

Getting to Graduation!



**STUDENT HANDBOOK
AND PLANNER**



2010-2011

Indiana University–Purdue University Fort Wayne



**WE SELL
EVERYTHING**



**THE TEST
ANSWERS**



The Follett I.P.F.W. Bookstore has the most used textbooks, all the supplies you need, and a full collection of Mastodon apparel and gifts.

Visit us in-store or online at www.ipfw.bkstr.com



INDIANA UNIVERSITY
PURDUE UNIVERSITY FORT WAYNE

**FOLLETT'S
BOOKSTORE**

Kettler Hall • Phone:(260)483-6100

SUBWAY
eat fresh.TM



On campus to serve you
in **Kettler Hall.**

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.

Framework for the IPFW Baccalaureate Degree

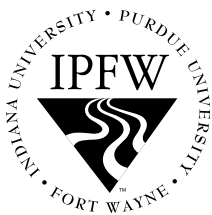
Students who earn a baccalaureate degree at IPFW will be able to apply their knowledge to the needs of an increasingly diverse, complex, and dynamic world.

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.



Philosophy of the First Year at Indiana University–Purdue University Fort Wayne

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 communicate with others. With respect to 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 program of: a) rigorous and challenging academic experiences, b) co-curricular activities that augment ability and achievement, and c) extra-curricular activities designed to enrich the overall educational experience. 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 50 hours of study.

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!

IPFW Alma Mater

From St. Joseph's peaceful waters

To the arbored fields beyond,

Alma mater's sons and daughters

Hold memories so fond.

Like a river's flow enduring

And our future's hope assuring,

So Indiana and Purdue

Combine a vision true.

Indiana Purdue Fort Wayne

Oh blue and white,

Our hearts unite

to hold in sight

a future bold and bright.

Alma mater, our guide you remain.

Oh white and blue,

For strength anew,

And hopes come true.

We thank and honor you.

Dear Students,

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 while 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 IPFW policies and describes your rights and responsibilities as a student. The academic calendar, athletic events and other programs that were scheduled at the time of publication are listed in the planner. Please check the bulletin boards, the Communicator, campus fliers, and the University event calendar at <http://events.ipfw.edu/> 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*



Academic Calendar.....	3
Calendar Planner.....	4
Campus Services A to Z.....	131
Student Organizations.....	146
IPFW Policies and Code of Student Rights, Responsibilities, and Conduct.....	148
Map.....	180
Index.....	182
Campus Contacts.....	184

Table of Contents

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.

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 finally 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.
- The **Judicial Branch**, comprised of Judicial Court justices appointed by the student body president, is are 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 the students’ rights and ideals.” 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 afore mentioned 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 Union 225, 260-481-6586, stugovt@ipfw.edu

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

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

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

Nikita Mathews
Student Body
Vice-President
of Programming
260-481-6590
stuvvpsp@ipfw.edu

ACADEMIC CALENDAR FOR 2010-11

FALL SEMESTER, 2010

<i>Mar. 22-Aug.29</i>	Online and Campus Registration
<i>Aug. 5</i>	Payment Deadline (early registrants)
<i>Aug. 16-19</i>	Final Advising and Registration for Fall Semester
<i>Aug. 23</i>	Classes Begin
<i>Aug. 23-27</i>	Late Registration and Drop/Add
<i>Aug. 27</i>	Final Payment Deadline (late registrants)
<i>Aug. 27</i>	Weekend Classes Begin
<i>Aug. 29</i>	Last Day for Full Refund (for full-term classes)
<i>Sept. 3 at 4:30 p.m.</i>	Labor Day Recess Begins
<i>Sept. 7</i>	Classes Resume
<i>Sept. 20</i>	Pass/Not Pass and Audit-to-Credit Deadline
<i>Oct. 11-12</i>	Fall Recess
<i>Oct. 13</i>	Classes Resume
<i>Oct. 29</i>	Credit-to-Audit Deadline
<i>Oct. 29</i>	Last Day to Withdraw from Classes (for full-term classes)
<i>Nov. 23 after last class</i>	Thanksgiving Recess Begins
<i>Nov. 29</i>	Classes Resume
<i>Dec. 13-19</i>	Last Week of Classes and Final Exams
<i>Dec. 19</i>	Classes and Final Exams End

WINTER INTER-SESSION, 2010-2011

<i>Dec. 20</i>	Classes Begin
<i>Dec. 23-24</i>	Christmas Holiday
<i>Dec. 27</i>	Classes Resume
<i>Dec. 30-Jan. 2</i>	New Year's Holiday
<i>Jan. 3</i>	Classes Resume
<i>Jan. 9</i>	Classes and Final Exams End

SPRING SEMESTER, 2011

<i>Oct. 18-Nov. 19</i>	Priority Advising and Registration
<i>Oct. 18-Jan. 16</i>	Online and Campus Registration
<i>Dec. 16</i>	Payment Deadline (early registrants)
<i>Jan. 3-6</i>	Final Advising and and Registration
<i>Jan. 10</i>	Classes Begin
<i>Jan. 10-14</i>	Late Registration and Drop/Add
<i>Jan. 14</i>	Final Spring Payment Deadline
<i>Jan. 14</i>	Weekend College Classes Begin at 4:30 p.m.
<i>Jan. 16</i>	Last Day for Full Refund (for 16-week classes)
<i>Jan. 17</i>	Martin Luther King Jr. Holiday
<i>Feb. 7</i>	Pass/Not Pass and Audit-to-Credit Deadline
<i>March 7-13</i>	Spring Recess
<i>March 14</i>	Classes Resume
<i>March 18</i>	Credit-to-Audit Deadline
<i>March 18</i>	Last Day to Withdraw (for 16-week classes)
<i>April 22 at 4:30 p.m.</i>	Classes Suspended
<i>April 25</i>	Classes Resume
<i>May 2-8</i>	Last Week of Classes and Final Exams
<i>May 8</i>	End of Spring Semester
<i>May 11</i>	Commencement

SUMMER SEMESTER, 2011

<i>May 16</i>	Summer Session 1 Classes Begin
<i>May 27 at 4:30 p.m.</i>	Memorial Day Holiday
<i>May 31</i>	Classes Resume
<i>June 24 at 4:30 p.m.</i>	Summer Session I Classes and Final Exams End
<i>June 27</i>	Summer Session II Classes Begin
<i>July 1 at 4:30 p.m.</i>	Independence Day Holiday
<i>July 5</i>	Classes Resume
<i>Aug. 5</i>	Summer Session II Classes and Final Exams End

Tips for Success: Goal Setting

- ▼ Set goals before the beginning of each semester.
- ▼ Make a habit of setting academic, personal, and professional goals.
- ▼ Set short-term and long-term goals.
- ▼ Adjust your goals as your needs and interests change.
- ▼ Remember that you are in charge of accomplishing your own goals.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
4 • Independence Day Holiday	5 • Independence Day Holiday	6 • Classes Resume
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
11	12	13
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
18	19	20
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
25	26	27
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1

2

• Independence Day
Holiday
Begins 4:30 p.m.

3

• Independence Day
Holiday

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

7

8

9

10

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

14

15

16

17

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

21

22

23

24

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

28

29

30

31

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

August 2010

Tips for Success: Finances

- ▼ Take the time to set a personal budget that fits within your means and stick to it.
- ▼ Look into each and every option for financial assistance as you see fit.
- ▼ Check your e-statements regularly.
- ▼ Be aware of all due dates and make payments early or at least on time. Many people don't realize that late payments will damage their credit and incur penalties.
- ▼ Set goals to take control of your finances and stick to them.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
1	2	3
<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>
8	9	10
<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>
15	16	17
<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>
22	23 <i>• Classes begin</i>	24
<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>	<i>• Online and Campus Registration</i>
29	30	31
<i>• Online and Campus Registration</i>		

MONTHLY GOALS / LONG RANGE PLANNING



W

4

• Online and Campus
Registration

11 • Ramadan Begins

• Online and Campus
Registration

18

• Online and Campus
Registration

25

• Online and Campus
Registration

T

5

• Payment Deadline
(early registrants)

• Online and Campus
Registration

12

• Online and Campus
Registration

19

• Online and Campus
Registration

26

• Online and Campus
Registration

F

6

• Online and Campus
Registration

13

• Online and Campus
Registration

20

• Online and Campus
Registration

27

• Online and Campus
Registration

S

7

• Online and Campus
Registration

14

• Online and Campus
Registration

21

• Online and Campus
Registration

28

• Online and Campus
Registration

July/August 2010

*We don't stop laughing because we grow old
—we grow old because we stop laughing.*
—Michael Pritchard

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	5	8	9	10	8	9	10	11	12	13	14
11	12	13	12	15	16	17	15	16	17	18	19	20	21
18	19	20	19	22	23	24	22	23	24	25	26	27	28
25	26	27	26	29	30	31	29	30	31				

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

25 JULY

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

26 JULY *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

27 JULY *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

28 JULY

Priorities:

THURSDAY

29 JULY

Priorities:

FRIDAY

30 JULY

Priorities:

SATURDAY

31 JULY



August 2010

*Nothing ventured, something lost.
—Neale Clapp*

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
					3	4
					5	6
					7	8
					9	10
					11	12
					13	14
					15	16
					17	18
					19	20
					21	22
					23	24
					25	26
					27	28
					29	30

WEEKLY GOALS

ACADEMIC



PERSONAL

**SUNDAY****1** AUG.**MONDAY****2** AUG.*Priorities:***TUESDAY****3** AUG.*Priorities:*

WEDNESDAY

4 AUG.

Priorities:

THURSDAY

5 AUG.

Priorities:

• *Payment Deadline (early registrants)*

FRIDAY

6 AUG.

Priorities:

• *Summer II Classes and Exams End*

SATURDAY

7 AUG.

August 2010

The most important thing in communication is hearing what isn't being said.

—Author Unknown

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

8 AUG.

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

9 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

10 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

11 AUG.

Priorities:

• Women's Soccer, 7 p.m.

THURSDAY

12 AUG.

Priorities:

FRIDAY

13 AUG.

Priorities:

SATURDAY

14 AUG.

August 2010

*The real art of conversation is not only to say the right thing at the right place,
but to leave unsaid the wrong thing at the tempting moment.*

—Dorothy Nevill

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

WEEKLY GOALS

ACADEMIC	PERSONAL
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SUNDAY

15 AUG.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

16 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

17 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

18 AUG.

Priorities:

THURSDAY

19 AUG.

Priorities:

FRIDAY

20 AUG.

Priorities:

SATURDAY

21 AUG.



August 2010

Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.
 —Harriet Tubman

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

22 AUG.

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

23 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- *Classes Begin*
- *Welcome Back Week*

TUESDAY

24 AUG. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- *Welcome Back Week*

WEDNESDAY

25 AUG.

Priorities:

• Welcome Back Week

THURSDAY

26 AUG.

Priorities:

• Welcome Back Week

FRIDAY

27 AUG.

Priorities:

• Welcome Back Week

• Final Payment Deadline (late registrants)

• Women's Soccer, 7 p.m. • Men's Soccer, 9 p.m.

SATURDAY

28 AUG.

September 2010

Tips for Success: Education

- ▼ Recognize the importance of holistic education.
- ▼ Read—keep current.
- ▼ Value your education.
- ▼ Look at every experience as a learning experience.
- ▼ Know that it is okay to not know everything.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
5	6 • <i>Labor Day</i>	7 • <i>Classes Resume</i>
12	13	14
19	20	21
26	27	28

MONTHLY GOALS / LONG RANGE PLANNING



W

1

T

2

F

3

• Classes suspended
at 4:30 p.m.
(Labor Day Recess)

S

4

8

9

• Rosh Hashanah

10

11

15

16

17

18

• Yom Kippur

22

23

24

25

29

30

August/September 2010

Most folks are about as happy as they make up their minds to be.
—Abraham Lincoln

AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

29 AUG.

- Last Day for Full Refund (for full-term classes)
- Women's Soccer, 1 p.m.
- Men's Soccer

MONDAY

30 AUG.

Priorities:

TUESDAY

31 AUG.

Priorities:

WEDNESDAY

1 SEPT.

Priorities:

THURSDAY

2 SEPT.

Priorities:

FRIDAY

3 SEPT.

Priorities:

- Women's Soccer, 7 p.m.
- Classes suspended 4:30 p.m. - Labor Day recess

SATURDAY

4 SEPT.

September 2010

*Stumbling is not falling.
—Malcolm X*

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

5 SEPT.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• *Women's Soccer, 1 p.m.*

MONDAY

6 SEPT.

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

7 SEPT.

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• *Classes resume*

• *Student Organization Fair, 12–4 p.m., Alumni Plaza*

WEDNESDAY

8 SEPT.

Priorities:

- Student Organization Fair, 11 a.m.–3 p.m., Alumni Plaza
- Leadership 101, Walb Union 114/116

THURSDAY

9 SEPT.

Priorities:

FRIDAY

10 SEPT.

Priorities:

- Women's Volleyball, 7 p.m.
- Men's Soccer, 7 p.m.

SATURDAY

11 SEPT.

September 2010

*Think of all the beauty still left around you and be happy.
—Anne Frank*

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

12 SEPT.

MONDAY

13 SEPT.

Priorities:

- Student Organization Officer Training, Walb Union

TUESDAY

14 SEPT.

Priorities:

- Men's Soccer, 5:30 p.m.
- Women's Volleyball, 7 p.m.
- Student Organization Officer Training, Walb Union

WEDNESDAY

15^{SEPT.}

Priorities:

- Degree Possible Kickoff, Walb Ballroom
- Student Organization Officer Training, Walb Union
- Leadership 102, Walb Union G21

THURSDAY

16^{SEPT.}

Priorities:

- Student Organization Officer Training, Walb Union

FRIDAY

17^{SEPT.}

Priorities:

- Women's Soccer, 7 p.m.
- Student Organization Officer Training, Walb Union

SATURDAY

18^{SEPT.}

September 2010

You will recognize your own path when you come upon it because you will suddenly have all the energy and imagination you will ever need.

—Jerry Gillies

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

19 SEPT.

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

20 SEPT. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- Pass/Not Pass and Audit-to-Credit Deadline
- Career Services Job Fair Prep Session, 10 a.m.—4 p.m., KT 109

TUESDAY

21 SEPT. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- Career Services Job Fair Prep Session, 10 a.m.—4 p.m., KT 109

WEDNESDAY

22^{SEPT.}

Priorities:

- Leadership 101, Walb Union G21

THURSDAY

23^{SEPT.}

Priorities:

- Career Services Career & Internship Fair, 10 a.m.–2 p.m., Walb Ballroom

FRIDAY

24^{SEPT.}

Priorities:

- Women's Volleyball, 7 p.m.
- Men's Soccer, 7 p.m.

SATURDAY

25^{SEPT.}

- Women's Volleyball, 7 p.m.

October 2010

Tips for Success: Motivation

- ▼ Take time to identify what motivates you.
- ▼ Set priorities—complete the most challenging tasks first.
- ▼ Focus on success.
- ▼ Allow yourself to make mistakes and learn from them.
- ▼ Set and maintain a positive attitude and outlook.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
3	4	5
10	11 • Fall Recess • Columbus Day	12 • Fall Recess
17	18	19
	• Online and Campus Registration	• Online and Campus Registration
24 • Online and Campus Registration	25	26
• Halloween • Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
31		

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1

2

6

7

8

9

13

• Classes Resume

14

15

16

20

21

22

23

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

27

28

29

30

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

September/October 2010

Nothing great was ever achieved without enthusiasm.
- Ralph Waldo Emerson

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS

ACADEMIC ✓	PERSONAL ✓

SUNDAY

26 SEPT.

.....

.....

.....

.....

.....

MONDAY

27 SEPT. Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

• Campus Connection Week

TUESDAY

28 SEPT. Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

• Campus Connection Week

WEDNESDAY

29 SEPT.

Priorities:

- Career Services Majors Fair, 11 a.m.–1:30 p.m., Walb Ballroom
- Leadership 101, Walb Union G08 • Leadership 102, Walb Union G21
- Campus Connection Week

THURSDAY

30 SEPT.

Priorities:

- Campus Connection Week

FRIDAY

1 OCT.

Priorities:

- Women's Soccer
- Campus Connection Week

SATURDAY

2 OCT.

October 2010

*Thoughts are but dreams till their effects be tried.
—William Shakespeare*

OCTOBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

3 OCT.

- Women's Soccer
- Men's Soccer, 11 a.m.

MONDAY

4 OCT.

Priorities:

TUESDAY

5 OCT.

Priorities:

- Honors Convocation

WEDNESDAY

6 OCT.

Priorities:

- Degree Possible Workshop, Walb Union G8
- Men's Soccer, 7 p.m.
- Leadership 101, Walb Union 114/116
- Leadership 102, Walb Union G21

THURSDAY

7 OCT.

Priorities:

- IPFW Mental Health Day, 9a.m.-3 p.m., Walb Union

FRIDAY

8 OCT.

Priorities:

- Women's Volleyball, 7 p.m.
- The 25th Annual Putnam County Spelling Bee, 8 p.m., Williams Theatre

SATURDAY

9 OCT.

- Women's Volleyball, 7 p.m.
- The 25th Annual Putnam County Spelling Bee, 8 p.m., Williams Theatre

October 2010

"Each problem that I solved became a rule which served afterwards to solve other problems."

—Rene Descartes

OCTOBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

10^{OCT.}

• The 25th Annual Putnam County Spelling Bee, 2 p.m., Williams Theatre

MONDAY

11^{OCT.}

Priorities:

• Fall Recess

TUESDAY

12^{OCT.}

Priorities:

• Fall Recess

WEDNESDAY

13^{OCT.}

Priorities:

- *Classes Resume*

THURSDAY

14^{OCT.}

Priorities:

- *The 25th Annual Putnam County Spelling Bee, 8 p.m., Williams Theatre*

FRIDAY

15^{OCT.}

Priorities:

- *Women's Volleyball, 7 p.m.*
- *Men's Soccer, 7 p.m.*
- *The 25th Annual Putnam County Spelling Bee, 8 p.m., Williams Theatre*
- *Camp Mack Student Leadership Retreat*

SATURDAY

16^{OCT.}

- *Women's Soccer*
- *Women's Volleyball, 7 p.m.*
- *The 25th Annual Putnam County Spelling Bee, 8 p.m., Williams Theatre*
- *Camp Mack Student Leadership Retreat*

October 2010

Nothing great in the world has ever been accomplished without passion.
 —G. W. F. Hegel

OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

17 OCT.

.....

.....

.....

- National Collegiate Alcohol Awareness Week
- The 25th Annual Putnam County Spelling Bee, 2 p.m., Williams Theatre

MONDAY

18 OCT. Priorities:

.....

.....

.....

.....

- National Collegiate Alcohol Awareness Week

TUESDAY

19 OCT. Priorities:

.....

.....

.....

.....

- National Collegiate Alcohol Awareness Week

WEDNESDAY

20 OCT.

Priorities:

- Leadership 101, Walb Union 114/116
- National Collegiate Alcohol Awareness Week

THURSDAY

21 OCT.

Priorities:

- National Collegiate Alcohol Awareness Week

FRIDAY

22 OCT.

Priorities:

- Women's Soccer
- National Collegiate Alcohol Awareness Week

SATURDAY

23 OCT.

- National Collegiate Alcohol Awareness Week



October 2010

Happiness depends upon ourselves.
—Aristotle

OCTOBER							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	30					
31														

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

24^{OCT.}

• Women's Soccer

MONDAY

25^{OCT.}

Priorities:

TUESDAY

26^{OCT.}

Priorities:

WEDNESDAY

27 OCT.

Priorities:

- Leadership 101, Walb Union 114/116
- Leadership 102, Walb Union G21

THURSDAY

28 OCT.

Priorities:

FRIDAY

29 OCT.

Priorities:

- Last Day to Withdraw from Classes (for full-term classes)
- Credit-to-Audit Deadline

SATURDAY

30 OCT.

November 2010

Tips for Success: Professionalism

- ▼ Start tracking early. Even if you are not sure how to format your résumé, you can still have a working list that you can use.
- ▼ Get involved.
- ▼ Ask yourself what types of experiences may help you professionally, and work toward them.
- ▼ Challenge yourself to step outside your comfort zone; it could help you in the long run.
- ▼ Make connections with other students, staff, faculty, administration, and community members; look for internships and other similar opportunities to help you gain experience and exposure.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
	1	2 • Election Day
	• Online and Campus Registration	• Online and Campus Registration
7 • Daylight Savings Time Ends	8	9
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
14	15	16
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
21	22	23 • Thanksgiving Holiday Begins after Last Class
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
28	29 • Classes Resume	30
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration



W

3

• *Online and Campus
Registration*

T

4

• *Online and Campus
Registration*

F

5

• *Online and Campus
Registration*

S

6

• *Online and Campus
Registration*

10

• *Online and Campus
Registration*

11

• *Veterans Day*

• *Online and Campus
Registration*

12

• *Online and Campus
Registration*

13

• *Online and Campus
Registration*

17

• *Online and Campus
Registration*

18

• *Online and Campus
Registration*

19

• *Online and Campus
Registration*

20

• *Online and Campus
Registration*

24

• *Online and Campus
Registration*

25

Thanksgiving Day

• *Online and Campus
Registration*

26

• *Online and Campus
Registration*

27

• *Online and Campus
Registration*

October/November 2010

Education must provide the opportunities for self-fulfillment; it can at best provide a rich and challenging environment for the individual to explore, in his own way. —Noam Chomsky

OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

31

OCT

MONDAY

1

NOV

Priorities:

• Career Development Month

TUESDAY

2

NOV

Priorities:

• Career Development Month

WEDNESDAY

3 NOV.

Priorities:

- Degree Possible Workshop, Walb Union 114-116
- Leadership 102, Walb Union G21
- Career Development Month

THURSDAY

4 NOV.

Priorities:

- IPFW Diabetes Day, 10 a.m.-2 p.m., Kettler Hall
- Career Development Month

FRIDAY

5 NOV.

Priorities:

- Women's Volleyball, 7 p.m.
- Career Development Month

SATURDAY

6 NOV.

- Women's Volleyball, 7 p.m.
- Men's Basketball
- Men's Soccer
- Career Development Month

November 2010

*To know you have enough is to be rich.
—Toa Te Ching*

OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

7 NOV

• Career Development Month

MONDAY

8 NOV

Priorities:

• Career Development Month

TUESDAY

9 NOV

Priorities:

• Career Development Month

WEDNESDAY

10^{NOV.}

Priorities:

- Leadership 102, Walb Union G21

- Career Development Month

THURSDAY

11^{NOV.}

Priorities:

- Career Development Month

FRIDAY

12^{NOV.}

Priorities:

- Purely Dance 2010, 8 p.m., Studio Theatre

- Career Development Month

SATURDAY

13^{NOV.}

- Purely Dance 2010, 8 p.m., Studio Theatre

- Career Development Month

November 2010

*If you would be wealthy, think of saving as well as getting.
—Ben Franklin*

OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

14 NOV

.....

.....

.....

- Purely Dance 2010, 2 p.m., Studio Theatre
- Career Development Month

MONDAY

15 NOV *Priorities:*

.....

.....

.....

- Women's Basketball
- Career Development Month

TUESDAY

16 NOV *Priorities:*

.....

.....

.....

- Career Development Month

WEDNESDAY

17^{NOV.}

Priorities:

- *Career Development Month*

THURSDAY

18^{NOV.}

Priorities:

- *IPFW Great American Smokeout "Stop Smoking" Block Party, 10 a.m.-2 p.m., Kettler Hall*
- *Purely Dance 2010, 8 p.m., Studio Theatre*
- *Career Development Month*

FRIDAY

19^{NOV.}

Priorities:

- *Women's Volleyball*
- *Purely Dance 2010, 8 p.m., Studio Theatre*
- *Career Development Month*

SATURDAY

20^{NOV.}

- *Women's Volleyball*
- *Men's Basketball*
- *Purely Dance 2010, 8 p.m., Studio Theatre*
- *Career Development Month*

November 2010

The mint makes it first, it is up to you to make it last.
 —Evan Esar

OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

21 NOV.

.....

.....

.....

.....

- Purely Dance 2010, 2 p.m., Studio Theatre
- Career Development Month

MONDAY

22 NOV. *Priorities:*

.....

.....

.....

.....

.....

- Career Development Month

TUESDAY

23 NOV. *Priorities:*

.....

.....

.....

.....

.....

- Women's Basketball
- Thanksgiving Holiday Begins
- Career Development Month

WEDNESDAY

24^{NOV.}

Priorities:

- Thanksgiving Holiday
- Career Development Month

THURSDAY

25^{NOV.}

Priorities:

- Thanksgiving Holiday
- Career Development Month

FRIDAY

26^{NOV.}

Priorities:

- Thanksgiving Holiday
- Career Development Month

SATURDAY

27^{NOV.}

- Career Development Month



December 2010

Tips for Success: Good Study Habits

- ▼ Allow yourself enough time to study—generally plan for three hours of homework/study time for each credit hour; adjust as needed.
- ▼ When you study, concentrate on effectiveness rather than time spent studying.
- ▼ Give yourself a break from studying every 30 minutes.
- ▼ Take copious notes during class; review notes after class; recopy notes to help with memorization; study them well.
- ▼ Try not to cram; study after each class to connect the information better.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
5	6	7
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>
12	13 • <i>Final Exam Week</i>	14
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>
19	20 • <i>Winter Inter-Session Classes Begin</i>	21
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>
26	27 • <i>Winter Inter-Session Classes Resume</i>	28
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>

MONTHLY GOALS / LONG RANGE PLANNING



W	T	F	S
1	2	3	4
	• Hanukkah		
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
8	9	10	11
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
15	16	17	18
	• Payment Deadline (early registrants)		
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
22	23	24	25
	• Christmas Holiday Begins	• Christmas Eve	• Christmas Day
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration
29	30	31	
	• New Year's Holiday Begins	• New Year's Eve	
• Online and Campus Registration	• Online and Campus Registration	• Online and Campus Registration	

November/December 2010

*Instead of 'we almost,' let the world say about us, 'we did.'
—Don Ward*

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY**28** NOV.

- Career Development Month

MONDAY**29** NOV. *Priorities:*

- Classes Resume
- Homecoming Week
- Women's Basketball
- Career Development Month

TUESDAY**30** NOV. *Priorities:*

- Homecoming Week
- Career Development Month

WEDNESDAY

1 DEC.

Priorities:

• Homecoming Week

THURSDAY

2 DEC.

Priorities:

• Men's Basketball

• Homecoming Week

FRIDAY

3 DEC.

Priorities:

• Homecoming Week

• Hot L Baltimore, 8 p.m., Williams Theatre

SATURDAY

4 DEC.

• Women's Basketball

• Men's Basketball

• Homecoming Week

• Hot L Baltimore, 8 p.m., Williams Theatre

December 2010

*A goal without a plan is just a wish.
-Antoine de Saint-Exupery*

DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

5 DEC

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

6 DEC

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• Women's Basketball

TUESDAY

7 DEC

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

8 DEC.

Priorities:

- Women's Basketball
- Men's Basketball

THURSDAY

9 DEC.

Priorities:

- Hot L Baltimore, 8 p.m., Williams Theatre

FRIDAY

10 DEC.

Priorities:

- Hot L Baltimore, 8 p.m., Williams Theatre

SATURDAY

11 DEC.

- Women's Basketball
- Men's Basketball
- Hot L Baltimore, 8 p.m., Williams Theatre

December 2010

If opportunity doesn't knock, build a door.
 —Milton Berle

WEEKLY GOALS	
ACADEMIC	PERSONAL
✓	✓

SUNDAY

12 DEC.

.....

.....

.....

.....

- Hot L Baltimore, 2 p.m., Williams Theatre

MONDAY

13 DEC. *Priorities:*

.....

.....

.....

.....

.....

- Last week of classes and final exams

TUESDAY

14 DEC. *Priorities:*

.....

.....

.....

.....

.....

- Last week of classes and final exams

WEDNESDAY

15 DEC.

Priorities:

• Last week of classes and final exams

THURSDAY

16 DEC.

Priorities:

- Last week of classes and final exams
- Payment Deadline for Spring Semester (early registrants)

FRIDAY

17 DEC.

Priorities:

• Last week of classes and final exams

SATURDAY

18 DEC.

• Last week of classes and final exams

December 2010

Shoot for the moon. Even if you miss, you'll land among the stars.

—Les Brown

DECEMBER

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

JANUARY

S M T W T F S

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

19 DEC

• Last week of classes and final exams

MONDAY

20 DEC

Priorities:

• Winter inter-session classes begin

TUESDAY

21 DEC

Priorities:

WEDNESDAY

22 DEC.

Priorities:

THURSDAY

23 DEC.

Priorities:

• Christmas Holiday

FRIDAY

24 DEC.

Priorities:

• Christmas Holiday

SATURDAY

25 DEC.

• Christmas Holiday

January 2011

Tips for Success: Having Fun/Involvement

- ▼ Know that involvement has been proven to help students be more successful in college.
- ▼ Take time out for yourself, family, friends, and others to have fun.
- ▼ Placing focus on enjoyment can help reduce stress.
- ▼ Plan ahead for fun; doing this can help prevent anxiety and becoming overwhelmed.
- ▼ Consider that IPFW offers nearly 100 student organizations you can join. Take an opportunity to get involved right away
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
2	3 • <i>Winter Inter-Session Classes Resume</i>	4
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>
9	10 • <i>Classes Begin</i>	11
• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>	• <i>Online and Campus Registration</i>
16	17 • <i>Martin Luther King Jr. Holiday</i>	18
• <i>Online and Campus Registration</i>		
23	24	25
30	31	

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1 • New Year's Day

• Online and Campus
Registration

5

6

7

8

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

12

13

14 • Final Spring
Payment Deadline

15

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

• Online and Campus
Registration

19

20

21

22

26

27

28

29

December 2010/January 2011

There's a big difference between seeing an opportunity and seizing an opportunity.
—Jim Moore

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

26 DEC

• Christmas Holiday

MONDAY

27 DEC

Priorities:

• Classes Resume

TUESDAY

28 DEC

Priorities:

WEDNESDAY

29 DEC.

Priorities:

THURSDAY

30 DEC.

Priorities:

• *New Year's Holiday*

FRIDAY

31 DEC.

Priorities:

• *New Year's Holiday*

SATURDAY

1 JAN.

• *New Year's Holiday*



January 2011

Excellence is a better teacher than mediocrity. The lessons of the ordinary are everywhere. Truly profound and original insights are to be found only in studying the exemplary.
 —Warren G Bennis

JANUARY						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

2 JAN.

• *New Year's Holiday*

MONDAY

3 JAN.

Priorities:

• *Classes Resume*

• *Final Advising and Registration*

TUESDAY

4 JAN.

Priorities:

• *Final Advising and Registration*

WEDNESDAY

5 JAN.

Priorities:

• Final Advising and Registration

THURSDAY

6 JAN.

Priorities:

• Men's Basketball

• Final Advising and Registration

FRIDAY

7 JAN.

Priorities:

SATURDAY

8 JAN.

• Women's Basketball

• Men's Basketball

January 2011

The work of a book is to be measured by what you can carry away from it.
 —James Bryce

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

WEEKLY GOALS	
ACADEMIC	PERSONAL
✓	✓

SUNDAY

9 JAN.

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

10 JAN. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- Women's Basketball
- Classes begin
- Late Registration and Drop/Add

TUESDAY

11 JAN. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

- Men's Basketball
- Late Registration and Drop/Add

WEDNESDAY

12 JAN.

Priorities:

• Late Registration and Drop/Add

THURSDAY

13 JAN.

Priorities:

• Late Registration and Drop/Add

FRIDAY

14 JAN.

Priorities:

• Late Registration and Drop/Add

• Final Spring Payment Deadline

SATURDAY

15 JAN.

• Women's Basketball

• Men's Basketball

January 2011

Responsibility for learning belongs to the student, regardless of age.

—Robert Maring

JANUARY

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

16 JAN.

• Last Day for Full Refund (for 16-week class)

MONDAY

17 JAN.

Priorities:

• Martin Luther King Jr. Holiday

TUESDAY

18 JAN.

Priorities:

• Women's Basketball

WEDNESDAY

19 JAN.

Priorities:

Dotted lines for writing on Wednesday, January 19.

• Degree Possible Workshop, Walb Union 114-116

THURSDAY

20 JAN.

Priorities:

Dotted lines for writing on Thursday, January 20.

FRIDAY

21 JAN.

Priorities:

Dotted lines for writing on Friday, January 21.

SATURDAY

22 JAN.

Dotted lines for writing on Saturday, January 22.



January 2011

Not everything that can be counted counts, and not everything that counts can be counted.
—Albert Einstein

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

WEEKLY GOALS

ACADEMIC	✓	PERSONAL	✓

SUNDAY

23 JAN.

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

24 JAN. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

25 JAN. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

26 JAN.

Priorities:

THURSDAY

27 JAN.

Priorities:

• Men's Basketball

FRIDAY

28 JAN.

Priorities:

SATURDAY

• Ambassador Leadership Training (members only) - RC 235 from 2-4 p.m.

29 JAN.

• Women's Basketball

• Men's Basketball

February 2011

Tips for Success: Test Taking

- ▼ Read through the entire test first to get you in the correct thinking mode.
- ▼ Focus on what you know, and answer those questions first; then move toward the areas that will take more time to answer.
- ▼ Get in the mindset that you will do well and follow that mindset.
- ▼ Try not to be overwhelmed. Focus on the task at hand.
- ▼ Take the time you need to finish. Test-taking should not be a race.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
		1
6	7	8
13	14 • Valentine's Day	15
20	21 • Presidents' Day	22
27	28	

MONTHLY GOALS / LONG RANGE PLANNING



W

2

• Groundhog Day

T

3

F

4

S

5

9

• Ash Wednesday

10

11

12

16

17

18

19

23

24

25

26

January/February 2011

*When the character of a man is not clear to you, look at his friends.
—Japanese Proverb*

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
						1
						2
						3
						4
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

30 JAN.

MONDAY

31 JAN.

Priorities:

• Women's Basketball

TUESDAY

1 FEB.

Priorities:

WEDNESDAY

2 FEB.

Priorities:

- Degree Possible Workshop, Walb Union 114-116

THURSDAY

3 FEB.

Priorities:

FRIDAY

4 FEB.

Priorities:

SATURDAY

5 FEB.



February 2011

Facts are stubborn things; and whatever may be our wishes, our inclinations, or the dictates of our passions, they cannot alter the state of facts and evidence.

—John Quincy Adams

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

6 FEB

MONDAY

7 FEB

Priorities:

• Pass/Not Pass and Audit-to-Credit Deadline

TUESDAY

8 FEB

Priorities:

• "Let's Talk About Sex" STD Awareness Days, 10 a.m.-2 p.m., Kettler Hall

• Men's Basketball

WEDNESDAY

9 FEB.

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• "Let's Talk About Sex" STD Awareness Days, 10 a.m.-2 p.m., Kettler Hall

THURSDAY

10 FEB.

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

FRIDAY

11 FEB.

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

SATURDAY

12 FEB.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

February 2011

*A wise man will make more opportunities than he finds.**—Francis Bacon*

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

13^{FEB}

MONDAY

14^{FEB}

Priorities:

TUESDAY

15^{FEB}

Priorities:

WEDNESDAY

16 FEB.

Priorities:

THURSDAY

17 FEB.

Priorities:

FRIDAY

18 FEB.

Priorities:

• Anton in Show Business, 8 p.m., Williams Theatre

SATURDAY

19 FEB.

- Women's Basketball
- Men's Basketball
- Anton in Show Business, 8 p.m., Williams Theatre

February 2011

Excellence is not a skill, it is an attitude.
 —Ralph Marston

FEBRUARY

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

MARCH

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

20 FEB.

• *National Eating Disorder Awareness Week*

MONDAY

21 FEB. *Priorities:*

• *Women's Basketball*
 • *National Eating Disorder Awareness Week*

TUESDAY

22 FEB. *Priorities:*

• *National Eating Disorder Awareness Week*

WEDNESDAY

23 FEB.

Priorities:

- Mock Interview Day, 12–4 p.m., KT 109
- National Eating Disorder Awareness Week

THURSDAY

24 FEB.

Priorities:

- Anton in Show Business, 8 p.m., Williams Theatre
- National Eating Disorder Awareness Week

FRIDAY

25 FEB.

Priorities:

- Anton in Show Business, 8 p.m., Williams Theatre
- National Eating Disorder Awareness Week

SATURDAY

26 FEB.

- Anton in Show Business, 8 p.m., Williams Theatre
- National Eating Disorder Awareness Week

March 2011

Tips for Success: Relationships

- ▼ Focus on establishing and maintaining positive relationships.
- ▼ Recognize the people with whom you have positive relationships. Use their help in times of need.
- ▼ Communicate with respect to both yourself and others; value each person's perspective, even if you do not agree with it.
- ▼ Be realistic—misunderstanding will occur with all relationships—working positively through conflict can help strengthen them.
- ▼ In times of conflict, focus on the problem and situation, being careful not to attack the person.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
		1
6	7 • <i>Spring Recess Begins</i>	8
13 • <i>Daylight Savings Time begins</i>	14 • <i>Classes Resume</i>	15
20	21	22
27	28	29

MONTHLY GOALS / LONG RANGE PLANNING



W

2

T

3

F

4

S

5

9

10

11

12

16

17

• St. Patrick's Day

18

19

23

24

25

26

30

31

February/March 2011

Ordinary people think merely how they will spend their time,
a man of intellect tries to use it.
—Schopenhauer

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

ACADEMIC ✓

PERSONAL ✓

SUNDAY

27 FEB.

• Anton in Show Business, 2 p.m., Williams Theatre

MONDAY

28 FEB.

Priorities:

TUESDAY

1 MAR.

Priorities:

WEDNESDAY

2 MAR

Priorities:

Handwriting practice lines for Wednesday, March 2nd.

• Degree Possible Workshop, Walb Union 114-116

THURSDAY

3 MAR

Priorities:

Handwriting practice lines for Thursday, March 3rd.

FRIDAY

4 MAR

Priorities:

Handwriting practice lines for Friday, March 4th.

SATURDAY

5 MAR

Handwriting practice lines for Saturday, March 5th.

March 2011

*The key is not to prioritize what's on your schedule,
but to schedule your priorities.*

—Stephen Covey

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

6 MAR

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

7 MAR

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• Spring Recess

• Externships

TUESDAY

8 MAR

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• Spring Recess

• Externships

WEDNESDAY

9^{MAR.}

Priorities:

- Spring Recess
- Externships

THURSDAY

10^{MAR.}

Priorities:

- Spring Recess
- Externships

FRIDAY

11^{MAR.}

Priorities:

- Spring Recess
- Externships

SATURDAY

12^{MAR.}

- Spring Recess



March 2011

*Time management is really a misnomer—
the challenge is not to manage time, but to manage ourselves.*
—Author unknown

MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

13_{MAR}

• Spring Recess

MONDAY

14_{MAR}

Priorities:

• Classes Resume

TUESDAY

15_{MAR}

Priorities:

WEDNESDAY

16^{MAR.}

Priorities:

THURSDAY

17^{MAR.}

Priorities:

FRIDAY

18^{MAR.}

Priorities:

- Softball
- Credit-to-Audit Deadline
- Last Day to Withdraw (for 16-week classes)

SATURDAY

19^{MAR.}

- Softball

WEDNESDAY

23^{MAR.}

Priorities:

• IPFW 22nd Annual Health Fair, 9 a.m.-3 p.m., Walb Union

THURSDAY

24^{MAR.}

Priorities:

FRIDAY

25^{MAR.}

Priorities:

• Softball

SATURDAY

26^{MAR.}

• Softball

April 2011

Tips for Success: Wellness

- ▼ Work to establish balance in your life—it is key.
- ▼ Establish and stick to your priorities.
- ▼ Use positive self-talk.
- ▼ Eat healthy meals and make sure to get enough rest and sleep.
- ▼ Learn your ways to avoid and reduce stress and follow through with them.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
3	4	5
10	11	12
17 • <i>Palm Sunday</i>	18	19 • <i>Passover</i>
24 • <i>Easter Sunday</i>	25 • <i>Classes Resume</i>	26

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1

• April Fool's Day

2

6

7

8

9

13

14

15

16

20

21

22

• Good Friday
• Classes Suspended
at 4:30 p.m.

23

27

28

29

30

March/April 2011

*A closed mind is like a closed book; just a block of wood.
—Chinese proverb*

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

27 MAR

.....

.....

.....

.....

.....

.....

MONDAY

28 MAR *Priorities:*

.....

.....

.....

.....

.....

.....

• Career Services Job Fair Prep Session, 10 a.m.—4 p.m., KT 109

TUESDAY

29 MAR *Priorities:*

.....

.....

.....

.....

.....

.....

• Career Services Job Fair Prep Session, 10 a.m.—4 p.m., KT 109

WEDNESDAY

30_{MAR.}

Priorities:

THURSDAY

31_{MAR.}

Priorities:

• Career Services Summer Job & Internship Fair, 10 a.m.–2 p.m., Walb Ballroom

FRIDAY

1_{APR.}

Priorities:

SATURDAY

2_{APR.}

April 2011

*Darkness cannot drive out darkness. Only life can do that.
 Hate cannot drive out hate. Only love can do that.
 —Martin Luther King Jr*

APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

3 APR.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

4 APR. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

5 APR. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

6 APR

Priorities:

THURSDAY

7 APR

Priorities:

• IPFW Alcohol Screening Day, 9 a.m.-3 p.m., Walb Union

FRIDAY

8 APR

Priorities:

• Baseball

• Softball

SATURDAY

9 APR

• Baseball

• Softball

April 2011

*He who blames others has a long way to go on his journey.
He who blames himself is halfway there. He who blames no one has arrived.
—Chinese proverb*

APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

10 APR.

• Baseball

MONDAY

11 APR.

Priorities:

TUESDAY

12 APR.

Priorities:

WEDNESDAY

13^{APR}

Priorities:

THURSDAY

14^{APR}

Priorities:

FRIDAY

15^{APR}

Priorities:

• Baseball

SATURDAY

16^{APR}

• Baseball

April 2011

One of the most important ways to manifest integrity is to be loyal to those who are not present. In doing so, we build the trust of those who are present.

—Stephen R. Covey

APRIL						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

17 APR.

• Baseball

MONDAY

18 APR.

Priorities:

TUESDAY

19 APR.

Priorities:

WEDNESDAY

20 APR

Priorities:

THURSDAY

21 APR

Priorities:

FRIDAY

22 APR

Priorities:

- *Classes Suspended at 4:30 p.m.*
- *King Lear, 8 p.m., Williams Theatre*

SATURDAY

23 APR

- *King Lear, 8 p.m., Williams Theatre*

April/May 2011

Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.

—Carl Bard

APRIL							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

24 APR.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

25 APR. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

• *Classes Resume*

TUESDAY

26 APR. *Priorities:*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

27 APR.

Priorities:

• King Lear, High School Matinee, 10 a.m., Williams Theatre

THURSDAY

28 APR.

Priorities:

• King Lear, 8 p.m., Williams Theatre

FRIDAY

29 APR.

Priorities:

• King Lear, 8 p.m., Williams Theatre

SATURDAY

30 APR.

• King Lear, 8 p.m., Williams Theatre

May 2011

Tips for Success: Time Management

- ▼ Specifically schedule classes, homework, tests, work, eating, sleeping, personal, and free time each week.
- ▼ Set realistic timelines to accomplish tasks.
- ▼ Recognize that each person may have a different system—experiment and then choose what works best for you.
- ▼ Keep to-do lists. Cross off items as you complete them.
- ▼ Be on time. This communicates more than most people realize.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
1 <i>May Day</i>	2 • <i>Last Week of Classes and Final Exams</i>	3
8 <i>Mother's Day</i>	9	10
15	16 • <i>Summer Session I Classes Begin</i>	17
22	23	24
29	30 <i>Memorial Day</i>	31 • <i>Classes Resume</i>

MONTHLY GOALS / LONG RANGE PLANNING



W

4

T

5

• *Cinco de Mayo*

F

6

S

7

11

• *Commencement*

12

13

14

18

19

20

21

25

26

27

• *Memorial Day
Holiday Begins at
4:30 p.m.*

28

May 2011

*To speak and to speak well are two things. A fool may talk,
but a wise man speaks.*
—Ben Jonson

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

1 MAY

• King Lear, 2 p.m., Williams Theatre

MONDAY

2 MAY

Priorities:

• Last Week of Classes and Final Exams

TUESDAY

3 MAY

Priorities:

• Last Week of Classes and Final Exams

WEDNESDAY

4_{MAY}

Priorities:

• Last Week of Classes and Final Exams

THURSDAY

5_{MAY}

Priorities:

• Last Week of Classes and Final Exams

FRIDAY

6_{MAY}

Priorities:

• Softball

• Baseball

• Last Week of Classes and Final Exams

SATURDAY

7_{MAY}

• Softball

• Baseball

• Last Week of Classes and Final Exams

May 2011

*I define joy as a sustained sense of well-being and internal peace
—a connection to what matters.
—Oprah Winfrey*

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WEEKLY GOALS

ACADEMIC	PERSONAL
✓	✓

SUNDAY

8 MAY

- Baseball
- Last Week of Classes and Final Exams

MONDAY

9 MAY

Priorities:

- Summer semester begins

TUESDAY

10 MAY

Priorities:

WEDNESDAY

11_{MAY}

Priorities:

• Commencement

THURSDAY

12_{MAY}

Priorities:

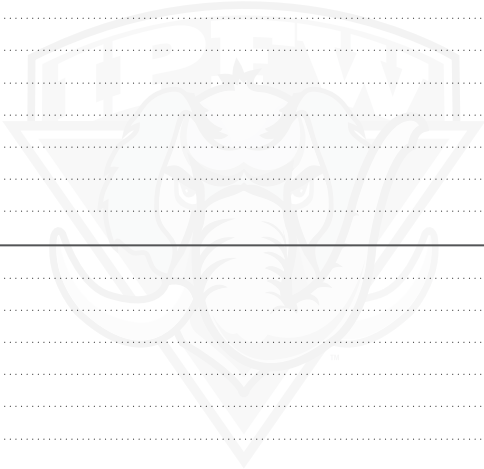
FRIDAY

13_{MAY}

Priorities:

SATURDAY

14_{MAY}



May 2011

Perhaps imagination is only intelligence having fun.
—George Scialabra

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
					1	2
					3	4
					5	6
					7	8
					9	10
					11	12
					13	14
					15	16
					17	18
					19	20
					21	22
					23	24
					25	26
					27	28
					29	30

WEEKLY GOALS

ACADEMIC ✓

PERSONAL ✓

SUNDAY

15^{MAY}

MONDAY

16^{MAY}

Priorities:

• Summer Session I classes begin

TUESDAY

17^{MAY}

Priorities:

WEDNESDAY

18_{MAY}

Priorities:

THURSDAY

19_{MAY}

Priorities:

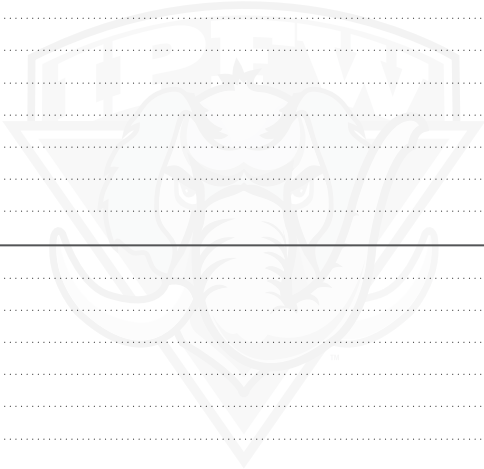
FRIDAY

20_{MAY}

Priorities:

SATURDAY

21_{MAY}



Peace begins with a smile.
—Mother Teresa

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

22^{MAY}

MONDAY

23^{MAY}

Priorities:

TUESDAY

24^{MAY}

Priorities:

WEDNESDAY

25^{MAY}

Priorities:

THURSDAY

26^{MAY}

Priorities:

FRIDAY

27^{MAY}

Priorities:

• Memorial Day Holiday Begins at 4:30 p.m.

SATURDAY

28^{MAY}

• Memorial Day Holiday

June 2011

Tips for Success: Communication

- ▼ Be open and honest when communicating.
- ▼ Recognize the communication styles of others and try to work with them.
- ▼ Recognize your own and others' non-verbal communication.
- ▼ It is more important to ask than to assume.
- ▼ Recognize that most arguments occur because of miscommunication. Try to establish a common understanding and work from there.
- ▼ If you have questions and/or need assistance in this area, consult the university resources listed throughout the *IPFW Student Handbook*.

S	M	T
5	6	7
12	13	14 • <i>Flag Day</i>
19 • <i>Father's Day</i>	20	21
26	27 • <i>Summer Session II Classes Begin</i>	28

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1

2

3

4

8

9

10

11

15

16

17

18

22

23

24

*• Summer Session I
Classes and Final
Exams End*

25

29

30

May/June 2011

Learning is a treasure that will follow its owner everywhere.
—Chinese Proverb

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

29

MAY

• Memorial Day Holiday

MONDAY

30

MAY

Priorities:

• Memorial Day Holiday

TUESDAY

31

MAY

Priorities:

• Classes Resume

WEDNESDAY

1 JUNE

Priorities:

THURSDAY

2 JUNE

Priorities:

FRIDAY

3 JUNE

Priorities:

SATURDAY

4 JUNE



June 2011

He who has a thousand friends has not a friend to spare, and he who has one enemy will meet him everywhere.

—Ali ibi-Talib

JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

WEEKLY GOALS

ACADEMIC	PERSONAL

SUNDAY

5 JUNE

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

6 JUNE

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

7 JUNE

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

8 JUNE

Priorities:

Lined writing area for Wednesday, June 8.

THURSDAY

9 JUNE

Priorities:

Lined writing area for Thursday, June 9.

FRIDAY

10 JUNE

Priorities:

Lined writing area for Friday, June 10.

SATURDAY

11 JUNE

Lined writing area for Saturday, June 11.

June 2011

Shared joy is a double you; shared sorrow is half a sorrow.

—Swedish Proverb

JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

12 JUNE

MONDAY

13 JUNE

Priorities:

TUESDAY

14 JUNE

Priorities:

WEDNESDAY

15_{JUNE}

Priorities:

THURSDAY

16_{JUNE}

Priorities:

FRIDAY

17_{JUNE}

Priorities:

SATURDAY

18_{JUNE}

June 2011

To me, there is no greater act of courage than being the one who kissed first.

—Janeane Garofalo

JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
													31

WEEKLY GOALS

ACADEMIC



PERSONAL



SUNDAY

19 JUNE

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

MONDAY

20 JUNE

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TUESDAY

21 JUNE

Priorities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WEDNESDAY

22 JUNE

Priorities:

• Education Mock Interview Day, 12–4 p.m., KT 109

THURSDAY

23 JUNE

Priorities:

FRIDAY

24 JUNE

Priorities:

• Summer Session I Classes and Exams End at 4:30 p.m.

SATURDAY

25 JUNE



WEDNESDAY

29 JUNE

Priorities:

THURSDAY

30 JUNE

Priorities:

FRIDAY

1 JULY

Priorities:



• Independence Day Holiday Begins - Classes Suspended at 4:30 p.m.

SATURDAY

2 JULY

• Independence Day Holiday

July 2011

We are so much less
without each other.
—Leo Buscaglia



S	M	T
3	4 • Independence Day	5 • Classes Resume
10	11	12
17	18	19
24 31	25	26

MONTHLY GOALS / LONG RANGE PLANNING



W

T

F

S

1

• Independence Day
Holiday Begins at
4:30 p.m.

2

6

7

8

9

13

14

15

16

20

21

22

23

27

28

29

30

August 2011

Choose your friends by their character and your socks by their color. Choosing your socks by their character makes no sense, and choosing your friends by their color is unthinkable.
—Anonymous



S	M	T
	1	2
7	8	9
14	15	16
21	22 • <i>Classes Begin</i>	23
28	29	30

MONTHLY GOALS / LONG RANGE PLANNING



W

3

T

4

F

5

• Summer Session II
Classes and Final
Exams End

S

6

10

11

12

13

17

18

19

20

24

25

26

27

31

2010

AUGUST 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2011

NOVEMBER 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Academic Ceremonies

Kettler Hall 157 ▼ 260-481-6460 ▼ www.ipfw.edu/commence

Mon.–Fri. 8 a.m.–5 p.m.

- ▼ Responsible for organizing various academic ceremonies:
 - Honors Convocation (each fall)
 - Commencement ceremony (each spring).
 - Nursing pinning ceremonies, end of the fall and spring semesters

Academic Internships, Cooperative Education and Service-Learning (OACS)

Neff Hall 337 ▼ 260-481-6939 ▼ www.ipfw.edu/oacs

Mon.–Fri. 8 a.m.–5 p.m.

- ▼ 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
 - Requirements - GPA 2.5 or higher, freshman requirements in major completed, currently enrolled, working toward a bachelor's degree
- ▼ Service-Learning - A credit-bearing, educational experience in which students participate in an organized service activity that meets identified community need
- ▼ Academic Internships - Any work experience that is related to your educational and career goals
 - Internships may be part-time or full-time, paid or volunteer
 - Available in many professional areas including: law corrections, probation, education, health, community services, government, private business and many more

Admissions

Kettler Hall 111 ▼ 260-481-6812 ▼ www.ipfw.edu/admissions

Mon.–Thurs. 8 a.m.–6 p.m., Fri. 9 a.m.–5 p.m., first and third Saturday of each month 9 a.m.–noon, excluding holiday weekends

- ▼ Primary responsibility of IPFW Admissions is the recruitment and admission of new students
- ▼ Changing your major. Go to the department of your new major with a copy of your transcript
- ▼ Transfer credits are processed through the Admissions office. You must submit a transcript to receive credit
- ▼ Re-entering students not enrolled at IPFW, IU, or Purdue for more than one year must submit an application indicating re-entry
- ▼ Contact the Admissions office for an application or submit the application online

Alumni Relations

Walb Student Union 125 ▼ 260-481-6807 ▼ www.ipfw.edu/alumni

Mon.–Fri. 8 a.m.–5 p.m. Personnel available at events on nights and weekends

- ▼ Scholarships for children, step-children, and spouses of IPFW graduates
- ▼ Students connected with alumni in career fields they hope to enter
- ▼ Homecoming pre-game party for students and alumni
- ▼ Post-commencement family party
- ▼ Fourth of July Rooftop Party
- ▼ IPFW license plates
- ▼ Class rings
- ▼ Career mentoring and networking assistance

Audio Visual Technology Services (AVTS)

Science Building G43 ▼ 260-481-6519 ▼ AVScheduling@ipfw.edu ▼ www.ipfw.edu/avtech

▼ Mon.–Fri. 8 a.m.–5 p.m., other times by appointment

- ▼ Provides A/V equipment and technology support for academic classes and special events

Bursar, Office of the

Kettler Hall G57 ▾ 260-481-6824 ▾ Fax 260-4811-5495

▾ www.ipfw.edu/financial/contact/bursar.shtml ▾ bursar@ipfw.edu

Mon. 8 a.m.–6 p.m., Tues.–Thurs. 8 a.m.–5 p.m., Fri. 9 a.m.–5 p.m.

- ▾ Provides in-person and electronic customer service for student accounts
- ▾ Provides official billing notifications via e-mail
- ▾ Accepts payments online, in person, by telephone, or via U.S. mail or night drop box (located in Kettler Hall G57)
- ▾ Offers convenient deferred payment plan options for tuition and fees online
- ▾ Issues refunds by check or direct deposit. To sign up for direct deposit, please visit <http://my.ipfw.edu>. Click on the "billing" icon, and then click on the "create refund profile" tab to enter your information
- ▾ Student account information is available online 24/7 at <http://my.ipfw.edu>. Click on the "billing" icon for details
- ▾ Sells Citilink bus passes in-person. Visit the office with your student ID card
- ▾ Accepts payments for replacement Mastodon ID cards, traffic tickets, library fines, transcripts, etc.

Business Office for Student Affairs and Student Activities

Kettler Hall G54 ▾ 260-481-0723 ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Conducts training sessions for treasurers of all student organizations
- ▾ Approves "Event Planning Forms" for student organization events
- ▾ Assists bursars office with managing student organization checking accounts
- ▾ Assists Student Affairs' departments with preparing purchasing, accounting, and human resources documents as well as interpreting budgets

Career Services

Kettler Hall 109 ▾ 260-481-0689 ▾ www.ipfw.edu/career

Mon.–Tues. 8 a.m.–6 p.m., Wed.–Thurs. 8 a.m.–5 p.m., Fri. 9 a.m.–5 p.m.

- ▾ Career counseling appointments for students and alumni
- ▾ Career assessments
- ▾ Assistance with choosing majors and careers
- ▾ Job search strategies
- ▾ Access to internship, work-study, and full and part-time employment opportunities through JobZone
- ▾ Job fair prep sessions, job fairs, and networking events
- ▾ Résumé and cover letter critiques
- ▾ Mock interviews
- ▾ Campus interviews with area employers
- ▾ Resource check-out through Career Library

CATV 5

Helmke Library B44 ▾ 260-481-6582 ▾ www.college56.org

Mon.–Thurs. 8 a.m.–11 p.m., Fri. 8 a.m.–6 p.m., Sat. 8:30 a.m.–5:30 p.m., Sun. noon–11 p.m.

- ▾ Students create original video projects (broadcast on CATV)
- ▾ Station provides equipment and facilities for video projects (broadcast on CATV)
- ▾ Students work on CATV productions
- ▾ Crew sign-up is located on station call board in the Helmke Library basement

Center for Academic Support and Advancement (CASA)

Kettler Hall G23 ▾ 260-481-6817 ▾ www.ipfw.edu/casa ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ SPOT Learning Center: Free one-to-one tutoring appointments and drop-in tutoring (Kettler Hall G21, 260-481-5419; Mon.–Thurs. 8a.m.–8 p.m., Fri. 8 a.m.–4 p.m., www.ipfw.edu/casa/tutoring/TutorTrac.shtml)
- ▾ Supplemental Instruction (SI): Academic assistance program that increases students' understanding, performance, and retention (260-481-6881)
- ▾ STEPS: Free computer technology workshops and individual training (260-481-6069)
- ▾ Math Test Center: Test monitoring for math courses designated as out-of-class testing (flex-paced) in Kettler Hall G18A and test review in Kettler Hall G20A
- ▾ Writing Center: Free individual, group, and online writing consulting
- ▾ Coordinates Critical Inquiry and Foundations For Success courses
- ▾ Offers support in developing reading, writing, math, and study skills

Child Care - The Learning Community (TLC)

2041 Reed Road, East State Professional Park, Fort Wayne, IN 46805 ▾ 260-424-8852

▾ www.ipfw.edu/childcar ▾ www.tlckidsfirst.com

Fall/Spring/Summer Semesters: Monday-Friday 6:30 a.m. to 6:30 p.m.

▾ Services: Early education curriculum and care for children ages 6 weeks-12 years

Before and after care for children ages 6-12

Summer enrichment camps for children ages 2-12

Traditional Preschool for children ages 3-5

Hourly, part-time and full time care

Occasional care (enrollment required)

▾ Costs: Registration fee \$15 per semester

Snack fee \$10 if attending under 10 hours per week

\$20 if attending over 10 hours per week

▾ IPFW Student Rates:

Infants \$4.50/hr

Full time: \$195/wk

Toddler \$4.00/hr

Full time: \$160/wk

2 years \$3.65/hr

Full time: \$160/wk

3-5 years \$3.45/hr

Full time: \$130/wk

School age \$3.45/hr

Full time (summer break) \$130/wk

Collegiate Connection

Kettler Hall 105 ▾ 260-481-5478 ▾ www.ipfw.edu/cconnect ▾ Mon.-Fri. 8 a.m.-5 p.m.

▾ Take college classes while still in high school - earn dual credit, college and high school

▾ Take more advanced courses or courses not offered at the high school level

▾ Explore a career direction

▾ Earn accredited, transferable university credit

▾ Experience college

▾ Selection criteria: pass both sections of ISTEP (GQE), B grade point average, work toward Core 40 or Academic Honors diploma

▾ Parent/guardian approval required

▾ Financial aid available based on need and made possible through the support of the Lincoln Financial Group Foundation

The Communicator

Walb Student Union 215 ▾ 260-481-6585 ▾ www.ipfwcommunicator.org

Hours vary according to staff schedule

▾ Hands-on experience in journalism, publication design and leadership

▾ Student-produced publication

▾ Writing critiques

▾ Design critiques

▾ Freelance opportunities

▾ Practical career experience

Comptroller

Kettler Hall G95 ▾ 260-481-6822 ▾ Mon.-Fri. 8 a.m.-5 p.m.

▾ Responsible for establishing and managing all budget and fiscal matters related to the university

▾ Responsible for interpreting and regulating the use of campus facilities and equipment

▾ Liaison between IPFW and Purdue University West Lafayette regarding all insurance matters, including student liability insurance

▾ Reviews and approves (or forwards for approval) all IPFW contracts

▾ Reviews and approves (or forwards for approval) all fees and rates for IPFW activities

▾ Monitors pre- and post-award activity on all IPFW grant programs

▾ Manages all bursar activity for IPFW

▾ Manages all activity within the Indiana-Purdue Foundation and serves as the liaison with the Purdue Research Foundation and the Indiana University Foundation

Crossroads

Kettler Hall 108D ▾ 260-481-4113 ▾ www.ivytech.edu/fortwayne/crossroads

Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Begin a degree at Ivy Tech Community College–Northeast and complete it at IPFW
- ▾ Avoid typical roadblocks experienced by transfer students—losing credits, time, and money—by working with an academic advisor who is knowledgeable in equivalent courses and transfer agreements
- ▾ Meet with the Crossroads advisor early in your academic career to get the most out of this opportunity

Dean of Students

Walb Student Union 111C ▾ 260-481-6601 ▾ www.ipfw.edu/dos ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Advocates for student issues
- ▾ Assists students with grade appeals and other complaints
- ▾ Assists students who are petitioning for late full withdrawal from the University
- ▾ Administers the Student Code of Ethics and Responsibilities
- ▾ Advises faculty and staff on student issues
- ▾ Coordinates Starting, Transferring and Returning Students (STARS) adult orientation

Dental Hygiene Clinic

Neff Hall 109 ▾ 260-481-6575 ▾ www.ipfw.edu/dental/hygieneclinic/contact.shtml

Call for hours and appointments

- ▾ Complete examinations, cleanings, fluoride treatments, and dental sealants
- ▾ X-rays including full-mouth, bite-wing, and panoramic
- ▾ All services are provided by dental education students and thoroughly checked by dental education faculty
- ▾ Patients of all ages are welcome, but appointments are required
- ▾ Appointments are scheduled in four-hour time blocks
- ▾ Many insurance plans are accepted, but insurance is not required
- ▾ Medicaid is accepted

Dining Services

Various buildings on campus

- ▾ Higher Grounds in the ETCS Building
- ▾ Pizza Hut in Walb Student Union
- ▾ Subway in Kettler Hall, ground level
- ▾ Taco Bell in Walb Student Union
- ▾ Credit and debit cards accepted
- ▾ Refreshments available any time from vending machines in student lounges

Diversity and Multicultural Affairs

Walb Student Union 118 ▾ 260-481-6608 or 6921 ▾ www.ipfw.edu/odma ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Provides academic support, academic coaching, personal advising, and cultural and thematic programming for students of all cultural and ethnic backgrounds
- ▾ Administers the Academic Student Achievement Program (ASAP!)
- ▾ Services include student and community outreach such as networking with local, state, national, and international professionals
- ▾ Maintains study tables during the week prior to final exam week
- ▾ Source of information for scholarships and internships available at IPFW
- ▾ African American Student Support Services (260-481-6604)
- ▾ Asian American Student Support Services (260-481-6608)
- ▾ Hispanic Student Support Services (260-481-6847)
- ▾ Native American Student Support Services (260-481-6608)
- ▾ First-generation and Nontraditional College Student Support Services (260-481-6608)

Division of Continuing Studies

Kettler Hall 145 ▾ 260-481-6619 ▾ www.ipfw.edu/dcs ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Distance learning (Internet, TV, video streaming courses)
- ▾ Off-campus courses (IPFW Warsaw Center, Fort Wayne Public Safety Academy, Auburn, Bluffton, Decatur, and other locations)
- ▾ Weekend College
- ▾ General Studies degrees (A.A.G.S. and B.G.S.)
- ▾ Noncredit-Personal and Professional Development (courses for career advancement and personal enrichment)
- ▾ Corporate training

Financial Aid Office

Kettler Hall 102 ▾ 260-481-6820 ▾ www.ipfw.edu/financial

Mon.–Thurs. 8 a.m.–6 p.m. and Fri. 9 a.m.–5 p.m. (check during summer and holidays)

- ▾ Provides electronic and in person customer services
- ▾ Assists students in locating funds for college costs
- ▾ Evaluates student academic records for academic progress
- ▾ Offers education opportunities for financial literacy
- ▾ Calculates eligibility for financial aid at enrollment and withdrawal
- ▾ Central source for campus and community scholarships
- ▾ Note: Students should file by March 10 of each year in order to have the most access to federal, state, and institutional dollars

First Year Experience

Kettler Hall G25 ▾ 260-481-6077 ▾ www.ipfw.edu/fye ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Offers Learning Communities for first-year students (two to three linked classes that contain a common group of students)
- ▾ Integrates different classes with each other and promotes critical thinking
- ▾ Makes it easier for new students to meet new people and make new friends
- ▾ Sponsors and markets co-curricular events for students to get involved on campus outside of class time
- ▾ Connects students to faculty and staff, IPFW resources, and the greater Fort Wayne community

Follett's IPFW Bookstore

Kettler Hall Bookstore ▾ 260-483-6100 ▾ www.ipfw.bkstr.com

Mon.–Thurs. 8:30 a.m.–7:30 p.m., Fri. 8:30 a.m.–3 p.m., Sat. 10 a.m.–1 p.m.

Hours vary during summer, holidays, etc.

- ▾ One-stop shopping for all your college needs
- ▾ Textbooks: Biggest selection of used books up to 25 percent off
- ▾ Easy online ordering: textbooks, academically priced software, general references, nursing titles, apparel, and gifts (www.efollett.com)
- ▾ Pick up orders at the bookstore or have them shipped to your home
- ▾ Buyback: Get cash for books all year long
- ▾ Discounted software provided by Indiana University for IPFW students, faculty, and staff (See cashier for listing of titles and prices)
- ▾ Academically priced software: Save up to 85 percent
- ▾ Supplies: Calculators, pens, pencils, nursing supplies, binders, notebooks, portfolios, and backpacks
- ▾ Apparel: IPFW- and Mastodon-imprinted clothing
- ▾ Gifts: Glassware, stuffed animals, desk sets, lanyards, etc. If you need a gift for someone special, ask one of our associates to assist you.

Graduation Information

Kettler Hall 107 ▼ 260-481-6815 ▼ www.ipfw.edu/registrar
 Mon.–Thurs. 8 a.m.–6 p.m., Fri. 9 a.m.–5 p.m.

▼ You must submit an application for graduation by the posted deadline if you are finishing your degree by:

- Fall semester: Application deadline is June 1.
- Spring semester: Application deadline is Nov. 1.
- Summer I: Application deadline is Feb. 1.
- Summer II: Application deadline is Feb. 1.

Health Insurance

Walb Student Union 111 ▼ 260-481-6601 ▼ www.ipfw.edu/dos/services/insurance.shtml
 ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ All registered domestic students may choose to purchase health insurance sponsored by Purdue University
- ▼ Brochure and application forms are available online (www.ipfw.edu/dos/services/insurance.shtml) or through the Dean of Students office
- ▼ For questions regarding coverage, please contact United Healthcare's Purdue-dedicated line at 888-224-4754 or e-mail customerservice@uhcsr.com

Honors Program

Walb Student Union G25 ▼ 260-481-6924 ▼ www.ipfw.edu/honors ▼ Mon.–Fri. 9 a.m.–5 p.m.

- ▼ Enriched learning opportunities
- ▼ Great job and graduate school preparation
- ▼ Priority registration
- ▼ Peer advising
- ▼ Scholarship, research, and teaching assistant opportunities
- ▼ Complements any major
- ▼ Complete any course for honors credit
- ▼ Student lounge with computers
- ▼ Free membership in the Honors Student Group
- ▼ Earn honors pin, certificate, and medal

Indiana-Purdue Student Government Association (IPSGA)

Walb Student Union 225 ▼ 260-481-6586 ▼ www.ipfw.edu/stugov ▼ Mon.–Fri. 9 a.m.–6 p.m.

- ▼ Acts as the voice for students on issues and concerns
- ▼ Promotes student involvement opportunities
- ▼ Charters new student organizations
- ▼ Hosts free events and activities for all students
- ▼ Offers free legal advice through a legal services consultant
- ▼ Allocates money annually to various programs and groups
- ▼ Offers student travel funding
- ▼ Settles student organization disputes
- ▼ Provides calculator and camera rentals each semester
- ▼ Offers student organization event funding
- ▼ Coordinates the freshman mentoring program

Information Technology Services

Kettler Hall, 2nd Floor, West Wing ▾ 260-481-6030 ▾ www.its.ipfw.edu

Mon.–Fri. 7:30 a.m.–11 p.m., Sat. 8 a.m.–6 p.m., Sun. noon–10 p.m.

- ▾ IT support for IPFW faculty, staff, and students
- ▾ IT Help Desk for faculty, staff, and student questions
- ▾ IT infrastructure planning, installation, support, and IT security
- ▾ IT infrastructure services for routing, switching, and server technologies
- ▾ Desktop PC support for public labs, faculty, and staff workstations
- ▾ Classroom technology installation and support and research computing support
- ▾ Database administration support for enterprise-wide applications
- ▾ Application design and programming
- ▾ Faculty and staff coaching, training, and documentation
- ▾ Computer operations, including monitoring and processing

Information Technology Services Help Desk

Kettler Hall 206 ▾ 260-481-6030 ▾ www.its.ipfw.edu/support

Mon.–Fri. 7:30 a.m.–11 p.m., Sat. 8 a.m.–6 p.m., Sun. noon–10 p.m.

- ▾ IPFW network account support—password resets and account troubleshooting
- ▾ IPFW wireless troubleshooting—see support time schedule at www.its.ipfw.edu/wireless
- ▾ IPFW student housing network support
- ▾ Support for campus open labs
- ▾ Blackboard assistance
- ▾ General IPFW computing-related questions

International Student Services (ISS)

Kettler Hall 104 ▾ 260-481-6034 ▾ www.ipfw.edu/iss

Mon.–Thurs. 8 a.m.–5 p.m., Fri. 9 a.m.–5 p.m.

- ▾ Maintains admissions process for undergraduate international students
- ▾ Issues the Certificate of Eligibility (I-20) for the F-1 visa interview
- ▾ Maintains the Department of State SEVIS database for all F-1 students
- ▾ Conducts foreign transcript evaluations for prospective students
- ▾ Serves as liaison between IPFW and USCIS
- ▾ Advises on other visa issues
- ▾ Assists new and prospective students with immigration documents
- ▾ Provides workshops for IPFW faculty and staff
- ▾ Recruits new international students to IPFW
- ▾ Serves as advisor to the International Student Organization

IPFW Athletics

Gates Sports Center ▾ 260-481-6643 ▾ www.gomastodons.com ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ 16 NCAA Division I sports programs that compete in the The Summit League Conference
- ▾ Men's and women's basketball
- ▾ Men's and women's soccer
- ▾ Men's and women's tennis
- ▾ Women's volleyball
- ▾ Men's and women's golf
- ▾ Baseball
- ▾ Softball
- ▾ Men's and women's cross country and women's indoor/outdoor track and field
- ▾ Men's volleyball competes in the Midwestern Intercollegiate Volleyball Association Conference
- ▾ Wellness and intramural sports offices

For updates of sporting events schedules visit www.gomastodons.com

IPFW Gates Sports Fitness and Wellness Services

Gates Sports Center ▼ 260-481-6655 ▼ www.gomastodons.com

Intramurals ▼ 260-481-6617 ▼ www.ipfw.edu/intramurals

Mon.–Thurs. 5:30 a.m.–10 p.m., Fri. 5:30 a.m.–8 p.m., Sat. 8 a.m.–5 p.m., Sun. noon–8 p.m.

- ▼ The Gates Sports Center is the site for fitness and wellness services for all IPFW students
- ▼ Nautilus and free weights
- ▼ Cardio equipment (Life Fitness exercise bikes, EFX elliptical trainers, treadmills, and rowing machines)
- ▼ 1/9th mile indoor running track
- ▼ Three racquetball/wallyball courts
- ▼ Three full-sized basketball courts
- ▼ Personal fitness and wellness assessments and personal training
- ▼ Intramural and recreational sports programs and office
- ▼ Wellness and fitness office

IPFW/Parkview Health and Wellness Clinic

Walb Student Union 234 ▼ 260-481-5748 ▼ www.ipfw.edu/clinic

Mon.–Fri. 9 a.m.–3:30 p.m.

Please call 481-5748 to schedule an appointment

- ▼ Our staff works with local physicians to meet your healthcare needs and to complement the services of your primary health care provider
- ▼ Services offered but not limited to:
 - Minor illness
 - Minor injury
 - Minor skin condition
 - Wellness and Prevention
 - Immunizations
 - Allergy injections
 - Physicals
 - Travel physicals

IU Credit Union Branch

Kettler Hall 198F (teller office) ▼ 260-481-6263; Kettler Hall G35 (loan office) ▼ 260-481-6273

▼ www.iucu.org ▼ Mon.–Fri. 9 a.m.–4 p.m.

- ▼ Deposit and check cashing services for members
- ▼ Personal, auto, home equity, mortgage loans
- ▼ Certificates and Investments
- ▼ Membership open to students, staff, faculty and all residents or employees in Indiana
- ▼ IU Credit Union and National City Bank ATM's are located in Kettler Hall, ground level
- ▼ The IU Credit Union is a full-service financial institution located right on campus for your convenience

Library, Walter E. Helmke

Helmke Library ▼ 260-481-6505 ▼ www.lib.ipfw.edu

Mon.–Thurs. 8 a.m.–11 p.m., Fri. 8 a.m.–6 p.m., Sat. 8:30 a.m.–5:30 p.m., Sun. noon–11 p.m.

- ▼ Come to the library to find comfortable individual and group-study spaces
- ▼ Student-access computer workstations plus wireless network for students as well as guests
- ▼ An IPFW Learning Commons in the planning, connecting the library to the new Student Services Complex
- ▼ Ask a Librarian at <http://ask.lib.ipfw.edu> (in person, by e-mail, by IM chat, or by phone)
- ▼ Research consultations with subject librarians, by appointment or on a walk-in basis
- ▼ User assistance at the Service Desk, 330 days a year
- ▼ On- and off-campus access to databases and indexes, e-reference books, and 30,000+ 40,000+ e-journals
- ▼ ReservesEXpress at <http://rex.lib.ipfw.edu> for course readings, 24/7
- ▼ IUCAT catalog access to Indiana University Libraries' 9+ million books and much more
- ▼ Document Delivery Services to locate library materials that the library does not own
- ▼ A virtual tour of the library at <http://tour.lib.ipfw.edu>
- ▼ Tutorials, course guides, and research tools created by librarians
- ▼ Start out on the path to information literacy and student success with our Foraging for Information Worksheet, Is Your Web Site Credible?, Is Your Journal Scholarly? guides

Mastodon Academic Performance (M.A.P.) Center

Kettler Hall 108C ▾ 260-481-6054 ▾ www.ipfw.ipfw.edu/athletic-advising

Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Advises student-athletes
- ▾ Monitors NCAA eligibility
- ▾ Administers the grade check program
- ▾ Administers athletic study table
- ▾ Teaches the Freshman Success for Student-Athletes course
- ▾ Coordinates class registration of student-athletes
- ▾ Advises the Student-Athlete Leadership Team (SALT)
- ▾ Champs Life Skills program

Mastodon Advising Center

Kettler Hall 109 ▾ 260-481-6595 ▾ www.ipfw.edu/mac

Mon.–Tues. 8 a.m.–6 p.m., Wed.–Thurs 8 a.m.–5 p.m., Fri. 9 a.m.–5 p.m.

Summer Mon. 8 a.m.–6 p.m., Tues.–Fri. 8 a.m.–5 p.m.

- ▾ Academic advising
- ▾ Educates you on degree requirements (academic progress, grade requirements, and minimum requirements to be met)
- ▾ Explains course sequences and how specific courses fit into your program of study
- ▾ Provides help in understanding the General Education requirements and selecting courses
- ▾ Recommends helpful campus resources and services
- ▾ Recommends services for self-assessment, major exploration, and career planning
- ▾ Provides information about campus clubs, organizations, and activities
- ▾ Assists with monitoring student's academic progress
- ▾ Assists in course registration
- ▾ Coordinates the National Student Exchange program

Mastodon Cards

Walb Union Information Desk 127 ▾ 260-481-6611 ▾ www.ipfw.edu/idcards

Mon.–Fri. 7 a.m.–6 p.m.

- ▾ Official university identification card for IPFW students, faculty, staff, alumni and associates
- ▾ The first Mastodon Card is FREE, but a \$20 fee is charged for any card replacement
- ▾ Certain identification and IPFW Network ID (username/login) are required (See web sites for details).
- ▾ Current semester enrollment is required to issue a student card
- ▾ Mastodon Cards are automatically valid with each semester registration. (Retain your card for future IPFW use)
- ▾ Required for Helmke Library, Gates Sports Center, Registrar and Bursar services, student activities, and athletic events
- ▾ Photocopy savings are automatic when using your Mastodon Card in campus copiers
- ▾ Mastodon Cards are issued with your name, photo, bar code, and magnetic strips
- ▾ Visit the Mastodon Card web site (www.ipfw.edu/idcards) for many other discounts and services available with your card
- ▾ Mastodon Cards take less than five minutes to issue from photo to finished card

Music

Rhinehart Music Center 144 ▾ 260-481-6714 ▾ www.ipfw.edu/vpa

Mon.–Fri. 8 a.m.–5 p.m.

- ▾ An array of concert programs for the general public including early music, opera, chamber, and jazz
- ▾ Large and small ensembles
- ▾ Three Rivers Honor Bands
- ▾ University Singers and Wind Ensemble tours
- ▾ Student Recital Series

National Student Exchange (NSE) Mastodon Advising Center

Kettler Hall 109 ▼ 260-481-6595 ▼ www.nse.org; www.ipfw.edu/nse

Mon.–Tues. 8 a.m.–6 p.m., Wed.–Fri. 9 a.m.–5 p.m.

Summer Mon.–Thurs. 8 a.m.–5 p.m., Fri. 9 a.m.–5 p.m.

- ▼ Spend a semester or a year of study at one of just under 200 different colleges and universities
- ▼ Choose from locations in the United States, its territories, and Canada
- ▼ Remain enrolled at IPFW and pay regular IPFW tuition and fees
- ▼ Broaden your cultural and educational horizons during your sophomore or junior year
- ▼ Exchange for just one semester or a full academic year
- ▼ Credits earned on exchange count as regular resident credit toward your IPFW major

Personal Counseling Services (IPFW/Parkview Student Assistance Program)

Walb Student Union 210 ▼ 260-373-8060 or 800-721-8809

Mon.–Fri. 8 a.m.–4:30 p.m.

- ▼ Offers free and confidential short-term services to all currently enrolled IPFW students
- ▼ Facilitates referrals to community agencies for long-term service needs
- ▼ Offers group, individual, and couples counseling
- ▼ Works with a variety of concerns, including but not limited to: depression, anxiety, relationship issues, substance abuse, and eating disorders
- ▼ Available for consultation and outreach services

Physical Plant

Ginsberg 103 ▼ 260-481-6832 ▼ Mon.–Fri. 7 a.m.–5 p.m.

- ▼ Work order request center
- ▼ Emergency maintenance services
- ▼ Custodial services
- ▼ Safety issues
- ▼ Campus signage
- ▼ Salvage and storage
- ▼ Space information

Printing Services

Printing Services/Warehouse 104 ▼ 260-481-6801 ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ Color or black and white copies
- ▼ Résumé printing
- ▼ Poster prints up to 11 x 17 on white 10 lb. stock
- ▼ Above services typically done on a “while you wait” basis
- ▼ New color large format printer/paper or vinyl –Poster size –Banners
- ▼ Laminating, folding, cutting, binding, coil, or spiral with 24-hour service
- ▼ Bring CD or flash drive or e-mail .pdf files to printsrv@ipfw.edu
- ▼ Self-service copiers in all buildings

Registrar

Kettler Hall 107 ▼ 260-481-6815 ▼ www.ipfw.edu/registrar

Mon.–Thurs. 8 a.m.–6 p.m., Fri. 9 a.m.–5 p.m.

- ▼ Provides official and unofficial (IU and Purdue) transcript services
- ▼ Administers, coordinates, and conducts registration and related procedures
- ▼ Reports student and course data to IU and Purdue main campuses
- ▼ Administers fee-assessment and residency policies for tuition purposes and responding to related appeals
- ▼ Collects, processes, and reports final grades
- ▼ Processes degrees as recommended by the faculty and awarded by IU and Purdue trustees
- ▼ Provides student information for Commencement and distribution of diplomas
- ▼ Certifies enrollments, degrees, demographic information, and statistical data
- ▼ Coordinates enrollment certification for military students to Veterans Administration
- ▼ Publishes the Undergraduate Bulletin, Graduate Bulletin, and Schedule of Classes
- ▼ Administers records retention, security, and release policies

Research and External Support

Kettler Hall 252 ▾ 260-481-4101 ▾ www.ipfw.edu/ores ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Offers research funding for undergraduates
- ▾ Coordinates annual student research symposium
- ▾ Provides assistance to faculty in securing internal and external research funding

Safe Zone

University-wide ▾ www.ipfw.edu/safezone

- ▾ Support program for lesbian, gay, bisexual, transgendered, or queer (LGBTQ) students.
- ▾ A “Safe Zone” office sign on campus indicates that at least one individual in the office has completed a Safe Zone training workshop and will be positive, supportive, and affirming

Schatzlein Box Office

Auer Lobby, Rhinehart Music Center ▾ 260-481-6555 ▾ www.ipfw.edu/rhinehart

Mon.–Fri. 12:30 p.m.–6:30 p.m., on event days the box office is also open 1 hour prior to show

- ▾ Ticket sales for music concerts, theatre performances, shows, and special events in Auer Performance Hall and Rhinehart Recital Hall
- ▾ Discounted Rave movie tickets
- ▾ Payment accepted: cash, check, VISA, MasterCard, and Discover

School of Education, Student Information Center

Neff Hall 243 ▾ 260-481-6449 ▾ www.ipfw.edu/educ/students ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Professional staff provides academic advising, teacher testing, student teaching information, and licensing information
- ▾ Specific information available includes teacher testing materials, School of Education teacher education programs, and teaching licensure in Indiana and other states
- ▾ Employment opportunities

Services for Students with Disabilities

Walb Student Union 113 ▾ 260-481-6657 ▾ www.ipfw.edu/ssd ▾ Mon.–Fri. 8 a.m.–5 p.m.

- ▾ Provides appropriate academic aids and services
- ▾ Ensures availability of accessible computers and assistive equipment
- ▾ Provides reader and sign-interpreter services
- ▾ Offers special test-proctoring services
- ▾ Provides academic support to ensure equal access for students with disabilities

Special Events

Rhinehart Music Center 208 ▾ 260-481-5493 ▾ www.ipfw.edu/rhinehart

Walb Student Union Lobby 129 ▾ 260-481-6612 ▾ www.ipfw.edu/wuo

▾ Mon.–Fri. 8 a.m.–6 p.m.; other times by appointment or as needed for events

- ▾ Planning and preparation of special events (campus activities and private rentals) in the Rhinehart Music Center, Walb Student Union, Science Mall, and other outdoor venues
- ▾ Event scheduling in Walb Student Union, Rhinehart Music Center, and outdoor areas
- ▾ Recreation Center operations

Student Housing Information

Cole Commons ▾ 260-481-4180 ▾ www.ipfwstudenthousing.com ▾ Hours vary

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

Student Life OfficeWalb Student Union 115 ▼ 260-481-6609 ▼ www.ipfw.edu/stulife ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ Promotes co-curricular and extracurricular programs
- ▼ Serves as a planning resource for student organization events
- ▼ Recognizes student organizations
- ▼ Offers leadership training
- ▼ Creates and authorizes the co-curricular transcript program
- ▼ Formulates and recommends policy for student organizations
- ▼ Serves as a liaison between university administration and student organizations
- ▼ Coordinates the new student orientation program (SOAR)
- ▼ Supervises the campus posting policy

Student Recreation CenterWalb Student Union G10 (The Stomping Grounds) ▼ www.ipfw.edu/wuo/center/rental.shtml
Mon.–Fri. 9 a.m.–9 p.m. (During fall and spring semester)

- ▼ Great place for students to relax or meet friends between classes
- ▼ Adjacent to Taco Bell and Pizza Hut food court
- ▼ Mastodon Card required for use
- ▼ Shuffleboard, billiards, and table tennis equipment can be checked out from WU 127
- ▼ Shuffleboard, billiards, table tennis, and Pop-A-Shot electronic basketball games—FREE!
- ▼ Board games and playing cards—FREE!
- ▼ Coin-operated video arcade games
- ▼ Available for private rental during weekends and summer months

Studio MWalb Student Union 220 ▼ 260-481-0114 ▼ www.ipfw.edu/studiom
Mon.–Thurs. 9 a.m.–11 p.m., Fri. 9 a.m.–9 p.m., Sat. 11 a.m.–8 p.m.

Multimedia assistance with:

- ▼ Audio and video editing stations
- ▼ 2D/3D graphics authoring
- ▼ Interactive media creation
- ▼ Web authoring
- ▼ High-definition video cameras available for checkout
- ▼ Digital SLR available for checkout

Study Abroad Opportunities - Office of International Programs (OIP)Kettler Hall 269 ▼ 260-481-6494 ▼ e-mail (weatherk@ipfw.edu) for appointment with Jenny Weatherford, director

- ▼ IPFW students have over 400 outstanding study abroad opportunities available through IPFW, Indiana University, and Purdue University
- ▼ Students can choose between spring-break, summer, semester, and academic-year programs
- ▼ Opportunities are available in Europe, Asia, Africa, Australia, South America, Canada, Mexico, and the Caribbean
- ▼ Some programs are geared toward specific majors, but many are available to all majors
- ▼ For some programs, some knowledge of a foreign language is required, but for many programs, the language of instruction is English
- ▼ Depending on the program, students will live with a family, in a dormitory, or in an apartment
- ▼ In most cases, financial aid can be applied to study abroad programs
- ▼ Special scholarships for regional campus students may be available
- ▼ Program credits earned on IU or Purdue programs will appear on transcripts as Indiana University or Purdue University course work, not as transfer credit
- ▼ OIP offers weekly study abroad information sessions. Check the calendar at <http://www.ipfw.edu/oip/events/default.shtml> for schedule

Testing Services

Kettler Hall 232 ▼ 260-481-6600

Mon.–Thurs. 8 a.m.–7:30 p.m.; Fri. 8 a.m.–5 p.m.; Sat. 9–11 a.m.

- ▼ Foreign Language placement tests
- ▼ Placement testing for incoming freshmen and transfer students
- ▼ Proctor site for IPFW and other Distance Learning Courses
- ▼ Business K200, K211 and K212 course testing out
- ▼ Law School Admission (LSAT), SAT, PRAXIS, MAT, CLEP National Testing Center
- ▼ Prov National Testing Center
- ▼ Castle Worldwide Exams
- ▼ Prometric National Computer-Based Center: 260-481-4153 for more information:
 - Office hours Tues.–Fri. 8 a.m.–5 p.m.; Sat. 8 a.m.–12 p.m.
 - Exams offered: CPA, PRAXIS I, GRE, FINRA, MCAT, TOEFL ibt, Information Technology (IT) and other tests offered

University Police

Support Services Building ▼ emergency 260-481-6911, parking 260-481-5424,

non-emergency 260-481-6827

Open 24/7 - ticket payments taken from 7:30 a.m. - 3:30 p.m., payment drop box available 24/7

- ▼ Traffic regulations are available at various locations around campus in pamphlet racks
- ▼ Permits for persons with disabilities are available at University Police
- ▼ Permits are required in all staff and faculty lots. Faculty and staff can obtain parking permits at University Police
- ▼ Some, but not ALL, staff and faculty lots change to open areas after 5 p.m.
 - Read the signs in each lot carefully
- ▼ Parking is allowed in dock areas for a maximum of 10 minutes for loading and unloading of vehicles
- ▼ Parking meters are enforced from 7 a.m. to 11 p.m.
- ▼ Call University Police at 260-481-6827 for the following services:
 - Vehicle jump starts and vehicle unlocks
 - Personal escorts (anytime)
- ▼ For emergencies call: 911 or 260-481-6911

Emergency Notification Messages:

- ▼ IPFW's Alert Contact Information system allows the university to contact you by phone, e-mail, and/or text regarding any campus situations that may affect you. Log on to <http://my.ipfw.edu> and locate the "Alert Phone Number" heading on the right side of the Web page. Click on the "edit" button and enter the methods by which you would like to be contacted. (Your university-issued e-mail address is mandatory.) You may be contacted for the following possible scenarios:

- Weather conditions have closed the campus
- Utility problems have affected all or specific parts of campus
- A hazardous material incident is affecting campus
- A hostile activity is affecting the safety of people on campus

Once you have registered, your contact information will not be used for any other purpose than what is listed above. Messages delivered to you will always be brief, informative, and provide you with directions necessary to ensure your safety

University Relations and Communications (Marketing, Publications and Web)

Support Services Building ▼ 260-481-6808 ▼ www.ipfw.edu/urc ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ Notifies the regional media and hometown newspapers when students:
 - receive awards, scholarships, or honors
 - publish papers or receive recognition from national organizations (students should contact URC staff for media recognition).
- ▼ Publicizes student organizations' events that are open to the public (contact URC staff three weeks prior to event)
- ▼ Sponsors community events for students and the public

Veterans' Services

Kettler Hall 107 ▼ 260-481-6126 ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ The Veterans' Services coordinator provides educational support services for veterans of the U.S. Military
- ▼ The coordinator provides benefits information and counseling through the Registrar's office
- ▼ If you are receiving veterans benefits, certification of your enrollment status is required each semester and requested at the Registrar's office

Vice Chancellor for Student Affairs

Kettler Hall 172 ▼ 260-481-6844 ▼ www.ipfw.edu/vcsa

Mon.–Fri. 8 a.m.–5 p.m. Evenings by appointment

- ▼ The Vice Chancellor for Student Affairs is responsible for all activities, services, and programs within Student Affairs
- ▼ The office is responsible for general matters pertaining to student life
- ▼ Individual assistance is provided for students who may experience problems with any office in Student Affairs
- ▼ The office provides assistance in understanding IPFW policies and other university matters

Walb Union Information Desk

Walb Union Lobby (WU 127) ▼ 260-481-6611 ▼ www.ipfw.edu/safety

Mon.–Fri. 7 a.m.–6 p.m.

- ▼ Issues Mastodon Cards
- ▼ Distribution of campus keys
- ▼ Fleet management
- ▼ General information questions and customer service desk
- ▼ Provides refunds for Walb Student Union vending machines
- ▼ Provides IPFW class and sports schedules, campus and city maps, bus schedules, etc.

Williams Theatre

Williams Theatre 124A ▼ 260-481-6551, Box Office 260-481-6555, TDD 260-481-4105

Mon.–Fri. 8 a.m.–5 p.m. (When the box office is not open, email schultz@ipfw.edu)

- ▼ Nationally acclaimed IPFW Department of Theatre maintains two theatre spaces with a production schedule of four to six plays each academic year
- ▼ Admission to regular student shows for students with an official IPFW University ID is free. Students who are interested in working on a show as a crew member, usher, or in the costume shop and/or scene shop are encouraged to contact the Theatre office at 481-6551
- ▼ Throughout the year, Studio Showcase features productions ranging from full length plays and original scripts to dance presentations, monologues, and one-acts centered on popular themes. Studio Showcase allows student and faculty theatre artists the opportunity to realize minimalist productions of theatrical works in the Studio Theatre in Kettler Hall. IPFW students with an ID, along with theatre season Flex-Pass holders, will be admitted free of charge to any of the presentations in the Studio Showcase. All other tickets are \$5
- ▼ The IPFW Department of Theatre offers a variety of barrier-free services at the theatre such as handicapped parking and spacious lower-level seating. We also offer sign-language interpreter services during the second Sunday matinee performance in Williams Theatre and the Soundmate Personal Listening System for patrons with hearing loss. The box office is equipped with a Text Telephone Device (TDD) that allows patrons who cannot speak or hear to make ticket reservations

Women and Returning Adults, Center For

Walb Student Union 120 ▼ 260-481-6029 ▼ www.ipfw.edu/cwra ▼ Mon.–Fri. 8 a.m.–5 p.m.

- ▼ Individual appointments
- ▼ Social and educational workshops - students with families series
- ▼ Provide information about scholarships for nontraditional students and women
- ▼ Newsletter
- ▼ Omnicron-Psi Honor Society for adult students
- ▼ Campus and community resource information and referrals

Writing Center

Kettler Hall G19 ▾ 260-481-5740 ▾ www.ipfw.edu/casa/writing

Mon.–Thurs. 10 a.m.–6 p.m., Fri. 10 a.m.–2 p.m., Sun. 1–5 p.m.

- ▾ Provides free one-on-one, group, and online writing consulting
- ▾ Provides use of computers for writing and researching papers and presentations
- ▾ Assists experienced and beginning writers to improve their papers for any class
- ▾ Consultants help writers brainstorm, focus, organize, and develop their ideas
- ▾ Consultants help writers learn how to revise for clarity and style, edit for correctness, and reference sources responsibly
- ▾ Web site provides contact information and links to explanations of our services, handouts, and other writing resources on the Web



Student Organizations

You can become an active part of the university community by participating in any of the nearly 100 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, you must 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 office. The president and treasurer must also attend training sessions. 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 office, Walb 115, 260-481-6609. For direct links to student organization Web sites and e-mail addresses, go to www.ipfw.edu/stulife.

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

Student Organizations

Club Sports

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 office and the IPFW Student Code of Conduct.

Equestrian Team
Hockey Club
Judo Club

Lifting Club
Rugby Club
Ski & Snowboarding

Water-ski and Wakeboard Team
Wrestling Club
Yoga Club

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.

Accounting Society
Agriculture and Pre-Vet Club
American Society of Civil Engineers
American Society of Interior Design
American Society of Mechanical Engineers
America's Renaissance (Public Affairs Organization)
AMSA Pre-Med Club
Anthropology Club
Art Students League
Association for Computing Machinery
Biology Club
Ceramics Club
Computer Information Association
Counseling Honors Society
Economics Club
Educators for Excellence
Finance Society
French Club
Geosciences Club
German Club
Graduate Association of Sociological Practitioners
Hispanos Unidos
History Club
Honors Student Group
Hospitality Management Association
Human Services Organization

Institute of Electrical and Electronics Engineers
International Students' Organization
IPFW Engineering Club
MBA Advisory Council
Music Educators National Conference
Music Therapy Club
National Society of Black Engineers
Pharmacy Club
PHI (Philosophy Club)
PI Math Club
Pre-Dentistry Club
Psychology Club
Society for Human Resource Management
Society of Automotive Engineers
Society of Manufacturing Engineers
Society of Physics Students
Society of Women Engineers
Sociology Student Association
Speech and Hearing Club
Student Affiliates of the American Chemical Society
Student American Dental Hygienists Association
Student Theatre Organization
Symphonic Wind Ensemble
The English Coterie
VCD Society

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.

Beta Beta Beta

Lambda Alpha

Lamba Pi Eta

Phi Theta Kappa

Pi Mu Epsilon

Psi Chi

Sigma Alpha Iota

Upsilon Pi Epsilon

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.

Campus Crusade for Christ

Campus Ministry

Chi Alpha Christian Fellowship

City Wide Worship Student Group

Global Christian Fellowship

InterVarsity Christian Fellowship

Lutheran Student Fellowship

Newman Catholic Student Group

Spiritual and Pagan Student Alliance

Social Greek

Zeta Phi Beta

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.

Active Minds of IPFW

African Student Organization

ANIME 101

Arabic Language and Culture Club

ASL Pah!

Bangladesh Student Organization

Black Collegian Caucus

Blue Crew

Bosnia-Herzegovena

Campus Atheists and Agnostics of IPFW

Campus Scouts

Chess Club

Chinese Club

Circle K

Club Seoul

College Republicans

Common Difference

Dancin' Dons

Dagorhir Club

Ducks Unlimited IPFW Chapter

Delta Sigma Pi

F.I.L.M.

Film Festival Club

Local Music Enlightenment Club

Mastodon Minutes

Mastodon Planeswalker

Mastodonics

Media Render Evolution

Miss IPFW Scholarship

Model United Nations

Student Athlete Leadership Team

Student Dance Organization

Student Housing Community Council

Students For Bio-Ethical Reform

Students For Life

Students In Free Enterprise

The BigHeart Club

The Camera Clique

United Sexualities

University Democrats

Vietnamese Student Association

Voices of Inspiration

Voices Not Victims

Women of the World

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 toward the needs and interests of the student body.

Indiana-Purdue Student Government Association

Judicial Court

Student Activities Board (SAB)

Student Senate

IPFW POLICIES

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 start of the fall semester. 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.

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 bases 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.

AMERICANS WITH DISABILITIES ACT (ADA)

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

IPFW supports the ideals of the ADA and is committed to make reasonable modifications in its policies and practices as needed to ensure access to the university by people with disabilities. Such modifications are made on the basis of individual need, related to the way(s) in which a person's disability substantially limits major life activities — such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

For further information, please contact IPFW's ADA coordinators. One coordinator's office is in Walb 113, telephone: 260-481-6657 (voice/TTY). The other ADA coordinator is located in Physical Plant 108, telephone: 260-481-6832. IPFW also has a dedicated TTY line for accessing all offices of the university. The number is 260-481-6820.

ETHICAL GUIDELINES FOR COMPUTER USERS

The 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 computer resources are designed to be used in connection with legitimate, university-related purposes. The use of university computing 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 computer 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, e-mail, Web, and other computing 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. E-mail 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 e-mail be used to forge a message so as to have it appear to come from another user. All such inappropriate uses of e-mail are subject to disciplinary action, including — but not limited to — loss of e-mail account and/or users network account.

Certain university-controlled computing 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 campus comptroller.

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. (260-744-1144), or the IPFW/Parkview Health and Wellness Clinic (260-481-5748).

VI. 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/Parkview Health and Wellness 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

Purpose of this policy:

- to establish optimal opportunities for promoting campus organizations and events
- to ensure that authorized publicity does not detract from the safety or attractiveness of the campus
- to restrict unauthorized publicity
- to help reduce waste
- to increase the effectiveness of campus postings

Posters and postings should be prepared, displayed, and removed in accordance with this policy. Any damage to university property will be charged to the sponsor. Unauthorized postings will be removed and violators will be referred to the dean of students to pursue appropriate action. Please direct requests for exceptions to this policy and questions about its application in specific cases to the director of student life. The director will refer such requests to the appropriate university officials for action or information as needed.

Definitions used in this policy:

“Poster” or “posting” refers to a temporary sign, placard, flier, banner, card, and similar publicity material. (Permanent signs are regulated by the Campus Sign Policy, Chancellor’s Memorandum 4-74-75.);

“Sponsor” refers to the group responsible for the posting;

“Campus groups” are defined as IPFW offices, departments, and recognized student and university organizations;

“Outside group” refers to all other groups and individuals;

“Personal notices” are those posted by individual IPFW employees and students.

I. Approval guidelines for posters and posting:

A. Campus groups need no prior approval for posters or postings in compliance with this policy.

B. Outside groups must have their posters approved and stamped by the director of student life prior to posting in designated locations.

C. Personal notices by university employees and students are permitted on designated bulletin boards in each building. Also available: classified ads in *The Communicator* and the bulletin boards on the Web.

D. Commercial advertising and solicitation (such as for taverns, trips, cars, and magazines) are not allowed. IPFW will consider exceptions for educationally beneficial products (such as computers) offered at a significant discount to IPFW students (but not to the general public). Consult with the director of student life regarding the procedure for requesting an exception. Some publications distributed on campus (such as the *Communicator*, theatre programs, and athletics souvenir programs) accept paid advertising.

E. Off-campus employment opportunities are publicized through Academic Counseling and Career Services.

F. Postings that violate the Code of Student Rights, Responsibilities, and Conduct are not permitted.

G. No activities prohibited by university regulations or local, state, or federal laws may be publicized.

II. Specifications for posting:

A. Posters or postings larger than 11”x 17” must be approved by the director of student life.

B. A maximum of one posting per event/per campus group/per bulletin board (approximately 50 posters in all) is permitted.

C. A maximum of one posting per event/per campus group/per entrance on glass panels (approximately 25 in all) is permitted. The interior vestibule and exterior entrance together count as one approved location.

D. Posters may be displayed for up to two weeks (unless approved for longer display based on available space by the director of student life) or until the publicized information becomes obsolete, whichever comes first.

E. All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and dates of initial posting.

III. Approved locations for posting:

See the pamphlet “Promoting Campus Events” for details.

Posting is approved in the following locations only and prohibited in areas not listed here:

A. Glass panels adjacent to doors (but not above doors or on any glass in the parking garages) may be utilized only for short-term postings (seven days or less) for campus groups only.

B. Office doors, with the permission of the occupant.

C. Tack strips in stairwell landings if available (campus groups only).

D. Kiosks and bulletin boards (unless designated for the exclusive use of an IPFW unit).

E. Display cases and showcases not designated for a particular unit.

F. Lamppost sign holders for parking directions for major campus events.

G. Temporary supports such as poles, sticks, ropes, sandwich boards, and sign boards. All banners and self-supporting signs and their location indoors and outdoors must be approved in advance by the Director of Student Life in accordance with guidelines established by the Student Life Office and the Physical Plant.

H. Sidewalks. Campus groups may tape posters or write messages in chalk on horizontal sidewalk surfaces for special purposes, such as student elections, with prior approval from the director of Student Life. For safety reasons, posters and messages should not be within 20 feet of a doorway. Sponsors are responsible for removing the posters and chalk from the sidewalks.

IV. Materials for affixing posters:

A. For cork bulletin boards and tack strips, use tacks or stick pins only.

B. For solid surfaces (except glass), use masking tape.

C. For glass panels between doors, use Scotch tape.

D. For self-supporting signs, use materials recommended by the Director of Student Life.

E. For sidewalks, use tape or chalk.

F. Self-adhesive stickers or decals may not be used anywhere.

V. Exceptions

A. Any exceptions to the above guidelines must be approved in writing by the Director of Student Life.

B. Emergency or closing notices approved by the Chancellor are exempt from this policy.

C. Use of library space for easels, displays, or postings requires the approval of the library director.

VI. Electronic Message Board Located Between Helmke Library and Classroom Medical Building

In order to promote campus events to the campus community, Indiana University–Purdue University Fort Wayne provides the electronic message board (EMB) for free communication of events to the campus. The EMB will be used to display announcements of university events, including those sponsored by student organizations, athletics, continuing studies, and other campus events.

Prospective users are encouraged to use a variety of communications media for announcing events rather than relying solely on the EMB. Users also are cautioned that the university offers no guarantee with respect to the appearance of any messages on the EMB. Appearance of messages is subject to constraints of priorities and electronic or mechanical limitations. The number of messages that can appear in any given time period is limited and precedence will be given to the earliest messages submitted and to those with a higher priority. Messages may be edited for clarity and conformity to standards. Message content must comply with existing university policies and procedures.

A. Regulations:

1. Messages must be typed or printed plainly and submitted on an EMB form. Messages must be submitted to the Kettler Hall Information Desk two weeks prior to the first day they are to appear.

2. Except for emergency announcements, the EMB may only be used to publicize university events.

3. Each message may appear for up to seven days. Only one message per event may be displayed.

4. Events open only to members of an organization will not be considered.
5. The EMB is not available to commercial advertisers and may not be used to promote any commercial aspects.
6. Messages announcing United Way and Arts United campus events are permitted.
7. Announcements from organizations not affiliated with IPFW, unless sponsored by an IPFW organization, will not be considered.
8. Announcements must not state or imply university endorsement or approval of any goods or services.
9. Questions or comments should be directed to the Kettler Hall Information Desk.

B. Priorities

1. Emergency announcements such as snow emergencies or recesses.
2. Events of university-wide interest such as registration dates, SOAR, etc.
3. Events sponsored by IPFW organizations, including student organizations.
4. Regular meetings of clubs and organizations that are open to the entire campus.

VII. Electronic Message Board Along Broyles Adjacent to the Athletic Fields:

Postings on this message board are restricted to: Athletics, Visual and Performing Arts, and IPFW Students' Government Association events, plus Company in Residence concerts, Outside Rental Events, and Rhinehart Music Center events.

VIII. Temporary, Changeable Banners Affixed to Lightpoles:

For purposes of promoting campus initiatives, IPFW academic and administrative units may use temporary changeable lightpole banners affixed to designated lightpoles around the campus. Note that banners may be used only by campus units promoting campus-based events, programs, or initiatives - they may not be used to promote non-University organizations. Such lightpole banners may be placed for a minimum of one month duration, but not more than six months. All banners must be approved by the Publications office for size specifications and message/logo content. Departments wishing to use this means of promotion must bear the full cost of design and production of the banners.

Lightpole banners may be scheduled for placement through the Office of Student Life who will coordinate the actual physical installation and removal by campus Physical Plant staff. Designated lightpole locations include:

- (A) North Anthony Entrance - South Campus Drive: First pole on right side
- (B) North Anthony Entrance - West Campus Drive: First pole on right side past South Campus Drive
- (C) St. Joe Road Entrance - Broyles Drive: Second poles on right and left sides
- (D) Lawshe Drive Entrance - Second poles on right and left sides
- (E) Crescent Avenue Entrance - Broyles Drive: Second pole on right side and First pole on left side of Blue Drive
- (F) Pedestrian Sidewalk Spine - (Small Banner Size)
 - Left Side: Northeast corner of Neff Hall
 - Right Side: First sidewalk pole between ETCS Bldg and Helmke Library
- (G) Waterfield Housing Entrance - East Broyles Drive: Second pole on left side
- (H) Alumni Plaza - (Small Banner Size):
 - First, Third, and Fifth poles on north side of Plaza, next to Walb Union Building.

A campus map showing the location of the above designated lightpoles is available in the Office of Student Life.

Any deviations from this policy must have the approval of the Chancellor or his designee. Banners for lightpoles other than those listed above must be approved by the Chancellor or his designee.

ANTIHARASSMENT POLICY

Purdue University issued the following policy on antiharassment, and IPFW has developed procedures for implementing the policy on this campus. Both the policy and the procedures apply to all students with either Indiana University or Purdue University affiliation while enrolled at IPFW.

Preamble The major goal of this policy is to prevent harassment within the Purdue University community.

The university believes that harassment is repugnant and inimical to our most basic values.

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.

It is essential that Purdue University demonstrate its intellectual and ethical leadership by reaffirming its strong position against harassment in all forms. All members of the university community must be able to pursue their goals, educational needs, and working lives without intimidation or injury generated by intolerance and harassment. 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 to the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The university reaffirms its commitment to academic freedom, which is essential to its educational mission and is critical to diversity and intellectual life.

This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin, ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation.

Policy It is the policy of Purdue University to maintain the campus as a place of work and study for faculty, staff, and students free from all forms of harassment. 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 in the educational environment is unacceptable conduct and will not be tolerated.

Scope This policy applies to all faculty, staff, and students with respect to activities occurring on any university property and university-related activities occurring off campus. This policy also applies to the activities of recognized student organizations including fraternities, sororities, and/or cooperatives.

The university will not tolerate harassment of its faculty, staff, or students by persons conducting business with or visiting the university, even though such persons are not directly affiliated with the university.

Definitions Harassment is conduct toward another person or identifiable group of persons that has the purpose or effect of:

- (1) creating an intimidating or hostile educational environment, work environment, or environment for participation in a university activity;
- (2) unreasonably interfering with a person's educational environment, work environment, or environment for participation in a university activity; or
- (3) unreasonably affecting a person's educational or work opportunities or participation in a university activity.

Racial Harassment Racial harassment is conduct that demonstrates hostility toward another person (or identifiable group of persons) on the basis of race, color, national origin, or ancestry, and that has the purpose or effect of:

- (1) creating an intimidating or hostile educational environment, work environment, or environment for participation in a university activity;
- (2) unreasonably interfering with a person's educational environment, work environment, or environment for participation in a university activity; or

(3) unreasonably affecting a person's educational or work opportunities or participation in a university activity.

The university is strongly committed to providing a safe and harassment-free environment for members of those groups that have historically been, and are still likely to be, at greatest risk of harassment for reasons of prejudice.

Sexual Harassment Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a university activity;

(2) submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a university activity; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for that individual's employment, education, or participation in a university activity.

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The disparity of power between persons involved in amorous relationships of a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit makes them susceptible to exploitation. Those who abuse their power in such a context violate their duty to the university community.

Relationships between faculty and students are particularly susceptible to exploitation. The respect and trust accorded a member of the faculty by a student, as well as the power exercised by faculty in giving grades or recommendations for future study and employment, make voluntary consent by the student suspect.

Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the university structure must understand that the validity of the consent can and may be questioned. In the event of a charge of sexual harassment, the university will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

Determination of Harassment To determine whether a particular act or course of conduct constitutes harassment under this policy, the alleged behavior will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of harassment, a serious incident, even if isolated, can be sufficient.

The university reserves the right to investigate circumstances that may involve harassment in situations where no complaint, formal or informal, has been filed. In appropriate circumstances, sanctions in accordance with this policy will be implemented.

Retaliation Prohibited This policy seeks to encourage faculty, staff, and students to report and address incidents of harassment. Retaliation against faculty members, staff members, or students for reporting or complaining of harassment or enforcing this policy is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group for exercising rights under this policy will be subject to appropriate and prompt disciplinary or remedial action.

Sanctions An individual or group of individuals found to have violated this policy will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the university.

The sanctions for conduct that constitute harassment as defined by this policy are subject to enhancement when such conduct is motivated by bias based on a person's legally protected status as defined by federal and state law (e.g., race, gender, religion, color, age, national origin, ancestry, or disability). This enhancement of sanction is applicable to university faculty, staff, students, and recognized student organizations, including fraternities, sororities, and/or cooperatives.

Financial Liability Faculty and staff who are determined to have violated this policy may be held personally liable for any damages, settlement costs, or expenses, including attorney fees incurred by the university.

False Charges This policy shall not be used to bring knowingly false or malicious charges

against any faculty, staff, students, or recognized student organizations, including fraternities, sororities, and/or cooperatives.

Disciplinary action will be taken against any person or group found to have brought a charge of harassment in bad faith, or any person who, in bad faith, is found to have encouraged another person or group to bring such a charge.

Responsible Institutional Officers The Vice President for Human Relations, in consultation with university officers, Chancellors, and legal counsel, shall have overall responsibility for oversight and coordination of enforcement of policies and procedures dealing with harassment for all campuses and operations within the Purdue University system.

Chancellors, vice presidents, deans, and heads of all colleges, schools, divisions, departments, and offices are responsible for maintaining an educational employment environment free of harassment.

Administrators or supervisors who have knowledge of conduct involving harassment or who receive a complaint of harassment that involves university faculty, staff, or undergraduate or graduate students under their administrative jurisdiction, shall take immediate steps to deal with the matter according to university policy and procedures.

Persons who believe they have experienced or witnessed harassment are encouraged to report it through established procedures. Heads of colleges, schools, and administrative units shall make known to all of their members those individuals and offices designated as resources for people seeking assistance with harassment.

Other Discriminatory Conduct This antiharassment policy augments, but does not supersede, other university policies covering discrimination.

Although harassment as described and prohibited by this policy includes a wide range of behavior, it does not include certain discriminatory conduct, even though that conduct may be otherwise unlawful, offensive, or prohibited by other university policies.

If you have questions or a complaint, or want advice, you may talk with your advisor or one of the following contact persons: Melissa McIntosh, Donna M. Bialik, Eric Wagenfeld, James Ferguson.

PURDUE UNIVERSITY PROCEDURES FOR RESOLVING COMPLAINTS OF DISCRIMINATION AND HARASSMENT

I. Introduction 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.

Any employee, student, campus visitor, or person participating in a University activity who believes he or she has experienced or witnessed discrimination and/or harassment is encouraged to report the incident(s) promptly. Prompt reporting of complaints is vital to the University's ability to resolve the matter.

There are both informal and formal processes for resolving complaints of discrimination and harassment. A Complainant may elect to invoke either the informal or formal resolution process. If the Complainant finds that initial informal efforts are unsatisfactory, the Complainant may then seek formal resolution.

The University reserves the right to investigate circumstances that may involve discrimination and/or harassment where no complaint, formal or informal, has been filed. In such situations, the University may elect to investigate and, if warranted, impose disciplinary sanctions pursuant to these or other established University procedures.

The University also reserves the right to take provisional, emergency actions departing from these Procedures; provided, however, that such actions shall be followed as promptly as possible by steps giving Respondents the notice and opportunity to respond as specified in the Formal Resolution Process set forth in Section VI hereof.

Any question of interpretation regarding these Procedures shall be referred to the Vice President for Human Relations for final determination.

II. Definitions "Advisory Committee on Equity" shall mean the committee appointed by the Vice President for Human Relations upon the nomination of the Provost, a Chancellor, the University Senate, the Administrative and Professional Staff Advisory Committee, and the Clerical/Service Staff Advisory Committee to advise the Chancellors and the Director pursuant to Section

VI of these Procedures.

“Complainant(s)” shall mean a person or persons making a complaint under the Informal Resolution Process or the Formal Resolution Process.

“Contact Person” shall mean a Complainant’s department head or any other person who has supervisory responsibility for the Complainant or a designated individual within the following University offices: (a) on the West Lafayette campus, the Affirmative Action Office, Department of Human Resource Services, Graduate School, and Office of the Dean of Students; (b) on the Calumet campus, the Affirmative Action Office, the Vice Chancellor for Student Services, and the Department of Human Resources; (c) on the Fort Wayne campus, the Affirmative Action/Equal Opportunity Office, the Dean of Students, and the Department of Human Resources; and (d) on the North Central campus, the Equal Opportunity/Affirmative Action Office, the Dean of Students, and Human Resources.

“Days” shall mean calendar days.

“File” and “Filed” shall mean that the document has been received and acknowledged by the appropriate University official.

“Formal Complaint” shall mean a Formal Complaint filed pursuant to Section VI of these Procedures.

“Formal Resolution Process” shall mean the process for resolving complaints of discrimination and/or harassment set forth in Section VI of these Procedures.

“Informal Complaint” shall mean an Informal Complaint filed pursuant to Section V of these Procedures.

“Informal Resolution Process” shall mean the process for resolving complaints of discrimination and/or harassment set forth in Section V of these Procedures.

“Procedures” shall mean the procedures set forth in this document.

“Respondent(s)” shall mean the person or persons whose conduct is the subject of concern under these Procedures,

“University” shall mean Purdue University.

“University Investigator” shall mean a person designated by the Vice President for Human Relations to investigate a Formal Complaint pursuant to Section VI of these Procedures.

III. General Provisions To protect both the Complainant and the Respondent, complaints of discrimination and/or harassment will be treated with the greatest degree of confidentiality possible. Complainants are advised, however, that confidentiality can only be respected insofar as it does not interfere with the University’s obligation to investigate allegations of misconduct that require it to take corrective action.

A Complainant may have an advisor or support person present when reporting discrimination and/or harassment or at any point in these Procedures. A Respondent may also have an advisor or support person present if and when he or she becomes a party to an Informal Resolution Process or a Formal Resolution Process. An advisor or support person may not, however, stand in place of either the Complainant or the Respondent, act as legal counsel for a party or otherwise participate in the Informal Resolution Process or the Formal Resolution Process. An advisor or support person may, however, be an attorney.

All employees and students have an obligation to cooperate in the conduct of these Procedures. Failure to do so may result in disciplinary action. In the event that a Complainant does not cooperate by failing to furnish information requested by the University Investigator or to make himself or herself available for interview by the University Investigator, the Chancellor or Director may dismiss the Complaint. The Chancellor or Director shall provide written notice of such dismissal to the Complainant(s) and the Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the University Investigator or to make himself or herself available for interview by the University Investigator, the University Investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

Allegations of discrimination and/or harassment involving only students acting in their capacities as students will be adjudicated under the Student Conduct Code. Allegations of discrimination and/or harassment by recognized student organizations will be adjudicated in accordance with

procedures established for student organizations. An investigation and determination of all other complaints alleging discrimination and/or harassment against a student may be conducted under these Procedures or under the Student Conduct Code. At the West Lafayette campus, the final decision regarding which procedure will be used for the investigation and determination will be made jointly by the Vice President for Human Relations, the Vice President for Student Services, the Dean of Students, and, as appropriate, the Dean of the Graduate School. At the Calumet, North Central, and Fort Wayne campuses, the final decision regarding which procedure will be used for the investigation and determination will be made by the Chancellor. Employees who are students involved in activities subject to these Procedures may be treated either as students, employees, or both at the sole option of the University.

When extenuating circumstances warrant, a Chancellor or the Director, as the case may be, has the authority to extend any of the time limits contained in these Procedures except those relating to the filing of complaints or the filing of appeals.

In the event that a complaint concerns the conduct of the Director, the Vice President for Human Relations shall designate an individual who shall be responsible for implementing the responsibilities of the Director pursuant to these Procedures. In the event that a complaint concerns the conduct of the Vice President for Human Relations or a Chancellor, the President shall designate an individual who shall be responsible for implementing the responsibilities of the Vice President for Human Relations or such Chancellor pursuant to these Procedures. In the event that a complaint concerns the President, the Chairman of the Board of Trustees shall be responsible for implementing the responsibilities of the President pursuant to these Procedures.

Notwithstanding any provision contained in these Procedures to the contrary, in accordance with Executive Memorandum No. D-1 (Revised), dated December 31, 2002, a complaint alleging discrimination on the basis of marital status, parental status, or sexual orientation will be barred unless a formal complaint is filed in accordance with these Procedures within one hundred twenty (120) days of the alleged occurrence.

IV. Resources for Resolving Complaints of Discrimination and Harassment

Inquiries and complaints about discrimination and/or harassment may be brought to a Contact Person. The management of all complaints of discrimination and/or harassment, regardless of where they are initially received, and the implementation of these Procedures is the responsibility of the Vice President for Human Relations.

V. Informal Resolution Process Persons who believe they have experienced or witnessed discrimination or harassment are encouraged to report the incident promptly to a Contact Person. To file an Informal Complaint, a Complainant must (1) notify a Contact Person within 120 days of the incident of discrimination or harassment or, where the discrimination or harassment is of an ongoing nature, within 120 days from the most recent incident, and (2) sign a completed Complaint Information Form.

Contact Persons will take steps to ensure confidentiality of the Complainant and Respondent during the Informal Resolution Process to the extent maintenance of confidentiality does not interfere with the University's obligation to address allegations of discrimination and/or harassment.

Any member of the University community may consult a Contact Person for advice, without obligation to file a complaint. If the potential Complainant declines to participate in the completion of the Complaint Information Form, however, the Contact Person may have no obligation to invoke the Informal Resolution Process or otherwise process the Informal Complaint.

Processing of Informal Complaints Within three days following its receipt by a Contact Person, the Contact Person must (1) forward a copy of the signed Complaint Information Form to the Office of the Vice President for Human Relations or, in the event that the matter involves persons from a Regional Campus, the Chancellor, and (2) either attempt to resolve the Informal Complaint or refer the matter for resolution to another Contact Person.

Prior to completing the Informal Resolution Process, and upon the Complainant's request, a Chancellor or Director may determine that no useful purpose is served by pursuing the Informal Resolution Process and may move the dispute to the Formal Resolution Process. In such situations, the Contact Person shall complete and submit his or her Status Report Form as described below.

Disposition of Informal Complaints Within 30 days following receipt of the signed Complaint Information Form, the Contact Person must complete and submit a Status Report Form. A copy

of the Status Report Form is to be submitted to the Complainant, Respondent, and the Vice President for Human Relations or Chancellor, but not normally to any other campus-level office.

Conclusion of the Informal Resolution Process The Informal Resolution Process is designed to empower the parties to an Informal Complaint to reach a mutually satisfactory agreement. The Informal Resolution Process will be concluded by one of the following: (1) a decision to stop further action on the Informal Complaint, (2) a resolution of the Informal Complaint by agreement of the parties; or (3) initiation of the Formal Resolution Process. Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the Complainant; assisting the Respondent to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in educational programs about equal opportunity or harassment; verbal or written reprimands; or other interventions or actions aimed at ending the misconduct. The Contact Person will attempt to conclude the Informal Resolution Process within thirty days.

Within ten days following conclusion of the Informal Resolution Process, the Contact Person must complete and submit a Status Report Form. A copy of the Status Report Form is to be submitted to the Vice President for Human Relations or Chancellor, but not normally to any other campus-level office.

In the event the Informal Resolution Process demonstrates that the Complainant filed knowingly false or malicious charges, appropriate discipline will result.

VI. Formal Resolution Process Upon the election of a Complainant, or if there is no mutually acceptable resolution of an Informal Complaint during the Informal Resolution Process, a Formal Complaint of discrimination and/or harassment may be filed. To be considered properly received, a Formal Complaint must be filed with the appropriate Chancellor or the Director by the Complainant within the earlier of ten days of the conclusion of the Informal Process or 120 days following the incident of discrimination and/or harassment. Where the discrimination and/or harassment is of an ongoing nature, a Formal Complaint must be filed within the earlier of ten days of the conclusion of the informal process or 120 days from the most recent incident. The Formal Complaint must be signed and dated by the Complainant and describe the alleged incident(s) with relevant date(s), name(s) of the Respondent(s), and name(s) of witnesses. Notwithstanding the foregoing, a Complaint relating to alleged discrimination or harassment occurring during a Complainant's employment by the University must be properly filed within ten days following termination of the Complainant's employment with the University.

Within ten days following receipt of a Formal Complaint, the Chancellor or Director will assign a University Investigator to investigate the Formal Complaint. Persons eligible to serve as University Investigators shall be designated by the Vice President for Human Relations.

Notification of Formal Complaint and Response Prompt notification of a Formal Complaint will be provided by the Chancellor or Director to the Respondent(s), to the department head or supervisor, and to the appropriate Vice President, Dean, or head of other major unit by delivery of a copy of the Formal Complaint through certified or express mail or by hand delivery. The notification to the Respondent(s) will include a copy of the Formal Complaint, the identity of the Complainant(s), a copy of any relevant University policy and these Procedures.

The Respondent(s) will be requested to respond in writing to the Formal Complaint within a reasonable time, not to exceed ten days from the date of certified or express mailing or hand delivery of the notification of the Formal Complaint. Any extension of time must be approved by the Chancellor or Director. A copy of the Respondent(s)'s response will be provided to the Complainant.

Investigation of Formal Complaints As soon as practicable following appointment, the University Investigator will interview the Complainant(s). Within three days following the completion of his or her interview with the Complainant(s), the University Investigator will notify the Chancellor or Director in writing as to whether or not the allegations set forth in the Complaint, if substantiated, would constitute a violation of University policy. If the University Investigator's notification indicates that such allegations, if substantiated, would not constitute a violation of University policy, the Chancellor or Director may dismiss the Complaint, and that decision shall be final. The Chancellor or Director shall provide the Complainant(s) and Respondent(s) with written notice of such dismissal.

In the event that the University Investigator's notification indicates that the allegations set forth in the Complaint, if substantiated, would constitute a violation of University policy, or if

the Chancellor or Director determines that the matter should be investigated, the University Investigator will conduct a thorough fact-finding investigation, and will meet separately with both the Complainant(s) and the Respondent(s), interview pertinent witnesses and review relevant documents regarding the Formal Complaint. The investigation shall be completed within thirty days following the assignment of the Formal Complaint to the University Investigator, unless an extension of time is approved by the Chancellor or Director.

Within seven days following the conclusion of the investigation, the University Investigator will prepare and deliver a report to the Chancellor or Director. The report will include a finding based upon a preponderance of the evidence that: (1) the allegations cannot be substantiated; (2) some or all of the allegations are substantiated; or (3) the Formal Complaint was knowingly false or malicious. No violation of University policy will be presumed unless a "preponderance of the evidence" standard supports the finding of a violation. This "preponderance of the evidence" standard requires that the evidence supporting each finding is more convincing than the evidence offered in opposition to it. The report will include the basis upon which the University Investigator reached his or her conclusions. The report will also include the University Investigator's determination of whether a violation of any University policy has occurred and a recommendation of the sanctions to be imposed, if any.

Determination Within fifteen days of receipt of the University Investigator's report, the Chancellor or Director will convene a meeting with and seek advice from a three member panel selected by the Chancellor or Director from the Advisory Committee on Equity, consisting of at least one participant who is a member of the faculty and one participant who is not a member of the faculty. At least two members of the panel shall be representatives of the campus from which the Formal Complaint originated. Prior to the meeting, members of the panel shall be furnished with a copy of the University Investigator's report and copies of any complaint or response of the parties. At the meeting, the panel will be afforded the opportunity to ask questions of the University Investigator. Upon request, the Complainant and the Respondent will be afforded an opportunity to meet with the Chancellor or Director and the panel.

Within ten days following the meeting with the panel from the Advisory Committee on Equity, the Chancellor or Director shall make a written determination whether a violation of University policy has occurred.

In the event the charge of discrimination and/or harassment is not substantiated following the written determination of the Chancellor or Director, reasonable efforts will be taken to restore the reputation of the Respondent.

VII. Sanctions At the West Lafayette campus, sanctions will be determined by the appropriate Vice President or Dean and the Director. In the event of a disagreement, the Director and such Vice President or Dean will refer the disagreement to the Provost for resolution.

At the Calumet, Fort Wayne, and North Central campuses, sanctions will be determined and imposed by the Chancellor.

The Chancellor or Director will send the Complainant and the Respondent the written determination and final outcome, including sanctions, if any, of the matter by certified or express mail or by hand delivery. The appropriate Vice President, Vice Chancellor, Vice Provost, or Dean is responsible for imposing the sanction.

Sanctions will be decided on a case-by-case basis and will be in accordance with University policy. Possible sanctions for employees include but are not limited to the following: a letter of reprimand; suspension or leave of absence without pay; reassignment of teaching or other responsibilities; removal of graduate faculty certification; denial of a merit pay increase; demotion; probation; or termination. Sanctions for students acting as students are listed in University Regulations and may include without limitation verbal or written warnings; probation; probated suspension; suspension; or expulsion.

If the accused is a faculty member and the sanction has been to recommend termination of employment, the procedures for termination of a faculty member (Executive Memorandum No. B-48 or its successor) will be followed; provided, however, that the report of the University Investigator and the written determination of the Chancellor or Director shall be accepted into evidence at the faculty member's termination hearing without the necessity of the Complainant testifying as a witness. Except as provided herein, sanctions imposed pursuant to these

Procedures may not be appealed or made the subject of a grievance under any other University policy.

In the event the investigation of a Formal Complaint demonstrates that the Complainant filed knowingly false or malicious charges, appropriate discipline will result.

VIII. Sanctions for Bias Motivated Behavior If a University employee, student or recognized student organization engages in conduct that constitutes discrimination or harassment motivated by bias based on a person's race, gender, religion, color, age, national origin, ancestry, or disability, the sanctions for such conduct are subject to enhancement in accordance with these Procedures.

IX. Retaliation Prohibited Retaliation against any person for reporting or complaining of discrimination and/or harassment, assisting or participating in the investigation of a complaint of discrimination and/or harassment, or enforcing University policies with respect to discrimination and/or harassment is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group for exercising rights or performing duties under these Procedures will be subject to appropriate and prompt disciplinary or remedial action.

X. Appeal The Complainant and the Respondent each have the right to appeal the decision of the Chancellor or Director and imposition of any sanction to the Vice President for Human Relations. The appeal must be in writing and filed within twenty days of the issuance of notification of the decision, with all supporting materials attached. Decisions not appealed within such time are deemed final.

The Vice President for Human Relations will issue a decision on the appeal to all parties involved. Normally this decision will be made within thirty days from the date the appeal was received. The written decision of the Vice President for Human Relations on the appeal shall constitute the University's final action.

XI. Filing with External Agencies Persons who believe that they have been subjected to discrimination and/or harassment may be able to file a complaint with the Indiana Civil Rights Commission, the U.S. Equal Employment Opportunity Commission or the U.S. Department of Education's Office for Civil Rights. Information regarding filing charges with any of these agencies may be obtained from the Affirmative Action Office on the West Lafayette campus.

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 Police and Safety.

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 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.
- A person younger than 21 years of age present in a tavern, bar, or other public place where alcoholic beverages are available (in addition to the misdemeanor, minor's license may be revoked for up to one year even if ID was not used).

Fake IDs Under certain circumstances, local prosecutors have used the criminal code rather than the alcoholic beverage code to prosecute users of fake IDs. Misdemeanor charges of deception and felony charges of forgery have been filed. Also under federal law, possession or use of fake or altered driver's licenses, or state or federal ID cards can be punishable by a fine of up to \$25,000 and/or a five-year jail term.

Alcohol- or drug-impaired driving It is illegal to operate a motor vehicle while impaired — even at blood-alcohol levels below 0.08 percent. Indiana law states that anyone operating a motor vehicle within the state gives implied consent to submit to a chemical test of intoxication (breath, blood, or urine). Failure to submit to the test may be used as evidence in court and will result in a longer driver's license suspension than if the test were administered and failed. Criminal sanctions for alcohol- and other drug-impaired driving include fines and imprisonment, license suspensions, and can include mandatory education or treatment programs.

Open container while operating a motor vehicle The operator of a motor vehicle who has at least four-hundredths percent (0.04%) by weight of alcohol in the blood and who, while the motor vehicle is in operation, knowingly allows a container

- (1) that has been opened;
- (2) that has a broken seal; or
- (3) from which some of the contents have been removed;

to be in the passenger compartment of the motor vehicle commits a Class B infraction. If a person is found to have a previous unrelated judgment under this section or a previous unrelated conviction or judgment under IC 9-30-5 within 12 months before a violation that results in a judgment under this chapter, the court may recommend the person's driving privileges be suspended for not more than one year.

Consumption of alcoholic beverage while operating a motor vehicle The operator of a motor vehicle who knowingly consumes an alcoholic beverage while the motor vehicle is being operated upon a public highway commits a Class B infraction.

Indiana state and federal laws that address other drugs Drugs other than alcohol can also create legal risks for college students. The Controlled Substance Act regulates drugs that have been declared by the attorney general to have abuse potential. Such drugs include marijuana, hashish or hash oil, cocaine, LSD and other hallucinogens, barbiturates and other sedative-hypnotics, amphetamines, and other prescription stimulants, MDMA (ecstasy), and PCP and similar drugs. 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 from IPFW Police and Safety (PP 104), the dean of students (Walb 111), and the vice chancellor for student affairs (KT 171).

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 guilty may be subject to the following disciplinary sanctions: reprimand and warning, disciplinary probation, restitution, participation in a certain program, such as CRAWL 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.

CONTROLLED SUBSTANCES – USES AND EFFECTS

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

*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

(Source: *Drugs of Abuse*, 1989 Edition, U.S. Department of Justice)

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. The chart above details health risks of using controlled substances. 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. Education and prevention programming regarding the effects of alcohol and drug abuse are provided by IPFW's Alcohol and Substance Abuse Education Specialist. 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 in the dean of students office (481-6601) and at the following community agencies:

Alanon	260-471-6262
Alcohol Abuse Deterrent Program	260-458-2211
Alcohol/Drug Help Line (24-hour)	800-234-0420
Alcoholics Anonymous	260-471-6262
Catholic Charities	260-422-5625
Family and Children's Services	260-744-4326
Family Care Center	260-471-1950
Mental Health Association Allen County	260-422-6441
Narcotics Abuse Helpline/Treatment	800-234-0420
Narcotics Anonymous	800-711-6375
Park Center Inc.	260-481-2700
Parkview Behavioral Health Help Line	260-373-7500
St. Joseph Behavioral Health	260-425-3606
Washington House	260-432-8684

IPFW recognizes that the ultimate responsibility for conduct remains with the individual student. The goals of IPFW are to facilitate responsibility through the prevention policy presented in this document and to impose the described sanctions upon those who choose to violate IPFW regulations.

SMOKING AND TOBACCO

Smoking is prohibited in any university facility and on any university grounds except in parking lots and designated smoking areas.

The purpose of this policy is to provide a healthy, comfortable, and productive environment for the campus community. Accordingly, all employees, students, and visitors are expected to comply.

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. 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. 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 exchanges 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, marital status, parental status, sexual orientation, disability, or status as a veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue University's Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Additionally, IPFW is an equal access, equal opportunity, affirmative action university.

4. 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. 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 as stated in Executive Memo C-33] This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, or disability, as well as those who are harassed for other reasons such as sexual orientation.

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 disciplinary 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 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, 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.

Whenever a student or a group of students claims that these rights have been violated and that the student or group of students has been or will be adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to one (and only one) appropriate body of the campus appeals system. In case of grade appeals, the individuals and committees designated in the IPFW grade appeals system shall have final authority. In the case of Student Housing decisions, the individuals and committees designated in the Housing Agreement shall have final authority. In the case of complaints of discrimination and harassment, the individuals and committees named in the Purdue University Procedures for Resolving Complaints of Discrimination and Harassment shall have the authority designated. In all other cases, the Campus Appeals Board shall submit 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. If the student has a question as to whether grade appeals procedures, Student Housing procedures, or student complaint procedures (Part IV) shall 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 timelines associated with the process.

2. 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. Amendment of Rights and Responsibilities

Proposed amendments of these rights and responsibilities may be initiated by the Indiana-Purdue Student Government Association, IPFW Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association and IPFW Senate,

for consideration and recommendation before adoption by the Community Advisory Council and approval by the President of Purdue University. In the event the Community Advisory Council adopts an amendment not approved by the Indiana-Purdue Student Government Association and IPFW Senate, either the Indiana-Purdue Student Government Association or IPFW Senate may withdraw its endorsement of the rights and responsibilities in whole or in part.

F. 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.

PART II: STUDENT CONDUCT SUBJECT TO DISCIPLINARY ACTION

Preamble Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations 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 safeguard the right of every individual student to exercise fully the freedom to learn without interference.

IPFW may discipline a student for committing acts of 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 is distributed 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 discipline a student for the following acts of personal misconduct that occur on campus property or in connection with an IPFW activity:

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 or indecent conduct, or obscene conduct, or obscene expression 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 disciplinary action.
- 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.
- 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 discomfort 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 IPFW Anti-harassment Policy.
- 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 involves an expressed or implied threat to interfere unlawfully with an individual's personal safety, or personally abusive language ("fighting words") inherently likely to provoke a violent reaction in a face-to-face situation.
- 15.** Possession, consumption, distribution, or sale of alcoholic beverages as defined by state law, 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 unauthorized use of prescription drugs.
- 17.** Violations of other published IPFW regulations, policies, or rules.
- 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 person 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 or regulations 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. Demonstrations that involve violations of any subsection of Part II-A or B will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.

2. Misconduct Subject to Other Penalties. As provided by Indiana statute, misconduct that constitutes a violation of these rules and regulations may be punished after determination of guilt by 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 discipline a student 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.

4. Status During Disciplinary 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 disciplinary penalty 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 III: STUDENT DISCIPLINARY PROCEDURES AND CAMPUS APPEALS BOARD

Preamble IPFW procedures for imposing academic and disciplinary 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 disciplinary proceedings against students for violations of rules of student conduct set forth in Part II.

A. Disciplinary Procedures for Academic Misconduct

The process for investigating disciplinary complaints of academic misconduct may vary depending upon the situation. An essential component of any disciplinary process should incorporate the ideals 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 the herein 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

1. 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 seven calendar 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.

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 seven calendar 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, the dean/director of the student's college/school/division, 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 must notify the student in writing within seven calendar 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 the decision, including any sanctions imposed, in writing to the student, the college/school/division dean/director, and the dean of students within 10 calendar days of the student's opportunity to be heard. 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 (including 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 seven calendar 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 the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. 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's/director's decision (including sanctions) through the procedures specified in Part IV of this Code.

2. 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. The chair must notify the student in writing within seven calendar days of discovering the alleged misconduct if, in consultation with the dean of students, disciplinary action is contemplated at the department level. If disciplinary action is 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 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 calendar 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. 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. The dean/director must notify the student in writing within seven calendar days of the date of the chair's report if, in consultation with the dean of students, 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 the decision, including any sanctions imposed, in writing to the student, the chair, and the dean of students within 10 calendar days of the student's opportunity to be heard. 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 (including sanctions) through the procedures specified in Part IV of this Code.

3. 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. Disciplinary Procedures for Personal Misconduct Any member of the IPFW community may initiate a complaint with the dean of students. Disciplinary proceedings are those proceedings initiated by the issuance of a notice of charges and are governed by the following procedures.

1. Notice of Charges

a. A disciplinary proceeding is initiated by the dean of students by sending a notice to the student who is the subject of the complaint. If disciplinary 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 certified mail 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 calendar days after the mailing of the notice) for a hearing on the alleged violations. A copy of these regulations shall accompany each notice of charges.

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 these regulations;

(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; that an advisor or counsel is limited to the role of advising the student; and that 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 guilt, 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 disciplinary penalties.

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 evidence, 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 disciplinary sanction by means of a written notice. The student, by such notice, shall have the option of accepting the finding

and sanction 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 a sexual assault.

3. Disciplinary 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 disciplinary 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 disciplinary 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 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 the student or 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 hearing and appeal or the procedures provided for in Part IV 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.

PART IV: STUDENT COMPLAINT PROCEDURES

A. Students having complaints concerning actions or decisions of faculty or staff members which are claimed to violate rights established under Part I.A.3 or Part I.A.4 of the Code, by using 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 established under 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. 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 the fourth week of the fall or spring semester immediately following the session in which 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 20 calendar days of conclusion of the previous step. In addition, it is expected that each step in the process will be concluded within 20 calendar days of initiation.

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

D. 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.

E. Only after all such remedies have been exhausted may the student request a hearing before the Campus Appeals Board. To request 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 established rights, 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. See Part V of the Code for information about the Campus Appeals Board.

PART V: CAMPUS APPEALS BOARD

A. 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 IPFW 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.

B. 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 the initial 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 a Campus Appeals Board.

C. Training All persons chosen to serve as CAB members or alternates will complete appropriate training before being permitted to engage as a CAB panelist or investigator. The Chair of CAB is responsible for determining appropriate training, coordinating the training, and assuring that all members and alternates complete the training as required.

D. Jurisdiction and Time Extensions The Campus Appeals Board may hear the following types of appeals from students: appeals of disciplinary findings and sanctions imposed by the dean of students, including findings and sanctions concerning student organizations; appeals of disciplinary findings imposed by faculty members, department chairs, or academic deans or division directors; appeals of IPSGA Judicial Court rulings; and appeals of faculty/staff decisions claimed to violate established student rights (per Part IV). Extension to any time limits specified below must be approved by the Chair of the Board.

E. Filing and Notification Students who wish to request CAB action shall submit a written appeal to the dean of students within ten calendar days of the date of the disciplinary sanction letter or within twenty calendar 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 Board.

To be properly filed, the appeal must be submitted within the established time limits, signed and dated by the student, identify the action or decision being appealed, name the party whose decision or action is being appealed, list witnesses, identify any right claimed to have been violated (if applicable), and specify the remedy sought. Within ten calendar days of the Chair's receipt of the appeal, the 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 ten calendar 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.

F. Investigation of Appeals 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 their 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. In the case of an appeal where student rights are claimed to have been violated, within seven calendar 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 constitute a violation of established rights. If the investigator's notification indicates such allegations, if substantiated, would not constitute a violation of established rights, 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 twenty calendar days following the assignment of the appeal to the investigator. Within seven calendar 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 evidence that the appeal shall be upheld or denied. The 'preponderance of evidence' standard requires that the evidence supporting the finding is more convincing than the evidence offered in opposition to it. The report will include the basis upon which the investigator reached the finding and recommendation for remedy, if any.

G. Determination Within ten calendar 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 their 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 seven calendar 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 ten calendar days of receiving the panel's recommendation.

PART VI: POLICY ON INVOLUNTARY WITHDRAWAL OF STUDENTS

Preamble Subject to IPFW's duties under applicable law and if a student poses a direct threat to the health or safety of self or other persons, or substantially disrupts the normal activities of IPFW, the student may be asked to withdraw voluntarily or may be administratively withdrawn involuntarily from IPFW.

A. Review and Hearing Procedures

1. The dean of students shall determine in each individual case whether it shall be handled through this policy or through regular student disciplinary procedures.

2. A student may be requested in writing and/or orally (depending upon the situation) to attend a meeting with the dean of students for the purpose of determining whether or not the student should be permitted to continue his/her enrollment. Such a request will include a statement of the reasons for IPFW concern. Parents, spouses, or other appropriate persons (e.g., faculty, counselors, psychologists, etc.) may be contacted either by the student or by IPFW for information and may, with the consent of the student, participate in the meeting. At the meeting the reasons for IPFW's concern regarding the student will be stated, and the student will be given an opportunity to respond to these concerns. If after the meeting the dean determines, in consultation with an IPFW personal counselor, that the student should be permitted to continue his/her enrollment, the student will be so informed in writing of the decision, including any conditions that the student must meet to continue enrollment.

3. If, after the meeting, the dean of students decides that the student should withdraw from IPFW and be permitted to re-enter IPFW only with dean of students approval, the student shall be informed of such decision and the reasons therefore. The student will be sent a written notice of the decision and reasons within 10 calendar days after the meeting. If the student agrees to withdraw from IPFW on such conditions, they will be permitted to withdraw voluntarily without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).

4. If the student refuses to accept the decision of withdrawal reached by the dean of students and refuses to voluntarily withdraw from IPFW, the student shall notify the dean of such refusal. The student may then appeal the withdrawal decision to a committee appointed by the chancellor of IPFW, consisting of a faculty member, a student, and an IPFW administrator, other than a member of the staff of the dean of students. The committee shall hear the entire matter again after notice to the student and the dean. The issues to be determined by the committee shall be (1) whether the student poses a direct threat to the health and safety of self or other persons or to the normal activities of IPFW, and (2) if so, whether the student should be involuntarily withdrawn from IPFW. The student and the dean and the IPFW counselor may attend the hearing and present evidence and question witnesses. They may be represented by counsel. The committee may, at its discretion, authorize an independent evaluation of the student by a licensed psychologist or psychiatrist at IPFW's expense. The committee shall make a written report containing its findings and conclusions within 10 calendar days after the hearing. Copies of the report shall be furnished to the student, the dean, and the chancellor of IPFW. The decision of the committee shall be binding upon the student and IPFW. Should the committee concur with the decision of the dean, the student will be withdrawn without grades and with full refund of current semester charges (with the exception of campus housing charges which would be pro-rated in accordance with the terms of the housing contract).

PART VII: 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 These regulations, as from time to time amended, shall apply to all undergraduate and graduate students with either Indiana 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, these regulations shall govern. They shall be enforced by the chancellor of IPFW.

C. Amendments These regulations, and any amendments hereto, shall remain in effect until rescinded or modified by the Community Advisory Council subject to approval by the President of Purdue University. Amendments may be proposed by the Indiana-Purdue Student Government Association, IPFW Senate, administrative officials, or the Board of Trustees and shall be submitted to the Indiana-Purdue Student Government Association and IPFW Senate, for consideration and recommendation before adoption by the Community Advisory Council and approval by the President of Purdue University. In the event the Community Advisory Council adopts an amendment not approved by the Indiana-Purdue Student Government Association and IPFW Senate, either the Indiana-Purdue Student Government Association or IPFW Senate may withdraw its endorsement of the rights and responsibilities in whole or in part.

UNIVERSITY POLICE TRAFFIC REGULATIONS AND INFORMATION

Support Services Building ▾ **Non-Emergency: 260-481-6827**

Emergency: 260-481-6911 ▾ www.ipfw.edu/police/

ANNUAL SECURITY REPORT INFORMATION

IPFW strives to provide a safe and secure environment for students, staff, and visitors. The safety report pamphlet 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. To view the report, go to www.ipfw.edu/police/ then click on Crime Statistics.

Emergency Procedures

First Aid — In life-threatening emergencies, call 911 from a campus telephone and/or notify the university police by calling 16911 from any campus telephone or any emergency telephone on campus.

Escort Service — **Call 16827** 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 horn sound, use the nearest exit to leave the building as quickly and safely as possible. Once outside, move away from the building. Don't use elevators during fire emergencies or when you are in an otherwise unoccupied building.

Weather Emergencies — Intermittent blasts of the alarm horn 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:

- (CM) Classroom-Medical Building basement
- (ET) Engineering, Technology, and Computer Science Building ground-floor corridor
- (GC) Gates Sports 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 Room
- (MEC) Basement corridor
- (NF) Neff Hall basement
- (PG-1) Parking Garage Ramp B Gold
- (PG-2) Parking Garage Lower-Level Interior Ramp
- (SB) Science Building ground floor corridor
- (VART) 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 CM 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 or call the IPFW **Weather Line** at 260-481-6050 or 260-481-5770.

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 notify their departments 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 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 Saturday and 10 a.m. and 11 p.m. on Sunday. During restricted hours, you must display a valid permit to park in designated "A" (employee) or handicapped parking areas. Appropriate coins must be placed in meters during these hours.

Vehicle: 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

Registration Procedures — Vehicle registration is required on an annual basis on or before the first day of classes for faculty and staff wishing to park in an "A" lot or for anyone requiring a disabled-parking permit. All vehicles parked in these two areas without a permit will be ticketed. Staff and faculty parking permits must be obtained from University Police in the Support Services Building. Registration is effective only when approved by University Police.

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

"A" parking lots shall be used during restricted hours only by motor vehicles with an "A" permit (designated with green-lined spaces). Some "A" lots change to OPEN parking after 5 p.m. weekdays and 7 a.m. – 11 p.m. weekends. (NOTE: Not all "A" 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 both parking garages is designated as "A" 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.

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 "A" lots or disabled spaces must display 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.

Vehicles 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.

Skateboard use on campus is prohibited. See University Police for the rollerblading policy.

Violations and Fines

Meter Violation	\$15
Failure to display a permit in "A" lot ("A" permit holder who forgot permit)	\$ 5
Improper Parking	\$25
Moving Violation	\$60
Handicapped Parking Only	\$100
Fire Lane	\$50
Displaying lost/stolen/counterfeit permit	\$50
There is a charge to replace a lost or stolen permit.	

Appeals

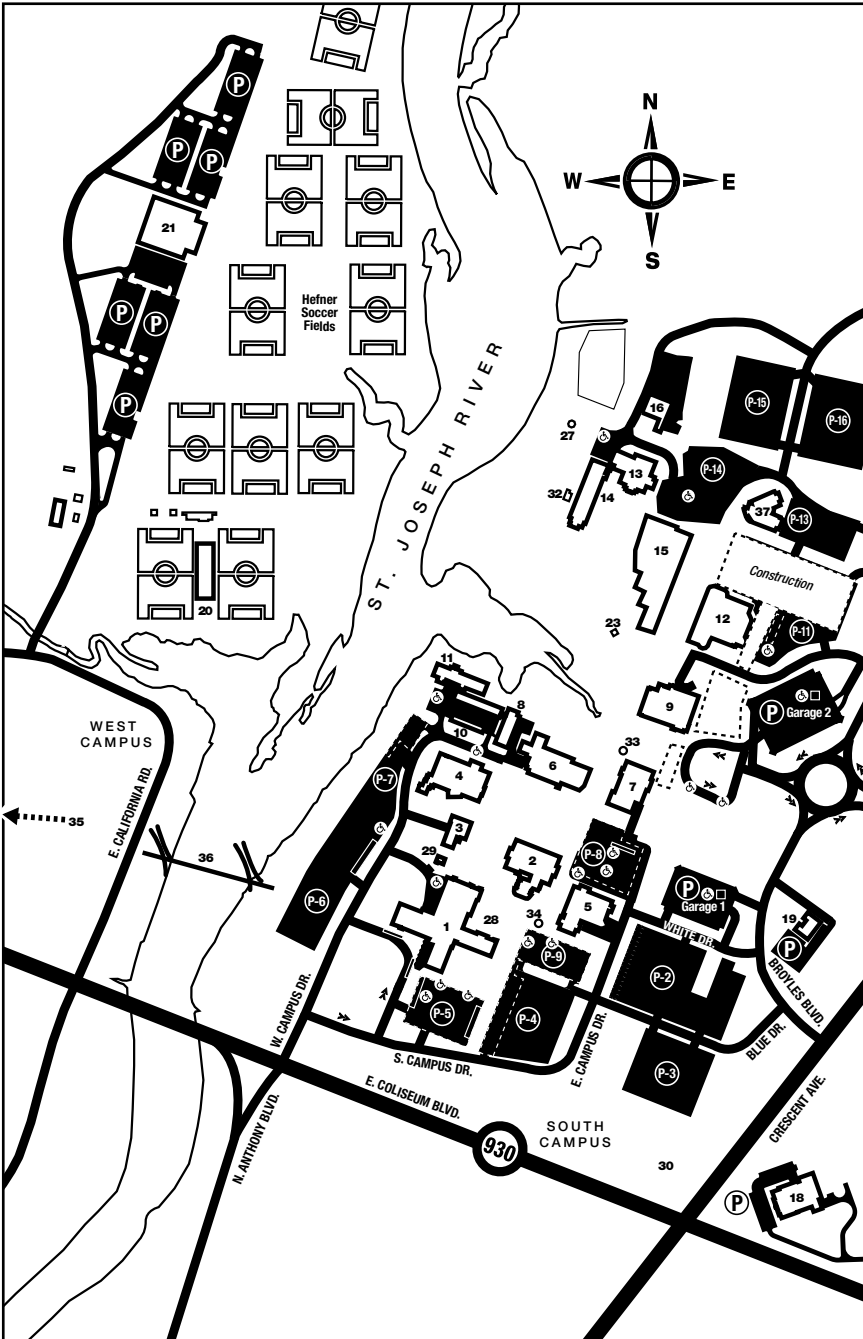
Appeal forms are available at University Police (in the Support Services Building). Campus tickets may be appealed to the Traffic Appeals Board, which consists of faculty, staff, and students. Board decisions are binding and final.

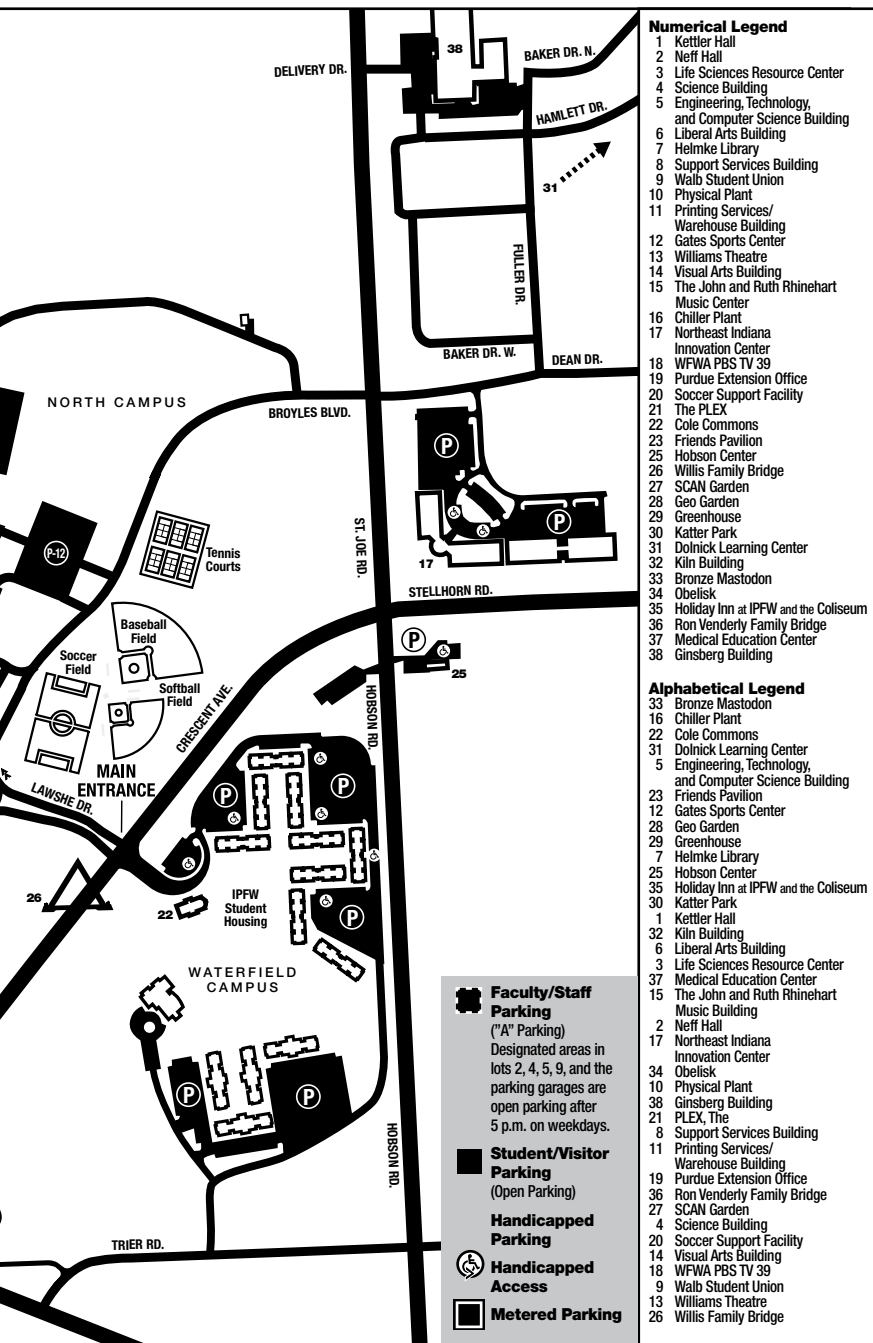
If a ticket recipient does not respond or pay the fine within five working days from the date of issuance, University Police shall notify the recipient by mail that unless the ticket/fine is appealed in writing or is paid within 10 working days after the date of notice, the ticket recipient has forfeited any appeal privilege. An administrative encumbrance fee shall be added to each unpaid fine. No appeals will be accepted or considered by any university appellate body unless filed within the 15-day period.

Failure to satisfy delinquent fines may result in denial of future academic registration, denial of parking privileges, and/or removal of vehicle from campus at owner's expense. To view the IPFW Annual Security Report go to http://www.ipfw.edu/police/reports/IPFW_POLICE_CURRENT_ANNUAL.pdf

Campus Map

Campus Map





Numerical Legend

- 1 Kettler Hall
- 2 Neff Hall
- 3 Life Sciences Resource Center
- 4 Science Building
- 5 Engineering, Technology, and Computer Science Building
- 6 Liberal Arts Building
- 7 Helmke Library
- 8 Support Services Building
- 9 Walb Student Union
- 10 Physical Plant
- 11 Printing Services/Warehouse Building
- 12 Gates Sports Center
- 13 Williams Theatre
- 14 Visual Arts Building
- 15 The John and Ruth Rhinehart Music Center
- 16 Chiller Plant
- 17 Northeast Indiana Innovation Center
- 18 WFWA PBS TV 39
- 19 Purdue Extension Office
- 20 Soccer Support Facility
- 21 The PLEX
- 22 Cole Commons
- 23 Friends Pavilion
- 25 Hobson Center
- 26 Willis Family Bridge
- 27 SCAN Garden
- 28 Geo Garden
- 29 Greenhouse
- 30 Katter Park
- 31 Dolnick Learning Center
- 32 Kiln Building
- 33 Bronze Mastodon
- 34 Obelisk
- 35 Holiday Inn at IPFW and the Coliseum
- 36 Ron Venderly Family Bridge
- 37 Medical Education Center
- 38 Ginsberg Building

Alphabetical Legend

- 33 Bronze Mastodon
- 16 Chiller Plant
- 22 Cole Commons
- 31 Dolnick Learning Center
- 5 Engineering, Technology, and Computer Science Building
- 23 Friends Pavilion
- 12 Gates Sports Center
- 28 Geo Garden
- 29 Greenhouse
- 7 Helmke Library
- 25 Hobson Center
- 35 Holiday Inn at IPFW and the Coliseum
- 30 Katter Park
- 1 Kettler Hall
- 32 Kiln Building
- 6 Liberal Arts Building
- 3 Life Sciences Resource Center
- 37 Medical Education Center
- 15 The John and Ruth Rhinehart Music Building
- 2 Neff Hall
- 17 Northeast Indiana Innovation Center
- 34 Obelisk
- 10 Physical Plant
- 38 Ginsberg Building
- 21 PLEX, The
- 8 Support Services Building
- 11 Printing Services/Warehouse Building
- 19 Purdue Extension Office
- 36 Ron Venderly Family Bridge
- 27 SCAN Garden
- 4 Science Building
- 20 Soccer Support Facility
- 14 Visual Arts Building
- 18 WFWA PBS TV 39
- 9 Walb Student Union
- 13 Williams Theatre
- 26 Willis Family Bridge

- Faculty/Staff Parking**
("A" Parking)
Designated areas in lots 2, 4, 5, 9, and the parking garages are open parking after 5 p.m. on weekdays.
- Student/Visitor Parking**
(Open Parking)
- Handicapped Parking**
- Handicapped Access**
- Metered Parking**

Campus Map

Index

- Academic Appeals Policy **148**
Academic Calendar **3**
Academic Internships, Cooperative Education
and Service-Learning (OACS) **131**
Academic Support and Advancement,
Center for **132**
Admissions **131**
Advising **139**
Education **139**
AIDS/HIV Guidelines **150**
African American Student Support
Services **134**
Alumni Relations **131**
Americans with Disabilities Act (ADA) **149**
Antiharassment (Policy) **155**
Asian American Student Support
Services **134**
Athletics, Recreation, Intramural
Sports **137**
ATM **138**
Audio Visual Technology Services (AVTS) **131**
Bookstore **135**
Bursar, Office of the **132**
Calendar, Academic **3**
Calendar, Planner **4**
Campus Contacts **184**
Career Services **132**
Center for Academic Support and
Advancement (CASA) **132**
Center for Women and Returning
Adults **144**
Channel 5 - CATV **132**
Child Care - TLC **133**
Clinic **138**
Club Sports **146**
Clubs **146**
Code of Student Rights, Responsibilities,
and Conduct **165**
College Cable Access Center **132**
Collegiate Connection **133**
Communicator, The **133**
Complaints (Procedures) **173**
Comptroller **133**
Computer Labs **137**
Computers **137**
Continuing Studies **135**
Cooperative Education **131**
Counseling
Academic **132**
Personal **140**
Credit Union **138**
Crossroads **134**
Daycare **133**
Dean of Students **134**
Dental Clinic **134**
Departmental Clubs **146**
Dining Services **134**
Disabilities, Services for Students with **141**
Disciplinary Procedures (Students) **170**
Diversity and Multicultural Affairs **134**
Drug and Alcohol Policy **162**
Drug and Alcohol Hotlines **165**
E-mail **137**
Emergencies **177**
Employment
Cooperative Education **131**
Financial Aid **135**
Escort Service **177**
Ethical Guidelines for
Computer Users **149**
Financial Aid **135**
Fire Emergencies **177**
First Aid **177**
First-Generation/Nontraditional Student
Support Services **134**
First Year Experience (FYE) **135**
Fitness Center **138**
Grades **148**
Grade Appeals **148**
Graduation Information **136**
Harassment **155**
Health Clinic **138**
Health Insurance **136**
Helmke Library **138**
Hispanic Student Support Services **134**
HIV/AIDS Guidelines **150**
Honorary Societies **147**
Honors Program **136**

Housing **141**
 ID Card (Mastodon Card) **139**
 Information Technology Services **137**
 Insurance **136**
 Intercollegiate Athletics **137**
 International Student Services **137**
 Internet Access **137**
 Intramural Sports **138**
 IPSGA **2, 136**
 IU Credit Union Branch **138**
 Library, Walter E. Helmke **138**
 Majors, Changing **131**
 Maps, Campus and Vicinity **180**
 Mastodon Advising Center **139**
 Music **139**
 National Student Exchange **140**
 Native American Student Support
 Services **134**
 Official University ID **139**
 Parking Permits **178**
 Parking Fines **179**
 Parking Regulations **178**
 Personal Counseling **140**
 Physical Plant **140**
 Phone Numbers, Campus **184**
 Photocopying **139**
 Police **143, 177**
 Political Campaign Activities,
 Regulations for **150**
 Posting (Policy) **151**
 Printing Services **140**
 Recreational Center **137**
 Registrar **140**
 Religious Organizations **147**
 Research and External Support **141**
 Safe Zone **141**
 Safety Rules and Regulations **177**
 Schatzlein Box Office **141**
 Scholarships **135**
 Smoking (Policy) **165**
 Snow Emergency **177**
 Special Events **141**
 Special-Interest Clubs **147**
 Sports **137**
 Student Activities Board **2, 147**
 Student Affairs, Vice Chancellor for **144**
 Student Conduct **168**
 Student Government Association,
 Indiana–Purdue **2, 136, 147**
 Student Government **147**
 Student Housing **141**
 Student Life **142**
 Student Newspaper **133**
 Student Organizations **146**
 Student Recreation Center **142**
 Student Records (Registrar) **140**
 Student Rights **165**
 Studio M **142**
 Study Abroad Opportunities **142**
 Television Studio **132**
 TLC - Child Care **133**
 Traffic Appeals Board **179**
 Traffic Parking Rules Summary **178**
 Traffic Regulations **177**
 Transfers **131**
 Tutoring (CASA) **132**
 Union Operations **144**
 University Police **143, 177**
 University Relations and
 Communications **143**
 Veterans' Services **144**
 Vice Chancellor for Student Affairs **144**
 Walb Operations **144**
 Walb Special Events **144**
 Weather Emergencies **177**
 Weather Line **177**
 Wellness Clinic **138**
 Women & Returning Adults **144**
 Writing Center **145**

Published by the Office of Student Affairs

Sponsors: American Campus Community, Financial Affairs, Follett's IPFW Bookstore, Indiana-Purdue Student Government Association, and Subway

Campus Contacts

All area codes 260; prefix 48 unless noted otherwise.

Campus Contacts

- 16911** Campus Emergencies
- 16100** Campus Information/
Switchboard
www.ipfw.edu
- 16805** Academic Affairs—
Vice Chancellor
wagenfej@ipfw.edu
www.ipfw.edu/vcaa
- 16460** Academic Ceremonies
messmann@ipfw.edu
www.commence.ipfw.edu
- 16817** Academic Support and
Advancement, Center for (CASA)
downsj@ipfw.edu
www.ipfw.edu/casa
- 16471** Accounting and Finance
hirschbi@ipfw.edu
www.ipfw.edu/bms
- 16812** Admissions
ipfwadms@ipfw.edu
www.ipfw.edu/admiss
- 16106** Affirmative Action/Equal
Opportunity Officer
sevier@ipfw.edu
- 16826** Allen County Extension Service
- 16807** Alumni Relations
alumni@ipfw.edu
www.ipfw.edu/alumni
- 16272** Anthropology
kielerg@ipfw.edu
www.ipfw.edu/soca/Anthhome.htm
- 16160** Arts and Sciences
hobbelc@ipfw.edu
www.ipfw.edu/as/
- 16643** Athletics, Recreation, and
Intramural Sports
girardor@ipfw.edu
www.ipfw.edu/athletics
- 16410** Audiology and Speech Sciences
ramer@ipfw.edu
www.ipfw.edu/aus
- 16519** AV Technology Services
avtechnology@ipfw.edu
avscheduling@ipfw.edu
- 16305** Biology
martink@ipfw.edu
www.ipfw.edu/bio
- 483-6100** Bookstore (Follett's)
www.ipfw.bkstr.com
- 16832** Building Services
high@ipfw.edu
- 16824** Bursar
laymanc@ipfw.edu
www.bursar.ipfw.edu
- 16472** Business and Management
randallc@ipfw.edu
www.ipfw.edu/bms
- 16993** Campus Ministry
- 16103** Chancellor
folksp@ipfw.edu
- 16289** Chemistry
lyonsd@ipfw.edu
www.ipfw.edu/chem
- 10111** Child Care Center
placel@ipfw.edu
www.ipfw.edu/childcar
- 14127** Civil and Architectural
Engineering Technology
kowalens@ipfw.edu
www.mcet.ipfw.edu
- 16753** *Clio* Journal
butler@ipfw.edu
www.ipfw.edu/engl/cliio.html
- 16056** College56
lohmulle@ipfw.edu
- 16825** Communication
tennison@ipfw.edu
www.ipfw.edu/comm
- 16584** *Communicator*
www.ipfwcommunicator.org
- 15401** Community Research Institute
richardv@ipfw.edu
- 16803** Computer Science
smitkm@ipfw.edu
www.cs.ipfw.edu
- 14127** Construction Engineering
Technology
kowalens@ipfw.edu
www.mcet.ipfw.edu

16562	Consumer and Family Sciences <i>misegadl@ipfw.edu</i> <i>www.ipfw.edu/cfs</i>	16338	Electrical Engineering Technology <i>wrigley@ipfw.edu</i> <i>www.ecet.ipfw.edu</i>
16016	Continuing Studies <i>vangordk@ipfw.edu</i> <i>www.ipfw.edu/dcs</i>	16050	Emergency Weather Information
16111	Off-campus and Distance Learning	16362	Engineering <i>gerken@ipfw.edu</i> <i>www.engr.ipfw.edu</i>
14196	Warsaw Center	10146	Engineering, Technology, and Computer Science <i>bakej@ipfw.edu</i> <i>www.etc.ipfw.edu</i>
16619	Personal and Professional Development	16841	English and Linguistics <i>cochrannr@ipfw.edu</i> <i>www.ipfw.edu/engl</i>
16939	Cooperative Education <i>reed@ipfw.edu</i> <i>www.ipfw.edu/co-op</i>	15700	Events Line
15405	Counselor Education Clinic <i>burgj@ipfw.edu</i> <i>www.ipfw.edu/coed/ clinic.htm</i>	16804	Financial Affairs— Vice Chancellor <i>shilling@ipfw.edu</i>
16459	Curriculum Lab (Education) <i>www.ipfw.edu/educ/ currlab</i>	16820	Financial Aid <i>urygak@ipfw.edu</i> <i>www.ipfw.edu/finaid</i>
16601	Dean of Students <i>dailey1@ipfw.edu</i> <i>www.ipfw.edu/dos</i>	16705	Fine Arts <i>webers@ipfw.edu</i> <i>www.ipfw.edu/vpa/fina</i>
16837	Dental Education <i>dental_education@ipfw.edu</i>	16077	First Year Experience <i>coughlil@ipfw.edu</i>
16575	Dental Clinic <i>dental-clinic@ipfw.edu</i>	16643	Gates Sports Center <i>www.ipfw.edu/athletics</i>
16962	Development <i>ricep@ipfw.edu</i> <i>www.ipfw.edu/develop</i>	16828	General Studies <i>williams@ipfw.edu</i> <i>www.ipfw.edu/dcs/gsdp</i>
16657	Disabilities, Services for Students With <i>schradej@ipfw.edu</i> <i>www.ipfw.edu/ssd</i>	16249	Geosciences <i>weberd@ipfw.edu</i> <i>www.geosci.ipfw.edu/</i>
16608	Diversity and Multicultural Affairs, Office of <i>foustm@ipfw.edu</i> <i>www.ipfw.edu/mcul</i>	15451	Gerontology <i>mclorgp@ipfw.edu</i> <i>www.ipfw.edu/ gerontology</i>
16794	Economics <i>hellerj@ipfw.edu</i> <i>www.ipfw.edu/bms</i>	15748	Health and Wellness Clinic <i>clinic@ipfw.edu</i> <i>www.ipfw.edu/clinic</i>
16861	Education <i>williamsa@ipfw.edu</i> <i>www.ipfw.edu/educ</i>	16967	Health and Human Services <i>hillce@ipfw.edu</i> <i>www.ipfw.edu/hsc</i>

16686	History blauvelt@ipfw.edu www.ipfw.edu/hist	16470	Management and Marketing burkhara@ipfw.edu www.ipfw.edu/bms
16924	Honors Program honors@ipfw.edu www.ipfw.edu/honors	16821	Mathematical Sciences krusej@ipfw.edu www.ipfw.edu/math
16840	Human Resources goodwint@ipfw.edu www.hr.ipfw.edu	16595	Mastodon Advising Center (MAC) michelss@ipfw.edu
16424	Human Services kowalens@ipfw.edu www.ipfw.edu/hs	16595	Mastodon Athletic Performance (MAP) clarl@ipfw.edu
14127	Industrial Engineering Technology kowalens@ipfw.edu www.mcet.ipfw.edu	14127	Mechanical Engineering Technology kowalens@ipfw.edu www.mcet.ipfw.edu
16802	Information Technology Services	16714	Music aspachek@ipfw.edu www.ipfw.edu/vpa/music
16030	Help Desk helpdesk@ipfw.edu www.its.ipfw.edu	16816	Nursing mattmulj@ipfw.edu www.ipfw.edu/nursing
14127	Interior Design kowalens@ipfw.edu www.mcet.ipfw.edu	16420	Organizational Leadership and Supervision nestlerc@ipfw.edu www.ipfw.edu/ols
16628	International Language and Culture Studies dirrim@ipfw.edu www.ipfw.edu/ilcs	16019	Peace and Conflict Studies larah@ipfw.edu
16923	International Student Services carswela@ipfw.edu www.ipfw.edu/iss	16366	Philosophy hoiled@ipfw.edu www.ipfw.edu/phil
16729	IU School of Medicine—Fort Wayne stipp@ipfw.edu http://histo.ipfw.edu	16832	Physical Plant mcevoy@ipfw.edu www.phyplt.ipfw.edu
16019	Journalism colbert@ipfw.edu www.ipfw.edu/jour	16306	Physics biedermb@ipfw.edu www.ipfw.edu/physics
16831	Labor Studies gengoc@ipfw.edu www.labor.iu.edu	16827	Police and Safety ealings@ipfw.edu www.phyplt.ipfw.edu/POLICE/Police.htm
16633	Language Lab	16686	Political Science blauvelt@ipfw.edu www.ipfw.edu/pols
16112	Leadership Fort Wayne mulherij@ipfw.edu	16816	Prenursing mattmulj@ipfw.edu
16019	Liberal Studies larah@ipfw.edu www.ipfw.edu/libstudies	16801	Printing Services lecyt@ipfw.edu www.ipfw.edu/printserv
16514	Library wilsona@ipfw.edu www.lib.ipfw.edu		
16796	Life Sciences Resources Center barrettc@ipfw.edu		

16403	Psychology marquard@ipfw.edu www.ipfw.edu/psyc	16610	University Services Cards www.ipfw.edu/wuo
16351	Public and Environmental Affairs davicht@ipfw.edu www.ipfw.edu/spea	16126	Veterans' Representative dixon@ipfw.edu
16256	Questa Foundation for Education andersos@ipfw.edu	16977	Visual and Performing Arts lanier@ipfw.edu www.ipfw.edu/vpa
16614	Recreation Center www.ipfw.edu/wuo	16709	Visual Communication and Design warfield@ipfw.edu www.ipfw.edu/vpa/vcd
16131	Registrar roy@ipfw.edu www.ipfw.edu/registrar	14131	Walb Operations glowackp@ipfw.edu www.ipfw.edu/wuo
16123	Room Scheduling	16050	Weather Information
16610	Room Scheduling—Walb only www.ipfw.edu/wuo	or 15770	
16842	Sociology nagy@ipfw.edu www.ipfw.edu/soca/soc	16111	Weekend College mayhallj@ipfw.edu www.ipfw.edu/dcs/weekend
16844	Student Affairs— Vice Chancellor anstettj@ipfw.edu	16029	Women and Returning Adults, Center for creekj@ipfw.edu www.ipfw.edu/cwra
16596	Student Employment Services brenneke@ipfw.edu	16711	Women's Studies symingt1@ipfw.edu www.ipfw.edu/wost
16586	Student Government Association www.ipfw.edu/stugovt	16028	The Writing Center www.ipfw.edu/casa/wc
16609	Student Life renfrows@ipfw.edu www.ipfw.edu/stulife		<hr/>
16610	Student Union Operation www.ipfw.edu/wuo		<hr/>
10114	Studio M www.ipfw.edu/studiom		<hr/>
16600	Testing nothnagj@ipfw.edu www.ipfw.edu/accs/testing		<hr/>
16551	Theatre schultzj@ipfw.edu www.ipfw.edu/vpa/theatre		<hr/>
16555	Theatre Box Office		<hr/>
16808	University Relations and Communications bremern@ipfw.edu www.ipfw.edu/urc		<hr/>

Notes

Notes



IPFW's mascot is the Mastodon, an extinct, prehistoric, elephant-like creature similar to a mammoth. Here's how the naming occurred:

In the late 1960s, an Angola farmer 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 tusks still in place. Orcie Routsong Sr., the farmer, signed a formal agreement that permanently loaned the skeleton, now in a Kettler display case, to IPFW. The new campus gained national publicity for the gift, and shortly after the university opened in 1964, a student government committee selected the Mastodon as the campus mascot.

IPFW athletic teams are nicknamed the Mastodons, sometimes abbreviated to 'Dons, or called Volleydons when the sport is volleyball.



PRIVATE LIVING ON CAMPUS



WALK TO CLASS

- Individual housing agreements
- Fully furnished units
- Full kitchens
- Dishwasher
- High-speed Internet and cable television
- Community center
- 24-hour laundry facilities
- Computer center
- Social lounge with big screen television
- Fitness center
- Basketball sport court
- On-site community assistant staff
- On-site management and maintenance

IPFW Student Housing

260-481-4180

www.IPFWstudenthousing.com



G
R
A
D
U
A
T
E

It's up to U!

