

MEMORANDUM

TO: Jeff Nowak, Presiding Officer  
FROM: Stephen Buttes, Chair  
Educational Policy Committee  
DATE: 02/11/2026  
SUBJ: Revised Academic Regulations – Section 3.0

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WHEREAS, the Senate committed SD 25-21 (Ad-Hoc Academic Regulations Task Force Final Report) to the Educational Policy Committee (EPC); and,

WHEREAS, EPC reviewed the current Academic Regulations (Academic Year 2025-2026), the Ad-Hoc Task Force’s Final Report, and Senate Documents containing revised Academic Regulations from Academic Years 2022-2023, 2023-2024, 2024-2025, and 2025-2026; and,

WHEREAS, the EPC review sought to align current Academic Regulations, Senate Documents (Fall 2022 – Fall 2025), and the Ad-Hoc Task Force recommendations; and,

WHEREAS, EPC concluded that the clearest way to present the Ad-Hoc Task Force proposals without modifying already-approved Senate changes embedded in the current Academic Regulations was to map specific Ad-Hoc Task Force proposals onto the current regulations; and,

WHEREAS, EPC further concluded that the Senate review and approval process of these revisions could proceed most expeditiously by preparing a separate resolution for each section of the Academic Regulations;

BE IT RESOLVED, that the Senate approve the specific revisions to section 3.0 of the Academic Regulations listed below.

[PFW Academic Regulations - AY 2025-2026 - PFW Catalog](#)

Current Language (PFW Catalog AY 2025-2026)	Proposed Language (PFW Catalog AY 2026-2027)
Registration and Course Assignment	no proposed change
3.0: Registration and course assignment	no proposed change
3.1: Procedures. Registration for courses shall be accomplished in accordance with procedures prescribed by the Registrar.	<b>3.1 Procedures. Students shall register during a prescribed period prior to the beginning of each semester or session. Registration for courses shall be accomplished in accordance with the procedures prescribed by the registrar. Late registrations will be accepted for one week after the beginning of classes in a regular semester and three days after the beginning of classes in a summer session. After the beginning of any session a late registrant shall be assessed an additional late registration fee.</b>
3.2: Placement procedures. Students should complete the following procedures as soon as possible after admission to Purdue University Fort Wayne (PFW). Students completing these procedures shall be notified of the test results and their implications in a timely fashion.	no proposed change
3.2.1: English. A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at Purdue University Fort Wayne (PFW) only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level English course.	<b>3.2.1: English. A regularly admitted beginning student must complete the appropriate placement procedures prior to registering for classes. Any other student who has completed 12 or more credit hours at PFW is allowed to register for classes if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level English course.</b>
3.2.2: Mathematics. A regularly admitted beginning student is allowed to register for classes only after completing the appropriate placement procedure. Any other student is allowed to register for classes beyond the session in which the first 12 credits are completed at PFW only if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level mathematics course.	<b>3.2.2: Mathematics. A regularly admitted beginning student must complete the appropriate placement procedures prior to registering for classes. Any other student who has completed 12 or more credit hours at PFW is allowed to register for classes if the student has (1) completed the appropriate procedures or (2) established credit in an entry-level mathematics course.</b>

<p>Students who place into developmental mathematics must complete the appropriate developmental course(s) in their first twenty-four credits of Purdue University Fort Wayne (PFW) course work, with the exception of developmental mathematics for those students enrolled in a certificate or associate degree program that does not require mathematics.</p>	<p>Students who place into developmental mathematics must complete the appropriate developmental course(s) in their first twenty-four credit hours. <b>Students enrolled in a certificate or associate degree program that does not require mathematics are exempt from developmental mathematics courses.</b></p>
<p>3.2.3: Reading. A regularly admitted beginning student is allowed to register for classes only after submitting one of the following:</p>	<p><b>3.2.3: Reading. A regularly admitted beginning student must submit one of the following below prior to registering for classes.</b></p>
<p>SAT test score above 450 on the verbal test</p>	<p>no proposed change</p>
<p>ACT test score above 19 on the individual reading test;</p>	<p>no proposed change</p>
<p>Scoring above the lowest 15 percentile (determined by national norms) on the PFW placement test.</p>	<p>no proposed change</p>
<p>Students who do not meet at least one of these requirements will be required to complete a reading course as specified by the Department of English and Linguistics and approved by the College of Liberal Arts during one of the student’s first two enrollment periods.</p>	<p>Students who do not meet at least one of these requirements will be required to complete a reading course as specified by the <b>Department of English</b> and approved by the College of Liberal Arts during one of the student’s first two enrollment periods.</p>
<p>3.2.4: Foreign language. A student who has studied a foreign language before entering PFW and does not have transfer credit should take a foreign-language placement examination or complete the departmental placement process before continuing study in that language.</p>	<p>no proposed change</p>
<p>3.2.5: English-as-a-Second-Language<sup>1</sup>. Prior to admission, the Admissions Office shall determine which prospective undergraduate students have a native language other than English. All such students who do not have transfer credit for an English composition course that carries credit toward graduation shall be identified as ESL students and shall be required to submit scores on the TOEFL or an equivalent test approved by the Department of English and Linguistics.</p>	<p><b>3.2.5: English-as-a-Second-Language: The Admissions office will help to identify students who are proficient in languages other than English. Those prospective undergraduate students should also demonstrate proficiency in English. That can be accomplished by transferring credit for an English composition course that carries credit toward graduation or submit scores on the TOEFL or an equivalent test approved by the Department of English.</b></p>

<p>ESL students shall be admitted with the condition that they achieve appropriate competency levels in English composition.</p>	<p>no proposed change</p>
<p>Based upon TOEFL or equivalent test scores, the Department of English and Linguistics shall determine which ESL students need ESL instruction. Students who are found to be exempt from ESL course requirements shall be subject to the regular English placement-testing and course-completion requirements described in these regulations. Other ESL students shall:</p>	<p>Based upon TOEFL or equivalent test scores, the <b>Department of English</b> shall determine which ESL students need ESL instruction. Students who are found to be exempt from ESL course requirements shall be subject to the regular English placement-testing and course-completion requirements described in these regulations. Other ESL students shall:</p>
<p>3.2.5.1: Be admitted only to the Mastodon Advising Center unless they score the equivalent of 550 or above on the TOEFL and meet the admission requirements of a degree-granting academic unit. Students admitted in this fashion to the Mastodon Advising Center shall not be eligible for admission to another academic unit until they have completed ESL-related requirements.</p>	<p>no proposed change</p>
<p>3.2.5.2: Enroll in the appropriate ESL course each semester until the requirement is satisfied.</p>	<p>no proposed change</p>
<p>3.2.5.3: Complete the prescribed series of ESL courses within their first 36 credits at PFW.</p>	<p>no proposed change</p>
<p>The Mastodon Advising Center shall have authority to alter any student's registration if the provisions of Sections 3.2.5.2 and 3.2.5.3 are not being met.</p>	<p>no proposed change</p>
<p>This section applies to undergraduate students only. As noted in the Graduate Programs Catalog, graduate applicants must follow university-specific requirements to demonstrate competency in English.</p>	<p>no proposed change</p>
<p>3.3: Academic load. The following maximums apply to student enrollment:</p>	<p>no proposed change</p>
<p>3.3.1: Absolute limit in any academic session or intensive course: A student may never enroll for more than 1.5 credits per week.</p>	<p><b>3.3.1: Credit hours in excess of 18 during a regular semester shall be carefully monitored by the academic advisor, who may wish to consult with appropriate University personnel concerning the student's prognosis for success. Unless the student's curriculum requirement for that semester is specified as greater than 18 credit hours, approval by the Chair of the Department must be obtained before the student may be assigned more than 18 credit hours.</b></p>

<p>3.3.2: Limit with special permission: A student’s academic load shall exceed 18 semester hours (8 semester hours in a summer session) only under unusual circumstances and with special permission of the academic advisor.</p>	<p><b>3.3.2: In summer semester, a student may not be assigned to more than 12 credit hours. Approval by the Chair of the Department must be obtained before the student may be assigned more than 12 credit hours.</b></p>
<p>3.4: Assignment to intensive courses. No student will be permitted to register in two intensive courses at the same time.</p>	<p><b>3.4: Assignment to intensive courses. Students are encouraged to take no more than two intensive courses at the same time.</b></p>
<p>3.5: Course prerequisites and corequisites. When registering, a student must satisfy all course prerequisites and corequisites or secure the permission of the instructor. On an instructor’s request, the Registrar may remove any student who has not satisfied prerequisites or corequisites.</p>	<p>3.5: Course prerequisites and corequisites. When registering, a student must satisfy all course prerequisites and corequisites or secure the permission of the instructor. <b>The offering department</b> may remove any student who has not satisfied prerequisites or corequisites.</p>
<p>3.6: Auditing. A student ineligible for readmission by reason of having been dropped from PFW for scholastic or other reasons is ineligible to attend classes as an auditor; any other student may enroll as an auditor by completing regular registration and enrollment procedures, noting “Auditor” on the registration card. Determination of allowable load is in accordance with the credits assigned to the courses involved.</p>	<p>3.6: Auditing: <b>A student may enroll as an auditor by completing regular registration and enrollment procedures, and then noting “Auditor” on the registration form available on the portal. Determination of allowable load is in accordance with the credits assigned to the courses involved. A student ineligible for readmission by reason of academic separation is ineligible to attend classes as an auditor.</b></p>
	<p><b>For a staff member, the fee for auditing shall be waived for persons who are eligible for fee remission. Appropriate documentation must be submitted to the bursar's office.</b></p>
<p>An auditor does not receive academic credit but is assigned a grade of W or NC in the course. An auditor may later be allowed to take an examination for credit, under the usual rules, in courses audited. (see Section 7.1)</p>	<p><b>An auditor in a course shall be entitled to hear lectures, recitations, and oral quizzes. They shall not participate in classroom exercises except as invited by the instructor. An auditor shall not submit papers or exams, nor take part in laboratory work. An auditor shall receive no credit for the course. An auditor does not receive academic credit but is assigned a grade of NC or W in the course. An auditor may later be allowed to take an examination for credit, under the usual rules, in courses audited (see Section 7.1).</b></p>

<p>3.7: Initial registration. A student’s initial registration shall occur according to the timetables for registration established for each academic term as published in the Schedule of Classes. An academic advisor’s approval is required for all students who register at the Registrar’s Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. School/division policy determines whether an academic advisor’s approval is required for other students. A completed registration form with appropriate signatures must be submitted to the Registrar’s Office or the student’s department.</p>	<p>no proposed change</p>
<p>3.8: Schedule Revisions. A student may make schedule revisions in accordance with the following policies. The student must submit the completed schedule revision form with appropriate signatures to the Registrar Office or the department of the student’s major. All schedules and deadlines are prorated for courses not meeting for an entire fall or spring semester.</p>	<p><b>3.8: Schedule Revisions. As described below, all schedules and deadlines are prorated for class sections not meeting for a 16-week semester. A student may make schedule revisions in accordance with the following policies. Prior to the end of the 100% refund period of a class section, the student may add or drop classes without advisor or instructor approval.</b></p>
	<p><b>3.8.1: Changing Levels of a Subject Area. Placement in a mathematics, international language or English course may not align appropriately with a student's preparedness. Changing levels of a subject area requires the student to submit a request to the registrar with instructor and advisor approval.</b></p>
	<p><b>3.8.2: Students placed in their first international language or English course at the institution have through the end of the 60% refund period of the class section to exchange course levels in the same subject area of international language or English. Students registered in a 100- or 200-level mathematics course at the institution have through the end of the 20% refund period to exchange mathematics course levels. Request must be submitted by the student to the registrar and include instructor and advisor approval.</b></p>

3.8.1: Course additions. A student may add a course after the initial registration on the schedule revision form. An academic advisor’s approval is required for all students who add courses at the Registrar Office and for the following students: freshmen, first-term re-entry, transfer, or those in a new major, and those on academic probation. Additional restrictions are described below:

**3.8.3 Course additions. Following the end of the 100% re-fund period of a class section, the student may add a class by submitting an electronic request to the registrar for advisor and instructor approval.**

Weeks	Restrictions
Up through the 1st week of classes	College/School/Division policy determines whether an academic advisor’s approval is required.
2 through 4	College/School/Division policy determines whether an academic advisor’s approval is required. The instructor must approve.
5 through 9	College/School/Division policy determines whether an academic advisor’s approval is required. The instructor and the student’s dean or division director must approve. Approval will normally be given only when extenuating circumstances are involved.
10 and following	Courses may not normally be added during this time.

Weeks	Restrictions
Up through the 1st week of classes	<b>No approval required</b>
<b>2 through 8</b>	<b>Advisor and instructor approvals are required for addition of class sections. Dean approval is only required when changing class sections after the first one quarter of the course.</b>
<b>9 through 16</b>	<b>Courses may not be added during this timeframe.</b>

<p>3.8.2: Course drops and withdrawals (cancellations of registration). A student may drop or withdraw from one or more courses, subject to the time limits below and the restrictions described in Sections 3.8 and 3.9 by presenting a request to the Registrar’s Office, the department of the student’s major, and/or through Self-service in the online registration system.</p>	<p><b>3.8.4: [number change only; no language change proposed]</b></p>								
<p>The following table outlines course drop, withdrawal, and exception deadlines for 16-week courses. The proportional dates for shorter sessions can be found on the Academic Calendar.</p>	<p>no proposed change</p>								
<table border="1"> <thead> <tr> <th data-bbox="97 732 435 772">Weeks</th> <th data-bbox="435 732 773 772">Restrictions</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 772 435 1058"> <p>Course Drop: First week of classes (or equivalent, based on course length. See chart below.)</p> </td> <td data-bbox="435 772 773 1058"> <p>Students are able to drop one or more courses through the online registration system. Any dropped courses are not recorded on the student’s record.</p> </td> </tr> <tr> <td data-bbox="97 1058 435 1272"> <p>Course Withdrawal: Weeks 2 through 13</p> </td> <td data-bbox="435 1058 773 1272"> <p>Students must submit a request through the Registrar’s Office. Courses are recorded with a grade of W on the student’s record.</p> </td> </tr> <tr> <td data-bbox="97 1272 435 1808"> <p>Request for an Exception to the Withdrawal Deadline: Weeks 14 through 16</p> </td> <td data-bbox="435 1272 773 1808"> <p>Courses cannot normally be withdrawn during this period except in serious, non-academic, extenuating circumstances. Students should contact the Office of Student Conduct &amp; CARE for this request. If a request for an exception to the withdrawal deadline is approved, the course is recorded with a grade of W on the student record</p> </td> </tr> </tbody> </table>	Weeks	Restrictions	<p>Course Drop: First week of classes (or equivalent, based on course length. See chart below.)</p>	<p>Students are able to drop one or more courses through the online registration system. Any dropped courses are not recorded on the student’s record.</p>	<p>Course Withdrawal: Weeks 2 through 13</p>	<p>Students must submit a request through the Registrar’s Office. Courses are recorded with a grade of W on the student’s record.</p>	<p>Request for an Exception to the Withdrawal Deadline: Weeks 14 through 16</p>	<p>Courses cannot normally be withdrawn during this period except in serious, non-academic, extenuating circumstances. Students should contact the Office of Student Conduct &amp; CARE for this request. If a request for an exception to the withdrawal deadline is approved, the course is recorded with a grade of W on the student record</p>	<p>no proposed change</p>
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<p>The following table displays the point in time a withdrawn grade will be recorded on the student’s permanent record, based on course length.</p>			no proposed change															
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1 or less	Day 1	Day 2 and thereafter																
<p>Day 1 of a course is the first day of the term or part of the term. All calendar days are counted, including weekends.</p>			no proposed change															
<p>The following restrictions may apply when a student is seeking to drop or withdraw from one or more courses:</p>			no proposed change															
<p>3.8.2.1: Alleged academic dishonesty. Students will not be permitted to drop or withdraw from a class in which there is a pending allegation or finding of a violation of the academic dishonesty policy.</p>			<b>3.8.4.1: [number change only; no language change proposed]</b>															
<p>3.8.2.2: Withdrawals related to academic performance. If a student decides to drop or withdraw from a class due to academic performance, this must be completed prior to Week 13 of the semester or equivalent dates for shorter sessions. After the thirteenth week (or equivalent), students will not be permitted to withdraw from a class due to poor academic performance in the class.</p>			<b>3.8.4.2: [number change only; no language change proposed]</b>															

<p>3.8.2.3: Withdrawals unrelated to academic performance. After the thirteenth week (or equivalent), students must submit a request for an exception to the withdrawal deadline. This request must be a non-academic, extenuating circumstance beyond the student's control that prevented them from withdrawing by the deadline and is supported by appropriate documentation.</p>	<p><b>3.8.4.3: [number change only; no language change proposed]</b></p>
<p>3.8.2.4: Post-term withdrawals or issues. After the end of the sixteenth week, students must submit a request for an exception to the withdrawal deadline. If there is an error in the grading of a course, the student should work with the instructor by following the procedure for a change of grade (see Section 6.6).</p>	<p><b>3.8.4.4: [number change only; no language change proposed]</b></p>
<p>3.8.3: Change of Pass/Not-Pass option. A student may change the Pass/Not-Pass option for a course during the first four weeks of a regular semester or the first two weeks of a summer session by obtaining the signature of the academic advisor next to the appropriate notation on the schedule-revision form.</p>	<p><b>3.8.5: [number change only; no language change proposed]</b></p>
<p>3.8.4: Change of auditing option. A student may alternate between audit and credit status during an academic session. A change from audit to credit or credit to audit may occur only during the first six weeks. The regular audit deadline is the Friday ending the first week of class. The late audit deadline is the Friday ending the sixth week of class. Approval of a regular change of auditing status in the first week of class requires a signature or written acknowledgment from the student's advisor and a representative from the Financial Aid Office (when applicable). Approval of a late change in auditing status during weeks two through six requires a signature or written acknowledgment from the course instructor, academic advisor, and a representative from the Financial Aid Office (when applicable).</p>	<p><b>3.8.6: [number change only; no language change proposed]</b></p>

<p>3.9: Withdrawal from the university. Withdrawal from the university is normally accomplished by withdrawing from each course in which the student was enrolled. Special circumstances which can affect the withdrawal are specified below.</p>	<p>no proposed change</p>
<p>3.9.1: Withdrawal for military service. Any student called to active military duty may present a copy of their military service orders and (a) withdraw from all courses and receive a 100% refund of tuition and fees at any time during the semester through the end of final examinations or (b) with the permission of each instructor, receive an Incomplete or final grade in the courses taken. Such requests and documentation may be presented by the student or other responsible party who has the student's permission to make the request. Refunds of fees will not be made if the student receives a grade and credit for the course, and all refunds will be adjusted as required by financial aid regulations. If a withdrawal is processed after the fourth week of classes, the grade of W will be assigned.</p>	<p>no proposed change</p>
<p>3.9.2: Withdrawal for personal circumstances. Students who seek to withdraw from PFW after the thirteenth week of classes, based on personal circumstances, should contact the Office of Student Conduct &amp; CARE for guidance about the process.</p>	<p>no proposed change</p>

<p>3.10: The resources of Purdue University Fort Wayne are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable learning environment and to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.</p>	<p>no proposed change</p>
	<p><b>The University recognizes that the learning mission can be enhanced significantly by co-curricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.</b></p>
<p>Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary for personal reasons beyond students' control. As such, the University has established the following as reasons to be granted an excused absence from class:</p>	<p>no proposed change</p>
<ul style="list-style-type: none"> <li>• Grief/Bereavement</li> <li>• Military Service</li> <li>• Jury Duty</li> <li>• Parenting Leave</li> <li>• Medical Excuse</li> </ul>	<p>no proposed change</p>

<p>Procedures and remedies for granting these absences are specified in the sections below. The student is responsible for informing the instructor in a timely fashion, if possible. The instructor is responsible for accommodating the student either by excusing the student or allowing the student to make up work.</p>	<p>no proposed change</p>
<p>Departments or colleges may have supplemental policies for absences outside this policy. If a department or college has such a policy, the course syllabus must include the relevant policy. If a student wishes to request an excused absence for a reason outside of University Excused Absences or Department/College policy, they must communicate directly with their instructor. It is each instructor's right to decide whether to approve the request.</p>	<p>no proposed change</p>
<p>The grade appeals policy applies to all students enrolled at Purdue University Fort Wayne. 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.</p>	<p>no proposed change</p>

3.10.1: General Attendance Issues.	no proposed change
<p>Instructor Responsibility. Instructors are expected to establish and clearly communicate attendance policies relevant to individual courses in the course syllabus. Course attendance policies must be consistent with University policy. Individual course policies may state expected notification periods. Additionally, in their course syllabus, instructors must clearly and explicitly state procedures in which assignments and assessments can be made up. Only the instructor can excuse a student from a course requirement or responsibility.</p>	<p>Instructor Responsibility. Instructors are expected to establish and clearly communicate attendance policies relevant to individual courses in the course syllabus. Course attendance policies must be consistent with University policy. Individual course policies may state expected notification periods <b>regarding absences</b>. Additionally, in their course syllabus, instructors must clearly and explicitly state procedures in which assignments and assessments can be made up. Only the instructor can excuse a student from a course requirement or responsibility.</p>
<p>Student Responsibility. The University expects each student to be responsible for class-related work missed due to an unavoidable absence; this work may be made up at the instructor's discretion. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student or the student's representative should contact the Office of Student Conduct &amp; CARE. A staff member in the Office of Student Conduct &amp; CARE will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change the outcome of the instructor's decision regarding the student's academic work and performance in any given course.</p>	no proposed change
<p>When conflicts or absences can be anticipated, such as for many University sponsored activities or religious observances, the student should inform the instructor of the situation as far in advance as possible, and the instructor should strive to accommodate the student.</p>	no proposed change

<p>Specific Course Types. In certain laboratory-based, intensive short-term courses, or field-experiences, a student can jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.</p>	<p>no proposed change</p>
<p>Licensing &amp; Standard Considerations. When making a decision about the length of a given absence, variables such as state licensing requirements or national professional standards for a program will be considered. At times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. An incomplete grade may be awarded by the instructor.</p>	<p>no proposed change</p>
<p>3.10.2: Conflicts with Religious Observances. The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise.</p>	<p>no proposed change</p>
<p>Instructors are urged to be sensitive to the fact that scheduling of examinations, class assignments, meetings, and other significant events on certain holidays or days of religious observance may place some members of the Purdue Fort Wayne community in a very difficult situation. Instructors' cooperation with students in rescheduling coursework missed due to absences resulting from participation in religious observances is appreciated.</p>	<p>no proposed change</p>

<p>Students requesting an absence for a religious observation are encouraged to make this known to instructors well in advance, in order to arrange alternative times to complete any assignments they might miss.</p>	<p>no proposed change</p>
<p>3.10.3: University Excused Absences. The University Faculty Senate recognizes the following as types of absences that must be excused:</p>	<p>no proposed change</p>
<ul style="list-style-type: none"> <li>• Absences related to those covered under the Grief Absence Policy for Students (GAPS)</li> <li>• Absences related to those covered under the Military Absence Policy for Students (MAPS)</li> <li>• Absences related to those covered under Jury Duty Policy for Students</li> <li>• Absences related to those covered under the Parenting Leave Policy for Students</li> <li>• Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)</li> </ul>	<p>no proposed change</p>
<p>3.10.4: Grief Absence Policy for Students (GAPS). Students will be excused with no penalty to their attendance and will be given the opportunity to make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in incidences where a student does not travel from campus.</p>	<p>no proposed change</p>
<p>The following parameters are established related to the relationship to the student of the deceased loved one.</p>	<p>no proposed change</p>

<ul style="list-style-type: none"> <li>• Immediate Family: Students are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.</li> <li>• Other Relationships: Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.</li> </ul>	<p>no proposed change</p>
<p>In unique circumstances, a bereaved student should petition for extended grief absence through the Office of Student Conduct &amp; CARE (OSCC) by meeting individually with an OSCC staff member for case evaluation. In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified bereavement services from Fort Wayne, IN, as follows:</p>	<p>no proposed change</p>
<ul style="list-style-type: none"> <li>• Within 150 mile radius of Fort Wayne - no additional excused absence days</li> <li>• Between 150-300 mile radius of Fort Wayne - one additional excused absence days</li> <li>• Beyond a 300-mile radius of Fort Wayne - two additional excused absence days</li> <li>• Outside the 48 contiguous United States - four additional excused absence days</li> </ul>	<p>no proposed change</p>

<p>A student should contact the OSCC to request that a notice of their leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the OSCC. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.</p>	<p>no proposed change</p>
<p>In cases of impending death, students should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of Student Conduct &amp; CARE. A staff member in the Office of Student Conduct &amp; CARE will notify the student's instructor(s) of the circumstances. Instructors should work to reasonably accommodate students in these unique circumstances.</p>	<p>no proposed change</p>
<p>3.10.5: Military Absence Policy for Students (MAPS). Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to make up coursework as defined in the course syllabus.</p>	<p>no proposed change</p>
<p>It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.</p>	<p>no proposed change</p>

<p>Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for their mandatory military training. Total absences, including travel, may not exceed 1/4 of the course meetings for any course.</p>	<p>no proposed change</p>
<p>Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue Fort Wayne campus, as follows:</p>	<p>no proposed change</p>
<ul style="list-style-type: none"> <li>• Within 150-mile radius of Fort Wayne - no additional excused absence days</li> <li>• Between 150-300 mile radius of Fort Wayne - one additional excused absence days</li> <li>• Beyond 300-mile radius of Fort Wayne- two additional excused absence days</li> <li>• Outside the 48 contiguous United States - four additional excused absence days</li> </ul>	<p>no proposed change</p>
<p>A student should contact the Office of Student Conduct &amp; CARE (OSCC) to request that a notice of the leave be sent to instructors when informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the OSCC as soon as these documents are available. If necessary, the OSCC may consult with Military Student Services about the nature of the documentation. When documentation is presented to the Office of Student Conduct &amp; CARE, a verified absence notification will be sent to the student's instructors.</p>	<p>no proposed change</p>

<p>The student may provide verbal information about the leave to the OSCC, and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the OSCC with substantiating documentation and OSCC has sent a verified absence notification to the instructors. With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for mandatory military training, and the student will be given the opportunity to make up coursework as defined in the course syllabus.</p>	<p>no proposed change</p>
<p>Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, OSCC, or Military Student Services to review and consult on their situation.</p>	<p>no proposed change</p>
<p>3.10.6: Jury Duty Absence Policy For Students. Students will be excused, and no penalty will be applied to a student's absence for Jury Duty and given the opportunity to make up course work as defined in the syllabus in the event that a student is summoned to serve as a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty conflicts.</p>	<p>no proposed change</p>
<p>Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.</p>	<p>no proposed change</p>

<p>Students are eligible for up to ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/4 of the total course meetings for any course. Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University Fort Wayne campus as follows:</p>	<p>no proposed change</p>
<ul style="list-style-type: none"> <li>• Within 150-mile radius of Fort Wayne - no additional excused absence days</li> <li>• Between 150-300 mile radius of Fort Wayne - one additional excused absence days</li> <li>• Beyond 300-mile radius of Fort Wayne - two additional excused absence days</li> <li>• Outside the 48 contiguous United States - four additional excused absence days</li> </ul>	<p>no proposed change</p>
<p>A student should contact the Office of Student Conduct &amp; CARE (OSCC) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a court summons.</p>	<p>no proposed change</p>
<p>With a verified absence notification from the OSCC, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.</p>	<p>no proposed change</p>
<p>Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC, to review and consult on the student's situation.</p>	<p>no proposed change</p>

<p>3.10.7: Parenting Leave Policy for Students. Students who are pregnant, have recently given birth, have experienced loss of pregnancy, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Title IX Coordinator or Deputy Title IX Coordinator. The student will be expected to provide documentation related to the petition for leave. If approved, the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus. The student will be excused from classes.</p>	<p>no proposed change</p>
<p>The University will approve all absences due to pregnancy or childbirth for as long as a student's medical provider states that it is medically necessary and may approve other absences as appropriate. The University will provide services for pregnancy, pregnancy-related, and post-partum conditions with the same special services it provides to students with temporary medical conditions.</p>	<p>no proposed change</p>
<p>The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.</p>	<p>no proposed change</p>

<p>3.10.8: Medically Excused Absence Policy for Students (MEAPS). Students will be excused, and no penalty will be applied to a student's absence for situations involving hospitalization, emergency department, or urgent care visit, and be given the opportunity to make up coursework as defined in the course syllabus. Students experiencing hospitalization, emergency department, or urgent care visits can provide documentation to OSCC who will then assess the student's request for a Medical Excused Absence and issue notification of the start and end of the absence to the student's instructors. The student should follow up with the instructor to seek arrangements per the policy.</p>	<p>no proposed change</p>
<p>Students are eligible for up to fifteen (15) days for medically excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semesters) days taken consecutively for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/4 of the course meetings for any course. A student can contact the Office of Student Conduct &amp; CARE (OSCC) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department, or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department, or urgent care visit as proof of legitimate absence to the OSCC as soon as these documents are available.</p>	<p>no proposed change</p>

<p>When documentation is presented to the Office of Student Conduct &amp; CARE, a verified absence notification will be sent to the student's instructors. With a verified absence notification from the OSCC, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department, or urgent care visit, and the student will be given the opportunity to make up course work as defined in the course syllabus. Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or OSCC to review and consult on their situation</p>	<p>no proposed change</p>
<p>Extended Medical Absences. A student who has or acquires a disability-related medical condition requiring extended absences from class must contact the Disability Access Center (DAC) to request an official University accommodation. The student will be expected to provide medical documentation related to the request for an absence-related accommodation. If approved by the DAC, instructors are required to work with students to implement the accommodation and provide reasonable alternatives to meeting course requirements.</p>	<p>no proposed change</p>

<p>In certain laboratory-based, intensive short-term courses, or field-experience courses, an unreasonable number of absences can fundamentally alter the course objectives and a student can jeopardize their academic status, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the DAC, in collaboration with the instructor, and subject to review by the Dean of the school or college offering the course or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the DAC and their instructor to determine the potential impact of any absence.</p>	<p>no proposed change</p>
<p>When making a decision about the length of a given absence the DAC, in collaboration with the instructor, will consider variables such as state licensing requirements or national professional standards for a program. At times, absences may be approved, but hours/experiences in the field, practicum, internships, etc., must be completed before the course is completed. The instructor may award an incomplete grade.</p>	<p>no proposed change</p>
<p>3.10.9: Other Considerations.</p>	<p>no proposed change</p>
<p>Student Status. Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University Fort Wayne-administered fellowships and scholarships.</p>	<p>no proposed change</p>

Appeal Procedures. Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make-up work are encouraged to attempt to resolve the matter informally with the instructor, chair, and Dean of the College or School that the course is offered. Additionally, the OSCC, or the OIE, in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process

Appeal Procedures. Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make-up work are encouraged to attempt to resolve the matter informally with the instructor, chair, and Dean of the College or School that the course is offered. Additionally, the OSCC, or the **Office of Civil Rights Compliance**, in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process