F. *Credit in Courses by Examination**

The establishment of credit by examination is encouraged in order to expedite the education of qualified students. Toward this end, each instructional department shall determine which of its courses are available for credit by examination and shall establish procedures to determine the eligibility of candidates, to administer, and to grade such examinations. The examinations shall be as comprehensive as those given in the course and shall be graded as satisfactory (performance comparable to that expected of students receiving A, B, or C in the course) or unsatisfactory. The registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance shall record credit for the course on the student's record. The testing coordinator of the Office of the Dean of Students shall schedule and administer written examination if requested by the instructional department.

The registrar shall collect from each department a list of courses that are available for credit by examination. The registrar shall also make this information available to current students, prospective students, and academic advisers. In addition, each department shall make available information on courses appropriate for credit by examination and shall identify faculty members responsible for administering these examinations.**

A student eligible to request examination for credit in a course shall be a newly admitted student or a currently enrolled student who has not received a grade or directed grade in the course, other than a grade of W.

Requests to take an examination for credit normally shall originate with the eligible student who must obtain the consent of his adviser and the approval of the instructional department; however, newly admitted students whose previous records indicate high degrees of competence in particular areas may be invited and authorized to take specific examinations at the discretion of the

*University Senate Document 74-15, April 21, 1975.

**University Senate Document 80-10, approved 16 March 1981.

instructional department and the academic adviser. Any student receiving such invitation or approval must meet the examination schedule of the instructional department. In consenting to requests from currently enrolled students, the adviser and the instructional department shall be guided by their assessment of the student's need and ability as demonstrated by performance in conventional course work at Purdue.

G. *Excess Undergraduate Credit**

Undergraduate credits in excess of the requirements for graduation, if in courses designated "for undergraduates and graduates," may be applied, if suitable, toward the requirements for a master's degree. Such credits may be so used only upon recommendation of the department administering the course, with the approval of the student's major department and of the dean of the Graduate School, and under the following conditions:

1. The student's final graduation index shall not be below 5.00;
2. Only credits earned while the student is classified as a 7, 8, or 9 may be so used;
3. The grade earned must be A or B. Work taken under the Pass/Not Pass option is not acceptable;
4. At the time of registration the student shall inform the instructor in such a course that he/she may use it later for graduate credit. If the work is completed satisfactorily on this basis, the instructor shall then fill in the appropriate registrar's form, which indicates that the course may be used for graduate credit and submit the form to the registrar along with the grade reported at the close of the semester or session. The registrar will hold the form until the student has qualified for a baccalaureate degree, at which time it will be submitted to the dean of the undergraduate school concerned. The dean or a designee of the dean will affix his/her signature attesting to the fact that the credit is in excess of that required for the baccalaureate degree and return it to the registrar who will then enter the notation "available for graduate credit" on the student's record.

H. *Policies and Procedures for Correspondence Courses***

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

*Graduate Council November 18, 1976.

**University Senate Document 90-29, approved April 22, 1991.

3. Courses offered as correspondence courses will count toward degree requirements the same as any other approved course within the curriculum. Limitations on correspondence courses applicable toward a degree will be determined through a school's normal course and degree approval process.
4. Correspondence courses taken for credit will require the individual to be admitted to the University and officially registered for the course. Fees will be assessed separately from any other fees in accordance with the current standard per credit hour fee structure for the University, or if warranted, a special fee structure for the course will be requested through the Office of the Executive Vice President and Treasurer. The grade in the correspondence course will be incorporated in the computation of the scholastic index for the student, and a permanent academic record will be maintained.
5. The beginning date and time period allotted, up to one calendar year, for a correspondence course will be established by the department and recorded by the registrar. A student withdrawing during the first half of the time period established may be assigned a grade of W, WF, or WN by the instructor. Within one calendar year of enrollment a final grade will be reported to the registrar by the instructor for each enrolled student. If, due to extenuating circumstances, an incomplete grade is issued, the established regulations for removal or assignment of a permanent grade will apply.
6. Departments may offer courses for nondegree or continuing education students which do not require the individual to be admitted to Purdue. Such courses earn zero semester credit hours but may be awarded CEU's or other professional type credit. This work may be recorded as a part of the students permanent history but may not be included in an academic transcript. Fees will be established in accordance with the policies administered by the Office of the Executive Vice President and Treasurer.*

SECTION III

Conferring of Degrees

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

*University Senate Report 02-3, approved 21 April 2003.

**University Senate Document 89-5, approved 13 November 1989.

***Board of Trustees minutes, October 27, 1924; January 16, 1925; March 15, 1974.

Degrees Conferred by Purdue University

1. West Lafayette Campus
 - a) Undergraduate Degrees
 - 1) School of Agriculture
 - Associate in Agriculture
 - Bachelor of Science
 - Bachelor of Science in Landscape Architecture
 - Bachelor of Science in Forestry
 - Bachelor of Science in Agricultural Engineering*
 - 2) School of Consumer and Family Sciences
 - Associate in Home Economics
 - Associate in Applied Science
 - Bachelor of Science
 - 3) School of Education
 - Bachelor of Arts
 - 4) Schools of Engineering
 - Associate in Engineering
 - Bachelor of Science in Aeronautical and Astronautical Engineering
 - Bachelor of Science in Agricultural Engineering*
 - Bachelor of Science in Chemical Engineering
 - Bachelor of Science in Civil Engineering
 - Bachelor of Science in Computer and Electrical Engineering
 - Bachelor of Science in Construction Engineering
 - Bachelor of Science in Electrical Engineering
 - Bachelor of Science in Engineering
 - Bachelor of Science in Industrial Engineering
 - Bachelor of Science in Land Surveying
 - Bachelor of Science in Mechanical Engineering
 - Bachelor of Science in Metallurgical Engineering
 - Bachelor of Science in Nuclear Engineering
 - 5) School of Liberal Arts
 - Bachelor of Arts
 - Bachelor of Physical Education
 - Bachelor of Science
 - 6) School of Management
 - Associate in Management
 - Bachelor of Science
 - Bachelor of Science in Industrial Management
 - 7) Schools of Pharmacy, Nursing, and Health Sciences
 - School of Pharmacy and Pharmacal Sciences*
 - Bachelor of Science
 - Bachelor of Science in Pharmacy
 - School of Nursing*
 - Associate in Applied Science
 - Bachelor of Science
 - School of Health Sciences*
 - Bachelor of Science
 - Bachelor of Science in Environmental Health

*jointly administered

- 8) School of Science
 - Associate in Science
 - Bachelor of Science
 - Bachelor of Science in Chemistry
 - 9) School of Technology
 - Associate in Applied Science
 - Bachelor of Science
 - Bachelor of Science in Industrial Education
 - 10) School of Veterinary Medicine
 - Associate in Applied Science
- b) **Advanced Degrees**
- Master of Agriculture**
in the area of horticulture
 - Master of Arts**
in the areas of American studies; creative arts; communication; comparative literature; English; history; foreign languages and literatures; philosophy; and political science
 - Master of Arts in Teaching**
in the areas of economics; education; foreign languages and literatures; and mathematics
 - Master of Fine Arts**
in the area of dramatic arts
 - Master of Science**
in the areas of aeronautics and astronautics; agricultural economics; agricultural education; agricultural engineering; agronomy; animal sciences; audiology and speech sciences; biochemistry; biological sciences; botany and plant pathology; chemical engineering; chemistry; child development and family studies; civil engineering; clothing and textiles; communication; comparative literature; computer sciences; consumer sciences and retailing; earth and atmospheric sciences; economics; education; electrical engineering; engineering; entomology; extension agriculture; food science; foods and nutrition; forestry; health and recreational studies; health sciences; home economics; horticulture; industrial engineering; industrial and physical pharmacy; industrial relations; industrial technology; interdisciplinary engineering; large animal clinics; management; materials engineering; mathematics; mechanical engineering; medicinal chemistry and pharmacognosy; natural resources and environmental science; nuclear engineering; pharmacology and toxicology; pharmacy practice; physical education; physics; political science; psychological sciences; restaurant, hotel and institutional management; small animal clinics; sociology and anthropology; statistics; veterinary anatomy; veterinary microbiology, pathology, and public health; veterinary physiology and pharmacology; wildlife science
 - Master of Science in Aeronautics and Astronautics**
 - Master of Science in Agricultural Engineering**
 - Master of Science in Chemical Engineering**
 - Master of Science in Civil Engineering**

Master of Science in Conservation
Master of Science in Education
Master of Science in Electrical Engineering
Master of Science in Engineering
Master of Science in Forestry
Master of Science in Industrial Administration
Master of Science in Industrial Engineering
Master of Science in Mechanical Engineering
Master of Science in Metallurgical Engineering
Master of Science in Nuclear Engineering
Master of Science in Public Policy and Public Administration
Education Specialist
Doctor of Philosophy

in the areas of aeronautics and astronautics; agricultural economics; agricultural engineering; agronomy; American studies; animal science; audiology and speech sciences; biochemistry; biological sciences; botany and plant pathology; chemical engineering; chemistry; child development and family sciences; civil engineering; clothing and textiles; communications; comparative literature; computer sciences; earth and atmospheric sciences; economics; education; electrical engineering; English; engineering; entomology; environmental health; food science; foods and nutrition; foreign languages and literatures; forestry; history; home economics; horticulture; industrial engineering; industrial and physical pharmacy; industrial technology; management; materials engineering; mathematics; mechanical engineering; medicinal chemistry and pharmacognosy; natural resources and environmental science; nuclear engineering; organizational behavior; pharmacology and toxicology; pharmacy practice; philosophy; physical education; physics; political science; psychological sciences; sociology and anthropology; statistics; veterinary anatomy; veterinary microbiology, pathology and public health; veterinary physiology and pharmacology; wildlife science

- c) Professional Degrees
 - Doctor of Pharmacy
 - Doctor of Veterinary Medicine

2. North Central Campus

- a. Undergraduate Degrees
 - 1) Community College:
 - Associate of Arts
 - in the area of business
 - 2) School of Nursing
 - Associate in Applied Science

- 3) School of Technology
 - Associate in Applied Science
 - in the areas of architectural technology; civil engineering technology; computer integrated manufacturing technology; computer technology; electrical engineering technology; industrial engineering technology; mechanical engineering technology; and supervision.
 - Bachelor of Science
 - in the areas of mechanical engineering technology; supervision
- 4) School of Humanities
 - Bachelor of Liberal Studies
 - Bachelor of Arts
 - in the area of elementary education

3. Calumet Campus

a. Undergraduate Degrees

- 1) *School of Professional Studies*
 - Associate in Applied Science
 - in the areas of architectural technology; chemical technology; civil engineering technology; computer technology; electrical engineering technology; industrial engineering technology; manufacturing engineering technology; mechanical drafting/design technology; mechanical engineering technology; metallurgical engineering technology; nursing (leading to the R.N.); supervision
 - Associate of Arts
 - in the areas of education; elementary education
 - Bachelor of Physical Education
 - Bachelor of Science
 - in the areas of business economics; computer technology; construction technology; electrical technology; industrial engineering technology; industrial hygiene; management; manufacturing engineering technology; mechanical technology; nursing; supervision
 - Bachelor of Science in Engineering
 - in the area of general engineering
 - Bachelor of Science in Industrial Education
- 2) *School of Liberal Arts and Sciences*
 - Associate in Applied Science
 - in the areas of food service and lodging supervision; chemical technology
 - Associate of Arts
 - in the areas of human services — child day care; humanities; social science

Bachelor of Arts

in the areas of communication; English; history; political science; psychology; social science; sociology

Bachelor of Science

in the areas of biological sciences; biology teaching; chemistry; chemistry teaching; general science; mathematics; mathematics teaching; medical technology; physics; physics teaching; premedical-pre dental; restaurant, hotel and institutional management

Bachelor of Science in Chemistry

b. **Advanced Degrees**

Master of Arts

in the areas of communication; English; history

Master of Arts in Teaching

in the areas of mathematics; economics

Master in Science

in the areas of biological sciences; educational administration; elementary education; engineering; extension education; management; mathematics; nursing; secondary education

Master of Science in Education

in the areas of educational administration; elementary education; guidance and counseling; library and audio visual services; secondary education

Master of Science in Engineering

in the area of interdisciplinary engineering

4. **Fort Wayne Campus (Purdue degrees only; other degrees are available through Indiana University)**

a. **Undergraduate Degrees**

1) **School of Engineering, Technology and Nursing**

Associate in Applied Science

in the areas of architectural engineering technology; civil engineering technology; computer integrated manufacturing technology; computer technology; electrical engineering technology; food service and lodging supervision; industrial engineering technology; interior design; mechanical drafting/design technology; mechanical engineering technology; mental health technology; nursing (leading to the R.N.); supervision

Bachelor of Science

in the areas of computer integrated manufacturing technology; computer technology; construction technology; electrical technology; industrial engineering technology; mechanical technology; nursing; supervision

Bachelor of Science in Engineering

in the area of interdisciplinary engineering

- 2) **School of Science and Humanities**
 - Bachelor of Arts**
in the areas of dramatic arts; English; philosophy; psychology
 - Bachelor of Science**
in the areas of audiology and speech sciences; biological sciences; chemistry; general science; medical technology; mathematics; physics; premedical-pre dental
 - Bachelor of Science in Chemistry**
- b. **Advanced Degrees**
 - Master of Arts in Teaching**
in the area of mathematics
 - Master of Science**
in the areas of biology; extension education; interdisciplinary engineering; mathematics
 - Master of Science in Engineering**
in the area of interdisciplinary engineering
- 5. **Indianapolis Campus (Purdue University degrees only; other degrees are available through Indiana University)**
 - a. **Undergraduate Degrees**
 - 1) *School of Engineering and Technology:*
 - Associate in Applied Science**
in the areas of architectural technology; biomedical electronics technology; chemical technology; civil engineering technology; computer integrated manufacturing technology; computer technology; electrical engineering technology; food service and lodging supervision; industrial engineering technology; mechanical engineering technology; mechanical drafting/design technology; pollution control technology; supervision
 - Bachelor of Science in Engineering**
in the area of general engineering
 - Bachelor of Science**
in the areas of computer integrated manufacturing technology; computer technology; construction technology; electrical technology; industrial engineering technology; mechanical technology; supervision
 - 2) - *School of Science:*
 - Bachelor of Arts**
in the areas of biology; chemistry; psychology
 - Bachelor of Science**
in the areas of biology; chemistry; computer science; mathematics; physics; psychology; statistics
 - Bachelor of Science in Chemistry**

- b. Advanced Degrees
 - Master of Arts in Teaching
 - in the area of mathematics
 - Master of Science
 - in the areas of chemistry; computer science; extension education; interdisciplinary engineering; psychology; mathematics; physics
 - Master of Science in Engineering
 - in the area of interdisciplinary engineering
 - Doctor of Philosophy
 - in the area of rehabilitation psychology

6. *Statewide Technology*

- a. Undergraduate degrees
 - 1. Anderson
 - Associate in Applied Science
 - in the areas of computer technology; electrical engineering technology
 - 2. Columbus
 - Associate in Applied Science
 - in the areas of computer technology; electrical engineering technology
 - 3. Elkhart
 - Associate in Applied Science
 - in the areas of computer technology; mechanical engineering technology
 - 4. Kokomo
 - Associate in Applied Science
 - in the areas of computer technology; computer integrated manufacturing technology; supervision
 - Bachelor of Science
 - in the areas of supervision; electrical technology
 - 5. New Albany
 - Associate in Applied Science
 - in the areas of electrical engineering technology
 - 6. Richmond
 - Bachelor of Science
 - in the area of supervision
 - 7. South Bend
 - Associate in Applied Science
 - in the areas of electrical engineering technology; computer technology
 - 8. Versailles
 - Associate in Applied Science
 - in the area of supervision

SECTION IV
REQUIREMENTS FOR DEGREES

A. *Associate Degrees*

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

1. The completion, either by resident course work, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree. Deans of schools may refuse to accept as credit toward graduation any course which was completed ten or more years previously. Former students shall be notified immediately of all such decisions upon reentering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree.**
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of course work required and approved for the completion of the degree.

Students are normally expected to complete the entire second year in residence; however, with the approval of the dean of the school concerned, students who have at least three semesters of resident study may complete -- not to exceed sixteen semester hours of the second year -- in another approved college or university. For the purpose of this rule, two summer sessions may be considered as equivalent to one semester.

3. Registration, either in residence or in absentia, as a candidate for the desired degree during the semester (summer session) immediately preceding its conferment.
4. A minimum graduation index of 2.00 shall be required for graduation. (See Sections VII-J and VIII-A.) †

A student who has completed all other requirements for an associate degree but has failed to meet the quality requirements may register for additional courses with the approval of an authorized representative of the dean of his school after a review of his record. The additional courses which the student may take after meeting all quantity requirements shall not exceed ten credit hours. Credit in these additional courses must be established within three years of the date on which all degree requirements except the minimum graduate index were met. The student will be considered as having met the quality requirement for graduation if his graduation index, including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

* Board of Trustees minutes, 15 March 1974

** University Senate Document 81-11, 15 February 1982

† University Senate Documents 90-18, 25 March 1991 and 93-2, 29 November 1993

5. The payment of the graduate fee to the bursar on such date as may be specified preceding the end of the session.

B. *Bachelor's Degree*

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

1. The completion, either by resident course work, as directed credit, or by credit accepted from another constitution, of the plan of study underlying the degree. Deans of schools may refuse to accept as credit toward graduation any course which was completed ten or more years previously. Former students shall be notified immediately of all such decisions upon re-entering. Substitutions of courses required for graduation may be made by the dean of the school conferring the degree.
2. Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of course work required and approved for the completion of the degree. These courses are expected to be at least junior level courses.

Students are normally 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 twenty-five 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.

For the degree of Bachelor of Science in Pharmacy, three years of resident study in a school or college of pharmacy are required.

3. Registration, either in residence or in absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.
4. A minimum graduation index of 2.00 shall be required for graduation. (See Sections VII-J and VIII-A.) †

A student who has completed all other requirements for a bachelor's degree but has failed to meet the quality requirements may register for additional courses with the approval of an authorized representative of the dean of

† University Senate Document 90-18, 25 March 1991q

his school after a review of his record. The additional courses which the student may take after meeting all quantity requirements shall not exceed twenty credit hours. Such a student may take in another approved college or university not more than nine of the twenty credit hours permitted, provided such courses are approved in advance in writing by an authorized representative of the dean of his school. A copy of such approval must be filed in the Office of the Registrar. Credit in these additional courses must be established within five years of the date on which all degree requirements except the minimum graduation index were met. The student will be considered as having met the quality requirement for graduation if his graduation index, including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

5. The payment of the graduation fee to the bursar on such date as may be specified preceding the end of the session
6. The demonstration of satisfactory working knowledge of the English language, with particular reference to composition and spelling. Junior and senior students who are determined by the Office of Writing Review to be markedly deficient in English shall be assigned to a noncredit English course, which they will be required to pass before graduation.

C. *Advanced Degrees*

Requirements for several master's degrees, for the Educational Specialist and for Doctor of Philosophy degrees are established by the Graduate Council and are stated in the *Graduate School Bulletin* and the regulations of the Graduate School. In general, these requirements include the following:

1. The filing of an appropriate plan of study for the advanced degree, and the approval of that plan by the department or school head, the school dean, and the dean of the Graduate School.
2. The demonstration of proficiency in English prior to filing the plan of study.
3. The completion of a substantial portion of the plan in residence, as described in the *Bulletin*. Course credits earned by a student whose graduate study has been inactive for five years or more are normally excluded.
4. The completion of a thesis for all doctoral degrees and for thesis-option master's degree.
5. The payment of the graduation fee to the bursar on such date as may be specified preceding the end of the session.

D. *Professional Degree — Doctor of Pharmacy*

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

1. The completion of the required professional curriculum.
2. The payment of the graduation fee to the bursar on such date as may be specified preceding the end of the session.

E. *Professional Degree — Doctor of Veterinary Medicine*

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

1. The satisfactory completion of the prescribed preprofessional curriculum of two or more years prior to admission to the School of Veterinary Medicine.
2. The satisfactory completion of the four-year professional curriculum in veterinary medicine.
3. The payment of the graduation fee to the bursar on such date as may be specified preceding the end of the session.

F. *Multiple Degrees*

Upon special request approved by the deans of the schools concerned and filed with the registrar at the beginning of the final semester (or summer session), a student may be registered as a candidate for more than one baccalaureate degree.

G. *Meeting Degree Requirements*

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

PURDUE UNIVERISTY POLICY AND PROCEDURES FOR AWARDING POSTHUMOUS DEGREES*

A. *Requirements for Awarding Posthumous Degrees*

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

1. At least 85% of credit hour requirements; and
2. Most of the requirements for the major.

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

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

B. *Process for Approval*

Baccalaureate, Associate, and Professional Degrees

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

C. *Graduate Degrees*

1. A recommendation must be submitted only after fulfillment of the requirements specified above to the head of the department (school) by the major professor.
2. The head of the department (school) must submit a request to the Vice President and Dean of the Graduate School. The head of the department may choose to recommend awarding a nonthesis instead of a thesis degree.
3. The Graduate Council must endorse a recommendation from the Vice President and Dean of the Graduate School.
4. The endorsement must be submitted to the Executive Vice President for Academic Affairs for transmittal to the President.
5. The names of candidates approved by the President will be submitted to the Board of Trustees for final action

D. *Fees*

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

* Board of Trustees Minutes, 27 March 1998

**SECTION V
REGISTRATION AND COURSE ASSIGNMENT**

A. *Registration*

Students shall register during a prescribed period prior to the beginning of each semester or session. Registration for courses shall be accomplished in accordance with the procedures prescribed by the registrar.

Late registrations will be accepted for one week after the beginning of classes in a regular semester and three days after the beginning of classes in a summer session. After the beginning of each session a late registrant shall be assessed an additional late registration fee.*

B. *Allowable Academic Load*

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

1. Credit hours in excess of eighteen 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 eighteen credit hours, approval by the dean of his/her school or the dean's designee must be obtained before the student may be assigned more than eighteen credit hours.**
2. In summer session, a student may not be assigned to more than nine credit hours without approval by the dean of his/her school or the dean's designee.**

C. *Assignment to Intensive Courses*

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

*University Senate Document 73-6, January 28, 1974

**University Senate Document 83-5, January 23, 1984

D. *Assignment to a Dependent Course*

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

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

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

E. *Schedule Revisions*

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

1. *Course Additions, Change of Level, or Change of Pass/ Not Pass Option.* A student may add a course, change course level, or change the pass/ not pass option during the first four weeks of a semester or the first two weeks of a summer session by obtaining on the schedule revision form from the signatures of the academic adviser and the instructor of the course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.

*University Senate Document 73-6. January 28, 1974;81-10, April 19, 1982; 83-7, March 26, 1984

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

<i>Week</i>	<i>Restrictions</i>
1	Approval of academic adviser
2-through 4	Approval of academic adviser and instructor
5 through 9	Extenuating circumstances only. Approval of academic adviser, instructor and head of the department in which the course is listed
10 through 16	Not permitted

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

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

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

No course assignment shall be canceled within the last seven weeks of any semester or three and on-half weeks of a summer session.

* University Senate Document 94-10, approved 24 April 1995

<i>Week</i>	<i>Restrictions</i>
1 through 2	Approval of academic adviser; course will not be recorded.
3 through 4	Approval of academic adviser; course will be recorded with a grade of W.

<i>Week</i>	<i>Restrictions</i>
5 through 9	Approval of academic adviser is required. The instructor shall indicate whether the student is passing or failing. Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature.† Grades recorded for these students will be W. A grade of W, WF, WN or WU will be recorded. In case of a W, WF, WN or WU, exceptions shall be determined by the dean of students.*
10 through 16	Course assignments cannot be canceled during this period.

The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.**

The North Central Campus is granted exemption from the above University regulations that restrict the cancellation of course assignments within the last seven weeks of a semester. Also, future revisions to this policy may be approved by the Purdue University North Central Faculty Council as needed in order to better serve that campus. ††

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

F. Withdrawal from the University

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

† University Senate Document 92-3, approved 26 October 1992

†† University Senate Document 93-14, approved 26 September 1994

* University Senate Document 91-5, approved 26 October 1992

** University Senate Document 82-4, approved 21 February 1983; 83-7 and 83-8, approved 26 March 1984

When a student withdraws from the University, the registrar will issue authorization for refunds in accordance with the existing policy regarding such refunds. (See *Business Procedure Manual*.)

G. *Refunding of Fees and Tuition**

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

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

1. Fall or Spring Semester
 - a) withdrawal during the first or second week — eighty percent refund
 - b) withdrawal during the third or fourth week — sixty percent refund
 - c) withdrawal during the fifth or sixth week — forty percent refund.
2. Summer Session
 - a) withdrawal during the first week — eighty percent refund
 - b) withdrawal during the second week — sixty percent refund
 - c) withdrawal during the third week — forty percent refund

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

H. *Granting Academic Credit to Students Who Withdraw From the University Upon Order of Induction Into Military Service*

1. *Candidates for Degrees.* Seniors who are candidates for degrees during any semester will receive full credit after the completion of eight or more weeks provided the grades are passing at the time of withdrawal. There will be no refund of fees in such cases
2. No credit will be granted to a student who withdraws during the first five weeks of any semester. After the end of the fifth week academic credit will be granted according to the following plan, with the understanding that the student concerned has a passing grade or better in those courses in which academic credit is desired. When the grade is not passing, a "W" will be entered in his record.

*Board of Trustees Minutes, December 7, 1950 and October 23, 1963.

Fractions of credit other than those specified below will be adjusted to the nearest specified fraction. In no case will credit for less than one-third of an hour be recorded.

<i>Time of Withdrawal</i>		<i>Proportion of Total Credit in Each Course</i>
Semester	Summer session	
6th & 7th weeks	4th week	1/3
8th & 9th weeks	5th week	1/2
10th, 11th & 12th weeks	6th & 7th weeks	2/3
After 12th week	8 week	Full credit

SECTION VI
*CLASSES**

A. *Attendance*

Students are expected to be present for every meeting of classes in which they are enrolled. At the beginning of each semester, instructors are responsible for clarifying their policy for handling class absences and the impact absences will have in the determination of course grades. All matters relative to attendance, including the make-up of missed work, are to be arranged between the student and the instructor involved.

Only the instructor can excuse a student from classes or course responsibilities. In the event of an illness, accident, or emergency, when circumstances permit, the student should make direct contact with his/her instructor(s), preferably before a class or an exam takes place. If the instructor cannot be reached in person or by telephone, the student should leave a message in the instructor's department mailbox or with the instructor's secretary.

When a student is unable to make direct contact with the instructor and is unable to leave work with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of the Dean of Students if the reported absence is expected to be for an extended period of time (normally more than five days). A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change in any way the outcome of the instructor's decision regarding the student's academic work and performance in any given course. The student must make personal contact with the instructor(s) as soon as it is possible to do so. The student may discuss the circumstances of the absence with a member of the Office of the Dean of Students for advice on how to proceed.

B. *Visitor*

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 from the Office of the Registrar a visitor's permission form stating name, number of course, 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 being 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.

* University Senate Documents 73-6, 28 January 1974; 91-8, 23 March 1992; 94-10, 24 April 1995; 96-8, 28 April 1997

For a staff member, the registrar will also require the approval of the dean of the Graduate School acting for the president. The fee for a visitor's permit shall be waived for persons who are members of the staff exempted by the dean of the Graduate School acting for the president, and for others exempted by the Office of the President.

Members of the staff who, as part of the regular duties for which they are paid, are required to attend course(s) in their own department without credit, shall be exempt from the above provisions requiring a special permit for registration and approval of the dean of the Graduate School acting for the president.

A visitor in a course shall be entitled to hear lectures, recitations, and oral quizzes, but shall not participate in classroom exercises except as invited by the instructor. The student shall neither submit papers 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, that person may apply for examination for credit, under the usual rules, in the course which he has attended.

SECTION VII GRADES AND GRADE REPORTS

A. *Basis of Grades*

Each student shall be responsible for the completion of all required work, in each course for which the student has enrolled, by the time of the last scheduled meeting of the class, unless the assignment to the course has been properly canceled. Each student shall receive from the instructor a grade in each course for which the student is enrolled at the close of the session. This grade shall indicate the student's achievement with respect to the objectives of the course.

B. *Semester Grades**

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

1. For Credit Courses

A+, A — Highest passing grades.

A-

B+

B

B-

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

C+

C

C-

D+

D

D- — Lowest passing grade; marginally passing minimal objectives of the course.

E Conditional failure; failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be improved to a grade higher than D. (See Section VII-E.) When an instructor reports a grade of E, he/she shall file in the departmental office a statement of what is required of the student to receive the passing grade.

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

2. *For Credit Courses Taken Under Pass/Not Pass Option*

P Passing grade; equivalent to grade A, B or C

N Not passing

3. *For Zero Credit Courses* (Including thesis research but not including laboratory portions of courses in which, for purposes of scheduling, separate course designations are used for the laboratory sections.)

S Satisfactory; meets course objectives.

U Unsatisfactory; does not meet course objectives.

4. *For Incomplete Work, Either Credit or Noncredit**

A grade of incomplete is a record of work which was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted, and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may require the student to secure the recommendation of the dean of students that the circumstances warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office a statement of the reason for the grade and what is required of the student to achieve a permanent grade. He/she shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than the twelfth week of the second subsequent semester of enrollment, or the incomplete grade will revert to a failing grade. (See Section VII-F.)

* University Senate Document 83-8, March 26, 1984

Appropriate incomplete grades for courses are as follows:

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

C. *Pass/Not Pass Option*

In order to provide students with the opportunity to broaden their educational foundations with minimal concern for grades earned, an alternative grading system, the pass/not pass option, is established. Students will register for the pass/not pass option in accordance with procedures in Section V-A of these regulations.*

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

D. *Directed Grades*†

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

- W Withdrew; a record of the fact that a student was enrolled in a credit course and withdrew from the course after the second week.

* University Senate Document 73-6, January 28, 1974.

** University Senate Document 75-10, as amended and approved, April 19, 1976

† University Senate Document 01-3, as approved 19 November 2001

- WF Withdrew Failing; a record of the fact that a student, with a classification of 3 or higher, was enrolled in a credit course and withdrew from the course after the fourth week at which time according to a statement from the instructor, the student was not passing in his/her work. ***This grade does not affect index computation.*** A grade of WF may be directed by the Committee on Scholastic Delinquencies and Readmissions.
- WN Withdrew Not Passing; the same as WF for a credit course taken under the pass/no-pass option.
- WU Withdrew Unsatisfactory; the same as WF for a zero credit course.
- IF Unremoved Incomplete - Failing; for a credit course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade by the twelfth week of the second subsequent semester of enrollment. This grade counts in all respects as a failing grade.
- IN Unremoved Incomplete - Not Passing; for a credit course taken under the pass/not pass option and in which the student received a PI grade. The same as an IF grade except that it does not affect index computations.
- IU Unremoved Incomplete - Unsatisfactory; for a zero credit course in which a student received an SI grade. The same as an IF grade except that it does not affect index computations.

E. *Improvement of E Grade**

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

F. *Completion Grades**

A student who receives a grade of I, PI or SI in a course and who successfully completes his/her work in the time interval specified by the instructor, but no later than the twelfth week of the second subsequent semester of enrollment will receive from the instructor whatever permanent grade his/her work would have deserved if it had been completed on

* University Senate Document 76-7, as amended and approved, 21 February 1977; University Senate Document 83-8, 26 March 1984

time. The value of the final grade resulting from the later completion of the course requirements shall be incorporated in future graduation indexes. If the student fails to achieve within the specified time a permanent grade in any course for which he/she received a grade of I, PI or SI, the registrar shall record a permanent grade of IF, IN or IU for the grade of I, PI or SI, respectively. The value of an IF grade shall be incorporated in future graduation indexes. If the student repeats the course within two subsequent semesters of enrollment, the original grade of Incomplete shall not revert to a failing grade. The value of a completion grade or an IF grade shall not be included in Graduate School index computations if the original grade of incomplete was received while the student was enrolled as an undergraduate.

The registrar shall not honor a request to extend the time for completing the course requirements except when such a request is prompted by causes beyond the student's control, and a documented explanation of the circumstances is submitted to the registrar along with the recommendation of the head of the student's school and the approval of the department head.

Requests for the addition of a permanent grade to the record shall be submitted on such forms as the registrar shall prescribe. An addition of grade as provided in this section shall be entered on the student's permanent academic record and be reported to the student no later than his/her next grade report.

G. *Grade Corrections*

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

- H. At the end of the seventh week of a full semester, the registrar shall call for reports from the faculty on all students enrolled in a course whose work up to that time is not clearly passing. The instructor shall make the report directly to the student with copies of distribution by the registrar.

I. *Final Grade Report*

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

* University Senate Document 79-4, approved 19 November 1979

J. *Scholastic Indexes**

The scholastic standing of all students enrolled in programs leading to a degree shall be determined by two scholastic indexes: the semester index and the graduation index.

1. The semester index is an average determined by weighting each grade received during a given academic session by the number of semester hours of credit in the course.†
2. The graduation index for an undergraduate student is a weighted average of all grades received by the student while in the curriculum in which he/she is enrolled plus all other grades received in courses taken in other curricula offered by the University and properly accepted under procedures established in Section II-E for satisfying the requirements of the school in which the student is enrolled. With the consent of his/her academic adviser, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index. In the case of a course in which a conditional grade has been improved by examination or for which a course of substantially equivalent content and level, as designated and properly authorized by the department offering the original course, has been substituted, the most recent grade received shall be used. The grade in a remedial level course, as identified by the student's school, may be deleted from the graduation index upon the recommendation of the student's school.†
3. The graduation index for a student enrolled in the professional curriculum in veterinary medicine is a weighted average of all grades received by the student while in the professional curriculum.†
4. The graduation index for a student enrolled in the professional curriculum in pharmacy is a weighted average of all grades received by the student while in the professional curriculum plus all grades included in the student's undergraduate graduation index, as defined in section J.2 above, prior to entering the professional curriculum. With the consent of his/her academic adviser, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index.†

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

** University Senate Document 81-16 (Revised) as amended and approved 4 October 1982; 84-10, approved 25 March 1985

† University Senate Document 94-2, approved 12 December 1994

5. The graduation index for a graduate student is a weighted average of all grades received by the student in graduate-level courses (those numbered 500 or higher) since entering a graduate program, plus all grades received in undergraduate-level courses, taken while in the graduate program as part of the graduate plan of study. With the consent of his/her major professor, a student may repeat a course not intended for repeat registrations. In the case of such a repeated course, only the most recent grade received shall be included in the graduation index. Grades received in foreign language courses to establish reading knowledge as specified by the Graduate Council are not used in computing graduation indexes. †
6. For the purpose of averaging, each grade shall be weighted in the following manner:* ††

GRADE	WEIGHT
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, EF, IF	0.0 x semester hours = index points
P, N, I, PI, SI, W, WF, WN, WU, IN, IU	Not included

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

$$S = \frac{4N_{A+} + 4N_A + 3.7N_{A-} + 3.3N_{B+} + 3N_B + \dots + 0N_F}{N_{A+} + N_A + N_{A-} + N_{B+} + N_B + \dots + N_F}$$

In the formula, N_{A+} , N_A , N_{A-} , N_{B+} , etc. are, respectively, the number of credit hours of A+, A, A-, B+, etc.

8. The graduate index is computed similarly using the grades specified in Section VII-J2 and VII-J3.**
9. The registrar shall compile and report semester and graduation indexes after the close of each academic session.

† University Senate Document 94-2, approved 12 December 1994

†† University Senate Document 01-3, approved 19 November 2001

* University Senate Document 96-8, as amended and approved, 28 April 1997

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

*SECTION VIII
SCHOLASTIC DEFICIENCY**

A. *Scholastic Probation*

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

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

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

Table A. Index Levels for Probation

<u>Classification</u>	<u>Semester Index Less Than</u>	<u>Graduation Index Less Than</u>
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2.0
7	1.7	2.0
8 and up	1.7	2.0

B. *Dropping of Student for Scholastic Deficiency†*

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

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

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

* University Senate Document 90-21, approved 25 March 1991

† University Senate Document 01-3, approved 19 November 2001

Table B. Index Levels for Dropping

<u>Classification</u>	<u>Graduation Index Less Than</u>
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 and up	2.0

A student dropped by this rule and later duly readmitted as a regular student shall be readmitted as a regular student on probation. In order to be readmitted a student must apply to the appropriate readmissions committee for the campus. A fee is assessed for processing the readmissions application.*

*SECTION IX
SCHOLASTIC RECOGNITION***

A. *Dean's List*

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

1. Have at least twelve credit hours included in the graduation index.
2. Have at least six hours included in the semester index.
3. attain at least a 3.5 graduation index.
4. Have at least 3.0 current semester index.

B. *Semester Honors*

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

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

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

** University Senate Document 90-20, approved 25 March 1991

C. *Achievement Credits*

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

1. Original thinking of consistently good quality
2. Achievement of other than classwork publication of literary, artistic, or scientific work
3. Work which requires great ingenuity or industry, but which may not lead to definite publication
4. Independent projects of reasonable magnitude carried out by the student on his own initiative.

Projects carried out by such students may receive special achievement credit. Such achievement credits may be substituted for elective courses of instruction as determined in each case upon the recommendation of the dean of the school concerned.

D. *Graduation With Distinction**

1. A candidate for the baccalaureate degree with distinction must have a minimum of sixty-five 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 thirty-five hours of credit earned at Purdue University included in the computation of the graduation index.
2. The minimum graduation index for graduation with distinction in each school shall be no less than the ninetieth percentile of the graduation indexes of the graduates in each school, for the spring semester, provided that the index is at least 3.30/4.00.** The minimum graduation index so determined in the spring for each school shall be applied for graduation with distinction for the subsequent summer session and fall semester. In administering this rule, all baccalaureate engineering graduates will be considered as one school.
3. Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes shall be designated as graduating with highest distinction, irrespective of the schools from which they graduate. The three-tenths of the spring associate degree graduates having the highest graduation indexes will be designated as graduating with highest distinction.

*University Senate Document 79-21 (Revised), approved 15 December 1980.

**University Senate Report 02-3, 21 April 2003.

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.

E. *Distinguished Military Graduates*

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

SECTION X
SCHOLASTIC RECORDS

A. *Good Standing*

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

B. *Transcripts*

Any student or former student of the University, whose record is not encumbered for any reasons described hereafter, shall, upon written application to the registrar, be entitled to receive (a) a transcript of his complete record and/or (b) a certificate of completion. The registrar is authorized to issue such records upon the written request of the student or former student. The transcript shall consist of a full and complete copy of the student's academic record.

C. *The Certificate of Completion*

The certificate of completion shall contain: (1) the date of attendance; (2) a summary of the courses successfully completed; and (3) a statement, "This is a summary of the courses successfully completed. An official transcript showing all courses taken may be obtained from the registrar, upon authorization by the student."

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

D. *Encumbrance*

A student's official record may be encumbered:

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

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

The request for the encumbrance of a student's record shall be filed with the

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

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

E. *Record of Actions on Transcripts*

No entry of disciplinary action shall be recorded on transcripts.

F. *Replacement of Diplomas**

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

SECTION XI
CLASS ROLL AND GRADE REPORTING ROSTERS

A. *Class Roll*

To gain admission to each class the student should appear on the official course roster. The instructor should examine his/her course roster to make sure each student is in the proper course and section.

Each instructor is responsible for maintaining his/her own class roll.**

For every student scheduled in a course, the Office of the Registrar will provide class rosters soon after the end of the first week of classes. These rosters will show which students, if any, are registered under the pass/not pass option.

Each instructor should examine his class roster as soon as he receives it, and if the name of a student who is not attending a class is on the class roster, the instructor should report this fact to the registrar immediately.

*Board of Trustees, July 10, 1975.

** University Senate Report 02-3, approved, 21 April 2003.

When a student officially cancels a course after class rosters are distributed, the Office of the Registrar will notify the department of this fact with a cancellation notice.

B. *Grade Reporting Rosters*

Grade reporting rosters for each division and/or section of courses to which students are assigned will be issued to departments. When a grade reporting roster is received by the instructor (approximately four weeks prior to the end of the semester), he must audit his roster for each class according to the following criteria:

1. There should be an entry on the grade reporting roster for every student on his class roll
2. Each grade reporting roster should contain the correct course title, course number, and number of credit hours.

A report should be made to the Office of the Registrar immediately if the audit indicates any discrepancies between the instructor's class roll and the grade reporting roster he/she has received.

No alteration of any of the information shown on the grade reporting roster should be made. No grade reporting roster should ever be destroyed.

Grade reporting rosters must be returned to the Office of the Registrar by the prescribed procedure (paper or electronic) and in no case later than the deadline for submitting grades shown in the heading of each grade reporting roster.*

*University Senate Report 02-3, approved, 21 April 2003.