

Academic Regulations

Students who enter institutions of higher education agree to know and abide by the rules of their institutions. Listed in this section of the catalog are some of the specific regulations which govern students and academic programs. Other regulations are listed in the Student Handbook which is available to students via the Web at www.calumet.purdue.edu/stuserve/. A complete set of academic regulations is available to student in the Office of the Dean of Students, Lawshe Hall, Room 105.

Academic Advising and Program Requirements

Students are expected to know the requirements for the degree(s) in which they are pursuing. New for the Spring 2010 Registration period, students can view their program requirements on-line by using the new DegreeWorks application. Students can access DegreeWorks from PCSTAR or MyPUC portal.

Within DegreeWorks Students and Advisors can:

- Track progress toward a degree.
- Plan class schedules for future semesters.
- Consider 'What-if' – in terms of changing majors to another program.
- DegreeWorks will show how coursework will be applied.

Students are also expected to meet with their academic advisor periodically in order to ensure continued progress toward their program of student degree requirements.

Academic Calendar

The academic calendar shall consist of two, 16-week semesters and one summer session. Refer to our website at www.calumet.purdue.edu/registrar for exact dates.

Majors and Degree Programs

Students are assigned to an academic advisor based upon their major. Students opting to change their major may do so by completing a Change of Degree Objective form available in the Enrollment Services Center, Lawshe Hall, Room 130.

Registration for Classes

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

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

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

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

Adding Courses

Students may add courses during the first four weeks of the semester by submitting a completed add/drop card to the Office of the Registrar. Only the advisor's signature is required during the first week whereas the signatures of both the academic advisor and instructor of the class being added are required during the second, third, and fourth weeks of the semester.

Dropping Courses

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

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

- Weeks one through three—no grade recorded on academic record
- Weeks four through twelve—W grade recorded on academic record
- After the twelfth week—no withdrawals are allowed

Attendance

Failure to attend does not constitute an official withdrawal from a course.

Students are expected to be present for every meeting of a class in which they are enrolled. At the beginning of each semester, instructors are responsible for clarifying their policy for handling class absences and the impact absences will have in the determination of course grades.

Students with loans making a change in enrollment may revise their financial aid award. The student should notify the Office of Financial Aid immediately if there is a change in enrollment.

Excessive Absence. A student may be administratively withdrawn from a course for excessive absences upon recommendation of the instructor. Grades of W, WN, or WA may be assigned.

Grades

Students must complete all required work for courses by the last scheduled class. The only exception is if the course has been cancelled. At the end of each semester, students will receive a grade from the instructor for each course they enroll in. The grade indicates the student's level of achievement of the objectives of the course. Grades offered at Purdue Calumet are listed below.

For Credit Courses

- A+ / A — highest passing grade
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- D- — lowest passing grade, indicating achievement of the minimum objectives of the course
- E — conditional failure, meaning failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless the record is changed within one semester, by examination or otherwise. In any case, the grade cannot be changed to any other grade but a D.
- F — failure to achieve minimum objectives of the course. The student must repeat the course and complete it satisfactorily in order to establish credit for it.

For courses in the pass/not pass option

- P — passing grade, equivalent to A, B, or C.
- N — not passing

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

- S — satisfactory; meets course objectives.
- U — unsatisfactory; does not meet course objectives.

For incomplete work, credit or noncredit:

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

An instructor may require a recommendation from the Dean of Students or a designee that the circumstances warrant a grade of I. The student must achieve

a permanent grade in the course no later than the twelfth week of the second semester subsequent to the enrollment. If not, the I will become IF.

If the student is not enrolled for a period of three years following the semester in which the incomplete is given, the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work. THIS ACADEMIC REGULATION DOES NOT APPLY TO INCOMPLETES RECEIVED PRIOR TO SUMMER 1999.

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

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

Other

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

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

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

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

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

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

Pass/Not Pass Option

The Pass/Not Pass option provides students with the opportunity to broaden their educational foundations with less concern for the grades they earn. Grades earned under this option are not used in computing scholarship indexes. The option is open to students according to the guidelines established for their majors.

Students may choose this option in any course which does not already appear on the academic record and in which the student is otherwise eligible to enroll for credit with a letter grade. Students choose this option when they register for the course; they cannot change to the pass/not pass option after the fourth week of the semester. The Office of the Registrar will indicate which students have elected this option. A student who enrolls in a course under this option has the same obligation as one who is enrolled for credit with a letter grade.

When instructors report final grades, they report that any student who would have earned a grade of A, B, or C has passed the course, and that any other student has not passed. The Registrar makes an appropriate notation on the student's academic record in place of a letter grade but does not use the course grade in computing scholarship indexes.

In addition to these regulations, the following schools and departments have established their own rules for the types and uses of courses elected under this option.

Communication and Creative Arts, English and Philosophy, Foreign Languages and Literatures, History and Political Science, Behavioral Sciences:

1. Semester classification of three and above.
2. Graduation index of 2.00 and above.
3. Only for courses outside departmental and school requirements for electives. Exception: HTM 301 must be taken pass/not pass for students in the HTM programs.
4. Standard registration procedures must be followed, including regulations, such as add/drop procedures, withdrawal from courses, and so on.
5. Students must indicate upon registering which courses they wish to take

using the pass/not pass option.

6. Students may elect courses given in other schools under the pass/not pass option.
7. Students transferring from another discipline who pass a course required by the major under the pass/not-pass option will be considered, upon transfer, to have satisfied the requirements.

Biological Sciences (except Agriculture), Chemistry and Physics (except Chemical Technology) Mathematics, Computer Science, and Statistics:

1. Semester classification of three and above.
2. Graduation index of 2.50 and above.
3. Students may not use pass/not pass credits for more than 20% of the total credit hours required for graduation.
4. No more than two such courses per year. Courses taken in summer sessions apply to the year preceding the summer session.
5. Only free electives and courses in the humanities and behavioral and social sciences core may be taken under the pass/not pass option. Such courses may be used to satisfy that portion of the core only if they are more advanced than those usually elected at the student's level.

Agriculture:

1. Semester classification of three and above.
2. Graduation index of 2.00 and above.
3. No more than 21 credits of elective courses taken under the pass/not pass option will be used toward graduation.

Construction Science & Organizational Leadership, Engineering Technology, Computer Information Systems and Graphics

1. Students may use the pass/not pass option in any course which does not already appear on the students' academic record, and in which the students are otherwise eligible to enroll for credit with letter grade.
2. Students may not use pass/not pass credits for more than 20% of the total credit hours required for graduation.
3. Students will not be permitted to use the pass/not pass option until the students' advisor agrees that the course is desirable for the students to take, given the students' particular situations.

Education:

1. Semester classification of three and above.
2. Graduation index of 2.00 and above.
3. Students may elect the pass/not pass option only in courses outside departmental and school requirements.
4. Students may elect courses given in other schools of the university under the pass/not pass option.
5. Students transferring from another discipline who pass a course required by the major under the pass/not pass option will be considered, upon transfer, to have satisfied the requirements.

Engineering: Electrical and Computer Engineering or Mechanical Engineering

**This option is available to students only for Humanities/Social Sciences electives.*

Management:

1. Semester classification of four and above. Students with a semester classification of three may select the pass/not pass option under special circumstances only.
2. Students in Management programs may elect the pass/not pass option for no more than two courses. The two courses that may be taken under this option are restricted to free electives in the program.
3. Students on academic probation must complete at least 12 credit hours with letter grades in one semester before taking courses under the pass/not pass option. Students on academic probation for a second consecutive semester may not elect the pass/not pass option until they are removed from probationary status.

Nursing:

***Students may elect the pass/not pass option for elective courses only.*

Center for Student Achievement:

Not available to students in the Center for Student Achievement.

Students in Good Standing

For reports and communications to other institutions and agencies, students are considered in good standing unless they are dismissed, suspended, or academically dropped from the university without being formally readmitted.

Scholastic Indexes

The scholastic standing of all students in programs leading to an undergraduate degree is determined by two indexes.

SEMESTER INDEX. An average determined by weighting each grade received during a semester by the number of credit hours in the course.

GRADUATION INDEX. A weighted average of all the student's grades in all courses accepted by the school in which the student is enrolled, plus all other grades received in courses taken in other curricula properly transferred.

SUBSTITUTION OF GRADES. With the advisor's consent, a student may repeat a course and substitute the most recent grade, unless it is an I.

Semester/Cumulative Grade Point Average Scale Information

Quality points are allocated to each recorded grade according to the following scale:

	B+ = 3.333	C+ = 2.333	D+ = 1.333
A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667

To determine your semester grade point average, you will need to determine the number of total semester points you earned this semester and the total credit hours you had attempted.

Semester Points/Semester Credits Attempted = Semester GPA

Example below:

COURSES	CREDITS	GRADE	POINTS
SOC 100	3	A	3x4=12.0
CHM 115	4	C+	4x2.3=9.2

Sem. Credit Hours = 7 Sem. Grade Points = 21.2

Sem. Grade points/Semester Credits Attempted = Sem. GPA

Example: $21.2 / 7 = 3.03$

To determine your overall grade point average, you will need to determine the number of total grade points you have earned and the total credits you have attempted beginning with your first semester of attendance.

$$\text{Total Grade Points/Total Credits Attempted} = \text{Cumulative GPA}$$

Please note: Instructors have autonomy in determining the grading scale they wish to use for their courses.

MINIMUM GRADUATION INDEX.

Bachelor's Degree: 2.0. Associate Degree: 2.0.

Scholastic Deficiency

A student will be placed on Scholastic Probation if either the semester or graduation index at the end of a regular semester falls below the levels in the following table for academic classification.

Index Level for Probation

Classification	Sem. Index Less than	Graduation Index Less than
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6 and up	1.7	2.0

If a student is already on scholastic probation, the student will be dropped from the university if, at the close of a semester, the graduation index falls below the level in the following table, or if the student receives failing (F) grades in six credit hours or more for the semester.

Index Level for Dropping

Classification	Graduation Index Less than
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8	2.0

Courses with grades of Incomplete (I, PI) are not included in semester index computations for honors and deficiencies. Completion grades for courses with prior Incompletes are included in the graduation index and will affect honors and scholastic deficiency. The above academic regulations apply only during a regular semester. Students cannot earn scholastic honors, be placed on scholastic probation, or be dropped from the university at the end of a summer session.

Readmission Procedure**For Students Who are Academically Dropped for Scholastic Deficiency**

Students who are academically dropped from the Purdue University system may not register or attend classes in any capacity, either for credit or on an audit basis, unless they are readmitted by the Office of the Dean of Students. Students who are academically dropped are eligible for readmission only after they have completed at least one full regular semester (summer session does not count) of non-attendance. Students who have been academically dropped more than once are required to complete at least one calendar year of non-attendance.

READMISSION FEE: Students must pay a \$100 non-refundable readmission fee at the Enrollment Services Center - Student Accounts or at the Satellite Student Accounts Office. Applications and procedures for readmission are available in the Office of the Dean of Students located in Lawshe Hall, Room 105.

For inquiries regarding the readmission process, please call the Office of the Dean of Students at (219) 989-4141; (toll-free from within northwest Indiana and Chicagoland area) at 1-800-HI PURDUE (1-800-447-8738).

Graduation Requirements**For the Bachelor's Degree**

1. Completion of the plan of study for the degree, either by resident course work, examination, or credit accepted from another institution.

Ten Year Rule. The dean of the school which administers the student's major can refuse to accept for graduation credit any course completed 10 or more years ago. Re-entering students will be notified immediately of all such decisions.

Substitution of Courses. The dean of the school which administers the student's major may authorize substitutions for courses for graduation.

Experiential Learning. Experiential learning is a new graduation requirement for students who will be starting Purdue University Calumet in Fall 2008. This is a new approach to teaching; students go beyond theory based learning and explore ways to gain practical knowledge within their program of study. Students will enroll in two experiential learning courses while completing their degree. Experiential learning is offered through undergraduate research, internships, service learning, cooperative education, cultural immersion/study aboard, design project or practicum. Your academic advisor will assist you in selecting an experience that is right for you.

EXCEPTION FOR THE 2008/2009 ACADEMIC YEAR:

Transfer students with no more than two semesters of enrollment remaining

and no more than thirty-two credit hours needed for degree completion are exempt from the experiential learning requirement.

2. **Residency Rule.** At least two semesters of enrollment in and completion of at least 32 credit hours approved and required for the degree, at the 300 (Junior) level or above at Purdue University Calumet. Students are normally expected to complete the senior year in residence. Courses completed by examination will not apply to this rule.

Exception. With the prior approval of the dean of the school which administers the student's major, a student who has at least four semesters of resident study may complete not more than 20 semester hours of the senior year at another approved college or university.

For the purpose of this rule, two summer sessions are considered equivalent to one semester.

3. Graduation Index of 2.00.

Exception. A student who has completed all other requirements for the degree but does not have the minimum Graduation Index may meet the requirement by:

- a. Securing the approval of the dean of the school administering the major, after review of the academic record, permission to register for additional courses. Such a student will not be allowed to take more than 20 credit hours beyond those required for the degree **OR**
- b. Securing in advance the approval of the dean of the school administering the major to register at another approved college or university for not more than nine of the 20 hours.

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

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

4. Registration as a candidate for the degree during the semester or summer session immediately preceding the completion of the degree.
5. In order to document and strengthen the effectiveness of its programs, Purdue Calumet is engaging in a systematic assessment effort. The University expects its students to complete all assessment procedures related to General Education and/or major field as required.

For the Associate Degree

1. Completion of the plan of study for the degree, either by resident course work, examination, or credit accepted from another institution.

Ten Year Rule. The dean of the school which administers the student's major can refuse to accept for graduation credit any course completed 10 or more years ago. Reentering students will be notified immediately of all such decisions.

Substitution of Courses. The dean of the school which administers the student's major may authorize substitutions for courses for graduation.

Residency Rule. At least two semesters of enrollment and completion of at least 32 credit hours at Purdue University Calumet. Students are normally expected to complete the entire second year in residence.

Exception. With the prior approval of the dean of the school which administers the student's major, the student who has at least three semesters of study in residence may complete no more than 16 credits at another approved college or university. For the purpose of this rule, two summer sessions are considered equivalent to one semester.

2. Graduation Index of 2.0

Exception. A student who has completed all other requirements for the degree but does not have the minimum Graduation Index may meet the requirement by securing the approval of the dean of the school administering the major to register for additional courses, after a review of the academic record. Such a student will not be allowed to take more than 10 credit hours beyond those required for the degree. Credit in these additional courses must be earned no later than three years after the date on which all degree requirements were met, except the Graduation Index requirement.

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

3. Registration as a candidate for the degree during the semester or summer session immediately preceding the completion of the degree.
4. In order to document and strengthen the effectiveness of its programs, Purdue Calumet is engaging in a systematic assessment effort. The University expects its students to complete all assessment procedures related to General Education and/or major field as required.

Academic Honors

Dean's List

The Dean's List is Purdue University Calumet's way of recognizing undergraduate students for outstanding scholastic achievement. Each semester, the Dean's List honors undergraduate students who have at least 12 credit hours in the graduation index with a graduation index of at least 3.5, and have at least six credit hours in the semester index with a semester index of at least 3.0.

Semester Honors

Semester Honors recognize undergraduate students who:

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

Students whose names are placed on the Dean's List shall be entitled to the following special privileges during the semester following the designation of distinction:

1. may be assigned to more than 18 credit hours upon request;
2. with the instructor's permission, a full-time Dean's List student may audit one class without assessment or additional fee

It would be possible to earn both Dean's List and Semester Honors standing if the student has a really outstanding semester.

Note: Pass/no-pass grades and credits do not count in hours totals for either category of honors.

Degrees Awarded

Graduation with Distinction

1. A candidate for the baccalaureate degree with distinction must have a minimum of 65 hours of credit earned at Purdue University included in the computation of the graduation index. A candidate for an associate degree with distinction must have a minimum of 35 hours of credit earned at Purdue University included in the computation of the graduation index.
2. The minimum graduation index for graduation with distinction in each school shall be no less than the 90th percentile of the graduation indexes of the graduates in each school, for the spring semester, provided that the index is at least 3.30. The minimum graduation index so determined in the spring for each school shall be applied for graduation with distinction for the subsequent summer session and fall semester.
3. Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes shall be designated as graduating with highest distinction, irrespective of the schools from which they graduate. The three-tenths of the spring associate degree graduates having the highest graduation indexes will be designated as graduating with highest distinction. The minimum graduation indexes so determined for graduation with highest distinction shall be applied for graduation with highest distinction for the subsequent summer session and fall semester.

Commencement Schedule

Purdue University Calumet conducts two commencement ceremonies each year. The May commencement ceremony is for students who have completed all graduation requirements by the end of the Spring semester. The December commencement ceremony is for students who have completed all graduation

requirements by the end of the Summer session and for students who will meet their requirements at the end of the Fall semester. For more information about the commencement schedule, please contact the Office of the Registrar.

General Education

Purdue University Calumet strongly believes that it is in the best interest of its students to include a General Education component in all of its academic programs. The faculty, via their governing body, defines general education as, that part of the academic program which assists the student's development as a person and citizen and complements the student's professional education. The four goals of General Education at Purdue University Calumet are:

1. To develop and enhance basic academic skills
2. To provide important general knowledge
3. To develop the critical skills needed in assessing the ethical, aesthetic, and practical consequences of actions, and
4. To integrate these skills and areas of knowledge so as to promote life-long learning.

To achieve these goals, the faculty have adopted a set of eight basic general education requirements. These are:

1. English composition—6 credit hours. Three credits are required in composition and additional three credit hours are required in a writing intensive course.
2. Natural Science—3 credit hours from a natural science laboratory course in physics, biology, chemistry, geo-science, or an appropriate interdisciplinary natural science laboratory course.
3. Mathematics or Statistics—3 credit hours in a collegiate level mathematics or statistics course.
4. Humanities—3 credit hours chosen from the humanities (literature, history, philosophy, foreign languages, art, music, theater, or an appropriate interdisciplinary humanities course)
5. Social Sciences—3 credit hours chosen from the social sciences (anthropology, psychology, sociology, political science, economics, or an appropriate interdisciplinary course)
6. Speech Communication—3 credit hours
7. Computer Utilization—Departments have identified appropriate course(s) to enable their students to develop computer utilization skills relevant to their major.
8. Wellness Education and Technology—The University, as part of the general education experience, offers students the resources and information necessary to facilitate wellness and the opportunity to develop a discipline-relevant understanding of the interface between technology and society.
9. Freshman Experience Course—1 to 3 credit hours of all entering freshman and transfer student with less than 60 credit hours.

Each academic program has identified specific courses or experiences to meet the general education requirements. These are the minimum general education requirements at Purdue University Calumet. Most programs have additional general education requirements, specific to that degree.

A complete copy of the Purdue University Calumet General Education philosophy statement, goals and objectives is available in the Office of the Vice Chancellor for Academic Affairs. A list of specific departmental requirements is available in the appropriate Academic Department or School office or from one's academic advisor.

Outcome Assessment

As part of its continuing effort to improve itself and its academic programs, Purdue University Calumet engages in a periodic outcomes assessment for the entire university, including all academic areas. In brief, the student outcomes assessment program states what students should be learning or achieving at Purdue University Calumet, and gathers data to determine whether students appear to be achieving these objectives. Faculty and staff use these data to make both academic and non-academic program improvements. The entire academic outcomes assessment program itself is continuously reviewed by the Academic Assessment Policy Advisory Committee which reports directly to the Chancellor of Purdue University Calumet.

The worth of this effort to Purdue University Calumet and its students is so great that the University has stated as a requirement for graduation that it expects its students to complete all appropriate assessment procedures related to general education and/or their major field.