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student living

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IPFW Student Housing
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There is no one at IPFW more responsible for the definition or achievement of your success than you. Dream big dreams for your experience at IPFW and pursue those dreams with energy and passion. That is your responsibility to yourself and to your future.

Every one of us who is lucky enough to be a member of the IPFW family has a responsibility to help one another achieve our collective dreams. How do we do this? First, we challenge one another to achieve great things. Second, we support one another in the pursuit of those things. Third, we celebrate one another’s accomplishments in the course of the journey.

This handbook—just one of the many ways the university can support you in pursuing your dreams—includes a helpful, general road map for success in pursuing a degree at IPFW. It also includes a calendar of important academic and administrative dates throughout the year, as well as a worksheet for developing and recording your own vision for success at IPFW, whether for the term, year, or duration of your experience at the university.

As you make this journey, we recommended that you review the Academic Road Map throughout the semester to help you keep your goal/destination in mind. If you are unsure what to do, see your academic advisor, faculty members, or other IPFW staff for additional advice and support.

ADVISORS CAN HELP
The road map was developed by IPFW’s Academic Advising Council. Academic advisors play an important role in helping identify specific goals that will help you achieve your dreams and discern the choice of pathways through which those goals can be achieved. They also offer helpful advice and suggest benchmarks along the way.

ROAD MAP for ACADEMIC SUCCESS
The Academic Road Map is a helpful guide in getting you to graduation. Like any map, it can help you conceptualize your journey, marking tasks that must be undertaken along the way and measuring progress toward your destination. Taking the recommendations seriously will help avoid the need to double back or turn around to cover a missed step or turn late in the journey.

While the Academic Road Map can help you determine the most direct route to the goal of graduation, it can also be a helpful tool for identifying interesting, educational, and fun opportunities along the way. Remember, it is not just about the destination. It is also about the quality of the journey.

TIPS FOR THE TRIP (0–120 CREDIT HOURS)
- Know the requirements for the degree you are seeking (the following link lists the various undergraduate programs [ipfw.edu/undergraduate](http://ipfw.edu/undergraduate))
- Keep track of your academic progress
- Meet with your advisor prior to registration for classes
- If you started fall 2012 or later, your myBLUEprint audit can help. Access it at [myblueprint.ipfw.edu](http://myblueprint.ipfw.edu)
- Stay in good academic standing
- Become involved with the university and the department of your major

IPFW is an Equal Opportunity/Equal Access University.
The freshman experience involves a lot of exploration—trying to figure out what the journey will be, where you want to go, and what you want to do. This exploration should include three areas: exploring the university, exploring potential majors, and exploring who you are—keeping in mind that all three areas may overlap.

EXPLORING THE UNIVERSITY

- Take advantage of the many resources to get connected to the university (advisors, faculty, department, student organizations, study groups, volunteering, electives, Center for Student Success and Transitions)
- To find out who your academic advisor is, visit my.ipfw.edu
- Check department websites for information and activities on potential majors at ipfw.edu/academic-units
- Explore your interests as they relate to your academic career and goals
- Not sure which major to declare? Visit the Center for Student Success and Transitions in Kettler Hall, Room 109, or at ipfw.edu/success

EXPLORING YOUR MAJOR

- Use campus resources to make informed decisions regarding personal, academic, and career choices such as Career Services, Centers for Academic Success and Achievement, and Center for Student Success and Transitions
- Have yourself added to the listserv and/or mailing list of potential majors to stay informed

EXPLORING WHO YOU ARE

- Connect to the university by making friends and getting involved
- Explore the Student Life and Leadership website to discover student organizations (club sports, departmental, honor societies, religious, and special interest) ipfw.edu/student-life, or visit Walb Student Union, Room 210
- Check out various student life events on campus at ipfw.edu/calendar
- Attend IPFW NCAA Division I athletics at gomastodons.com
- Attend performing arts events at ipfw.edu/calendar
- Prepare for your classes
- Attend all of your classes
- Complete the readings and assignments; turn in assignments on time
- Seek help with study skills or organizing your time when needed; visit the Centers for Academic Success and Achievement (CASA) in Kettler Hall, Room G23 or at ipfw.edu/casa
- Become involved in the learning process and think about the material as it applies to your life; learn to apply acquired knowledge to your personal goals
- Not sure what you want to do? Take a career interest inventory through Career Services in Kettler Hall, Room 109, or at ipfw.edu/career
- Gen Ed Categories A1, A2, and A3 provide the foundational skills for your education; you will want to take these courses your first year
- Learning takes place inside and outside of the classroom; take advantage of all that the university has to offer (see the IPFW Events Calendar for different events at ipfw.edu/calendar)

- See the secretary for that department to get added to the listserv at ipfw.edu/academic-units
- Visit department websites for events and information
- Attend events hosted by the various departments
- Explore your academic and career interests
- Visit Career Services at Kettler Hall, Room 109 or at ipfw.edu/career
- See your academic advisor
- Define your personal integrity and professional ethics
- Use your extra time between classes to explore the resources offered by Helmke Library in person or at library.ipfw.edu
- Use the Athletics Center to develop a strong body and mind; learn more at ipfw.edu/fitness
- Find places where students like to hang out (Engineering, Technology, and Computer Science Building; the ground floor in Kettler Hall; and the Walb atrium on the ground floor in Walb Student Union)
- Check out co-curricular transcripts in Student Life and Leadership (Walb Student Union, Room 210)
Your sophomore experience may involve continued exploration. The road before you should be a little clearer—what you want to do should be coming into focus.

EXPLORING THE UNIVERSITY
See the events listed under Exploring the University for freshman year—they apply here too!

EXPLORING YOUR MAJOR
- If you have selected a major, then you must formally “declare” it
- See the department of that major and fill out the appropriate paperwork
- Once you have selected a major, you need to talk with your academic advisor about degree requirements
- Get connected to the department of your major
- Get involved with the student organizations and clubs of your major and other majors (see the website of your major for more information)
- Continue to meet with your advisor

EXPLORING WHO YOU ARE
- Meet with faculty members who have similar interests or inspire you
- Seek out learning opportunities within your major (practicum courses); These will help you develop skills in your area of interest and evaluate if this is what you want to do. Some opportunities are listed below:
  - Service Learning at [ipfw.edu/academic-experiences](http://ipfw.edu/academic-experiences)
  - Internships at [ipfw.edu/internships](http://ipfw.edu/internships)
  - Co-op opportunities at [ipfw.edu/co-op](http://ipfw.edu/co-op)
- Prepare for courses that you want to take; check to see if these courses have prerequisites and plan accordingly

GOALS

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If you have not already done so, at this point in the journey you will want to make sure that you have declared a major and made connections with people in that department. The junior experience is marked by immersion in your major as preparation for your goals after graduation.

**PERFECT YOUR SKILLS AND INCREASE YOUR KNOWLEDGE**

- Have you adapted your study skills to the rigorous course work?
- Have you researched multiple career options to find the best fit?
- Do you know how your interests and skills will apply to your area of interest?

**TAKE ADVANTAGE OF OPPORTUNITIES/RESOURCES WITHIN YOUR MAJOR**

- Have you investigated opportunities within the department of your major?
- Have you made connections with at least three people in your discipline?
- Have you taken advantage of opportunities in your major to work with faculty members?
- Do you stand out to the faculty in your major? Remember, some of these individuals may be writing letters of recommendation to employers and graduate schools for you.
- Have you discussed with your academic advisor your plans/aspirations for what you would like to do after IPFW?

**TAKE ADVANTAGE OF UNIVERSITY OPPORTUNITIES AND RESOURCES**

- Have you considered attending job fairs to see what employers want? IPFW hosts three every spring. Visit the Career Services site for information at [ipfw.edu/career](http://ipfw.edu/career)
- Have you researched potential jobs?
- Do you know what particular skills or experiences potential employers are looking for?
- Have you talked with an advisor about additional classes to take based on your interests?
- Have you researched what you need for graduate school?
- Not sure where to start? Here is one resource: [ipfw.edu/exploring-majors](http://ipfw.edu/exploring-majors)
- Finding out when and where you can take the test
- Find out what is available at [ipfw.edu/testing](http://ipfw.edu/testing)
- Find out which test you need to take
- Do you know the deadlines for application to the graduate school?
- Have you talked with an advisor about which additional classes to take based on your interests?
- Are you ready for the test?
- Check the library for books that will help you prepare
- Look into prep courses and decide if you want to take one
- Consider taking the appropriate test by the end of your junior year; this allows flexibility if you want to take the test again early in your senior year
- Do you have an idea who might write letters of reference for you?

**GOALS**

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The senior experience is a time for taking stock of what you have accomplished at IPFW, finalizing plans and preparations for after graduation, and preparing for the next phase in your lifelong journey of learning.

**PERFECT YOUR SKILLS AND INCREASE YOUR KNOWLEDGE**

- Are you prepared for the job-search process? Continue to research employment or graduate school options and start applying
- Do you know the deadlines for grad school applications?
- Do you know everything that the grad school application process involves?
- Do you stand out to employers? Have you sought other skills and educational opportunities that will help you stand out?

**TAKE ADVANTAGE OF OPPORTUNITIES/RESOURCES WITHIN YOUR MAJOR**

- Have you talked to your advisor about what you would like to do after graduation?
- Have you applied for graduation to initiate your graduation audit? [ipfw.edu/graduation]

**TAKE ADVANTAGE OF UNIVERSITY OPPORTUNITIES AND RESOURCES**

- Are you ready to apply for a job or grad school?
- Take advantage of résumé services here at IPFW
- Career Services offers résumé critiques at [ipfw.edu/alumni-careers]
- Career Services has example résumés by major at [ipfw.edu/sample-resumes]
- Take advantage of practice interviews; Career Services offers “mock interviews” to help you hone your skills
- Have you talked with your advisor about your post-graduation plans?
The IPFW mascot is the mastodon—an extinct, prehistoric, elephant-like creature similar to a mammoth.

In 1968, a farmer in Angola, Ind., found a large leg bone and some ribs when excavating for a pond. He contacted the Department of Earth and Space Sciences (now Geosciences). Professor Jack A. Sunderman, other faculty, and students worked with the farmer and eventually found the cranium of the animal, with the tusks still in place. Orcie Routsong Sr., the farmer, signed a formal agreement that permanently loaned the skeleton to IPFW. The new campus gained national publicity for the gift, and a few years after the university opened in 1964 a student government voted the Mastodon as the university mascot.
IPFW MASTODONS FIGHT SONG

IPFW, let's cheer for our own blue and white
IPFW, full of spirit, full of fight
Go Dons!

Winning hearts so brave and true
Standing strong in all we do
IPFW, bringing victory home to you
Go Dons!
Dear Students,

Welcome to Indiana University–Purdue University Fort Wayne! Whether you are new to our campus community or are returning for another year, IPFW stands ready to provide you with the resources and opportunities necessary to pursue your goals, whatever they may be. Our hope is that you will find an environment here that challenges, supports, and encourages active engagement both on and off campus.

As you begin this school year, remember that you are the person responsible for your IPFW experience. All of IPFW’s faculty and staff are here to support you, but college is where you begin to chart your own path for the first time. As you go forward you face a very important question: How do I get the most out of my time at IPFW?

The answer is perhaps simpler than you might think, and can be summed up in just three words: engage, ask, and join. Engage with the many programs and services designed to help you succeed. Ask for guidance from your advisors and counselors. Join in experiential learning opportunities (e.g., internships, service learning, and study abroad) and meet people with backgrounds different than your own. Get involved in one or more student organizations (or even start your own) and familiarize yourself with the many student government social activities. If you feel there is something that the faculty and/or staff can do to create a better experience here at IPFW, let us know. We are committed to helping you achieve your goals while staying healthy and having fun in the process.

This handbook and planner is a tool for your success. It is designed to inform you of the many services and policies of the university and describe both your rights and your responsibilities as a student. The academic calendar, athletic events, and other programs listed at the time of publication can be found within the planner. Please check the bulletin boards around campus, the student e-newsletter True Blue, The Communicator student newspaper, campus fliers, and the official university event calendar at ipfw.edu/calendar on a weekly basis for a complete schedule of campus events and activities.

Best wishes for a wonderful year at IPFW, and good luck as you charge forward into the future.

Go Dons!

Vicky L. Carwein, Chancellor
THIS IS WHAT SUCCESS LOOKS LIKE!

- New Student Orientation
- Academic Advising for Pathway Students
- Course Withdrawal Process
- Academic Probation Support
- Transfer Student and Special Populations Support
- National Student Exchange
- Don2Don Student Success Coaching

Student Success and Transitions
Learn more about how we can support your college journey at ipfw.edu/success or by calling 260-481-0404.

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ipfw.edu/vpa
260-481-6977
Centers for Academic Success and Achievement (CASA)

Academic support services at no additional cost to students

Tutoring
Walk-in and appointment-based options available
Support for most general-education classes where students need help
Learn academic skills to enhance performance in your classes
Visit ipfw.edu/tutoring for tutoring schedules

Supplemental Instruction (SI)
Group-based learning facilitated by a student leader
Support for historically difficult courses
Visit ipfw.edu/offices/casa/si for the supplemental instruction schedule

Writing Center
Develop writing skills with help from peer writing consultants
Learn effective writing strategies and skills
Visit ipfw.edu/writing for more information

Math Testing
Out-of-class and makeup testing for many math classes
Extended time on tests to reduce anxiety

Schedule an Appointment through TutorTrac
Visit tutortrac.ipfw.edu
or scan the QR code
Select "Search Availability," then choose a service center and course to schedule with a tutor or writing consultant

For more information, visit ipfw.edu/casa
or scan the QR code

Join Our Social Media Conversation

ipfwcasa
@CASA_IPFW
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The information in this handbook and planner is subject to change without notice. These changes may take effect before the next edition of the handbook and planner is published. Actions by federal and state governments, the boards of trustees, administration, and faculty of the universities may produce such changes.

The Schedule of Classes is available online at ipfw.edu/classes. IPFW reserves the right to make additions, changes, and cancellations to the schedule each semester as necessary.
Welcome to Indiana University–Purdue University Fort Wayne! Whether you are a student joining our campus community for the first time or a student continuing your studies with us, IPFW offers the opportunity to pursue your goals in an environment that is both challenging and supportive, to actively engage in the academic and social life of campus, and to benefit from and contribute to the Greater Fort Wayne community.

There is no one at IPFW more responsible for your experience here than you. How does one get the most out of their experience? Take full advantage of the rich array of academic programs and majors, seek out the advising and counseling assistance available through a number of offices on campus, take part in experiential learning opportunities (e.g., internships, service learning, and study abroad), get to know people from a diverse array of cultures and life experiences, get involved in one or more of our many student organizations, and avail yourself of student support programs and social activities. If there is something the staff or faculty can do to help make your experience at IPFW better, please do not hesitate to let us know. We are committed to helping you achieve your goals and to support you being healthy and having fun in the process.

This handbook and planner is intended to inform you of the many services, programs, and activities available to you at IPFW. It also contains policies and describes your rights and responsibilities as a student. The academic calendar and a partial list of events are included in the planner. Please check the bulletin boards, The Communicator, campus fliers, and the university event calendar at ipfw.edu/calendar on a weekly basis for a complete schedule of campus activities.

Best wishes for a wonderful year at IPFW. Go Dons!

Sincerely,

George S. McClellan, Ph.D.
Vice Chancellor for Student Affairs
Welcome to IPFW and thank you for joining the IPFW community.

The Indiana–Purdue Student Government Association (IPSGA) would like to inform you about how IPSGA operates and a few of the many programs and services it provides for you and the rest of the IPFW student body.

IPSGA is composed of four branches:

- The **Executive Branch**, which consists of four elected officers: the student body president, the vice president of legislation who presides over the Student Senate, the vice president of finance who is responsible for the IPSGA budget and is the office manager, and the vice president of programming who brings exciting socially oriented events to IPFW and presides over the Student Activities Board (SAB).

- The **Legislative Branch**, which is comprised of student senators responsible for allocating monies from the senate discretionary fund and approving legislation that governs IPSGA. Members of the Student Senate can either seek appointment directly from their college, school, or division’s chair or become one of 20 senators at-large by obtaining and completing a petition from the IPSGA office or website at [ipfw.edu/student-government](http://ipfw.edu/student-government).

- The **Programming Branch** is comprised of student members responsible for providing programming and activities that advance the purposes of IPSGA. Members of SAB can seek appointment by completing a petition from the IPSGA office or at [ipfw.edu/student-government](http://ipfw.edu/student-government).

- The **Judicial Branch**, comprised of Judicial Court justices appointed by the student body president, is responsible for reviewing and interpreting the IPSGA constitution. The Judicial Court justices are also IPSGA’s acting arbitrators for situations in which discrepancies relative to IPSGA arise.

IPSGA represents the IPFW student body in an official capacity and has pledged to “uphold students’ rights and ideals at IPFW,” according to the IPSGA Officers Oath for Office. IPSGA serves as a liaison between the IPFW student body and the IPFW administration, faculty, and staff by addressing students’ concerns regarding the operations of aforementioned university entities.

There are numerous university-wide committees that IPFW would like to offer to IPFW students. The university-wide committees draft and dictate IPFW policy concerning just about everything at IPFW, so if you are interested in becoming a dialogue partner and voicing your opinions or ideas regarding university issues and your education, please seek a committee appointment from the IPFW student body president.

IPSGA strongly encourages your involvement in both campus happenings and the overall IPFW student life. IPSGA is your government, and the continued success of IPSGA is intimately connected to the degree of your support. With a minimal commitment of only a few hours a week, you can help shape the present and future of IPFW. Your questions, comments, and concerns are an integral part of IPSGA’s ability to exist as an effective voice of the IPFW student body.

**Student Government Office**, Walb Student Union, Room 225, 260-481-6586, stugovt@ipfw.edu, [ipfw.edu/student-government](http://ipfw.edu/student-government)

- **Student Body President**
  - 260-481-6588
  - stupres@ipfw.edu

- **Student Body Vice President of Legislation**
  - 260-481-6589
  - stuvpl@ipfw.edu

- **Student Body Vice President of Finance**
  - 260-481-6587
  - stuvpf@ipfw.edu

- **Student Body Vice President of Programming**
  - 260-481-6590
  - stuvpsp@ipfw.edu
IPFW STATEMENT ON CIVILITY

November 12, 2001

Revised December 10, 2007

Indiana University–Purdue University Fort Wayne is committed to the goals and ethics of academic investigation and education. The foundation of academic pursuit is the process of free inquiry, in which individuals may openly explore and express ideas. Free inquiry requires an environment that encourages open investigation, as well as the educational growth and positive social development of individuals. Therefore, it is important to state explicitly the ethics that define our academic community.

Prominent among the values that define the academic community is civility, which includes mutual respect, fairness, and politeness. Membership in any community requires a concern for the common good for all who belong to that community. Each individual may possess different ideas, as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a university. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should therefore be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the university.

Because it is not possible to establish a set of rules or guidelines that will address every issue of civility, all members of the academic community are called upon to promote and value this ethic of common respect and civility. Ultimately, such a community-wide concern will assure the continuation of a free and open exchange of ideas.

Senate Document SD 07-5
(Substitute Resolution)

IPFW STATEMENT ON DIVERSITY

Indiana University–Purdue University Fort Wayne is committed to creating an environment that enhances learning by recognizing the inherent worth of all individuals at the university. Diversity stimulates creativity, promotes the exchange of ideas, and enriches campus life. The term diversity encompasses differences of culture, background, and experience among individuals and groups. Such differences include, but are not necessarily limited to, differences of race, ethnicity, color, gender, sexual orientation, class, age, and disabilities, as well as political and religious affiliation and socioeconomic status.
IPFW STATEMENT ON INTEGRITY

We as a university community are committed to integrity and ethical conduct. We foster an environment that nurtures and supports the complementary concepts of freedom and responsibility. Paramount to our commitment is continued validation and support of the highest ethical standards of equity, fairness, and confidentiality. We respect differences and embrace diversity. We are committed to equitable treatment and mutual respect for all members of the IPFW community.

We respect both individual rights and the public interest. We encourage a learning environment in which open and free pursuit of knowledge takes place and individuals share their personal convictions without imposing them on others. Additionally, we embrace the ideal of freedom of expression for faculty, staff, and students in their academic work and as citizens of the university. The professional contributions of all individuals involved are fully and accurately acknowledged.

It is the responsibility of the entire IPFW community to honor the principles of ethics and academic integrity. Students and faculty have the right to expect their work to be assessed on its academic merit. All members of the IPFW community are expected to espouse academic honesty and every individual is responsible for upholding this expectation. Ethical and honest behavior is required in all actions that support IPFW’s academic mission.

IPFW takes seriously its responsibility to the citizens of Indiana. All faculty, students, and staff of the university will be responsible stewards of the public trust.

Working with our community partners, we share knowledge and resources for reciprocal benefit and advancement. IPFW faculty and staff pledge to uphold the highest ethical standards while providing an education of the highest academic quality.
FRAMEWORK FOR THE IPFW BACCALAUREATE DEGREE

Students who earn a baccalaureate degree at IPFW will be able to apply their knowledge to the needs of an increasingly diverse, complex, and dynamic world. To that end, IPFW continually develops and enhances curricula and educational experiences that provide all students with a holistic and integrative education.

The Framework: The IPFW faculty has identified six foundations of baccalaureate education.

- **Acquisition of Knowledge**: Students will demonstrate breadth of knowledge across disciplines and depth of knowledge in their chosen discipline. In order to do so, students must demonstrate the requisite information-seeking skills and technological competencies.

- **Application of Knowledge**: Students will demonstrate the ability to integrate and apply that knowledge and, in so doing, demonstrate the skills necessary for life-long learning.

- **Personal and Professional Values**: Students will demonstrate the highest levels of personal integrity and professional ethics.

- **A Sense of Community**: Students will demonstrate the knowledge and skills necessary to be productive and responsible citizens and leaders in local, regional, national, and international communities. In so doing, students will demonstrate a commitment to free and open inquiry and mutual respect across multiple cultures and perspectives.

- **Critical Thinking and Problem Solving**: Students will demonstrate facility and adaptability in their approach to problem solving. In so doing, students will demonstrate critical-thinking abilities and familiarity with quantitative and qualitative reasoning.

- **Communication**: Students will demonstrate the written, oral, and multimedia skills necessary to communicate effectively in diverse settings.

These foundations provide the framework for all baccalaureate degree programs.

The foundations are interdependent, with each one contributing to the integrative and holistic education offered at IPFW.

Approved by the IPFW Senate April 10, 2006
PHILOSOPHY OF THE FIRST YEAR AT IPFW

The first year for students new to IPFW is a period of transition to the university and, for many, to higher education. The first-year experience at IPFW is designed to encourage students to become independent learners able to articulate and successfully pursue their own educational and personal goals. IPFW programs and services for first-year students are intended to promote student success through to graduation.

Using the Framework for the IPFW Baccalaureate Degree as a guide, IPFW fosters the intellectual and social growth of first-year students. With respect to intellectual growth, students are challenged to develop the skills and abilities necessary to acquire and apply knowledge, demonstrate critical thinking and problem solving, and effectively communicate with others.

With a focus on social growth, students are challenged to develop the skills and abilities necessary to evidence personal and professional values and serve as productive and responsible members of complex, multicultural, and globalized communities. Students are supported in their efforts to achieve their goals for intellectual and social growth, and their accomplishments throughout the learning process are celebrated.

IPFW encourages a culture of success among first-year students by emphasizing and encouraging the development of a sense of connection between first-year, first-time students and the institution through an integrated offering of: a) rigorous and challenging academic experiences; b) cocurricular activities that augment ability and achievement; c) extracurricular activities designed to enrich the overall educational experience; and d) timely and responsive support services available to ease the transition and promote student success. The first-year experience at IPFW begins with the university’s initial contact with a potential first-year student to that student’s successful completion of 30 hours of study.

Need support navigating your first year? Stop into the Center for Student Success and Transitions in Kettler Hall, Room 109, call 260-481-0404, or visit ipfw.edu/success
Students, faculty, and staff participate in The BIG Event each year to make a difference throughout Fort Wayne and Allen County.
Learn more at our website ipfw.edu/bigevent or on Facebook at thebigevent.ipfw
## 2016–2017 Calendar

### August 2016
```
Su  Mo  Sa  So  Me  Do Vi
1  2 3  4  5  6
7  8 9 10 11 12 13
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28 29 30 31
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### September 2016
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### October 2016
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### January 2017
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### February 2017
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### March 2017
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### April 2017
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### May 2017
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### June 2017
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### July 2017
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### August 2017
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### JUNE 2016

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### NOTES

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### NOTES

- Independence Day
- Summer Session II Classes Begin

### MONTHLY GOALS / LONG-RANGE PLANNING

- ✓
### August 2016

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### Notes

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| **FRIDAY** | Summer Session II Exams and Classes End  
 SSD Equipment Due |
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| 6        |                  |
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**Welcome Back Week**
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| MONDAY 22 | Fall Semester Classes Begin  
|           | On-Campus Late Registration and Drop/Add  
|           | SSD Equipment Available  
|           | Welcome Back Week  
|           | Study Abroad Info Table (1 p.m. • Walb, First Floor)  |
| TUESDAY 23 | On-Campus Late Registration and Drop/Add  
|           | Welcome Back Week  
|           | Study Abroad Info Table (1 p.m. • Walb, First Floor)  |
| WEDNESDAY 24 | On-Campus Late Registration and Drop/Add  
|           | Welcome Back Week  
|           | Study Abroad Info Table (1 p.m. • Walb, First Floor)  |
| THURSDAY 25 | On Campus Late Registration and Drop/Add  
|           | Welcome Back Week  
|           | Study Abroad Info Table (1 p.m. • Walb, First Floor)  |
| FRIDAY 26  | Audit to Credit Deadline  
|           | Regular Credit to Audit Deadline  
|           | On-Campus Late Registration and Drop/Add  
|           | Welcome Back Week  
|           | International Conversation Hour (Noon • Walb 145)  
|           | International Peer Mentor Training (3 p.m. • Walb 145)  |
| SATURDAY 27 |  
| SUNDAY 28  |  

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**AUGUST 2016**

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#### Events
- **AUGUST 29–SEPTEMBER 4, 2016**
  - **Monday, August 29:** Study Abroad Info Table (1 p.m. • Walb, First Floor)
  - **International: Study Abroad Priority Deadline for Spring 2017**
  - **Tuesday, August 30:** Labor Day Holiday Recess (Classes Suspend at 4:30 p.m.)
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**NOTES**

**MONTHLY GOALS / LONG-RANGE PLANNING**

- Late Credit to Audit Deadline

- Pass/Not Pass Deadline

- Classes Resume

- Holiday Recess (Classes suspend at 4:30 p.m.)
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<td>THURSDAY 8</td>
<td>National Suicide Prevention Week Suicide Prevention Resource Fair (Walb Union, First Floor)</td>
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<td>FRIDAY 9</td>
<td>National Suicide Prevention Week International: How to Afford Study Abroad (11 a.m. • Walb 114)</td>
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<td>SATURDAY 10</td>
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| FRIDAY 30  | Late Credit to Audit Deadline  
International Conversation Hour (Noon • Walb 145)  
International Peer Mentor Training (3 p.m. • Walb 145)  
Theatre: *Blithe Spirit* (8 p.m. • Williams Theatre) |
| SATURDAY 1  | Theatre: *Blithe Spirit* (8 p.m. • Williams Theatre) |
| SUNDAY 2    | Rosh Hashanah Begins at Sundown  
Theatre: *Blithe Spirit* (2 p.m. • Williams Theatre) |
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<td>National Collegiate Alcohol Awareness Week</td>
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**NOTES**

**MONTHLY GOALS / LONG-RANGE PLANNING**

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**OCTOBER 3–9, 2016**

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**Theatre:** *Blithe Spirit* (8 p.m. • Williams Theatre)

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IPFW Mental Health Day
(9 a.m.–3 p.m. • Walb Student Union)

Theatre: *Blithe Spirit* (8 p.m. • Williams Theatre)

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Theatre: *Blithe Spirit* (8 p.m. • Williams Theatre)
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- **Monday, October 10**: Columbus Day
- **Monday, October 11**: Yom Kippur Begins at Sundown
- **Monday, October 16**: Fall Break
- **Wednesday, October 12**: Classes Resume
- **Friday, October 14**: International: Study Abroad Deadline Spring 2017
OCTOBER 17–23, 2016

MONDAY
17

TUESDAY
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WEDNESDAY
19

THURSDAY
20

FRIDAY
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SATURDAY
22

SUNDAY
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National Collegiate Alcohol Awareness Week

OCTOBER 2016
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16 17 18 19 20 21 22
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30 31

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week

National Collegiate Alcohol Awareness Week
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<td>Last Day to Withdraw (for full-term classes)</td>
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<td>International Conversation Hour (Noon • Walb 145)</td>
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### November 2016

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<td>Thanksgiving Recess Begins (after last class)</td>
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<td>Classes Resume</td>
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### Notes

- **Diwali**
- **Halloween**
- **Daylight Saving Time Ends**
- **Veterans Day**
- **International Education Week**
- **Thanksgiving Recess Begins (after last class)**
- **Thanksgiving Recess**
- **Thanksgiving Day**
- **Thanksgiving Recess Begins**

### Monthly Goals / Long-Range Planning

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### NOVEMBER 7–13, 2016

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#### TUESDAY

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**Election Day**

#### WEDNESDAY

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**International: How to Afford Study Abroad (11 a.m. • Walb 114)**

#### THURSDAY

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#### FRIDAY

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**Veterans Day**

**International Peer Mentor Training (3 p.m. • Walb 145)**

#### SATURDAY

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#### SUNDAY

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NOVEMBER 21–27, 2016

MONDAY
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TUESDAY
22  Thanksgiving Recess Begins
(after last class)

WEDNESDAY
23  Thanksgiving Recess

THURSDAY
24  Thanksgiving Day

FRIDAY
25  Thanksgiving Recess

SATURDAY
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**Theatre: Six Characters in Search of an Author**
(8 p.m. • Williams Theatre)

**Theatre: Six Characters in Search of an Author**
(2 p.m. • Williams Theatre)
DECEMBER 2016

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<td>Winter Inter-Session Classes Begin</td>
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<td>New Year’s Recess</td>
<td>New Year’s Eve</td>
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NOTES

MONTHLY GOALS / LONG-RANGE PLANNING

✓
| MONDAY       | NSE Student Information Session  
|             | (12–1 p.m. • Kettler G98) |
| SUNDAY      | Theatre: Six Characters in Search of an Author  
|             | (8 p.m. • Williams Theatre) |
| TUESDAY     | Theatre: Six Characters in Search of an Author  
|             | (8 p.m. • Williams Theatre) |
| WEDNESDAY   | International Conversation Hour  
|             | (Noon • Walb 145) |
|             | International Peer Mentor Training  
|             | (3 p.m. • Walb 145) |
| FRIDAY      | Theatre: Six Characters in Search of an Author  
|             | (8 p.m. • Williams Theatre) |
| SATURDAY    | Theatre: Six Characters in Search of an Author  
<p>|             | (8 p.m. • Williams Theatre) |
| SUNDAY      |                         |</p>
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<td>Fall Final Exams and Classes End</td>
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- Winter Inter-Session Classes Begin
- IPSGA Calculator and iPad Rentals Due
- Christmas Recess
- Christmas Day
### DECEMBER 2016

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*Kwanzaa Begins*

*Christmas Recess*

### DECEMBER 26, 2016 – JANUARY 1, 2017

- **December 26, 2016**: Winter Recess
- **December 27, 2016**: Winter Inter-Session Classes Resume
- **December 28, 2016**: Winter Recess
- **December 29, 2016**: Winter Recess
- **December 30, 2016**: New Year’s Recess
- **December 31, 2016**: New Year’s Eve
- **January 1, 2017**: New Year’s Day
- **January 2, 2017**: Hanukkah Ends at Sundown

*Winter Recess*

*Christmas Recess*

*Winter Inter-Session Classes Resume*

*Kwanzaa Begins*
### January 2017

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<td>Winter Inter-Session Classes Resume IPSGA Calculator and iPad Rentals Available</td>
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<td>Spring Semester Classes Begin On-Campus Late Registration and Drop/Add SSD Equipment Available</td>
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**Notes**

- New Year’s Day
- Hanukkah Ends at Sundown
- Spring Semester Classes Begin
- On-Campus Late Registration and Drop/Add
- SSD Equipment Available
- Winter Inter-Session Final Exams and Classes End
- Martin Luther King Jr. Holiday
- Classes Resume
- Chinese New Year

**Monthly Goals / Long-Range Planning**

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**JANUARY 9–15, 2017**

**MONDAY**

| 9  | Spring Semester Classes Begin  
On-Campus Late Registration and Drop/Add  
SSD Equipment Available |

**TUESDAY**

| 10 | On-Campus Late Registration and Drop/Add |

**WEDNESDAY**

| 11 | On-Campus Late Registration and Drop/Add |

**THURSDAY**

| 12 | On-Campus Late Registration and Drop/Add |

**FRIDAY**

| 13 | Audit to Credit Deadline  
Regular Credit to Audit Deadline  
On-Campus Late Registration and Drop/Add |

**SATURDAY**

| 14 |

**SUNDAY**

| 15 |
### JANUARY 16–22, 2017

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**Classes Resume**

**Martin Luther King Jr. Holiday**

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**International: How to Apply and Afford Study Abroad**
(11:30 a.m. • Walb G21)

**NSE Student Information Session**
(12–1 p.m. • Kettler G98)

**International Conversation Hour**
(Noon • Walb 145)

**International Peer Mentor Training**
(3 p.m. • Walb 145)

Chinese New Year
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**JANUARY 30–FEBRUARY 5, 2017**

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NSE Student Information Session (12–1 p.m. • Kettler G98)

Graduation Application Deadline (for summer 2017 expected graduates)

Groundhog Day

NSE Student Information Session (12–1 p.m. • Kettler G98)
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**NOTES**

**MONTHLY GOALS / LONG-RANGE PLANNING**

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Valentine's Day

FRIDAY

17

Late Credit to Audit Deadline
Theatre: Stupid F*%@%ing Bird
(8 p.m. • Williams Theatre)

SATURDAY

18

Theatre: Stupid F*%@%ing Bird
(8 p.m. • Williams Theatre)

SUNDAY

19

Theatre: Stupid F*%@%ing Bird
(2 p.m. • Williams Theatre)
FEBRUARY 20–26, 2017

MONDAY
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TUESDAY
21

WEDNESDAY
22

THURSDAY
23

Theatre: **Stupid F*%ing Bird**
(8 p.m. • Williams Theatre)

FRIDAY
24

International Conversation Hour
(Noon • Walb 145)
International Peer Mentor
Training (3 p.m. • Walb 145)
Theatre: **Stupid F*%ing Bird**
(8 p.m. • Williams Theatre)

SATURDAY
25

Theatre: **Stupid F*%ing Bird**
(8 p.m. • Williams Theatre)

SUNDAY
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FEBRUARY 2017

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- **MARCH 13–19, 2017**
  - Classes Resume
  - Saint Patrick’s Day
  - Last Day to Withdraw (for full-term classes)
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- **28th Annual IPFW Health Fair**
  (9 a.m.–3 p.m. • Walb Union)

- International: IPFW Study Abroad Scholarship Deadline

- Performance: Anoushka Shankar (Auer Performance Hall)
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**International Conversation Hour**
(Noon • Walb 145)

**International Peer Mentor Training**
(3 p.m. • Walb 145)

**April Fool’s Day**
### APRIL

**Calendrical Notes**
- **April Fool’s Day**
- **Easter**
- **Orthodox Easter**
- **Passover Begins at Sundown**
- **Tax Day**
- **Classes Resume**
- **Spring Fling and IPSGA Elections**
- **Good Friday**
- **Orthodox Good Friday Break (classes suspended at 4:30 p.m.)**
- **Palm Sunday**
- **Easter Orthodox Easter**
- **Palm Sunday The BIG Event**
- **IPFW Day of Remembrance**
- **IPFW Top 50 Awards**
- **The BIG Event**

### Notes

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- **APRIL 10–16, 2017**
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- **TUESDAY 11**
- **WEDNESDAY 12**
- **THURSDAY 13**
- **FRIDAY 14**
- **SATURDAY 15**
- **SUNDAY 16**

### Events
- **Good Friday/Orthodox Good Friday**
- **Passover Begins at Sundown**
- **Break (classes suspended at 4:30 p.m.)**
- **The BIG Event**
- **International: Summer and Fall Study Abroad Deadline**
- **Easter/Orthodox Easter**
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**APRIL 2017**

- **17**
  - Classes Resume
  - Spring Fling and IPSGA Elections

- **18**
  - Passover Ends at Sundown
  - Spring Fling and IPSGA Elections

- **19**
  - Spring Fling and IPSGA Elections

- **20**
  - Spring Fling and IPSGA Elections
  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **21**
  - Spring Fling and IPSGA Elections
  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **22**
  - Spring Fling and IPSGA Elections
  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)
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**APRIL 24–30, 2017**

- **MONDAY, APRIL 24:**

  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **TUESDAY, APRIL 25:**

  - International Conversation Hour (Noon • Walb 145)

  - International Peer Mentor Training (3 p.m. • Walb 145)

- **WEDNESDAY, APRIL 26:**

  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **THURSDAY, APRIL 27:**

  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **FRIDAY, APRIL 28:**

  - International Conversation Hour (Noon • Walb 145)

  - International Peer Mentor Training (3 p.m. • Walb 145)

  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **SATURDAY, APRIL 29:**

  - Theatre: *Little Shop of Horrors* (8 p.m. • Williams Theatre)

- **SUNDAY, APRIL 30:**

  - IPFW Day of Remembrance

  - IPFW Top 50 Awards
### MAY 2017

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<td>Ramadan Begins at Sundown Pass/Not Pass Deadline Late Credit to Audit Deadline Memorial Day Recess Begins (classes suspend at 4:30 p.m.)</td>
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### NOTES

- Monthly Goals / Long-Range Planning

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- **IPSGA Calculator and iPad Rentals Due**
- **SSD Equipment Available**

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- **Commencement (4 p.m. • Allen County War Memorial Coliseum)**

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## Calendar

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**Notes:**
- Classes Resume
- Graduation Application Deadline (for fall 2017 expected graduates)
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**NOTES**

**MONTHLY GOALS / LONG-RANGE PLANNING**
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**JUNE 5–11, 2017**

- **Thursday, June 8**: Last Day to Withdraw (for six-week classes)
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**JUNE 19–25, 2017**

- **Monday, June 19**: Ramadan Ends at Sundown
- **Tuesday, June 20**: SSD Equipment Due
- **Wednesday, June 21**: SSD Equipment Due
- **Thursday, June 22**: SSD Equipment Due
- **Friday, June 23**: Summer Session I Exams and Classes End
- **Saturday, June 24**: Ramadan Ends at Sundown
- **Sunday, June 25**: Ramadan Ends at Sundown
**JUNE 26–JULY 2, 2017**

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**MONDAY**

- Summer Session II Classes Begin
- SSD Equipment Available

**TUESDAY**

**WEDNESDAY**

- Audit to Credit Deadline
- Regular Credit to Audit Deadline

**THURSDAY**

**FRIDAY**

**SATURDAY**

**SUNDAY**

- 1
- 2
JULY 3–9, 2017

MONDAY

3

TUESDAY

4

Independence Day

WEDNESDAY

5

Classes Resume

THURSDAY

6

FRIDAY

7

Pass/Not Pass Deadline

Late Credit to Audit Deadline

SATURDAY

8

SUNDAY

9

JULY 2017

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**JULY 10–16, 2017**
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YOU CAN BE A PART OF

IPFW RESERVE OFFICER TRAINING CORPS

TRAINING ▲ EDUCATION ▲ ADVENTURE ▲ SCHOLARSHIPS

ipoftmyrotc
Website: ipfw.edu/military-science
Phone: 260-481-0156
Location: Dolnick Center, Room 192B

MILITARY SCIENCE PROGRAM
INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE
COLLEGE OF ENGINEERING, TECHNOLOGY,
AND COMPUTER SCIENCE

IPFW is an Equal Opportunity/Equal Access University.
WELCOME TO
FOLLETT’S IPFW BOOKSTORE

YOUR JOURNEY
BEGINS HERE

TACKLE YOUR COURSELOAD
PRINT - OR - DIGITAL
NEW - OR - USED
BUY - OR - RENT
YOUR TEXTBOOKS,
YOUR CHOICE.

TACKLE COLLEGE LIFE
LANYARD - OR - KEYCHAIN
HOODIE - OR - T-SHIRT
PEN - OR - PENCIL
YOUR STYLE,
YOUR CHOICE.

MASTODON TECH HUB
SALES • TRAINING • SERVICE
AT THE IPFW BOOKSTORE

Get help at your convenience.
Stop by and have our associates
take a look at your tech items.

MASTODON MART

IPFW’s on-campus convenience store
is a great detour between classes
for a quick pick-me-up!

FOLLETT’S IPFW BOOKSTORE
WALB STUDENT UNION | IPFWSHOP.COM
CAMPUS SERVICES A–Z

Academic Affairs, Office for
ipfw.edu/oaa * Kettler Hall, Room 170 * 260-481-6116 * yoderj@ipfw.edu

Academic Ceremonies
ipfw.edu/commencement * Kettler Hall, Room 157 * 260-481-6460 * shanksk@ipfw.edu
- Organizes various academic ceremonies including the Honors Convocation (fall), Commencement (spring), and Nursing Pinning ceremonies (end of the fall and spring terms)

Academic Internships, Cooperative Education, and Service Learning (OACS)
ipfw.edu/oacs * Neff Hall, Room 337 * 260-481-6939 * cooped@ipfw.edu
- Academic Internships—Work experiences that are related to educational and career goals. Internships may be part time or full time, paid or volunteer
- Cooperative Education—An academic enhancement training program that allows students to gain work experience related to their major. Students are paid competitive wages and may receive academic credit. Local employers offer co-op jobs in biology, chemistry, communication, English, mathematics, physics, engineering, technology, computer science, business, and organizational leadership and supervision
- Service Learning—Credit-bearing, course-embedded educational experiences where students participate in organized service activities that meet a community need

Administrative Business Services
ipfw.edu/comptroller * Kettler Hall, Room G03 * 260-481-6822
- Provides stewardship of the university’s fiscal resources within the framework of federal, state, and university policies
- Liaison between IPFW and Purdue West Lafayette regarding insurance matters, including student liability insurance
- Reviews and approves all university contracts and all fees and rates for university activities

Admissions
ipfw.edu/admissions * Walb Student Union, Room 121 * 260-481-6812 * ask@ipfw.edu
- Recruitment and admission of new students
- Processes transfer credits

Advancement
ipfw.edu/advancement * 4110 W. Housing Drive, Fort Wayne, IN 46805 * 260-481-6962 * bellamg@ipfw.edu

Allen County Extension
extension.purdue.edu/allen * 4001 Crescent Ave., Fort Wayne, IN 46815 * 260-481-6826 * allences@purdue.edu

Alumni Relations
ipfw.edu/alumni * Steel Dynamics Keith E. Busse IPFW Alumni Center, 1528 E. California Road, Fort Wayne, IN 46825 * 260-481-6807 * alumni@ipfw.edu
- IPFW alumni programming and association membership activities
- IPFW license plates and class rings
- Scholarships for children, stepchildren, and spouses of IPFW graduates
- Partners with Student Activities Board and Athletics to organize homecoming activities

Anthropology
ipfw.edu/anthropology * Kettler Hall, Room G11 * 260-481-6272

Arts and Sciences, College of (COAS)
ipfw.edu/coas * Liberal Arts, Room 153 * 260-481-6160 * coasinfo@ipfw.edu

Athletics
gomastodons.com * Athletics Center, Room 270 * 260-481-6643
- 14 NCAA Division I sports programs, 13 compete in the Summit League
- For updates of sporting events schedules, visit gomastodons.com
**Athletics Center Fitness and Recreation**

ipfw.edu/fitness ∨ Gates Sports Center ∨ 260-481-6655 ∨ tillapau@ipfw.edu

- All students enrolled in IPFW classes have an Athletics Center fitness membership
- Two indoor tracks, three full-size basketball courts, nautilus, free weights, cardio equipment (exercise bikes, EFX elliptical trainers, treadmills, rowing machines)
- Fitness classes
- Personal fitness and wellness assessments and personal training

**Biology**

ipfw.edu/biology ∨ Science Building, Room 330 ∨ 260-481-6305 ∨ biology@ipfw.edu

**Bookstore, Follett’s IPFW**

ipfwshop.com ∨ Walb Student Union, First Floor ∨ 260-481-0300

- One-stop shopping for all your college needs
- Easy online ordering for in-store pick-up or home delivery for a minimal fee
- Buyback: get cash for books all year long
- Academically priced software
- IPFW apparel and Mastodon gear

**IPFW Box Office**

ipfw.edu/box-office ∨ Athletics Center, Room 126 ∨ 260-481-6555 ∨ boxoffice@ipfw.edu

Opens one hour prior to the start of all athletics competitions

- Operates the Larson Ticket Office as well as satellite locations in Rhinehart Music Center, Williams Theatre, and Studio Theatre open for event ticket sales only
- Ticket sales for athletics competitions in Gates Sports Center, music concerts in Rhinehart Music Center, theatre performances in Williams and Studio Theatre, and special events in Auer Performance Hall and Rhinehart Recital Hall
- Cash, check, VISA, MasterCard, and Discover accepted

**Bursar**

ipfw.edu/bursar ∨ Kettler Hall, Room G95 ∨ 260-481-6824 ∨ bursar@ipfw.edu

- Provides in-person and electronic customer service for student accounts
- Provides official billing notification via email
- Accepts payments online, in person, by telephone, via U.S. mail, or at the night drop-box (located in Kettler Hall, Room G57)
- Student account information available at my.ipfw.edu. Click on the billing icon for details
- Sells Citilink bus passes in person. Visit our office with your student ID
- Student organization account deposits and check requests

**Business Office for Student Affairs and Enrollment Management**

Kettler Hall, Room G54 ∨ 260-481-0727 ∨ barcae01@ipfw.edu

- Manages finances and budgets within the offices of Student Affairs and Enrollment Management

**Campus Information/Switchboard**

ipfw.edu/telephone ∨ Kettler Hall, Room 153 ∨ 260-481-6100 or 800-324-IPFW (4739) ∨ infodesk@ipfw.edu

**Campus Ministry**

ipfw.edu/ministry ∨ Walb Student Union, Room 231 ∨ 260-481-6993 ∨ gatesb@ipfw.edu

**Campus Safety**

ipfw.edu/safety ∨ Walb Student Union, Room 127 (first floor lobby) ∨ 260-481-6611

Keys: keys@ipfw.edu
Mastodon ID Cards: idcards@ipfw.edu
Transport: transport@ipfw.edu

- Issues Mastodon ID Cards, the official university identification card for IPFW students, faculty, staff, alumni, and associates
- To obtain a Mastodon ID Card, you must have a U.S. government-issued photo ID and your nine-digit student identification number
- Distributes campus keys and manages rental/fleet vehicles, vending machine refunds, and faxes
- Maintains fire, camera, and access control systems

**Career Services**

ipfw.edu/career ∨ Kettler Hall, Room 109 ∨ 260-481-0689 ∨ careerservices@ipfw.edu

- Career counseling appointments for students and alumni
- Access to internship, work-study, and full- and part-time employment opportunities through IPFW JobZone
- Job fair prep sessions, job fairs, and networking events
• Résumé and cover letter critiques
• Mock interviews and campus interviews with area employers

**Center for Women and Returning Adults (CWRA)**

ipfw.edu/cwra • Walb Student Union, Room 120 • 260-481-6029 • creekj@ipfw.edu

- Individual appointments for advising and referral
- Programs aimed at non-traditional students, including Students with Families, Being First, the Sexual Assault Prevention Project, Safe Zone at IPFW, and Safe Zone for Students
- Virtual scholarship drawer for non-traditional students and social services database
- Seminars and workshops for non-traditional students

**Centers for Academic Success and Achievement (CASA)**

ipfw.edu/casa • Kettler Hall, Room G23 • 260-481-5419 • casa@ipfw.edu

- Assists student academic performance through individual and group peer-led learning, in person, and online
- Visit the CASA website to schedule an appointment or view schedule

**Chancellor**

ipfw.edu/chancellor • Kettler Hall, Room 164 • 260-481-4106 • chancellor@ipfw.edu

**Chemistry**

ipfw.edu/chemistry • Science Building, Room 496 • 260-481-6289 • hellerj@ipfw.edu

**Civil and Mechanical Engineering, see Engineering, Technology, and Computer Science (ETCS)**

**Clio Journal**

ipfw.edu/ctio • 260-481-0686 • clio@ipfw.edu

**College Access Television (CATV)**

www.catv-ipfw.org • Helmke Library Basement • 260-481-6056 • collegetv@ipfw.edu

- Higher education cable access channel, providing opportunities for area residents via TV and online

**Collegiate Connection™**

ipfw.edu/collegiate-connection • Walb Student Union, Room 121 • 260-481-5478 • connection@ipfw.edu

**Communication**

ipfw.edu/communication • Neff Hall, Room 230 • 260-481-6825 • boydtrs@ipfw.edu

**Communication Sciences and Disorders**

ipfw.edu/csd • Neff Hall, Room 279 • 260-481-6410 • blosserj@ipfw.edu

**Community Research Institute**

ipfw.edu/cri • 200 E. Main St., Suite 910, Fort Wayne, IN 46802 • 260-481-0274 • cuttere@ipfw.edu

**Computer, Electrical, and Information Technology (CEIT), see Engineering, Technology, and Computer Science (ETCS)**

**Computer Science, see Engineering, Technology, and Computer Science (ETCS)**

**Consumer and Family Sciences, see Hospitality and Tourism Management**

**Continuing Studies, Division of (DCS)**

ipfw.edu/dcs • Kettler Hall, Room 145 • 260-481-6619 • learnnow@ipfw.edu

- Online, hybrid, TV, video learning, Weekend College, ACELINK/K-12 programming, Small Business Development Center, and corporate training

**Dean of Students**

ipfw.edu/dean • Walb Student Union, Room 111 • 260-481-6601 • dos@ipfw.edu

- Assists campus in understanding/upholding IPFW Code of Student Rights, Responsibilities, and Conduct
- Provides guidance on grade appeal and campus appeal procedures
- Assists faculty and staff with questions or concerns regarding student behavior and provides appropriate referrals

**Dental Education**

ipfw.edu/dental • Neff Hall, Room 150 • 260-481-6837 • dental_education@ipfw.edu
Dental Hygiene Clinic
ipfw.edu/dental-clinic ▶ Neff Hall, Room 109 ▶ 260-481-6575 ▶ dental-clinic@ipfw.edu
Visit website for hours and pricing
- Dental cleanings, fluoride treatments, and sealants
- X-rays including full-mouth, bite-wing, and panoramic
- Services provided by dental education students and supervised by dental education faculty
- Patients must pay on the day of service. Clinic accepts cash, check, credit card, and Indiana Medicaid
- Appointments required. Call to schedule

Dining
ipfw.edu/dining ▶ 260-481-0440
Chop’d & Top’d: Kettler Hall, Ground Floor
- Breakfast items, sandwiches, soups, and signature salads
Don’s at Walb: Walb Student Union, Ground Floor
- Grilled items, pizza, soup, salad, and express items
Follett’s Mastodon Mart: Walb Student Union, Ground Floor
- IPFW’s on-campus convenience store
Java Spot: Walb Student Union, First Floor
- Serving Starbucks’ coffee, beverages, and pastries

Diversity and Multicultural Affairs (ODMA)
ipfw.edu/odma ▶ Walb Student Union, Room 118 ▶ 260-481-6608 ▶ dmaservices@ipfw.edu
- Provides academic support and coaching, personal advising, and programming for students of all cultural and ethnic backgrounds

Doermer School of Business
ipfw.edu/business ▶ Neff Hall, Room 360 ▶ 260-481-6472 ▶ busadvisor@ipfw.edu
- Provides academic advising to business majors, assists students in finding and using campus resources, and answers questions about business academic programs

Economics
ipfw.edu/economics ▶ Neff Hall, Room 340 ▶ 260-481-6794 ▶ economics@ipfw.edu

Education and Public Policy, College of (CEPP)
ipfw.edu/cepp ▶ Neff Hall, Room 250 ▶ 260-481-6441
- Educational and Professional Studies advising: 260-481-6449
- Public Policy undergraduate and graduate advising: 260-481-6351

Electrical and Computer Engineering, see Engineering, Technology, and Computer Science (ETCS)

Engineering, see Engineering, Technology, and Computer Science (ETCS)

Engineering, Technology, and Computer Science (ETCS)
ipfw.edu/etcs ▶ Engineering, Technology, and Computer Science, Room 243 ▶ 260-481-0146

Civil and Mechanical Engineering:
ipfw.edu/cme ▶ Engineering, Technology, and Computer Science, Room 321 ▶ 260-481-6965 ▶ nancy.franz@ipfw.edu

Computer, Electrical, and Information Technology (CEIT):
ipfw.edu/ceit ▶ Engineering, Technology, and Computer Science, Room 205 ▶ 260-481-6338 ▶ steffen@ipfw.edu

Computer Science:
ipfw.edu/cs ▶ Engineering, Technology, and Computer Science, Room 125 ▶ 260-481-6803

Electrical and Computer Engineering:
ipfw.edu/ece ▶ Engineering, Technology, and Computer Science, Room 327 ▶ 260-481-6362 ▶ felgerh@ipfw.edu

Manufacturing and Construction Engineering Technology:
ipfw.edu/mcet ▶ Engineering, Technology, and Computer Science, Room 221 ▶ 260-481-4127 ▶ magsamd@ipfw.edu

Organizational Leadership and Supervision:
ipfw.edu/ols ▶ Neff Hall, Room 288 ▶ 260-481-6420

English and Linguistics
ipfw.edu/english ▶ Liberal Arts, Room 145 ▶ 260-481-6841 ▶ howardsn@ipfw.edu
Financial Aid
ipfw.edu/financial-aid  Kettler Hall, Room 102  260-481-6820  finaid@ipfw.edu
- Assists students in locating funds for college costs
- Evaluates student academic records for academic progress
- Calculates eligibility for aid at enrollment and withdrawal
- Central source for campus and community scholarships

History
ipfw.edu/history  Liberal Arts, Room 209  260-481-6686  lucet@ipfw.edu

Fine Arts
ipfw.edu/fine-arts  Visual Arts, Room 117  260-481-6705  webers@ipfw.edu

General Studies
ipfw.edu/general-studies  Kettler Hall, Room 144  260-481-6828

Geosciences
ipfw.edu/geosciences  Science Building, Room 230  260-481-6249

Graduate Studies
ipfw.edu/graduate  Kettler Hall, Room 258  260-481-0342  graduate@ipfw.edu
- A graduate degree at IPFW can give you a competitive edge and help distinguish you in today’s challenging job market
- Admission requirements, tuition and fees, financial assistance, and assistantships
- For information about IU and Purdue programs, visit ipfw.edu/start-here

Health and Human Services, College of
ipfw.edu/chhs  Neff Hall, Room 142  260-481-6967

Helmke Library
library.ipfw.edu  260-481-6512
Hours: library.ipfw.edu/about/hours.html
- Expert research assistance from library staff and the Writing Center

Honors Program
ipfw.edu/honors  Helmke Library, Second Floor  260-481-6924  shawverm@ipfw.edu

Hospitality and Tourism Management
ipfw.edu/cfs  Neff Hall, Room 330  260-481-6562  andersos@ipfw.edu

Human Resources
ipfw.edu/hr  Kettler Hall, Room G02  260-481-6840

Human Services
ipfw.edu/human-services  Neff Hall, Room 130  260-481-6424  tollivem@ipfw.edu

Indiana University School of Medicine-Fort Wayne
fortwayne.medicine.iu.edu  Medical Education Center  260-481-6730  summerjm@ipfw.edu

Indiana-Purdue Student Government Association (IPSGA)
ipfw.edu/student-government  Walb Student Union, Room 225  260-481-6586  stugovt@ipfw.edu
- Acts as the voice for students on issues and concerns, and promotes student involvement
- Charters new student organizations and settles student organization disputes
- Hosts free events and activities for all IPFW students
- Offers free legal advice through a legal services consultant
- Allocates money to various programs and groups, and offers student organization event funding
- Provides calculator and iPad rentals each semester

Virtual tour of the library at guides.library.ipfw.edu/librarytour
Laptop and iPad checkouts funded by Indiana-Purdue Student Government Association (IPSGA)
Follow the library renovation at ipfw.edu/libraryrefresh
Information Technology Services (ITS)

ipfw.edu/its  Kettler Hall, Room 206  260-481-6030  helpdesk@ipfw.edu
- IPFW network account support, including password resets and account troubleshooting
- IPFW Student Housing network support
- Support for campus open labs
- Blackboard assistance

Institutional Equity

ipfw.edu/equity  Kettler Hall, Room 252  260-481-6107  titleix@ipfw.edu
- Works with the IPFW community to implement and uphold policies and practices consistent with federal and state mandates as well as existing university policies regarding equal access, employment, and educational opportunity for all persons, without regard to: race, religion, color, sex, age, national origin, ancestry, marital status, parental status, sexual orientation, gender identity, genetic information, disability, or veteran status

International Education

ipfw.edu/international-education  Walb Student Union, Room 145  260-481-6034  iss@ipfw.edu
- Provides services to prospective and current international students
- Administers study abroad and international exchange programs
- Oversees the establishment of international cooperation agreements
- Provides H-1B and J-1 visa processing for international faculty and staff

International Language and Culture Studies (ILCS)

ipfw.edu/ilcs  Liberal Arts, Room 267  260-481-6836  smithj@ipfw.edu

IPFW Center for Healthy Living: Campus Clinic and Wellness Programs

ipfw.edu/clinic  Walb Student Union, Room 234  260-481-5748  clinic@ipfw.edu
- Nurse-managed clinic staffed by nurse practitioners, nurses, a dietitian, and a medical assistant
- Offers a wide range of health services to students, faculty, staff, and the general public
- Offers a variety of wellness programs

IPFW Lafayette Street Family Health Clinic

ipfw.edu/chhs  2700 S. Lafayette St., Suite 200, Fort Wayne, IN 46806  260-481-0400
Please call to schedule an appointment
- Nurse practitioner-managed clinic that provides family planning, education and reproductive health, pelvic exams, Pap smears, breast exams, and testing for sexually transmitted infections
- Costs are based on income, and no one is turned away if they cannot pay

IU Credit Union Branch

iucu.org  Kettler Hall, Room G98
Teller Office: 260-481-6263
Loan Office: 260-481-6273
- Full-service financial institution located on campus for your convenience
- Membership open to students, staff, faculty, and all residents or employees in Indiana
- Deposit and check cashing services for members
- Personal, auto, home equity, and mortgage loans
- Certificates and investments
- IU Credit Union and PNC Bank ATMs located in Walb Student Union, first floor

Labor Studies

labor.iu.edu  Kettler Hall, Room G28  260-481-6831  iulabor@iupui.edu

Management and Marketing

ipfw.edu/management-marketing  Neff Hall, Room 340  260-481-6470

Manufacturing and Construction Engineering Technology, see Engineering, Technology, and Computer Science (ETCS)

Marketing Communications

ipfw.edu/mc  Support Services Building  260-481-6428  marketing@ipfw.edu
- The Office of Advancement’s Marketing Communications supports the university priorities of student recruitment/retention initiatives and fundraising efforts, as well as enhancing the visibility and image of IPFW
- Focuses on marketing to external audiences by providing strategic and integrated marketing communications through various media
Mastodon Academic Performance Center (MAP)
ipfw.edu/compliance - Athletics Center, Room 104 - 260-481-0331
- Advises student-athletes and Student-Athlete Leadership Team (SALT)
- Monitors NCAA eligibility and grade check program
- Administers athletics study table
- Student-Athlete Affairs Program

Mathematical Sciences
ipfw.edu/math - Kettler Hall, Room 200 - 260-481-6821 - mathinfo@ipfw.edu

Military Science
ipfw.edu/military-science - 260-481-0156 - spurzm01@ipfw.edu

Military Student Services (MSS)
ipfw.edu/military - Kettler Hall, Room 104 - 260-481-0517 - vaughanj@ipfw.edu
- Certifies the actual enrollment, tuition, and fees of service members and veterans who are eligible to receive GI Bill education benefits
- Reports changes in enrollment to Veterans Affairs
- Works with the Bursar to manage the funds paid to the university and the student

Nursing
ipfw.edu/nursing - Liberal Arts, Room 345 - 260-481-6816 - nur@ipfw.edu

Organizational Leadership and Supervision, see Engineering, Technology, and Computer Science (ETCS)

Peace and Conflict Studies
ipfw.edu/peace - Liberal Arts, Room 153 - 260-481-6019 - dixieq@ipfw.edu

Personal Health Insurance
ipfw.edu/personal-insurance - Contact: Phyllis Harris - 260-418-3303 - trustedbenefits@gmail.com
- A variety of health insurance programs available
- Discount programs are available to further reduce healthcare costs
- Guidance provided on how to navigate the health insurance marketplace

Philosophy
ipfw.edu/philosophy - Liberal Arts, Room 23 - 260-481-6366

Physical Plant
ipfw.edu/physical-plant - Ginsberg Hall, Room 138 - 260-481-6832 - physplt@ipfw.edu
- Work order request center, emergency maintenance services, custodial services, safety issues, campus signage, salvage and storage, and space information

Physics
ipfw.edu/physics - Kettler Hall, Room 126B - 260-481-6306 - biedermh@ipfw.edu

Political Science
ipfw.edu/political-science - Liberal Arts, Room 209 - 260-481-6686 - lucet@ipfw.edu

Printing Services
ipfw.edu/printing - Printing Warehouse, Room 102 - 260-481-6801 - printsrv@ipfw.edu
- Color or black and white printing
- Student clubs welcome
- Banner printing
- Works with PDF format

Psychology
ipfw.edu/psychology - Neff Hall, Room 388 - 260-481-6403 - petersej@ipfw.edu

Radiography
ipfw.edu/radiography

Pre-Radiography:
Neff Hall, Room 120 - 260-481-0145 - anderson@ipfw.edu

Medical Imaging and Radiologic Sciences:
Neff Hall, Room B50 - 260-481-0511 - lehtos@ipfw.edu
Registrar

ipfw.edu/registrar * Kettler Hall, Room 107 * 260-481-6815 * registrar@ipfw.edu

- Provides official and unofficial (IU and Purdue) transcript services
- Administers, coordinates, and conducts registration and related procedures
- Administers fee-assessment and residency policies for tuition purposes and responds to related appeals
- Processes degrees as recommended by the faculty and awarded by IU and Purdue trustees
- Publishes the Undergraduate Bulletin, Graduate Bulletin, and Schedule of Classes
- Apply for graduation to initiate your graduation audit: ipfw.edu/graduation

Resource Center (LGBTQ)

ipfw.edu/resource-center * Walb Student Union, Room 118 * 260-481-6167 * resourcecenter@ipfw.edu

Services for Students with Disabilities (SSD)

ipfw.edu/ssd * Walb Student Union, Room 113 * 260-481-6657 * schradej@ipfw.edu

- Provides appropriate academic modifications and services under the ADA
- Provides reader and sign interpreter services when appropriate
- Offers special test proctoring services
- Provides academic support to ensure equal access for students with disabilities

Sociology

ipfw.edu/sociology * Liberal Arts, Room 241 * 260-481-6842

Special Events

ipfw.edu/special-events * Walb Student Union, Room G28 * 260-481-6612 * eventscheduling@ipfw.edu

- Planning, scheduling, and preparation of special events (campus activities and private rentals) in Walb Student Union, the Alumni Center, Rhinehart Music Center, the Fieldhouse, outdoor venues, and many other venues

Sponsored Programs, Office of

ipfw.edu/resp * Kettler Hall, Room 255 * 260-481-4101 * resp@ipfw.edu

- Enhances the research productivity of the university
- Increases external support of research

Student Assistance Program, IPFW Parkview (SAP)

ipfw.edu/counseling * Walb Student Union, Room 113 * 260-266-8060 or 800-721-8809

After-Hours Crisis Assistance Helpline: 260-373-7500 or 800-284-8439

- Offers free and confidential short-term individual, group, and couples counseling to all currently enrolled IPFW students
- Facilitates referrals to community agencies for long-term service needs
- Works with a variety of concerns including depression, anxiety, relationship issues, substance abuse, eating disorders, and self-injurious behavior

Student Health Insurance, see Personal Insurance

Student Housing

ipfw.edu/housing * 4010 W. Housing Drive, Fort Wayne, IN 46805 * 260-481-4180 * housing@ipfw.edu

- IPFW Student Housing provides apartment-style units for students
- Each apartment is furnished and has a fully equipped kitchen, microwave, garbage disposal, and dishwasher
- Private bedrooms are individually keyed for privacy and set up with high-speed Internet/cable
- Amenities include 24-hour computer labs, community lounge, fitness room, and laundry facilities

Student Life and Leadership

ipfw.edu/student-life * Walb Student Union, Room 210 * 260-481-6609 * stulife1@ipfw.edu

- Offers leadership development, training, and retreats
- Recognizes and trains student organizations
- Facilitates intramural sports and fitness programs
- Creates and authorizes the co-curricular transcript
- Supervises the campus posting policy

Student Success and Transitions (SST)

ipfw.edu/success * Kettler Hall, Room 109 * 260-481-0404 * success@ipfw.edu

- Facilitates New Student Orientation
- Oversees National Student Exchange program
- Assists with all students wishing to withdraw from a course(s)
- Supports all students on academic probation
- Coordinates Don2Don Student Success Coaching program
• Provides academic advising for conditional and Pathway students and support for pre-transfer/transfer students
• Educates students on degree requirements (academic progress, grade standards, and minimum requirements for graduation)

Studio M
ipfw.edu/studio * Walb Student Union, Room 220 * 260-481-0114 * nicklinj@ipfw.edu

• Audio and video editing stations, 2D/3D graphics authoring, interactive media creation, and Web authoring
• High-definition video cameras and digital SLR available for checkout

Testing Services
ipfw.edu/testing * Kettler Hall, Room 232 * 260-481-6600 * ptesting@ipfw.edu

• Foreign language placement tests
• Placement testing for incoming freshmen and transfer students
• Proctor site for IPFW and other distance learning courses
• Business K200 course test out
• Law School Admission (LSAT), SAT, MAT, CLEP National Testing Center
• Indiana Core Assessment Skills tests
• ProV Certification Exams
• Myers Briggs and Strong Interest Inventory Career Assessment Tests

The Communicator
ipfwcommunicator.org * Walb Student Union, Room 215 * 260-481-6584 * contact@ipfwcommunicator.org

Theatre
ipfw.edu/theatre * Williams Theatre, Room 128 * 260-481-6551

• Accredited by the National Association of Schools of Theatre (NAST)
• Produces a season of four to six plays and musicals each academic year in two theatre spaces: the Williams Theatre and the Studio Theatre in Kettler Hall
• Auditions of all productions open to the public. Students interested in participating as an actor, crew member, or usher should contact the theatre office
• Offers a variety of barrier-free services such as accessible parking, accessible lower-level seating, and sign-language interpreted performances of each production

TRIO Student Support Services
ipfw.edu/trio-sss * Kettler Hall, Room G25 * 260-481-0220 * trioss@ipfw.edu

• Serves first-generation students, low-income students, and students with disabilities
• Individualized assistance navigating college processes
• Peer connections and academic support

University Police
ipfw.edu/police * Support Services Building
Emergencies: 9-1-1
General Information and Escorts: 260-481-6827

• Parking permits, escorts, bicycle registrations, and parking/emergency information

Veteran Services, see Military Student Services

Vice Chancellor for Student Affairs
ipfw.edu/student-affairs * Kettler Hall, Room 172 * 260-481-6844

• Responsible for all activities, services, and programs within Student Affairs as well as general matters pertaining to student life at IPFW

Visual and Performing Arts, College of
ipfw.edu/cvpa * Visual Arts, Room 102 * 260-481-6977 * lanier@ipfw.edu

Weather Information
ipfw.edu/emergency * 260-481-6050 or 260-481-5770

Women’s Studies
ipfw.edu/womens-studies * Liberal Arts, Room 35F * 260-481-6711 * wost@ipfw.edu

Writing Center
ipfw.edu/writing * Kettler Hall, Room G23 * 260-481-5740 * writingcenter@ipfw.edu
Published by the
Office of Student Affairs

IPFW Student Handbook Contributors for 2016-2017:

Alumni Relations
Athletics
Campus Safety
Center for Student Success and Transitions
Centers for Academic Success and Achievement
College of Health and Human Services
College of Visual and Performing Arts
Follett’s IPFW Bookstore
Graduate Studies
Indiana National Guard
Indiana-Purdue Student Government Association
IPFW Center for Healthy Living and Campus Clinic
IPFW Intramural Sports
IPFW Lafayette Street Family Health Clinic
IPFW Military Science Program
IPFW Student Housing
IU Credit Union
Office of International Education
Office of the Dean of Students
Vice Chancellor for Student Affairs
You can become an active part of the university community by participating in any of the more than 120 organizations recognized by IPFW. Membership in a campus organization enriches the educational experience, improves leadership ability, enhances academic achievement, and develops social skills.

If you would like to organize a group at IPFW, develop a constitution in accordance with the approved guidelines. To maintain continued recognition, each organization must annually submit, at the time specified, a Report Form for Student Organizations and an Advisor’s Responsibility Form to the Student Life and Leadership office. Officers must attend training. University administration reserves the right to rescind recognition of any student organization that is not functioning within university policies and procedures.

For questions and matters concerning student organizations, contact the Student Life and Leadership office, Walb Student Union, Room 210, 260-481-6609. For direct links to student organization websites and email addresses, go to ipfw.edu/student-life.

Organizations at IPFW are divided into six categories: club sports, departmental organizations, honorary organizations, religious organizations, social fraternities and sororities, and special-interest organizations.

CLUB SPORTS PROGRAM

The club sport program offers a unique blend of team and individual sports. Club sports can be organized for competition, while others are more instructional in nature. Teams may compete against other clubs, schools, colleges, or universities. Club sports are governed by regulations of both the Student Life and Leadership office and the IPFW student code of conduct.

DEPARTMENTAL ORGANIZATIONS

Departmental groups provide an opportunity to develop a better understanding of their discipline in an informal setting. Members are given the chance to apply what they have learned in the classroom to real-life experiences. Most departments support such groups to extend the classroom experience and promote the practical aspects of their curricula.

HONORARY ORGANIZATIONS

IPFW has two types of honorary societies: recognized student organizations and university organizations. Both are affiliated with national organizations established to recognize and reward academic excellence.

RELIGIOUS ORGANIZATIONS

The examination and nurturing of religious beliefs, values, and morality in a spirit of fellowship are the common bonds among the campus religious organizations.
STUDENT ORGANIZATIONS, CONTINUED

SOCIAL FRATERNITIES AND SORORITIES
Social fraternities and sororities provide opportunities for leadership, community service, philanthropy, and brotherhood and sisterhood.

SPECIAL-INTEREST ORGANIZATIONS
The broad spectrum of unique interests represented in this category of groups enhances student involvement in campus life. Active members of many of these organizations develop social skills that they often continue to perfect as lifelong leisure pursuits.

STUDENT GOVERNMENT
The Student Senate addresses students’ needs and allocates funding from a portion of student service fees. The Judicial Court serves as a court of appeals for student government matters. The Student Activities Board develops programs in response to the needs and interests of the student body.

- Indiana–Purdue Student Government Association (IPSGA)
- Student Senate
- Student Activities Board (SAB)
- Election Board
- Judicial Court

For contact information and the most current listings of organizations, visit ipfw.edu/student-life

Students enjoy IPFW’s annual Color Stomp.
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OFFICE OF INTERNATIONAL EDUCATION

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• Partnerships in 200+ universities in 55 countries
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• Financial aid and scholarships apply
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Office of International Education
Walb Union, Room 145
Phone: 260-481-6494
Email: studyabroad@ipfw.edu
Web: ipfw.edu/study-abroad

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IPFW is an Equal Opportunity/Equal Access University.
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Earning an affordable master’s degree at IPFW means advancing your knowledge and your career, backed by an IU or Purdue grad degree and the highest accreditations. It means the convenience of working with professors you already know. And it means access to a game-changing degree that can open new doors to your future.

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OFFICE OF GRADUATE STUDIES

IPFW is an Equal Opportunity/Equal Access University.
### VOTER REGISTRATION INFORMATION

Changes in the 1998 re-authorization of the U.S. Higher Education Act require colleges and universities to make voter registration forms available to all enrolled students. Any student not registered to vote may obtain an Indiana Mail-In Voter Registration Application (VRG-7) form, which is available at various convenient locations throughout the Fort Wayne campus. Please visit the Office of the Registrar website, ipfw.edu/registrar, and click on Voter Registration for more information.

The forms will be available at the following locations:
- Office of the Bursar–Kettler Hall
- Financial Aid Office–Kettler Hall
- Office of the Registrar–Kettler Hall
- Office of the Dean of Students–Walb Student Union
- Diversity and Multicultural Affairs–Walb Student Union
- Athletics Center
- Information Center–Kettler Hall Lobby
- Walb Student Union Information–Lobby
- All School Dean’s Offices

To be eligible to vote in Indiana, you must:
- be a citizen of the United States
- be at least 18 years old on the day of the next general or municipal election
- have lived in your Indiana precinct for at least 30 days before the next election, and
- not currently be in prison after being convicted of a crime.
**CHANGING YOUR PROGRAM OF STUDY**

To change from one IPFW academic program to another, you must complete the appropriate forms and secure the approval of the IPFW college, school, or division offering the program to which you want to change. If the change affects your university affiliation, the Registrar will notify Admissions, which will transfer all of your previously earned IPFW credits to the records system of your new university.

**WITHDRAWALS FROM CLASSES/UNIVERSITY**

You are responsible for completing and processing a drop/add form to record your official withdrawal from a class.

If you stop attending a class and do not officially withdraw from it, you will be responsible for any outstanding fees and receive a grade of F for that course.

**RESIDENT STUDENT STATUS**

If you are classified as a nonresident student, you must pay nonresident fees as shown in the schedule of fees. Among other criteria, resident status for fee assessment purposes requires all who enter or re-enter Indiana to have been domiciled in the state for at least 12 consecutive months before the first day of classes of the current semester or summer session. Copies of the complete IPFW residency rules and applications for resident student status are available at the registrar’s office (Kettler Hall, Room 107) or online at purdue.edu/registrar/currentStudents/residency/index.html. Applicants must be prepared to furnish clear and convincing evidence of all claims. Residency forms and supporting documentation for IPFW students should be submitted to the registrar’s office, Kettler Hall, Room 107.

**SOCIAL SECURITY NUMBER**

In accordance with the Family Educational Rights and Privacy Act of 1974, disclosure of your Social Security Number for identification purposes is voluntary. However, if you are applying for financial aid, you are required to provide your Social Security Number to the financial aid office. Your number will be used for identification of records and will not be released to other persons or agencies. Further information is available from IPFW Admissions and the Office of the Registrar.

**STUDENT DIRECTORY: EXCLUSION**

You may choose to exclude your address and/or telephone number from any student directory that may be published. Forms to request this exclusion are available at the registrar’s office (Kettler Hall, Room 107). Any exclusion that is filed will apply to all future semesters. Exclusions must be filed before the end of the first week of classes to be effective for the current semester or summer session.

**RELEASE OF STUDENT INFORMATION**

The IPFW policy governing access to student records, which complies with the Family Educational Rights and Privacy Act of 1974, is described below:

**DEFINITIONS**

A record includes any data or information about you and related individuals, regardless of the media used to create or maintain the record.
Educational records include records maintained by the institution, but exclude records maintained by individuals and are available only to those individuals or designated substitutes (that is, “personal files”). Your educational records are located and maintained by administrators in one or more of the following offices: Admissions; Alumni Relations; Athletics; Bursar; Career Services; Continuing Studies; Financial Aid; Honors; University Police; Registrar; Student Life and Leadership; Centers for Academic Success and Achievement; and academic units.

NOTE: The registrar’s office is the ONLY university office authorized to issue official transcripts and certify students’ enrollment status. All requests for such documentation must be directed to that office.

Directory information consists of your name; address; telephone number; email address; class standing; college, school, or division; major field of study; dates of attendance; current enrollment status; degrees and awards; recognized student activities; sports; and information related to participation on athletic teams. You may choose to restrict your address and/or telephone number from the directory information by completing a form in the registrar’s office. Restriction of address at IPFW will restrict all information at other locations of Indiana University and Purdue University. Records of arrests and/or convictions are public record and thus not subject to university policy.

RELEASE IN EMERGENCIES

The confidentiality of all records may be broken in an emergency if deemed necessary by the severity of the emergency, the usefulness of the records, and the extent to which time is critical.

RELEASE TO YOU

Your records are available to you with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of your parents’ financial status; records related to your student employment, which are subject to other laws and are administered by the human resources office; medical and psychological records, which will be released only to a healthcare professional designated by you; and (if you signed a voluntary waiver of access) letters of recommendation related to admission, candidacy for awards, and candidacy for employment (such records may be used only for the purpose originally intended).

You may see any of your available records within 30 days after submitting a written request—either in person or by mail—and you may copy any of these records, subject only to payment of any applicable copying charges. You will receive an interpretation of the record upon request, at or after the time that access is granted.

If you object to any part of your record and the responsible office will not revise the record as requested, you may request a formal hearing concerning the objection. Policies and procedures governing the hearing process will be specified by the Office of the Vice Chancellor for Academic Affairs.

RELEASE TO IPFW FACULTY AND STAFF

Your records are available to members of the faculty and staff who have a legitimate need for them, as determined by the administrator of the office responsible for maintenance of the record.

RELEASE TO OTHERS

Except as specified below, your records will be released only upon completion of a consent form or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law, and a record of the release will be maintained.

Records about you will be released to your parents without your consent if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher; to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

RETENTION OF RECORDS

IPFW reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

REGISTRATION

REGISTRATION PROCESSING AND ACADEMIC ADVISING

You may not attend a class in which you are not registered. You are not registered for classes until you have (1) completed a registration form and (2) had it processed. In most cases, your registration and schedule adjustments can be processed at your academic division or department office or via my.ipfw.edu. You must contact your academic division or department for specific information about academic advising and registration procedures.

PRIORITY ADVISING AND REGISTRATION

Priority advising and registration provides the first opportunity for you to register for classes. The available days and times for priority registration are based upon your class standing.

LATE REGISTRATION AND DROP/ADD

Procedures for late registration and drop/add differ depending on when they are processed. Late registration fees will be assessed.
ADJUSTING YOUR CLASS SCHEDULE

In general, students who have already registered may drop or add classes during those days and times permitted by their academic division or department. You should contact your academic division or department for specific information about drop/add and related procedures. You may not attend a class from which you have withdrawn.

CREDIT TO AUDIT OPTION ( EFFECTIVE FALL 2013)

If you wish to select the audit option for a class DURING the first week of the semester (or equivalent for a summer session), follow normal registration or drop-add procedures and indicate audit (A), beside the appropriate class(es) on your registration drop/add card. Advisor signature is required during the first week of the semester (or equivalent during a summer session) on the registration drop/add card.

If you wish to select the audit option AFTER the first week of the semester (or equivalent for a summer session), you must complete a “Petition for Late Audit” form, available from the registrar’s office (Kettler Hall, Room 107). A “Petition for Late Audit” requires the signature or written acknowledgement from the course instructor and your academic advisor, and approval from a representative of the financial aid office. Changing a class to the audit option may only occur during the first six weeks of the semester (or equivalent during the summer session). Regular course fees will be assessed.

Audited courses appear on the transcript records of IU students as a grade of NC (No-Credit) and appear on Purdue transcripts as a grade of AU (Audit). Shifts between audit and regular credit will not be made after the deadline specified in the academic calendar.

PASS/NOT-PASS OPTION

If you wish to select the pass/not-pass grading option for a class, follow normal registration or drop-add procedures and indicate pass/not-pass (P/NP) beside the appropriate class(es) on your registration drop/add card. Regular course fees will be assessed.

Indiana University students who receive a grade of C- or higher will have a grade of “P” recorded on transcripts, students who receive a grade below a C- will have the letter grade earned recorded on transcripts.

Purdue University students who receive a grade of C- or higher will have a grade of “P” recorded on transcripts, students who receive a grade below a C- will have a grade of “N” (No-Pass) recorded on transcripts. Shifts between P/NP and regular grading will not be made after the deadline specified in the academic calendar.

COREQUISITE CLASS SECTIONS

Some classes require students to register for both a lecture section and a laboratory or recitation section. You should consult the Schedule of Classes, through my.ipfw.edu, and your advisor for assistance with selecting the proper combinations.

CANCELED CLASSES

If a class in which you are registered is canceled, you are responsible for following official withdrawal procedures to receive a refund. Required drop/add forms are available in your academic division or department and the registrar’s office. An advisor’s signature is not required to drop a canceled class.

PRIORITY ADVISING AND REGISTRATION

Each IPFW college, school, division, and department has selected specific days and times from the priority registration timetable during which they will provide advising and registration services. You must contact your academic division or department for the days and times that they will be able to advise you prior to your registration.

YOUR REGISTRATION WILL NOT BE PROCESSED BEFORE THE DAYS ASSIGNED TO YOUR CLASS STANDING. However, you are permitted to register during any available day after your assigned date. Normal office hours are 9 a.m.–5 p.m; however, many academic divisions and departments offer additional advising times available by appointment.

SPRING, SUMMER I, AND SUMMER II 2017

PRIORITY ADVISING AND REGISTRATION:

SPRING, SUMMER I, AND SUMMER II 2017

FALL 2017

PRIORITY ADVISING AND REGISTRATION:

FALL 2017

LATE REGISTRATION AND DROP/ADD POLICIES AND PROCEDURES

LATE REGISTRATIONS

During the first week of classes, late registrations will be processed by academic divisions and departments only during the hours listed below. Late registrations may also
be submitted via the Web registration system at my.ipfw.edu. Late registrations will be assessed late fees as specified in the schedule of fees.

**DROP/ADD CHANGE**

During the first week of classes, drop/add changes may be made by processing a drop/add via the Web registration system at my.ipfw.edu. During the 100 percent refund period, drop/add changes will be processed with a full refund for dropped classes. After the first week of classes, drop/add transactions must be processed at the registrar's office.

When you register for classes, you are responsible for paying your fees unless you officially withdraw from your classes prior to the end of the 100 percent refund period.

**LATE REGISTRATION AND DROP/ADD TIMETABLE**

**Fall 2016**
- Monday, August 22: 9 a.m.–6 p.m.
- Tuesday, August 23: 9 a.m.–6 p.m.
- Wednesday, August 24: 9 a.m.–6 p.m.
- Thursday, August 25: 9 a.m.–6 p.m.
- Friday, August 26: 9 a.m.–4:30 p.m.

**Spring 2017**
- Monday, January 9: 9 a.m.–6 p.m.
- Tuesday, January 10: 9 a.m.–6 p.m.
- Wednesday, January 11: 9 a.m.–6 p.m.
- Thursday, January 12: 9 a.m.–6 p.m.
- Friday, January 13: 9 a.m.–4:30 p.m.

**Summer I and Summer II 2017**
- May 15/June 26: 9 a.m.–5 p.m.
- May 16/June 27: 9 a.m.–4:30 p.m.

**AFTER THE FIRST WEEK OF CLASSES**

**LATE REGISTRATIONS**

Complete a registration form and obtain the approval signature of any instructor whose class you wish to add. Your advisor's approval may be required by your academic unit. New registrations must be processed at the registrar's office (Kettler Hall, Room 107). You will be assessed normal course fees plus late registration fees.

**LATE ADDITIONS OF CLASSES**

Complete a drop/add form and obtain the approval signature of any instructor whose class you wish to add. Your advisor's approval may be required by your academic unit. Class additions must be processed at the registrar's office (Kettler Hall, Room 107).

**CHANGING COURSES**

After the first week of classes, course changes must be processed at the registrar's office (Kettler Hall, Room 107) and will require the signature of any instructor whose course you wish to add.

**EXCHANGING SECTIONS WITHIN THE SAME COURSE**

Complete a drop/add form, and obtain the approval signature of the instructor of the section you wish to enter. An advisor's signature is not required to change to a different section of the same course. Section exchanges must be processed at the registrar's office (Kettler Hall, Room 107). No additional fees are assessed for this transaction.

**DROPPING A CLASS**

Complete a drop/add form and submit at the registrar's office (Kettler Hall, Room 107), or submit the change via the Web registration system at my.ipfw.edu. You will be entitled to only the partial refund specified in the refund schedule.

Dropping classes after the withdrawal deadline requires additional approvals. See your advisor.

**FEE ASSESSMENTS AND/OR REFUNDS**

Fee assessments and/or refunds are determined as of the date forms are submitted to the registrar's office in person or via the Web registration system at my.ipfw.edu, regardless of any other dates which may appear on the forms. Refer to policies and procedures regarding refunds.

**FEE PAYMENT POLICIES AND PROCEDURES**

**FEES ARE SUBJECT TO CHANGE BY ACTION OF THE TRUSTEES OF PURDUE UNIVERSITY.**

**I. TUITION AND FEES**

The rates for 2016-2017 have not yet been determined. For current rate information, visit: ipfw.edu/offices/bursar/tuition-fees

**II. PAYMENT DEADLINES**

**FALL 2016**
- ALL REGISTRATIONS: FRIDAY, AUGUST 19

**SPRING 2017**
- ALL REGISTRATIONS: FRIDAY, JANUARY 6

**SUMMER I 2017**
- REGISTRATION ON OR BEFORE MAY 12—
  FEE DUE MAY 12

**SUMMER II 2017**
- REGISTRATION ON OR AFTER MAY 13—
  FEE DUE JUNE 23

**III. PAYMENT PROCESSING POLICIES**

A. Registration and drop/add changes are not official until processed at your academic division, department office, the registrar’s office, or through my.ipfw.edu. Fee assessment is based on the date these forms are processed, regardless of other dates that may appear on the forms.
B. An email notification will be sent to students who participate in all registration dates. It is your responsibility to retrieve your bill through my.ipfw.edu. You may review your class schedule through my.ipfw.edu, or you may request a class schedule from your advisor at the time your registration is processed or from the bursar’s or registrar’s office. A paper bill will be mailed only if you opt out of Electronic Consent and must be requested in person.

C. When you register for classes, you are responsible for paying your fees unless you officially withdraw from your classes before the end of the 100 percent refund period. The university reserves the right to administratively remove you from your classes for failure to pay your fees, but you will still owe the fees for these classes. The university may also administratively remove students from future terms if current or past terms are unpaid. Late registration and re-enrollments will be assessed a late registration fee of $8.50 per credit with a maximum assessment of $100.

D. You may pay your fees by enrolling in a payment plan to pay your balance in installments. Click on the link in your email notification and select Payment Plan. The payment plan will not be processed without the first payment and the application fee (non-refundable) that is due by the payment deadline (II. Payment Deadline). Subsequent payments not received by the due date will be subject to a late payment charge of $17.50.

E. A $17.50 late payment fee will be assessed to delinquent accounts beginning 10 days AFTER the due date. To avoid paying this charge, accounts must be paid in full by the fee payment deadline. Students with deferred-payment contracts must keep their accounts current to avoid this fee.

F. All classes are assessed at full fees when added, regardless of the transaction date. Drops are refunded according to the refund schedule (Table A).

G. E-Check, Discover, MasterCard, and Visa credit cards may be used to pay fees through my.ipfw.edu. Credit cards may be used to pay fees either by mail or telephone. See payment options (IV. Payment Options) for additional information.

H. If you are receiving financial aid, you are responsible for accepting your financial aid award through my.ipfw.edu by the fee payment deadline to apply your financial aid award to your account. Students whose fees are to be billed to an employer or other agency must confirm these arrangements with the bursar’s office.

I. Student credit balances of less than $1 will be held on account for 90 days.

### IV. PAYMENT OPTIONS

A. **Pay Online.** If you are paying by E-Check, Discover, Visa, or MasterCard, you may do this through my.ipfw.edu. Your user name and password will be required.

B. **Pay by phone.** If you are paying by Discover, Visa, or MasterCard, your student ID number will be required to make payment by phone. Call 260-481-6824. Have your credit card in front of you when you make the call. Avoid busy phone lines by calling prior to the deadline.

C. **The after-hours drop box.** An after-hours drop box is located next to bursar window number 1. You may drop your payment in the box, but it must be received by close-of-business on the payment deadline date. All check payments will be converted to an ACH electronic transaction.

### A. Fee Refund Schedule (ALL Terms and Parts of Terms):

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>100%</th>
<th>60%</th>
<th>40%</th>
<th>20%</th>
<th>0%</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>14, 15, or 16</td>
<td>Days 1–7</td>
<td>Days 8–14</td>
<td>Days 15–21</td>
<td>Days 22–28</td>
<td>Thereafter</td>
<td>9th Week</td>
</tr>
<tr>
<td>12 or 13</td>
<td>Days 1–7</td>
<td>Days 8–14</td>
<td>Days 15–21</td>
<td>Days 22–28</td>
<td>Thereafter</td>
<td>7th Week</td>
</tr>
<tr>
<td>10 or 11</td>
<td>Days 1–7</td>
<td>Days 8–14</td>
<td>Days 15–21</td>
<td>Days 22–28</td>
<td>Thereafter</td>
<td>6th Week</td>
</tr>
<tr>
<td>9</td>
<td>Days 1–7</td>
<td>Days 8–14</td>
<td>Days 15–21</td>
<td>Days 22–28</td>
<td>Thereafter</td>
<td>5th Week</td>
</tr>
<tr>
<td>8</td>
<td>Days 1–3</td>
<td>Days 4–7</td>
<td>Days 8–10</td>
<td>Days 11–14</td>
<td>Thereafter</td>
<td>5th Week</td>
</tr>
<tr>
<td>7</td>
<td>Days 1–3</td>
<td>Days 4–7</td>
<td>Days 8–10</td>
<td>Days 11–14</td>
<td>Thereafter</td>
<td>4th Week</td>
</tr>
<tr>
<td>6</td>
<td>Days 1–3</td>
<td>Days 4–7</td>
<td>Days 8–10</td>
<td>Days 11–14</td>
<td>Thereafter</td>
<td>4th Week</td>
</tr>
<tr>
<td>5</td>
<td>Days 1–3</td>
<td>N/A</td>
<td>Days 4–7</td>
<td>N/A</td>
<td>Thereafter</td>
<td>3rd Week</td>
</tr>
<tr>
<td>4</td>
<td>Days 1–3</td>
<td>N/A</td>
<td>Days 4–7</td>
<td>N/A</td>
<td>Thereafter</td>
<td>3rd Week</td>
</tr>
<tr>
<td>3</td>
<td>Days 1–3</td>
<td>N/A</td>
<td>Days 4–7</td>
<td>N/A</td>
<td>Thereafter</td>
<td>2nd Week</td>
</tr>
<tr>
<td>2</td>
<td>Days 1–2</td>
<td>N/A</td>
<td>Days 3–4</td>
<td>N/A</td>
<td>Thereafter</td>
<td>1st Week</td>
</tr>
<tr>
<td>1</td>
<td>Day 1</td>
<td>N/A</td>
<td>Day 2</td>
<td>N/A</td>
<td>Thereafter</td>
<td>3rd Day</td>
</tr>
<tr>
<td>Less than 1</td>
<td>Day 1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Thereafter</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:** Day 1 is the first day of the term/part of term. All calendar days are counted, including weekends. A 100 percent refund is allowed through the day of the first class meeting even if it occurs after the designated period.
D. Pay by mail. You may send either a personal check or credit card information. All check payments will be converted to an ACH electronic transaction. Please allow adequate mailing time so your payment reaches us by the payment deadline.

E. Stand in line. You may pay in person at the bursar’s office, but the lines will be long if you wait until the payment deadline. Save time by using one of the above options, or by paying prior to the deadline date.

V. REFUNDS OF FEES

A. At the beginning of every semester is a refund period. If you drop one or more classes during this period, you are refunded a percentage of the tuition and fees that you paid. 100 percent refund is allowed through the day of the first class meeting even if it occurs after the designated period.

B. If you are receiving federal Title IV financial aid (Stafford, Pell, Perkins, SEOG) and you make a full withdrawal, a calculation will be made to determine the amount of unearned aid that you will be required to repay. Specific information about this calculation may be obtained at the financial aid office, 260-481-6820, or or at ipfw.edu/fa-withdrawal

C. If you pay your fees by check, no refund will be issued before the completion of a clearing period of five working days. If you pay by credit card, refunds will be credited to the same credit card account. Refund by direct deposit will be available within 24 to 48 hours of transmission to your bank account. Refund checks will be generated on a weekly basis and checks will be available after 1 p.m. Any refund checks not picked up by noon on Friday of each week will be mailed to the student.

D. Requests for exceptions to the refund schedule are considered only to resolve problems that have resulted from documented errors made by university representatives or other circumstances that are clearly the responsibility of IPFW. Requests and supporting documentation must be received by the registrar’s office within the first two weeks of classes. After this, all refunds will be determined by the published schedule.

DEGREE MAP

IPFW will provide a “standard” degree map to all new first-time full-time associate and bachelor degree seeking students who attend new student orientation or attend an initial advising meeting prior to enrollment of the first semester. Either during or immediately following the first semester of enrollment, each eligible student will be provided access to a “customized” degree map which will include completed dual credit and/or accepted advanced placement work.

Students who have selected a major will be provided a full map complete with specific courses. Students who have not selected a major will be provided a map with the first 30 credit hours based on the general education core, and these students will receive a full map when a major is declared at or before the completion of the 30 credits.

FREE COURSE GUARANTEE

HEA 1348-2013 also contains a provision which requires institutions to provide (at no cost to the student) any course on a student’s degree map in which the student cannot enroll (because it is full, offered only at the same time as another mapped class, or is simply not offered). The free course guarantee only applies to students who have complied with their degree map. If a course is not available, IPFW will either provide a new degree map which does not delay graduation or provide the course free of charge to the student the next available semester.

To qualify for the “free course guarantee” the student must have:

• Followed his or her degree map in each prior semester. The student must have successfully completed the prescribed courses or satisfied the prescribed electives in the semester mapped.

• Been unable to register for the course because it is not offered, only offered at the same time as another mapped course, or is at full capacity. The course is considered full only if all sections of the course are full, not just the preferred time slot.

• Attempted to register for the course during “priority registration” (students waiting to register after the priority registration period will not be eligible for the free course guarantee).

• Not received a revised degree map that maps the unavailable course in a future semester without altering the graduation date.

Any student who believes he or she qualifies for the “free course guarantee” should meet with his or her academic advisor during priority registration to proactively reach a solution which would allow for on-time completion.

DEGREE MAP AND FREE COURSE GUARANTEE

In 2013, the Indiana General Assembly passed House Enrolled Act 1348-2013 (HEA 1348-2013) which established a requirement that public institutions provide a degree map to all new first-time full-time associate and bachelor degree seeking students enrolling in the fall semester of 2014 or later. The act also provides a course-scheduling guarantee to these students; if a course on a student’s degree map for a particular semester is not offered or is full, the institution must provide the course for free in a future semester unless the institution provides a revised degree map.
**FINAL EXAM POLICY AND PROCEDURES**

All classes are scheduled for a two-hour meeting during final exam week. Exams will be in the regular meeting classroom at the times specified in the schedule shown on page 96 (for daytime classes) or the schedule on page 97 (for evening classes). Weekend College final exams are on the last day of class. Each instructor may use this period for a final examination; a last, noncomprehensive examination; or a regular class meeting. No exams may be scheduled during the week prior to final exam week except in laboratory courses.

Departments offering multiple sections of the same course may elect to schedule group examinations. You should check with your instructor to determine if your class is scheduled for one of the group examination times listed at: [ipfw.edu/academics/finals](http://ipfw.edu/academics/finals)

All students are governed by the following regulations regarding final examination conflicts:

A student who is scheduled to take more than two examinations in one day, who has a conflict of exams, or who is scheduled to take a state, national, or professional licensing examination on the same day may contact the instructor(s) involved prior to the last week of regularly scheduled classes to obtain appropriate rescheduling.

Instructors must turn in final course grades within 48 hours after a final exam. If, in the event of an emergency, you find it necessary to miss a final examination, you should contact your instructor prior to, or immediately after, the time of the exam.

If severe weather conditions cause a change in the schedule for final exams, the disruption will be announced on area radio stations and in other media, or you may call the Campus Weather Emergency Numbers, 260-481-6050 or 260-481-5770 for recorded information. For specific information about the rescheduling of any exam that may be delayed, you should contact either the class instructor or the instructor’s department.

The schedule for daytime class exams is based entirely on class begin time and the days that class normally meets. The schedule for evening class exams is based on the exact beginning and ending times and the days that class normally meets.

**SUMMER SESSIONS FINAL EXAMINATIONS**

During the last week of classes, all classes are scheduled for regular meetings at their regular times and in their regular classrooms. Each instructor may use this period for a final examination; a last, noncomprehensive examination; or a regular class meeting.

A student who is scheduled to take more than two examinations in one day, has a conflict of exams, or is scheduled to take a state, national, or professional licensing examination on the same day may contact the instructors involved prior to the last week of regularly scheduled classes to obtain appropriate rescheduling.

If, in the event of an emergency, you find it necessary to miss a final examination, you should contact your instructor prior to, or immediately after, the time of the exam.

**GENERAL EDUCATION INFORMATION**

**THE PRINCIPLES OF GENERAL EDUCATION AT IPFW (EFFECTIVE FALL 2013)**

General Education ensures students will be familiar with the important modes of human thought that are the foundations of science, philosophy, art, and social behavior. General Education helps students understand the traditions that have informed one’s own and other cultures of the world. It requires that students consider the nature and diversity of individuals, cultures, and societies around the world, and gain appreciation of the natural systems in which these individuals, cultures, and societies exist.

General Education at IPFW defines an integrated pedagogical framework that offers both substantive knowledge and an appreciation of multiple methods of inquiry and learning. Individual courses satisfy specific learning outcomes. The overall goals of the General Education program are achieved through cumulative course work. Individual courses should provide a basis for lifelong learning, allowing students to gain both substantive knowledge and an appreciation of method, and be appropriate for non-majors and for students who are unlikely to take another course in the discipline. This requirement does not preclude the possibility that the course might also be appropriate for majors.

Students who complete the General Education requirements at IPFW are expected to:

- Read, write, and speak with comprehension, clarity, and precision in appropriate media
- Reason quantitatively
- Identify substantive knowledge and disciplinary methods and critically evaluate ideas
- Demonstrate an ability to use information literacy skills
- Demonstrate an ability to think critically and solve problems
- Understand the traditions that form one’s own and other cultures
- Be familiar with modes of human thought that are the foundations of science, philosophy, art, and social behavior
- Understand aspects of the natural world
- Use acquired knowledge and skills to create new scholarship

Additional information about General Education requirements can be found at [ipfw.edu/general-academic](http://ipfw.edu/general-academic)
## Indiana Core Transfer Library

### What is the CTL?

Indiana is working to help you transfer college credits more easily. To enable students to connect college credits, Indiana has developed the Core Transfer Library (CTL)—a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades.

Core Transfer Library courses will meet the general or free elective requirements of undergraduate degree programs, and most CTL courses will also count toward degree program requirements—if an equivalent course is taught at your new campus. At the time of publication, the IPFW courses listed below have been approved as part of the CTL. Additional courses are being added. For complete and up-to-date information, visit transferIN.net.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST A100</td>
<td>The Solar System</td>
</tr>
<tr>
<td>BIOL 10000</td>
<td>Introduction to the Biological World</td>
</tr>
<tr>
<td>BIOL 10001</td>
<td>Introduction to the Biological World Laboratory</td>
</tr>
<tr>
<td>BIOL 10500</td>
<td>Medical Terminology</td>
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<tr>
<td>BIOL 11700</td>
<td>Principles of Ecology and Evolution</td>
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<tr>
<td>BIOL 11900</td>
<td>Principles of Structure and Function</td>
</tr>
<tr>
<td>BIOL 22000</td>
<td>Microbiology for Allied Health Professionals Class</td>
</tr>
<tr>
<td>BUS A201</td>
<td>Principles of Financial Accounting</td>
</tr>
<tr>
<td>BUS A202</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUS F280</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>BUS W100</td>
<td>Principles of Business Administration</td>
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<tr>
<td>CHM 10400</td>
<td>Living Chemistry</td>
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<tr>
<td>CHM 11500</td>
<td>General Chemistry</td>
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<tr>
<td>CHM 11600</td>
<td>General Chemistry</td>
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<tr>
<td>COM 11400</td>
<td>Fundamentals of Speech Communication</td>
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<tr>
<td>COM 21200</td>
<td>Approaches to the Study of Interpersonal Communication</td>
</tr>
<tr>
<td>COM 25000</td>
<td>Mass Communication and Society</td>
</tr>
<tr>
<td>ECON E200</td>
<td>Fundamentals of Economics</td>
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<tr>
<td>ECON E201</td>
<td>Introduction to Microeconomics</td>
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<tr>
<td>ECON E202</td>
<td>Introduction to Macroeconomics</td>
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<tr>
<td>ENG L101</td>
<td>Western World Masterpieces 1</td>
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<tr>
<td>ENG L102</td>
<td>Western World Masterpieces 2</td>
</tr>
<tr>
<td>ENG L202</td>
<td>Literary Interpretation</td>
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<tr>
<td>ENG L250</td>
<td>American Literature before 1865</td>
</tr>
<tr>
<td>ENG L251</td>
<td>American Literature after 1865</td>
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<td>ENG L390</td>
<td>Children’s Literature</td>
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<tr>
<td>ENG W103</td>
<td>Introductory Creative Writing</td>
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<tr>
<td>ENG W131</td>
<td>Elementary Composition</td>
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<tr>
<td>ENG W233</td>
<td>Intermediate Expository Writing</td>
</tr>
<tr>
<td>ENG W234</td>
<td>Technical Report Writing</td>
</tr>
<tr>
<td>ETCS 10600</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>FINA H101</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>FINA H111</td>
<td>Ancient and Medieval Art</td>
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<tr>
<td>FINA H112</td>
<td>Renaissance through Modern Art</td>
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<td>FINA N108</td>
<td>Introduction to Drawing: Non-Majors</td>
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<td>FWN 30300</td>
<td>Essentials of Nutrition</td>
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<td>FREN F111</td>
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<td>Second-Year French I</td>
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<tr>
<td>FREN F204</td>
<td>Second-Year French II</td>
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<tr>
<td>GER G111</td>
<td>Elementary German I</td>
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<td>GER G112</td>
<td>Elementary German II</td>
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<tr>
<td>GER G203</td>
<td>Second-Year German I</td>
</tr>
<tr>
<td>GER G204</td>
<td>Second-Year German II</td>
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<td>GEOL G103</td>
<td>Earth Science: Materials and Processes</td>
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<tr>
<td>HIST H105</td>
<td>American History 1</td>
</tr>
<tr>
<td>HIST H106</td>
<td>American History 2</td>
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<tr>
<td>HPER H160</td>
<td>First Aid</td>
</tr>
<tr>
<td>LING L103</td>
<td>Introduction to the Study of Language</td>
</tr>
<tr>
<td>MA 15300</td>
<td>Algebra and Trigonometry I</td>
</tr>
<tr>
<td>MA 15400</td>
<td>Algebra and Trigonometry II</td>
</tr>
<tr>
<td>MA 16500</td>
<td>Analytic Geometry and Calculus I</td>
</tr>
<tr>
<td>MA 16600</td>
<td>Analytic Geometry and Calculus II</td>
</tr>
<tr>
<td>MA 16800</td>
<td>Mathematics for the Liberal Arts Student</td>
</tr>
<tr>
<td>MA 21300</td>
<td>Finite Mathematics</td>
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<tr>
<td>MA 22900</td>
<td>Calculus for the Managerial, Social, and Biological Sciences I</td>
</tr>
<tr>
<td>MA 23000</td>
<td>Calculus for the Managerial, Social, and Biological Sciences II</td>
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<tr>
<td>MUS Z101</td>
<td>Music for the Listener</td>
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<tr>
<td>PHIL 11000</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHIL 11100</td>
<td>Ethics</td>
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<tr>
<td>PHIL 20600</td>
<td>Philosophy of Religion</td>
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<tr>
<td>PHYS 15200</td>
<td>Mechanics</td>
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<tr>
<td>PHYS 21000</td>
<td>The Nature of Physical Science</td>
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<tr>
<td>PHYS 22000</td>
<td>General Physics</td>
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<tr>
<td>PHYS 22100</td>
<td>General Physics</td>
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<tr>
<td>PHYS 25100</td>
<td>Heat, Electricity, and Optics</td>
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<tr>
<td>POLS Y103</td>
<td>Introduction to American Politics</td>
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<tr>
<td>POLS Y109</td>
<td>Introduction to International Relations</td>
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<tr>
<td>PPOL J101</td>
<td>American Criminal Justice System</td>
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<tr>
<td>PSY 12000</td>
<td>Elementary Psychology</td>
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<tr>
<td>PSY 24000</td>
<td>Introduction to Social Psychology</td>
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<tr>
<td>PSY 35000</td>
<td>Abnormal Psychology</td>
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<td>PSY 36900</td>
<td>Development Across the Lifespan</td>
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<td>PSY 44400</td>
<td>Human Sexual Behavior</td>
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<td>SOC S161</td>
<td>Principles of Sociology</td>
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<td>SOC S163</td>
<td>Social Problems</td>
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<td>SPAN S112</td>
<td>Elementary Spanish II</td>
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<td>SPAN S203</td>
<td>Second-Year Spanish I</td>
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<tr>
<td>SPAN S204</td>
<td>Second-Year Spanish II</td>
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<tr>
<td>SPEA J101</td>
<td>American Criminal Justice System</td>
</tr>
<tr>
<td>THTR 13400</td>
<td>Fundamentals of Performance</td>
</tr>
<tr>
<td>THTR 20100</td>
<td>Theatre Appreciation</td>
</tr>
</tbody>
</table>
# Daytime Examination Schedule

<table>
<thead>
<tr>
<th>IF YOUR CLASS MEETS ON:</th>
<th>BEGINNING AT ONE OF THESE TIMES:</th>
<th>THEN YOUR FALL 2016 EXAM DATE AND TIME ARE:</th>
<th>THEN YOUR SPRING 2017 EXAM DATE AND TIME ARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWF</td>
<td>7:30 A.M. 8 A.M.</td>
<td>FRI., DEC. 16 8 – 10 A.M.</td>
<td>FRI., MAY 5 8 – 10 A.M.</td>
</tr>
<tr>
<td>MWF</td>
<td>8:30 A.M. 9 A.M.</td>
<td>MON., DEC. 12 8 – 10 A.M.</td>
<td>MON., MAY 1 8 – 10 A.M.</td>
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<tr>
<td>MF</td>
<td>9:30 A.M. 10 A.M.</td>
<td>WED., DEC. 14 8 – 10 A.M.</td>
<td>WED., MAY 3 8 – 10 A.M.</td>
</tr>
<tr>
<td>M ONLY</td>
<td>10:30 A.M.</td>
<td>WED., DEC. 14 10:30 A.M. – 12:30 P.M.</td>
<td>WED., MAY 3 10:30 A.M. – 12:30 P.M.</td>
</tr>
<tr>
<td>W ONLY</td>
<td>11 A.M.</td>
<td>MON., DEC. 12 10:30 A.M. – 12:30 P.M.</td>
<td>MON., MAY 1 10:30 A.M. – 12:30 P.M.</td>
</tr>
<tr>
<td>F ONLY</td>
<td>NOON</td>
<td>WED., DEC. 14 1 – 3 P.M.</td>
<td>WED., MAY 3 1 – 3 P.M.</td>
</tr>
<tr>
<td>MTRF</td>
<td>7:30 A.M. 8:30 A.M.</td>
<td>THURSDAY, DEC. 15 8-10 A.M.</td>
<td>THURSDAY, MAY 4 8 – 10 A.M.</td>
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<tr>
<td>MTWR</td>
<td>9 A.M. 9:30 A.M.</td>
<td>TUESDAY, DEC. 13 8-10 A.M.</td>
<td>TUESDAY, MAY 2 8 – 10 A.M.</td>
</tr>
<tr>
<td>TWRF</td>
<td>10 A.M.</td>
<td>TUESDAY, DEC. 13 10:30 A.M. – 12:30 P.M.</td>
<td>TUESDAY, MAY 2 10:30 A.M. – 12:30 P.M.</td>
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<tr>
<td>MR</td>
<td>11 A.M.</td>
<td>TUESDAY, DEC. 13 1-3 P.M.</td>
<td>TUESDAY, MAY 2 1 – 3 P.M.</td>
</tr>
<tr>
<td>TR</td>
<td>NOON</td>
<td>TUESDAY, DEC. 13 1-3 P.M.</td>
<td>TUESDAY, MAY 2 1 – 3 P.M.</td>
</tr>
<tr>
<td>TWR</td>
<td>12:30 P.M. 1 P.M.</td>
<td>FRIDAY, DEC. 16 8-10 A.M.</td>
<td>FRIDAY, MAY 5 8 – 10 A.M.</td>
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<tr>
<td>T ONLY</td>
<td>1:30 P.M. 2 P.M.</td>
<td>THURSDAY, DEC. 15 1-3 P.M.</td>
<td>THURSDAY, MAY 4 1 – 3 P.M.</td>
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<td>R ONLY</td>
<td>2:30 P.M. 3 P.M.</td>
<td>THURSDAY, DEC. 15 10:30 A.M. – 12:30 P.M.</td>
<td>THURSDAY, MAY 4 10:30 A.M. – 12:30 P.M.</td>
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<tr>
<td>D (DAILY)</td>
<td>3:30 P.M. 4 P.M.</td>
<td>FRIDAY, DEC. 16 3:30 P.M. – 5:30 P.M.</td>
<td>FRIDAY, MAY 5 3:30 – 5:30 P.M.</td>
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<tr>
<td>Day(s)</td>
<td>Begin</td>
<td>End</td>
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<td>W</td>
<td>4:30 – 5:20</td>
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<tr>
<td>M</td>
<td>5:30 – 9:15</td>
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*CLASSES MEETING T 7:30-8:20 P.M., TR 4:30-5:20 P.M., W 4:30-6:20 P.M., OR WF 4:30-5:45 P.M. HAVE A CONFLICTING EXAM TIME WITH SOME OTHER CLASSES IN THE DESIGNATED EXAM GROUP.

FRIDAY EVENING EXAM TIMES CONFLICT WITH WEEKEND COLLEGE FINAL EXAM TIMES FOR FRIDAY EVENING CLASSES.
UNIVERSITY POLICE TRAFFIC REGULATIONS AND INFORMATION

SUPPORT SERVICES BUILDING
NONEMERGENCY: 260-481-6827
EMERGENCY: 911
IPFW.EDU/POLICE

ANNUAL SECURITY REPORT INFORMATION
IPFW strives to provide a safe and secure environment for students, staff, and visitors. The Annual Security and Fire Safety Report details a variety of safety services, policies, and information available to students, staff, and visitors. To obtain a copy, contact Admissions, University Police, or Human Resources. University Police is staffed 24 hours per day, but regular business hours are 7 a.m.–8 p.m., Monday through Friday. To view the report, go to ipfw.edu/police and click on Crime Statistics.

EMERGENCY PROCEDURES

FIRST AID
In life-threatening emergencies, call 911 from a campus telephone and/or notify the University Police.

ESCORT SERVICE
Call 481-6827 to give your location and to request service.

FIRE EMERGENCIES
Fire alarm pullboxes are located in all campus buildings. If you suspect a fire emergency, pull a fire alarm at once. Whenever you hear this continuous alarm, use the nearest exit to leave the building as quickly and safely as possible. Once outside, move away from the building. Do not use elevators during fire emergencies or when you are in an otherwise unoccupied building.

WEATHER EMERGENCIES
Intermittent blasts of the outside siren and campus carillon system indicate a TORNADO WARNING is in effect (a tornado has been sighted nearby). Take shelter in one of the following areas until notified by university officials it’s safe to leave:

(LA) Liberal Arts Building basement
(ET) Engineering, Technology, and Computer Science Building ground-floor corridor
(AC) Athletics Center basement
(KT) Kettler Hall basement or ground floor of south and east wings
(LB) Helmke Library basement
(LS) Life Sciences Resource Center ground floor
(RC) Instrumental Rehearsal Rooms
(MEC) IU Medical Education Center basement corridor
(NF) Neff Hall basement
(PG-1) Parking Garage Ramp B Gold
(PG-2) Parking Garage Lower-Level Interior Ramp
(PG-3) Parking Garage Lower-Level
(SB) Science Building ground floor corridor
(VA) Visual Arts Building ground floor restrooms or corridor
(WT) Williams Theatre to Visual Arts Building ground-floor restrooms or corridor
(WU) Walb Union ground-floor stair areas

If you are in the Support Services Building or Printing Services/Warehouse, go to the LA basement.

ADVERSE WEATHER
During the winter months, snow emergencies and snow recesses are occasionally unavoidable. During an adverse weather closing, classes are canceled and only essential personnel are to report. If you suspect that an adverse weather closing has occurred, please monitor radio and television stations for announcements.

STATEMENT ON SEVERE WINTER WEATHER, IPFW OPERATIONS, AND PERSONAL SAFETY
When severe winter weather occurs, IPFW bases its decisions about whether to close the campus on two conditions. First, the campus is likely to be closed when Fort Wayne and/or Allen County authorities declare that travel is restricted and motorists are subject to ticketing. Second, the campus is likely to close if it is not possible to maintain sidewalks, parking lots, and driveways in safe condition.

Until you hear or see an official announcement from IPFW, you should always assume the campus is open.

When the campus remains open, students, staff, and faculty should consider their individual circumstances and then decide whether they can safely travel to campus.

Students who decide they cannot travel safely to campus should contact their faculty regarding their absence (preferably prior to class time). Faculty should take weather circumstances into consideration when addressing students’ absences on such days. Students who believe that they have been treated unfairly in a class as a result of a weather-related incident should contact the Dean of Students office to discuss the matter.

Faculty who decide they cannot safely travel to campus should contact their department and students as soon as possible so their students may avoid unnecessary travel to campus.

Staff members who decide they cannot safely travel to campus should contact their supervisors. They will be expected to use vacation, personal day, or absence without pay to cover the time not worked.
TRAFFIC PARKING RULES SUMMARY

AUTHORITY

These regulations are adopted pursuant to the authority conferred by the laws of the State of Indiana upon the Boards of Trustees of Indiana University and Purdue University. The respective Boards of Trustees deem it necessary and desirable to make and enforce these regulations for the safety and welfare of students, staff, and visitors in protection of property and the safe operation of the IPFW campus.

University police are empowered to enforce state laws and campus regulations under the supervision of the vice chancellor for financial and administrative affairs.

DEFINITIONS

When used in these regulations, the following words and phrases have these meanings:

Parked vehicle: a motor vehicle with no licensed driver at the wheel.

Permit: a parking placard issued by University Police or its designees.

Restricted hours: when classes are in session between 7 a.m. and 11 p.m. Monday through Friday. During restricted hours, you must display a valid permit to park in a designated employee permit parking lot or handicapped parking areas. Appropriate coins must be placed in meters during these hours.

V ehicle: any propelled device with two or more wheels.

Visitor: a person who is neither a student nor a staff member, including people attending meetings or conferences.

PERMITS

Permits can be purchased by employees at the University Police office located in the Support Services Building. Employee parking permits expire August 31 each year. Anyone parking in an employee parking lot or disabled parking lots is required to have a permit. All vehicles parked in these two areas without a permit will be ticketed.

Registration permits issued for cars and trucks are to be attached to the rearview mirror post with the permit number visible from the vehicle front. Only a current permit should be displayed. The parking permit is for use only by the purchaser and is the property of IPFW.

PARKING REGULATIONS

Employee parking lots (designated with green-lined spaces) shall be used during restricted hours only by motor vehicles with an employee parking permit. Some employee parking lots change to OPEN parking after 5 p.m. weekdays. (NOTE: Not all employee parking lots change at 5 p.m.). Signs in each lot will indicate if and when the lot will change to open parking (the first level of all parking garages is designated as employee parking until 5 p.m., but open parking thereafter—see map). The remaining levels of the garage are considered open parking areas and a permit is not needed to park in these areas.

Disabled, special, and temporary parking permits may be obtained from University Police when extenuating circumstances exist. If you arrive on campus and realize you do not have your permit, you may pick up a temporary permit at University Police. All vehicles parked in restricted employee parking lots or disabled spaces must display a valid permit to avoid parking tickets.

Authorization to leave a vehicle on campus overnight must be obtained from University Police. Unauthorized vehicles left on campus 72 hours will be considered abandoned and will be removed. An accumulation of unpaid fines or improper parking will also provide cause for towing at owner’s expense. Dock parking is only for loading and unloading vehicles. People who need to use the dock for more than 10 minutes must obtain authorization from University Police.

People operating motorcycles may park in a vehicle stall or on motorcycle pads.

V ehicles shall be parked between painted stall lines or in front of bumper blocks that indicate individual parking spaces.

The Allen County Extension office’s parking lot is for clients only and not for use by the campus community.

TRAFFIC REGULATIONS

Campus vehicle operators must:

• Obey all state and local regulations, including signs, signals, markings, and other traffic-control devices.

• Not maintain a speed of more than 20 m.p.h. unless otherwise posted. In parking lots, the maximum speed is 15 m.p.h. Parking is never permitted within 15 feet of a fire hydrant or in designated fire lanes. People parking on grass will be ticketed and held responsible for damages.

Pedestrians have the right of way in all crosswalks. If a pedestrian enters or is about to enter a marked crossing, approaching vehicles must stop while the pedestrian is in the crossing.

All traffic accidents that occur on campus must be reported immediately.

All bicycles must be parked in bicycle racks. Bicycles chained to trees or signs or taken inside buildings may be impounded.

Wheeled devices (skateboards, rollerblades, etc.) may be used for transportation from point to point but may not be used in a reckless manner.

VIOLATIONS AND FINES

Meter Violation $15

Failure to display a permit in employee lot
( Employee parking permit holder who forgot permit) $5


**AMERICANS WITH DISABILITIES ACT (ADA)**

**YOUR RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990**

The Americans with Disabilities Act of 1990 (ADA) is a civil rights law created to prohibit discrimination against people on the basis of disability. It covers employment, all services of federal, state, and local governments (including public colleges and universities), privately owned public accommodations, telecommunication, and transportation.

The ADA provides that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of IPFW.

A reasonable accommodation is a modification in policies or practices, and is implemented when the modifications are necessary to avoid discrimination on the basis of disability. If the modifications would fundamentally alter the nature of a university service, program, or activity.

Currently, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

The determination of whether an impairment is a disability is made on a case-by-case basis.

For further information, please contact IPFW’s ADA coordinator. The coordinator office is in Walb Student Union, Room 113, telephone: 260-481-6658 (voice/TTY). IPFW also has a dedicated TTY line 260-481-6657 for accessing all offices of the university.

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**ETHICAL GUIDELINES FOR IPFW INFORMATION TECHNOLOGY (IT) USERS**

IPFW Code of Student Rights, Responsibilities, and Conduct (hereafter, the Code) sets forth general policies and procedures governing the use of university facilities by students. The purpose of these guidelines is to interpret these policies and procedures specifically for students using the university’s computing facilities.

University IT resources are designed to be used in connection with legitimate, university-related purposes. The use of university IT resources to disseminate obscene, pornographic, or libelous materials; to threaten or harass others; or otherwise to engage in activities forbidden by the Code is subject to disciplinary action as specified in the Code.

**INTELLECTUAL PROPERTY RIGHTS AND RESPONSIBILITIES**

Central to an understanding of the rights and responsibilities of student IT users is the notion of intellectual property. In brief, this concept holds that materials stored in electronic form are the property of one or more rightful owners.

Like any other property, electronically stored information, whether data or programs, can be stolen, altered or destroyed, misappropriated, or plagiarized. Such inappropriate activities violate the Code and are subject to disciplinary action as set forth in the Code.

**ACCESS RIGHTS AND RESPONSIBILITIES**

The use of lab, email, Web, and other IT resources should be focused on facilitating individual or small-group interaction; other uses—for example, using computer resources to conduct a commercial enterprise or private business—constitute theft from the university subject to disciplinary action as specified in the Code. Similarly, the introduction of information that interferes with the access or information of others—for example, the introduction of programs of a type commonly called “viruses” or of nonacademic, network-game simulations—is subject to disciplinary action.

Email should not be used for junk mailings. Junk mail, including chain mail, wastes system resources and the time of those who receive it. Neither should email be used to forge a message so as to have it appear to come from another user. All such inappropriate uses of email are subject to disciplinary action, including—but not limited to—loss of email account and/or user’s network account.

Certain university-controlled IT resources are openly available to all students on a first-come, first-served basis; access to other resources is limited—often only by means of posted notices—to students in certain disciplines or specified courses; access to still other resources is carefully controlled by such means as user IDs and passwords. Students are responsible for adhering to the spirit and the letter of these access controls. Violations of access rights can be interpreted under the Code as theft of university services, whether or not those services have been separately billed.

Students are also responsible for ensuring the confidentiality of access rights under their control. For example, release of a
password, whether intentional or inadvertent, invites misuse by others and may be subject to disciplinary action.

GENERAL RIGHTS AND RESPONSIBILITIES

Despite access controls imposed, system failures may occasionally make it possible for students to inappropriately read, use, copy, alter, or delete information stored electronically on a university computer system. Students are responsible for not exploiting such system failures and for reporting them to proper university personnel so that corrective steps can be taken.

The university strives to maintain a quiet, library-like environment in its computer labs in order that lab users can use their time productively with minimal distractions. Proper use of computer resources follows the same standards of common sense and courtesy that govern the use of other public facilities. Improper use violates those standards by infringing upon others’ ability to fulfill their responsibilities.

All inappropriate uses of computing resources should be reported to proper authorities for possible disciplinary action.

REGULATIONS FOR USE OF FACILITIES FOR POLITICAL CAMPAIGN ACTIVITIES

Campus facilities may be used by political candidates and/or their representatives for campaign activities as follows:

A. The political activity and related publicity must be directed at members of the campus community only (e.g., faculty, staff, and students). The activity must not be promoted to the general public. The only exception is a public debate between two or more candidates in a nonpartisan, controlled situation; such a debate is clearly an event of community interest and may be publicized to the general public.

B. The campaign activity must be sponsored by an appropriate campus unit which will be responsible for ensuring that the activity conforms to the policies set forth in this and other university regulations.

C. A standard facility-use charge will be assessed. Failure to pay the facility-use charge promptly may disallow further appearances or activities of the candidate at IPFW.

D. No direct solicitation of funds for political campaigns may occur during, or as part of, any such events.

This regulation does not preclude the right of political candidates, or their representatives, to use public-access sidewalk areas on campus to speak to passersby in efforts to obtain petition signatures, distribute literature, and the like, as long as such activities do not obstruct or disrupt any IPFW activity or create any hazard. Nor does it preclude the use of campus facilities for public-information meetings by political incumbents.

Questions concerning the application of these regulations should be directed to the Physical Plant 260-481-6832 or physplt@ipfw.edu

HIV/AIDS GUIDELINES FOR STUDENTS AND EMPLOYEES

I. GENERAL INFORMATION ABOUT HIV/AIDS

Acquired Immune Deficiency Syndrome (AIDS) is a serious defect in the body’s immune system caused by the Human Immunodeficiency Virus (HIV). This defect renders the carrier susceptible to certain life-threatening infections or malignant processes. Individuals infected with HIV may remain relatively symptom-free for 10 to 15 years. Symptoms of HIV infection include persistent fever, weight loss, chronic vaginal infections, lymph-gland swelling, diarrhea, fatigue, and neurological impairments.

HIV is a transmissible yet fragile agent. Research to date indicates that infection results only from contamination of a person’s bloodstream with infected secretions (blood, semen, vaginal secretions, and breast milk). Transmission may occur during sexual activity, childbirth, breast feeding, the transfusion of contaminated blood products, or the use of contaminated needles. Recommended precautionary measures include use of latex condoms, dental dams, new or sterilized needles, and for healthcare workers, consistent adherence to standard precautions for infection control required by the Centers for Disease Control. There are no known cases of transmission from respiratory droplets (as from coughing and sneezing), saliva, tears, perspiration, food, environmental objects, or insect bites.

Because HIV is transmitted as described above, it does not present a risk in most university activities. Exceptions might include certain laboratory and clinical settings and other special circumstances where contact with blood products is a possibility. Those students and employees who may come in contact with blood products while carrying out their study or work assignments (such as students and faculty in the College of Health and Human Services, police officers, or custodians) must be advised of standard precautions to prevent possible contamination. The environmental health and safety manager is responsible for working with units to identify those activities that may pose a risk and recommending standard precautions regarding HIV and other bloodborne pathogens.

II. CAMPUS GUIDELINES

The rights and individual needs of persons affected by HIV/AIDS are protected by applicable university policies and procedures for students and employees. If employees or students believe their rights have been violated because of their own or others’ HIV status, they should contact the director of human resources or the dean of students, respectively. If individuals wish to appeal any decisions made, they may do so through the applicable grievance procedures for faculty, administrative and professional staff, clerical and service staff, or students. The director of human resources, dean of students, and grievance processes will consider each situation:

• With the highest regard for individual rights and confidentiality to the extent permitted by law;
On an individual basis, utilizing the latest available information from the Indiana State Department of Health, the American College Health Association, and the Centers for Disease Control; and

In consultation with the appropriate medical and legal personnel.

III. HIV TESTING

Individuals desiring free and confidential HIV testing may contact the Fort Wayne Allen County Department of Health/Sexually Transmitted Diseases Clinic (260-449-7504), the AIDS Task Force Inc. (260-481-1144), or the IPFW Center for Healthy Living Campus Clinic (260-481-5748).

IV. ADDITIONAL SOURCES OF INFORMATION AND SUPPORT

All persons diagnosed as having HIV/AIDS are encouraged to be monitored by their primary care provider. Those with HIV/AIDS and any others who desire additional information or who may have concerns related to HIV/AIDS may wish to contact the IPFW Center for Healthy Living Campus Clinic (260-481-5748), director of human resources (260-481-6840), the dean of students (260-481-6601), AIDS Task Force Inc. serving northeast Indiana (260-744-1144), or Fort Wayne Allen County Department of Health (260-449-7504).

CAMPUS POSTING POLICY

For the most up-to-date policy, visit ipfw.edu/campus-posting

RESOURCE FOR ANTI-HARASSMENT POLICY, POLICY ON AMOROUS RELATIONSHIPS, AND PROCEDURES FOR RESOLVING COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing harassment is through education that emphasizes respect for every individual.

The Anti-Harassment Policy, Policy on Amorous Relationships, and Procedures for Resolving Complaints of Discrimination and Harassment for the Purdue University system, of which IPFW is a member institution, are available at purdue.edu/policies/ethics.html. The website includes information for procedures to report and resolve complaints as well as contacts for assistance, information, or reporting.

DRUG AND ALCOHOL POLICY

ALCOHOL IS REALLY A DRUG  Alcohol is the most commonly used intoxicating substance in America. Generally, adults who drink alcoholic beverages do so without experiencing significant problems. However, alcohol abuse is a major problem for 10–15 percent of those who drink. Reduced levels of health and life expectancy are common among alcohol abusers. In addition, an issue of growing concern on college campuses is the relationship of alcohol to violence, especially sexual assault.

A recent study at a Big Ten university found that approximately 80 percent of the men and 70 percent of the women involved in incidents of sexual assault had been drinking when the assault occurred.

A CONVICTION FROM AN ALCOHOL-RELATED OFFENSE MAY AFFECT FUTURE EMPLOYMENT OPPORTUNITIES

In the past several years, convictions for alcohol-related offenses, especially driving offenses, have had a serious, negative impact on the ability of recent graduates to get the jobs they want. Many students convicted of driving while intoxicated have been forced to settle for lower salaries at less prestigious companies. Conviction records for misdemeanors and infractions also may influence one’s ability to be bonded or to enter a licensed profession. Admission to graduate or professional school may also be affected. It is common for credit and other reporting agencies to record such information in their files. In addition, once convicted of driving while intoxicated (or with a 0.08 percent or higher blood alcohol concentration), a person must file proof of financial responsibility (usually insurance) with the state for three years. This means that the insurance company must be notified of a conviction before the driver’s license is returned. It is not unusual for insurance rates to triple after a DWI conviction (Alcohol-Drug Information Center, Indiana University, 1990).

INDIANA STATE LAWS CONCERNING DRINKING

All IPFW students are responsible for complying with local, state, and federal laws regarding alcohol. The following information regarding Indiana law is current as of publication and is not intended to substitute for legal advice. For further information on current alcoholic beverage laws, contact IPFW University Police.

ALCOHOL VIOLATIONS AND PENALTIES

Class C Infraction (up to $500 fine and loss of minor’s driver’s license):

• Misrepresentation of age for the purpose of purchasing alcoholic beverages
• A person 21 or older who encourages, aids, or induces a minor to possess or use an alcoholic beverage

Class C Misdemeanors (imprisonment for up to 60 days and a $500 fine or to enter a licensed profession. Admission to graduate or professional school may also be affected. It is common for credit and other reporting agencies to record such information in their files. In addition, once convicted of driving while intoxicated (or with a 0.08 percent or higher blood alcohol concentration), a person must file proof of financial responsibility (usually insurance) with the state for three years. This means that the insurance company must be notified of a conviction before the driver’s license is returned. It is not unusual for insurance rates to triple after a DWI conviction (Alcohol-Drug Information Center, Indiana University, 1990).

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Class C Misdemeanors (imprisonment for up to 60 days and fine of up to $500):

• Illegal possession of alcohol by a person younger than 21 years of age who knowingly (1) possesses an alcoholic beverage; (2) consumes it; or (3) transports it on a public highway when not accompanied by a parent or legal guardian
• Selling, bartering, exchanging, providing, or furnishing an alcoholic beverage to a minor
It is illegal under both state and federal law [the Controlled Substances Act] to:
• deal [sell], manufacture, distribute, dispense, possess, or use an illegal drug or controlled substance
• encourage, aid, or induce another person to deal, manufacture, distribute, dispense, possess, or use an illegal drug or controlled substance

Penalties for the violations cited above vary depending upon the substance [drug], the quantity of the substance, the number of violations related to the offense, and the schedule of the controlled substance.

For more information about state and federal laws regarding controlled substances, consult “Drugs of Abuse,” a Department of Justice publication. Copies of this document are available for examination at ipfw.edu/dea-drug

IPFW REGULATIONS ON ALCOHOL AND OTHER DRUGS
IPFW regulations prohibit the possession, consumption, distribution, or sale of alcoholic beverages, as defined by state law, on campus including campus housing except as expressly permitted by the Internal Operating Procedures for the Possession, Consumption, Distribution, and Sale of Alcoholic Beverages on the Fort Wayne campus. The use, possession, manufacture, processing, distribution, or sale of any drug or controlled substance except as expressly permitted by law is also prohibited.

VIOLATIONS OF IPFW REGULATIONS AND LOCAL, STATE, OR FEDERAL LAW REGARDING THE USE OF ALCOHOL AND OTHER DRUGS
Any student suspected of being in violation of these regulations may be subject to disciplinary proceedings conducted by the dean of students and/or campus housing staff. Students who are found in violation may be subject to the following disciplinary sanctions: reprimand and warning, disciplinary probation, restitution, participation in a certain program, provision of a certain service, suspension, and expulsion.

NOTE: When appropriate, referral for prosecution under local, state, and federal laws may occur. Indiana state law allows IPFW to investigate and act on any suspicion of violation of local, state, or federal law. IPFW may also investigate and take action in incidents occurring in states other than Indiana.

POSSIBLE HEALTH CONSEQUENCES OF ALCOHOL AND OTHER DRUG USES
Ethyl alcohol is the active drug found in alcoholic beverages. Alcohol has a depressant effect on the body. In addition, at intoxicating doses, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction time. For more information, consult “Drugs of Abuse,” a Department of Justice publication.

WHAT IPFW IS DOING ABOUT ALCOHOL AND OTHER DRUGS
Alcohol and other drug use is fundamentally an issue of individual student choice. IPFW has a Substance Abuse Council whose members are working to address the issues of alcohol and other drugs. In addition, staff members have
represented IPFW on community councils examining these concerns. Confidential services to assist students are available through the Dean of Students office (260-481-6601) and at the following community agencies:

- Alanon
- Alcohol Abuse Deterent Program 260-471-6262
- Alcohol/Drug Help Line (24-hour) 800-662-4357
- Alcoholics Anonymous 260-471-6262
- Catholic Charities 260-422-5625
- Headwaters Counseling 260-744-4326
- Family Care Center 260-493-0055
- Mental Health Association Allen Co. 260-422-6441
- Narcotics Abuse Helpline/Treatment 800-662-4357
- Narcotics Anonymous 260-460-4626
- Park Center Inc. 260-481-2700
- Parkview Behavioral Health 260-373-7500
- Saint Joseph Behavioral Health 260-425-3606
- The Thirteen Step House 260-424-2341

### Controlled Substances — Uses and Effects

<table>
<thead>
<tr>
<th>Category of Drug</th>
<th>Addictive Potential</th>
<th>Possible Effects</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics*</td>
<td>h,m,l</td>
<td>A,B,C,D,E,F,R,S,T,U,V</td>
<td>yes</td>
</tr>
<tr>
<td>Depressants*</td>
<td>h,m,l</td>
<td>F,G,H,R,S,W,X,U,V</td>
<td>yes</td>
</tr>
<tr>
<td>Cannabis*</td>
<td>m,u</td>
<td>A,P,Q,G,BB,CC-DD</td>
<td>yes</td>
</tr>
<tr>
<td>Hallucinogens*</td>
<td>h,u</td>
<td>N,O,AA,DD,V</td>
<td>unknown</td>
</tr>
<tr>
<td>Stimulants*</td>
<td>h,m</td>
<td>I,J,A,K,L,M,Y,Z,N,T,V</td>
<td>yes</td>
</tr>
</tbody>
</table>

*A variety of drugs are represented within each category of controlled substances.

**Key**

- Addictive Potential: h=high; m=moderate; l=low; u=unknown
- Possible Effects: A=euphoria; B=drowsiness; C=respiratory depression; D=constricted pupils; E=nausea; F=slurred speech; G=disorientation; H=drunken behavior without odor of alcohol; I=increased alertness; J=excitation; K=increased pulse rate and blood pressure; L=insomnia; M=loss of appetite; N=illusions and hallucinations; O=poor perception of time and distance; P=relaxed inhibitions; Q=increased appetite; R=slow and shallow breathing; S=clammy skin; T=convulsions; U=coma; V=possible death; W=dilated pupils; X=weak and rapid pulse; Y=agitation; Z= increase in body temperature; AA=longer, more intense "trip" episodes; BB=fatigue; CC=paranoia; DD=possible psychosis


### IPFW Medical Amnesty Practice

#### Mastodon Herds: Helping to Educate and Respond to Drinking Situations

Alcohol and other drug misuse is a concern in higher education. There are situations that arise where an individual may have consumed an unsafe quantity of alcohol or ingested some type of drug that is harmful. Being active participants in a caring community means that we need to encourage the seeking of medical assistance in emergency situations. It is with this philosophy in mind that IPFW wants to reduce barriers in help-seeking behavior by its community of learners.

To induce this behavior, IPFW will, as a practice, waive charging a student with a violation of the Student Rights, Responsibilities, and Conduct if the reporting student calls for emergency assistance (911), stays with the student who is having a potential emergency situation, and complies with emergency officials by being forthright in providing information. It is our hope that this bystander behavior will reduce the likelihood of critical injuries and deaths due to overconsumption of alcohol.

### Tobacco and Smoke-Free Campus Policy

To promote a healthy learning and working environment, effective April 1, 2014, IPFW became entirely tobacco and smoke-free.

The use or sale of any tobacco or smoking-related product, including the use or sale of smokeless tobacco products or electronic cigarettes, is prohibited on property controlled, operated, or leased by the university or in university vehicles, wherever located. Smoking and the use of tobacco products or electronic cigarettes is also prohibited in private vehicles parked on IPFW property.

Limited exceptions to this policy may be approved in writing by the chancellor for specific auxiliary enterprises or for specific research purposes.

This policy applies to all members of the university community, including all faculty, staff, students, and visitors to campus.

Copies of this policy shall be distributed to all faculty, staff, and students and shall be included with information given to new hires and admitted/other new students.

Appropriate signage will be posted and maintained on campus to notify the university community of this policy. Success of this policy is dependent on the compliance and cooperation of all members of our university community.

Violation of this policy is subject to enforcement through:

1) progressive disciplinary action in accordance with established university human resources policies and practices, see ipfw.edu/disciplinary-guidelines

2) disciplinary procedures in accordance with the IPFW Code of Student Rights, Responsibilities, and Conduct; see
GRADE APPEALS POLICY

The grade appeals policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

TIMING OF APPEALS

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the filing of an appeal involving a course or instructor from the member’s department or program. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

STEPS IN THE PROCESS OF A GRADE APPEAL

1. **Course instructor:** The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department or program chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.

2. **College/school/department/program:** If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course, who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the college, school, department, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee. The instructor shall be provided with a written copy of the appeal and the identity of the student who filed the appeal.

3. **Grade Appeals Subcommittee:** If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

COLLEGE/SCHOOL/DEPARTMENT/PROGRAM APPEALS PROCEDURE

Each college, school, department, or program will establish appeals procedures that provide for a committee of three or more faculty members responsible for hearing grade appeals related to courses listed or administered by that college/school/department/program if those appeals have not been satisfactorily resolved between the student and the instructor or informally by the department chair. The procedures established by each college, school, department, or program shall provide for each case to be heard by only one such committee. The procedure shall provide the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor. A copy of each unit’s procedures will be given to the vice chancellor for academic affairs, to the dean of students, and to students upon request.

GRADE APPEALS SUBCOMMITTEE

This subcommittee shall consist of nine members elected from among the Voting Faculty according to procedures specified in the Bylaws of the Senate.

Before hearing the details of a case, the subcommittee will decide by majority vote whether to consider the appeal and will report its decision in writing within 30 calendar days. The basis for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by university employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the college, school, department, or program committee’s recommendation.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member’s department or program. Members should also recuse themselves from cases in which they have potential conflicts.
of interest, personal involvement in the case, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will select the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case.

If the case is to be heard, the hearing will take place within 30 days of the decision to hear the appeal or within 30 days of the start of the fall semester, whichever is applicable. Each member of the panel will vote on whether the appeal is valid and, if so, on what remedy should be provided. If the panel, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the registrar and to the parties listed below. The decision of the panel is binding on all parties and may not be appealed.

REPORTING OF SUBCOMMITTEE AND PANEL DECISIONS

The subcommittee and each panel shall report its findings and actions to the student; the college, school, department, or program from which the appeal came; the instructor; the chair of the student’s department; the dean or director of the student’s college, school, or division; the dean of students; and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee.

IPFW CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

Part I.

Student Rights and Responsibilities

PREAMBLE

IPFW regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of IPFW’s mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons.

In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws, and IPFW rules, regulations, policies, and procedures. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community.

A. INDIVIDUAL RIGHTS AND RESPONSIBILITIES AS CITIZENS

1. Students retain all of their citizenship rights when enrolled at IPFW.

2. Students who violate civil law may incur penalties prescribed by civil authorities. Only where IPFW’s interests as an academic community are distinct from those of the general community should the special authority of IPFW be asserted.

3. Nondiscrimination. IPFW is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. (see purdue.edu/purdue/ca_eou_statement.html)

4. All members of the university community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by harassment.

5. In pursuit of its goal of academic excellence, the university seeks to develop and nurture diversity. The university believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

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

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth by the Purdue University Equal Opportunity, Equal Access, and Affirmative Action policy, which provides specific contractual rights and remedies. Additionally, the university promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program. IPFW is an equal access, equal opportunity, affirmative action university.

6. It is the policy of IPFW to maintain the campus as a place of work and study for faculty, staff, and students, free from all forms of harassment, as defined in Purdue University’s policy on Anti-Harassment (III.C.1) (hereinafter, the “Anti-Harassment Policy”). In providing an educational and work climate that is positive and harassment-free, faculty, staff, and students should be aware that harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. [See Anti-Harassment Policy.] That policy addresses harassment in all forms, including harassment toward individuals for reasons of race, sex, religion, color, age, national origin or ancestry, genetic information, or disability, sexual orientation, gender identity, gender expression, marital status, parental status, or status as a veteran.

7. Academic Freedom and Freedom of Speech. Freedom of thought and expression are the lifeblood of our academic community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the university to promote such behavior in all forms of expression and conduct. The university reaffirms its commitment to freedom of speech as guaranteed by the First Amendment of the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this
B. INDIVIDUAL RIGHTS AND RESPONSIBILITIES AS STUDENTS

1. Degree-seeking students have the responsibility for selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for degrees. IPFW will provide advisors to assist students in academic planning, but students are responsible for being knowledgeable about all academic requirements that must be met before a degree is granted.

2. Students have the right to receive in writing (the terms “in writing” or “written” here and throughout this Code include both printed and electronic communication) accurately and plainly stated information that enables them to understand clearly:
   a. the general qualifications for establishing and maintaining acceptable academic standing within a particular major and at all other levels within IPFW,
   b. the graduation requirements for specific curricula and majors, and
   c. at a minimum, the course objectives, requirements, and grading policies set by individual faculty members for their courses by means of a course syllabus.

3. In the classroom, students have the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed. However, in exercising this freedom, students shall not interfere with the academic process of the class. Students who interfere with the academic process of a class may be directed to leave class for the remainder of the class period. Longer suspensions from a class must be preceded by the personal misconduct procedures set forth in Part III.B of this Code.

4. Students’ course grades shall be based upon academic performance, and not upon opinions or conduct in matters unrelated to academic standards. Students have the right to discuss and review their academic performance with their faculty members. Students who feel that any course grade has been based upon criteria other than academic performance have the right to appeal through the IPFW grade appeals system. [See IPFW Academic Regulations-Grade Appeals.]

5. Students have the right to obtain a clear statement of basic rights, obligations, and responsibilities concerning both academic and personal conduct.

6. Students have the responsibility to become familiar with, uphold, and follow all codes of conduct, including this Code, relevant codes of colleges/schools and departments, professional programs, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internship, or in-service experiences.

7. Students have the right to participate in the formulation of IPFW policies that directly affect them. In exercising this right, students have the right of access to appropriate information, to express their views, and to have their views considered.

8. Students have the privacy rights specified in the IPFW policy on the release of student information. [See IPFW Academic Regulations-Release of Student Information.]

C. RIGHTS AND RESPONSIBILITIES AS PARTICIPANTS IN STUDENT GROUPS, STUDENT ORGANIZATIONS, AND CAMPUS ACTIVITIES

1. Students have the right to form, join, and participate in groups or organizations that promote the common interests of students, including but not limited to groups or organizations that are organized for academic, professional, religious, social, economic, political, recreational, or cultural purposes.

2. Any group of students may petition to become a recognized IPFW student organization in accordance with the established guidelines. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Campus Appeals Board.

3. Any student group recognized as an IPFW student organization shall be entitled to the use of available campus facilities in conformity with IPFW regulations. [See IPFW Regulations Governing the Use and Assignments of University Facilities at the Fort Wayne Campus.] Recognition shall not imply IPFW endorsement of group goals and activities.

4. Any recognized IPFW student organization or any group of students able to secure sponsorship by a recognized student organization and to demonstrate financial responsibility has the right to present speakers of its choice to address members of the IPFW community using appropriate campus facilities. These assemblies shall be subject to regulations necessary to prevent space and time conflicts and to protect the operations of the campus and the safety of persons or property.

5. Freedom of assembly shall be guaranteed to all members of the IPFW community. Such assemblies shall be consistent with IPFW regulations regarding the time, place, and manner of such assemblies.

6. A student, student group, or student organization has the right to distribute written material on campus without prior approval providing such distribution is consistent with appropriate regulations concerning the time, place, and manner of distribution and does not interfere with IPFW activities.

7. Students who publish student publications under IPFW auspices have the right to be free of unlawful censorship. At the same time, students who publish such publications must observe the recognized canons of responsible journalism such as the Sigma Delta Chi Code of Ethics and avoid libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. Editors and managers of The Communicator may not be arbitrarily suspended or removed from their positions because of student, faculty, administrative, or public disapproval of their editorial policies or publications. Student editors and managers may be suspended or removed from their positions.
only for proper cause and by appropriate proceedings conducted by the Board of Directors. All student publications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of IPFW or of the student body.

D. SUMMARY OF RIGHTS AND RESPONSIBILITIES

1. This statement of Student Rights and Responsibilities is a reaffirmation by the entire IPFW community that the constitutional guarantees and the basic principles of fair treatment and respect for the integrity, judgment, and contribution of the individual student, coinciding with each student’s freedom to learn set forth in the foregoing articles, are essential to the proper operation of an institution of higher learning. Accordingly, in the interpretation and enforcement of the policies, procedures, rules, and regulations of IPFW, these student rights shall be preserved and given effect, but they shall not be construed or applied so as to limit the rights guaranteed students under the Constitution of the United States or the Constitution of the State of Indiana.

Except in the case of grade appeals and appeals of Student Housing decisions, which are addressed further below in this paragraph, a complaint by a student or a group of students that the rights described in this Part I have been violated and that the student or group of students has been or will be adversely affected thereby shall be submitted and resolved in accordance with the procedures described in Part IV. In case of grade appeals, the individuals and committees designated in the IPFW grade appeals system shall have final authority to decide the appeal. In the case of an appeal of Student Housing decisions, the individuals and committees designated in the Housing Agreement shall have final authority to decide the appeal. In the case of complaints of discrimination and harassment, the individuals and committees identified in the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment shall have the authority designated in such procedures.

2. If the student has a question as to whether IPFW’s grade appeals procedures, Student Housing procedures, or the student complaint procedures described in Part IV should be used to resolve a complaint, the dean of students shall decide which one set of procedures shall be used after consulting with the unit head of the faculty or staff member with whom the student or group of students has the complaint. Once the appropriate process is identified, the dean of students will explain the time lines associated with the process.

3. The enumeration of these rights and responsibilities shall not be construed to deny or disparage others retained by the student. Nothing contained in the Code of Student Rights, Responsibilities, and Conduct shall be construed as any denial or limitation upon the legal authority or responsibility of the Board of Trustees to establish policies and to make rules and regulations governing the operation of IPFW.

E. DEFINITIONS

1. An IPFW activity is any teaching, research, service, administrative, or other function, proceeding, ceremony, program, or activity conducted by or under the authority of IPFW or with which IPFW has any official connection, whether taking place on or off campus. Included within this definition without limitation are IPFW cooperative education programs, internships, practicums, field experiences, and athletic or other intercollegiate activities.

2. IPFW property means property owned, controlled, used, or occupied by IPFW.

3. A business day means any day other than Saturday, Sunday, and any day on which IPFW is closed, whether by virtue of its being a university holiday or otherwise.

Part II. Student Conduct Subject to University Action

PREAMBLE

Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules, regulations, policies, and procedures of IPFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. IPFW has developed the following general regulations concerning student conduct which are intended to safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may hold a student responsible for his or her behavior, including for academic or personal misconduct.

A. ACADEMIC MISCONDUCT

This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the university or subvert the educational process. At IPFW, specific forms of academic misconduct are defined as follows:

1. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit or hours.

2. Falsifying or fabricating any information or citation in an academic exercise.

3. Helping or attempting to help another in committing acts of academic dishonesty.

4. Adopting or reproducing ideas or statements of another person as one’s own without acknowledgment (plagiarism).

5. Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.

6. Serving as or permitting another student to serve as a substitute (or “ringer”) in taking an exam.

7. Altering of answers or grades on a graded assignment without authorization of the faculty member.

8. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.
9. Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.

In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at IPFW, academic departments should establish a written policy/statement addressing the professional or ethical standards for their discipline, which if developed, must be available to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department’s policy/statement.

**B. PERSONAL MISCONDUCT**

IPFW may find a student responsible for the following acts of personal misconduct that occur on campus property or in connection with an IPFW activity, or when the health, safety, property, or security of the campus may be adversely impacted.

1. Dishonest conduct, including but not limited to false accusation of misconduct; forgery, alteration, or misuse of any IPFW document, record, or identification; and giving to an IPFW official information known to be false.

2. Release of access codes for IPFW computer systems to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.

3. Lewd, indecent, or obscene conduct as defined by law.

4. Disorderly or disruptive conduct that interferes with teaching, research, administration, or other IPFW or IPFW-authorized activity.

5. Failure to comply with the directions of authorized IPFW officials in the performance of their duties, including failure to identify oneself when requested to do so, and violation of the terms of a sanction.

6. Unauthorized entry, use, or occupancy of campus facilities; refusal to vacate a campus facility when directed to do so by an authorized official of IPFW.

7. Unauthorized taking or possession of IPFW property or services; unauthorized taking or possession of the property or services of others, including but not limited to selling or bartering notes/handouts/recordings from academic classes.

8. Intentional action or reckless disregard that results in damage to or destruction of IPFW property or of property belonging to others.

9. Possession of firearms or other weapons; possession or display of any firearm except as authorized by the IPFW police; and intentional possession of a dangerous article or substance as a potential weapon, or of any article or explosive calculated to injure or threaten any person. Public law enforcement officials who are required by their departments to carry their firearms at all times must register with the IPFW police.

10. Acting with violence; and aiding, encouraging, or participating in a riot.

11. Harassment, as defined by the anti-harassment policy. Use of the term “harassment” includes all forms of harassment, including stalking, racial harassment, and sexual harassment as defined more completely by the anti-harassment policy (purdue.edu/ethics/policies/fosteringrespect_accessible.pdf).

12. Hazing, defined as any conduct that subjects another person, whether physically, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

13. Physical abuse of any person or conduct that threatens or endangers the health or safety of another person.

14. Any form of communication that (a) involves a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals or to cause damage to another person’s property, or other conduct which threatens or endangers the health and safety of another person or another person’s property, or (b) that is inherently likely to provoke a violent reaction or incite an immediate breach of the peace in a face-to-face situation.

15. Possession, consumption, distribution, or sale of alcoholic beverages on campus except as expressly permitted by the internal operating procedures for the possession, consumption, distribution, and sale of alcoholic beverages on the Fort Wayne campus.

16. Use, possession, manufacture, processing, distribution, or sale of any drug or controlled substance except as expressly permitted by law. The term “controlled substance” is defined in Indiana statutes, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, hallucinogens, and prescription drugs used without proper authorization.

17. Violations of other published IPFW regulations, policies, procedures, or rules, such as the IPFW Tobacco and Smoke Free Campus Policy.

18. Violation of any IPFW rule governing student organizations, or the use of IPFW property (including the time, place, and manner of meetings or demonstrations on IPFW property), or of any other IPFW rule that is reasonably related to the orderly operation of IPFW.

19. Obstruction or disruption of any IPFW activity or inciting, aiding, or encouraging other persons to engage in such conduct. Obstruction or disruption means any unlawful or objectionable acts or conduct: (1) that seriously threaten the ability of IPFW to maintain its facilities available for performance of its educational activities, or (2) that are in violation of the reasonable rules and standards of IPFW designed to protect the academic community from unlawful
conduct, or (3) that present a serious threat to persons or property of the academic community. Such phrases shall include, without limitation of the foregoing general definition, the unlawful use of force or violence on or within any buildings or grounds owned, used, occupied, or controlled by IPFW; using or occupying any such buildings or grounds in violation of lawful rules, regulations, policies, or procedures of IPFW, or for the purpose or with the effect of denying or interfering with the lawful use thereof by others; and injuring or harming any person or damaging or destroying the property of IPFW or the property of others, within such buildings and grounds.

C. OTHER STUDENT CONDUCT ISSUES

1. Demonstrations. Any individual or group activity or conduct apparently intended to call attention to the participants’ point of view on some issues is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration.

2. Misconduct Subject to Other Penalties. As provided by Indiana statute, misconduct that constitutes a violation of this Code may be sanctioned after determination of responsibility under the procedures herein provided, without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such misconduct also constitutes an offense under Indiana statute, misconduct that constitutes a violation of this Code may be sanctioned after determination of responsibility under the procedures herein provided, without regard to whether such misconduct also constitutes an offense under the criminal laws of any state or of the United States or whether such conduct might result in civil liability of the violator to other persons.

3. Personal Conduct Not on IPFW Property. IPFW may find a student responsible for acts of personal misconduct that are not committed on campus property or in connection with an IPFW activity if the acts distinctly and adversely affect the security of the campus community, the safety of others, or the integrity of the educational process.

Part III. Student Misconduct Procedures

PREAMBLE

IPFW procedures for imposing academic and personal misconduct sanctions are designed to provide students with the guarantees of due process and procedural fairness. Except as provided in Part IV, the procedures hereby established shall be followed in all cases in which IPFW institutes proceedings against students for violations of rules of student conduct set forth in Part II.

A. PROCEDURES FOR ACADEMIC MISCONDUCT

1. The process for investigating complaints of academic misconduct may vary depending upon the situation. An essential component of any misconduct process should incorporate the requirements of due process. As such, a student whose conduct is being reviewed should know the nature of the information presented against them and be able to have a meaningful opportunity to be heard. Therefore, throughout Part III, Section A, of this Code, whenever there is a requirement for the student to have an “opportunity to be heard,” the minimum standard for that meaningful opportunity will include all of the following:

- notice of the nature of the alleged misconduct
- notice of the date, time, location, and general procedure of the review of the allegation
- notice of the potential outcomes of the review
- opportunity to address the information supporting the allegation

2. When a student in a course commits an act of academic misconduct related to that particular course, the faculty member teaching the course has the authority to initiate academic misconduct proceedings against the student in accordance with these procedures.

a. A faculty member who has information that a student enrolled in a course being conducted by the faculty member has committed an act of academic misconduct related to that course is required to hold a conference with the student concerning the matter within 10 business days of discovering the alleged misconduct. The faculty member must advise the student of the alleged act of misconduct and afford the student the opportunity to address the information supporting the allegation. Any action that must be performed by faculty under these procedures may be performed by the faculty chair or next highest administrator if the faculty member is not able to fulfill the requirement within the 10-business day period.

b. If the faculty member finds that the student did commit the act of misconduct as alleged, the faculty member is authorized to impose an appropriate academic sanction related to the particular course involved. An appropriate academic sanction for such misconduct may include, and is limited to, one or more of the following:

1. The student may be given a lower grade than the student would otherwise have received or a failing grade for any assignment, course work, examination, or paper involved in the act of misconduct.

2. The student may be required to repeat the assignment, complete some additional assignment, or resubmit any assignment, course work, examination, or paper involved in the act of misconduct.

3. The student may be given a lower grade than the student would otherwise have received or a failing grade for the course.

c. After imposing an academic sanction, the faculty member is required to report the matter and action taken within 10 business days in writing to the student, the chair of the department in which the
course is offered, the dean/director of the college/school/division in which the course is offered, the chair of the student's department (if different from above), the dean/director of the student's college/school/division (if different from above), and the dean of students.

d. The student has the right to appeal the faculty member's findings and/or sanction through the procedures specified in Part IV of this Code.

e. The chair of the student's department has the authority to initiate additional academic sanctions against the student if the chair concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct.

The chair of the student's department must notify the student in writing within 10 business days of the date of the faculty member's report if additional sanctions are contemplated at the department level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The chair must report any decision to initiate additional sanctions in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the department level may include academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision about additional sanctions through the procedures specified in Part IV of this Code.

f. The dean/director of the student's college/school/division also has the authority to initiate additional academic sanctions against the student if the dean/director concludes, in consultation with the dean of students, that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct. The dean/director must notify the student in writing within 10 business days of the date of the chair's report if additional sanctions are contemplated at the college/school/division level. If additional sanctions are contemplated, the student shall be provided an opportunity to be heard in accordance with the standards articulated in the opening paragraph of Part III, Section A.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean/director's decision about additional sanctions through the procedures specified in Part IV of this Code.

3. When a student is alleged to have committed an act of academic misconduct that is not related to a course in which the student is enrolled, the chair of the student's department has the authority to initiate a review of the allegation.

a. After discovering the alleged academic misconduct, the chair must notify the dean of students and the student in writing within 10 business days if action is contemplated at the department level and provide the student an opportunity to be heard in accordance with the standards articulated in the opening sentence of Part III, Section A.

The chair must report the decision, including any sanctions imposed, in writing to the student, the student's college/school/division dean/director, and the dean of students within 10 business days of the student's opportunity to be heard.

Sanctions imposed at the department level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the department. The student may appeal the chair's decision (including sanctions) through the procedures specified in Part IV of this Code.

b. Similarly, the dean/director of the student's college/school/division has the authority to initiate additional academic sanctions against the student if the dean/director concludes that additional sanctions may be warranted by the nature of the act or because the student has committed previous acts of academic misconduct in accordance with the procedures above.

The dean/director must report any decision to initiate additional sanctions in writing to the student, the chair, and the dean of students within 10 business days of the student's opportunity to be heard.

Additional sanctions imposed at the college/school/division level may include, and are limited to, one or more of the following: academic probation, denial of future admission, or dismissal from the college/school/division. The student may appeal the dean's/director's decision about additional sanctions through the procedures specified in Part IV of this Code.

4. A student may not be placed on disciplinary probation or suspended or expelled from IPFW because of an act of academic misconduct unless the dean of students concludes that such a sanction is justified by the nature of the act or because the student has committed previous acts of misconduct. If the dean of students concludes that additional disciplinary sanctions are warranted, the proceedings will be
governed by the same procedures that apply to acts of personal misconduct (Part III.B).

B. PROCEDURES FOR PERSONAL MISCONDUCT

Any member of the IPFW community may initiate a complaint of student personal misconduct with the dean of students. Misconduct proceedings are initiated by the issuance of a notice of charges and are governed by the following procedures.

1. Notice of Charges

a. A personal misconduct proceeding is initiated by the dean of students by sending a notice to the student who is the subject of the complaint. If proceedings are initiated against a student under the age of 18, the dean is required to make reasonable efforts to assure that the parent(s) or, when appropriate, the legal guardian of the student is notified concerning the proceedings and the nature of the complaint.

b. The notice shall be sent by IPFW email to the student's address as it appears in the official records of IPFW or shall be delivered personally to the student. The notice shall quote the rule claimed to have been violated and shall fairly inform the student of the reported circumstances of the alleged misconduct. The notice shall require the student to appear in the office of the dean of students at a time and on a date specified (which ordinarily will not be earlier than three business days after the emailing of the notice) for a hearing on the alleged violations. A copy of these procedures can be found on the web page: bulletin.ipfw.edu, a link to which will be included in the email or other notice to the student.

c. The notice shall inform the student of the following:

1) The offense the student is alleged to have committed by citing the relevant section of this Code;

2) The date, time, and place of the alleged offense, and other relevant circumstances;

3) The date, time, and place of the hearing to discuss the alleged violation;

4) That the student may have an advisor or other counsel present during the hearing, but with the understanding that such an advisor or counsel is limited to the role of advising the student and that such an advisor or counsel may not participate in presenting the case, questioning the witnesses, or making statements during the hearing;

5) That the student need not answer questions and that a choice to remain silent will not be taken as an admission of responsibility, nor shall it be detrimental to the student's position;

6) That, if the student fails to appear for the hearing, the dean of students may (a) reschedule the conference; (b) dismiss the charges; or (c) if the dean reasonably believes the failure to appear to be inexcusable, impose any of the prescribed sanctions set forth in Part III.B.3 below.

2. Hearing

a. When the student appears as required, the dean of students shall inform the student as fully as possible of the facts concerning the alleged misconduct and of the procedures that follow. The student may, but need not, make responses and explanations.

b. If, after discussion and such further investigation as may be necessary, the dean of students determines that the violation alleged is not supported by the information, the dean shall dismiss the accusation and notify the student.

c. If, after discussion, or if the student fails to appear, the dean of students believes that the violation occurred as alleged, the dean shall so notify the student and shall impose a sanction by means of a written notice. The student, by such notice, shall have the option of accepting or appealing the finding and/or sanction through the procedures specified in Part V of this Code.

d. Both the student and the student’s accuser shall be informed of the outcome of any hearing brought alleging any form of physical violence, threat, or harassment.

3. Personal Misconduct Sanctions

The dean of students is authorized to impose a sanction including, and limited to, one or more of the following:

a. Reprimand and Warning. A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this Code.

b. Disciplinary Probation. A student may be placed on probation for a specified period under conditions specified in writing by the dean of students, with a warning that any violation of the conditions or any further acts of misconduct may result in additional sanctions, including suspension or expulsion from IPFW. As a condition of probation, the student may be required to participate in a specific program, such as an alcohol-education program, or to provide a specific service, such as the repair or restoration of any property damaged or taken by the student.

c. Restitution. A student may be required to pay the cost for the replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion.
d. Participation in a Specific Program. A student may be required to participate in a specific program, such as an alcohol-education program. If the student fails to participate in the program as directed, the student may be subjected to additional sanctions, including suspension or expulsion.

e. Provision of a Specific Service. A student may be required to provide a specific service, such as the repair or restoration of any property damaged or taken by the student. If the student fails to provide the service as directed, the student may be subjected to additional sanctions, including suspension or expulsion.

f. Suspension. A student may be suspended from classes and future enrollment and excluded from participation in all aspects of campus life for a specified period of time.

g. Expulsion. A student may be permanently dismissed from IPFW.

C. SUMMARY ACTION

Summary action by way of temporary suspension and exclusion from IPFW property may be taken against a student without the issuance of a notice of charges and without following the procedures prescribed in Part III.B or Part IV on the following conditions:

• Summary action shall be taken only by the chancellor or the chancellor’s designee, and only after the student shall have been given an opportunity to be heard if such procedure is practical and feasible under the circumstances.

• Summary action shall be taken only if the chancellor or the chancellor’s designee is satisfied that the continued presence of the student on IPFW property threatens imminent harm to any other persons or to the property of IPFW or of others, or to the stability and continuance of normal university functions.

• Whenever summary action is taken under this provision, the procedures provided for in Part III.B for a hearing or the procedures provided for in Part V for appeals shall be expedited so far as possible in order to shorten the period of summary action.

D. TIME LIMITATIONS

Time limitations specified in the preceding sections of this Code may be extended by either the dean of students or the Campus Appeals Board for a reasonable period if an extension is justified by good cause under the totality of the circumstances. The documentation for extending the time limitations must be provided to the student.

E. STATUS DURING CONDUCT PROCEEDINGS

Except where summary action is taken as provided in Part III.C, the status of a student charged with misconduct shall not be affected, pending the final disposition of charges. The effective date of any sanction shall be a date established by the final adjudicating body (dean of students or the Campus Appeals Board). In case of suspension or expulsion, the student shall not be withdrawn any earlier than the date the notice of charges originated or later than the effective date established by the final adjudicating body.

Part IV

Student Complaint Procedures

PREAMBLE.

The following student complaint procedures are designed to ensure that students have an identified and well-understood mechanism for registering and resolving complaints of the types described below.

A. Students having complaints concerning alleged violations of the Anti-Harassment Policy, as referenced in Part I.A.3, Part I.A.4 and Part I.A.6 of the Code, should use the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment.

B. Students having complaints concerning actions or decisions which are claimed to violate other rights recognized in Part I of the Code must first make a reasonable effort to resolve the complaints informally with the faculty/staff member whose action or decision is the basis for the complaint.

1. The effort to resolve the complaint informally with the faculty/staff member must be initiated by the student in a documented manner no later than within 21 calendar days after the action or decision occurred. The documentation only needs to be dated and indicate that the student has made a good faith effort at initiating the conversation with the responsible faculty/staff member. For a complaint to continue to receive consideration under these procedures, the student must initiate each successive step in the process within 21 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 21 calendar days of initiation.

2. If the complaint is not resolved informally between the student and the responsible faculty/ staff member, the student may pursue the complaint informally with the faculty/ staff member’s department head, who shall investigate, mediate, and suggest a resolution.

3. If the complaint remains unresolved after the department head’s attempt to mediate a resolution, the student may continue to pursue the complaint with the head of the next highest administrative level (e.g., the college/school/division dean/director), who shall investigate, mediate, and suggest a resolution.

4. Only after all such remedies have been exhausted may the student petition for a hearing before the Campus Appeals Board. To petition for a hearing before the Campus Appeals Board, the student must file a complaint with the dean of students. The complaint must describe the action or decision claimed to violate one or more of the student rights recognized in Part I of the Code, identify the right(s) claimed to have been violated, and specify the remedy sought. The dean shall direct properly received complaints to the chair of the Campus Appeal Board. The Campus Appeals Board shall
have the authority and duty to reach findings and to convey recommendations to the chancellor of IPFW. If necessary, the chancellor of IPFW may present such recommendations to the university president and Board of Trustees for their consideration.

5. See Part V of the Code for information about the composition of the Campus Appeals Board.

Part V.
Petition for Hearing

PREAMBLE
Students wishing to appeal any decision by a university official or body under the preceding sections of this Code shall use this petition process.

A. TYPES OF APPEALS

The Campus Appeals Board (CAB) may hear the following types of appeals from students: (1) appeals of misconduct findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; (2) appeals of academic misconduct findings imposed by faculty members, department chairs, or academic deans or division directors; (3) appeals of IPSGA Judicial Court rulings; and (4) appeals of faculty/staff decisions claimed to violate student rights recognized in Part I of the Code (per Part IV). Extension to any time limits specified below must be approved by the chair of the board.

B. CAMPUS APPEALS BOARD

1. Composition. The Campus Appeals Board (CAB) shall consist of nine members selected in the following manner: four students appointed by the president of Indiana-Purdue Student Government Association subject to confirmation by the IPSGA Senate; three faculty members elected by the IPSGA Senate; and two administrative staff members appointed by the chancellor, one of whom shall be designated as chair of the Campus Appeals Board. An equal number of alternates from each constituent group shall be appointed at the same time and in the same manner as the regular members. From the members and alternates, the chair shall designate a hearing panel consisting of a minimum of three members including at least one student. A minimum of three panel members including at least one student is required for quorum.

2. Terms of Office. The term of office for student members and their alternates shall be one year, and for the faculty and administrative members, it shall be two years, except that members shall continue to have jurisdiction of any case under consideration at the expiration of their term. The terms of office for all members shall begin at the start of the fall semester. No member shall serve more than two consecutive terms. If any appointing authority fails to make its prescribed appointments to the Campus Appeals Board, or to fill any vacancy on the panel of alternates within seven calendar days after being notified to do so by the chancellor, or if at any time the Campus Appeals Board cannot function because of the refusal of any member or members to serve, the chancellor may make appointments, fill vacancies, or take such other action as deemed necessary to constitute the Campus Appeals Board with a full complement of members.

C. CRITERIA FOR APPEAL

Appeals may only be requested for one or more of the following reasons:

1. Failure to follow an established policy or procedure;
2. The assigned sanction is unduly harsh or arbitrary;
3. New information has become available since the conclusion of the process; or
4. Bias has been exhibited through the process.

The purpose of an appeal shall not be simply to hold a rehearing of the original matter.

D. FILING THE PETITION

Students who wish to request Campus Appeals Board action shall submit a written petition to the dean of students within 10 business days of the date of the sanction letter or within 10 business days of the conclusion of the previous step in the appeal process, as applicable. The dean shall in turn forward properly-filed appeals to the chair of the Campus Appeals Board.

To be properly filed, the appeal must be submitted within the established time limits, identify the action or decision being appealed, name the party whose decision or action is being appealed (sometimes referred to below as the “named party”), and identify one or more of the criteria identified in the Criteria for Appeal set forth above.

E. INVESTIGATION OF APPEALS

Within 10 business days of the chair’s receipt of the appeal, the CAB chair will assign a board member or alternate who is a faculty member or administrator to investigate the appeal and notify the party named that an appeal has been filed. Notification will include a copy of the appeal and the identity of the student who filed the appeal. The party whose action or decision is being appealed will be requested to respond in writing within 10 business days from the date of notification. To protect both the student and the named party, CAB appeals will be treated with the greatest degree of confidentiality possible.

As soon as practicable following appointment, the investigator will interview the student who filed the appeal. The student may have an advisor or legal counsel (at the student’s own expense) present at meetings with the investigator. However, the advisor or counsel may not stand in place of the student or otherwise participate in the investigation process.

Within 10 business days following completion of the interview with the student, the investigator will notify the chair as to whether or not the allegations set forth in the appeal, if substantiated, would support the basis for the appeal
and, if so, whether the action or decision being appealed would constitute a violation of one or more student rights recognized in Part I of the Code. If in such notification the investigator answers these inquiries in the negative, the chair may dismiss the appeal, and the decision shall be final. The chair shall provide the student and named party with written notice of such dismissal. In all other cases, the investigator will conduct a thorough fact-finding investigation, and will meet separately with the student and named party, interview pertinent witnesses, and review relevant documents regarding the appeal. The investigation shall be completed within 10 business days following the assignment of the appeal to the investigator.

Within 10 business days following conclusion of the investigation, the investigator will prepare and deliver a report to the chair, the student filing the appeal, and the named party. The report will include a finding based upon a preponderance of information that the appeal shall be upheld or denied. The “preponderance of information” standard requires that the information supporting the finding is more convincing than the information offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

F. DETERMINATION

Within 10 business days of receipt of the investigator’s report, the chair will convene a meeting of the CAB hearing panel. The student and the named party will be notified of the date, time, and location of the meeting. Prior to the meeting, the student, named party, and panel members shall be furnished with a copy of the investigator’s report and copies of the appeal and response. The student may have an advisor or legal counsel (at the student’s own expense) present at the meeting. However, the advisor or counsel may not stand in place of the student or otherwise participate in the hearing process. At the meeting the panel will be afforded the opportunity to ask questions of the investigator. The student who filed the appeal and the named party will be afforded the opportunity to make a brief statement to the panel, after which the panel members may ask questions. The panel shall meet separately with the student and the named party.

Within 10 business days following the final meeting with the panel, the chair shall render the written recommendation of the hearing panel and include a brief explanation of the recommendation setting forth the findings upon which the recommendation is based. The chair shall furnish copies of the recommendation to the chancellor, the student who filed the appeal, the party whose decision is being appealed, and to others within IPFW with a need to know as determined by the panel. The chancellor shall render a written and final decision within 10 business days of receiving the panel’s recommendation.

Part VI.
Authority, Application, and Amendments

A. AUTHORITY

As provided in the Indiana University-Purdue University Fort Wayne Management and Academic Mission Agreement, “Purdue University shall be responsible for all policies related to student matters. IPFW student rights, responsibilities, and standards of conduct will be established by campus administrators in consultation with the student and faculty government organizations and with the IPFW Community Advisory Council and shall be consistent with the principles established by Purdue and Indiana universities.”

B. APPLICATION

This Code, as from time to time amended, shall apply to all undergraduate and graduate students with either Indiana University or Purdue University affiliation while enrolled at IPFW and shall be deemed a part of the terms and conditions of admission and enrollment at IPFW. In case of any conflict or inconsistencies with any other rules, regulations, directives, or policies now existing, this Code shall govern. They shall be enforced by the chancellor of IPFW.

C. AMENDMENTS

1. In General. This Code, and any amendments hereto, shall remain in effect until rescinded or modified by or under the authority of the Board of Trustees of The Trustees of Purdue University, as exercised by the president of the university under delegated authority from the Board and in consultation with the Community Advisory Council and the chancellor of IPFW. Amendments may be proposed by the Indiana-Purdue Student Government Association, IPFW Senate, IPFW administrative officials, the Community Advisory Council, or the Board of Trustees, and any such proposed amendment shall be submitted to the Indiana-Purdue Student Government Association and IPFW Senate for review and comment before adoption.

2. Amendments to Part I: Student Rights and Responsibilities. Without limiting the generality of the amendment process described in Part VI.C.1 above, the following additional provisions shall apply to amendments to the student rights and responsibilities set forth in Part I. Proposed amendments of such rights and responsibilities may be initiated by the Indiana-Purdue Student Government Association, the IPFW Senate, IPFW administrative officials or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association, the IPFW Senate, and the Community Advisory Council for consideration and recommendation before adoption by or under the authority of the Board of Trustees, as exercised by the president of the university under delegated authority from the Board. In the event such an amendment to the rights and responsibilities set forth in Part I is adopted without approval of the Indiana-Purdue Student Government Association or the IPFW Senate, either of such bodies may withdraw its endorsement of such rights and responsibilities, in whole or in part.
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GET ACTIVE

Ping Pong  Basketball
Walleyball  Dodgeball
Powder Puff  Wiffleball
Racquetball  Disc Golf
Volleyball  Cornhole League
Pickleball  Broomball
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SHOW YOUR PRIDE WITH AN IPFW PLATE!
RIDE with PRIDE and join Mastodon fans who show support by purchasing the IPFW license plate—available to anyone—students, alumni, faculty, and the general public.

- Available online, by mail, or in person (without any special forms) at your local BMV
- $40 annual fee ($15 special plate fee; $25 donation to the IPFW Alumni Association Endowed Scholarship Fund)
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IPFW is an Equal Opportunity/Equal Access University.
Contact your local Indiana Army National Guard Recruiting and Retention NCO today for more info!

Up to 100% College Tuition

With the Montgomery G.I. Bill Selected Reserve (MGIB-SR), you may be eligible to receive up to $12,420 cash to help with your education expenses while attending college full-time or part-time. This money is paid directly to you in monthly increments while you are attending school. If you qualify, you could earn an additional $350 per month with the Montgomery G.I. Bill “Kicker”.

The Student Loan Repayment Program (SLRP) will pay up to $50,000 in student loans to those who have an existing student loan obligation at the time of enlistment in the Army National Guard.

Say goodbye to student debt.

Indiana National Guard
# IPFW Academic Calendar 2016–2017

## Fall Semester, 2016
- Classes Begin: Aug. 22
- Audit to Credit Deadline: Aug. 26
- Regular Credit to Audit Deadline: Aug. 26
- Labor Day Holiday Recess: Sept. 2 (Classes suspended at 4:30 p.m.)
- Classes Resume: Sept. 6
- Pass/Not Pass Deadline: Sept. 19
- Fall Break: Oct. 10–11
- Classes Resume: Oct. 12
- Last Day to Withdraw (for full-term classes): Oct. 28
- Graduation Application Deadline (for spring 2017 graduates): Nov. 1
- Thanksgiving Recess Begins (after last class): Nov. 22
- Classes Resume: Nov. 28
- Last Week of Classes and Final Exams: Dec. 12–18

## Spring Semester, 2017
- Classes Begin: Jan. 9
- Audit to Credit Deadline: Jan. 13
- Regular Credit to Audit Deadline: Jan. 13
- Martin Luther King Jr. Holiday: Jan 16
- Graduation Application Deadline (for summer 2017 graduates): Feb. 1
- Pass/Not Pass Deadline: Feb. 6
- Spring Break: March 6–12
- Classes Resume: March 13
- Last Day to Withdraw (for full-term classes): March 17
- Break (Classes suspended at 4:30 p.m.): April 14
- Classes Resume: April 17
- Last Week of Classes and Final Exams: May 1–7
- Commencement: May 10

## Winter Inter-Session, 2016–2017
- Classes Begin: Dec. 19
- Christmas Recess: Dec. 23–26
- Classes Resume: Dec. 27
- New Year's Recess: Dec. 30–Jan. 2
- Classes Resume: Jan. 3
- Classes and Final Exams End: Jan. 8

## Summer Session I, 2017
- Classes Begin: May 15
- Audit to Credit Deadline: May 17
- Regular Credit to Audit Deadline: May 17
- Pass/Not Pass Deadline: May 26
- Memorial Day Recess Begins: May 26 (Classes suspended at 4:30 p.m.)
- Classes Resume: May 30
- Graduation Application Deadline (for fall 2017 expected graduates): June 1
- Last Day to Withdraw (for six-week classes): June 9
- Classes and Final Exams End: June 23

## Summer Session II, 2017
- Classes Begin: June 26
- Audit to Credit Deadline: June 28
- Regular Credit to Audit Deadline: June 28
- Independence Day Holiday: July 4
- Pass/Not Pass Deadline: July 7
- Last Day to Withdraw (for six-week classes): July 21
- Classes and Final Exams End: Aug. 4

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