

INDIANA**TECH**

COLLEGE *of*
PROFESSIONAL
STUDIES

2006-2007
STUDENT HANDBOOK

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1.0 Welcome to Indiana Tech

Welcome to Indiana Tech's College of Professional Studies. The university is proud of its leadership in adult education and is committed to providing students with a high-quality educational experience that is relevant to the workplace.

1.1 Mission of the College of Professional Studies

It is the mission of the College of Professional Studies to deliver graduate and undergraduate program curricula of the university to adult students through innovative learning formats, while maintaining the educational quality and academic integrity of the university. Degree programs in accounting, business, criminal justice, organizational leadership and engineering are targeted toward students who have some workplace experience but seek more education to achieve their career goals. It is our philosophy that education should be broad enough to lay the foundations for personal growth, yet specific enough to support a lifetime career.

1.2 College of Professional Studies Programs

Originally founded in 1982 to meet the needs of an emerging number of adult students, the College of Professional Studies offers programs at both the undergraduate and graduate levels. Undergraduate students may choose the Accelerated Degree Program (ADP) or the Independent Study Program (ISP), while graduate students must enroll in the Accelerated Degree Program.

Accelerated Degree Program

The Accelerated Degree Program provides an alternative to traditional full-semester course work. With an emphasis on intensive individual studies, and with the aid of weekly classroom meetings, students progress at an advanced pace. In most cases, the traditional 15-week semester is condensed to a five-week session for undergraduate students and six weeks for graduate students. Some courses, being more quantitative in nature, are taught in 10-week sessions for undergraduates or 12-week sessions for graduate students.

Independent Study Program

The Independent Study Program offers the opportunity to earn an undergraduate degree without attending formal classes. Via Web-based classes, e-mail, or mail, students are provided with the materials to guide them through the course work at their own pace.

1.3 Accreditation

Indiana Tech is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. For more information on the Higher Learning Commission write to 30 N. LaSalle St., Suite 2400, Chicago, IL, 60602-2504 or call (800) 621-7440. The mechanical and electrical engineering programs are accredited by the Accreditation Board for Engineering and Technology. The following degree programs have earned initial accreditation from the International Assembly for Collegiate Business Education: MBA; MSM; BS in business administration with concentrations in human resources, marketing, management, and management information systems; BS in accounting; AS in business administration with concentration in management; and AS in accounting. The university is a member of the Council for Adult and Experiential Learning (CAEL) and adheres to its policies and practices.

1.4 Student Handbook Disclaimer

This handbook focuses on some of the policies and procedures that are important to Indiana Tech students. It is not intended to provide a complete description of every university policy or procedure. Questions about university policies and procedures should be directed to either your academic advisor or the local campus authority.

While every effort is made to provide accurate and current information, Indiana Tech reserves the right to revise at any time, and without notice, statements in this handbook concerning rules, policies, fees, curricula, courses, or other matters. The right also is reserved to revise or cancel any course, subject, or program at any time because of insufficient registration or other valid reason.

1.5 Student Code of Responsibility

Enrollment at Indiana Tech is a privilege. The university reserves the right to revoke this privilege if it determines that such action is in the best interest of the university. It is the responsibility of each student enrolled in any program of the university to be aware of and understand all policies, rules, and procedures affecting student activities and actions both in and out of the classroom.

1.6 Social and Legal Responsibility

1.6.1 Compliance Statement

It is the policy of Indiana Tech to support measures designed to prevent discrimination against any individual student, faculty member, or employee of the university on the sole basis of race, color, religion, sex, or national origin.

It is the agreement of Indiana Tech with each student that registration as a student signifies the student's acceptance of the rules, regulations, and procedures as found in the university catalog and College of Professional Studies Student Handbook. If a student cannot agree with these standards, the student is free to leave Indiana Tech. If the student enrolls at Indiana Tech, the university expects compliance with its ideals, standards, and regulations.

1.6.2 Civil Rights Compliance Statement

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT OF 1990, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975.

Indiana Tech assures that it will comply with:

- Title VI of The Civil Rights Act of 1964, as amended, 42 U.S.C., 200d et seq., prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C., 794, prohibiting discrimination on the basis of handicap in programs and activities receiving federal financial assistance.
- The Americans With Disabilities Act of 1990, as amended, 42 U.S.C., 12101, et seq., prohibiting discrimination on the basis of disability in services, programs or other activities and requiring that reasonable accommodation be made for qualified individuals with a disability so that such individuals can enjoy the same access to services, programs or activities as other non-disabled individuals.
- Title IX of the Education Amendments of 1972, as amended, 20 U.S.C., 1681 et seq., prohibiting discrimination on the basis of sex in education programs and activities receiving federal financial assistance.
- The Age Discrimination Act of 1975, as amended, 42 U.S.C., 6101 et seq., prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.
- All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Indiana Tech also agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the applicant, its successors,

transferees, and assignees for the period during which assistance is provided. Indiana Tech further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees.

1.6.3 Policy Concerning Students with Disabilities

Indiana Tech adheres to the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of this institution's classes or facilities. Indiana Tech has made reasonable modifications in policies, practices, procedures, and facilities when such modifications were necessary, to accommodate the needs of disabled individuals. The associate vice president of business and arts has been designated to coordinate compliance with the nondiscrimination and the accommodation requirements of these laws.

Indiana Tech celebrates diversity by promoting independence and educational opportunities for persons with disabilities within the Indiana Tech community; promoting positive images of persons with disabilities within the Indiana Tech community; and promoting positive educational experiences for faculty, staff, and students. Indiana Tech encourages inclusive education by providing opportunities for accommodations and by facilitating services for persons with disabilities.

Disability does not equate with inability. Our mission is to provide the means for otherwise qualified students to overcome the consequences of their impairment. Our efforts are directed toward enabling students to achieve their academic goals by augmenting their existing abilities. It is our intention to coordinate the efforts of the students with those of the involved agencies to maintain the highest level of academic achievement and personal independence.

All members of the faculty and staff are required by federal law to be aware of and adhere to the basic policies and procedures pertaining to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Questions and comments should be directed to the associate vice president of business and arts.

Indiana Tech will provide auxiliary aids and services where necessary to ensure that individuals with disabilities are provided the same opportunities as Indiana Tech students as individuals without disabilities. Auxiliary aids and services include qualified interpreters, note takers, written materials, assistive listening devices, qualified readers, taped texts, audio recordings, large print materials, acquisition or modification of equipment or devices, and other similar devices and actions. If a student is in need of auxiliary aids or services, please notify the associate dean for the course for which he or she needs special services. Additionally, if a student believes that any employee of Indiana Tech has violated this policy, please contact the vice president of the College of Professional Studies immediately. Complaints will be promptly acknowledged and investigated with the purpose of equitable resolution.

1.6.4 Anti-Harassment Policy

Students have a right to live and study in an environment free of harassment. The university attempts to provide all students with an atmosphere free from any form of harassment because of the student's race, sex, religion, age, national origin, citizenship status, or disability.

Included in this policy is a commitment to provide an academic environment free of sex discrimination including sexual harassment. Sexual harassment includes but is not limited to:

- Unwelcome verbal comments or jokes and physical gestures or actions of a sexual nature toward another student (for example: leering or ogling, touching, patting, pinching, indecent exposure, telling vulgar jokes, and making sexually-related comments).
- Unwelcome demands or requests for sexual favors (explicit and implicit);
- The promise of special treatment with regard to an individual's academic program in exchange for

sexual favors or sexual activity;

- Any sexual-related comments or conduct that has the purpose or effect of unreasonably interfering with a student's academic performance.

If you believe you are being subjected to conduct or comments that violate this policy, you are encouraged to and have a responsibility immediately to report these matters to your associate dean. Such reports will be treated confidentially to the extent possible, and no action will be taken against any student because he or she reports discrimination or harassment. All students are assured that action will be taken to investigate and resolve complaints and that the university is firm in its commitment to eliminate such conduct from the academic environment.

All members of management are held accountable for the effective administration of this policy. Should a manager or supervisor be advised of an infraction of this policy, or have first- or second-hand knowledge of a potential infraction, the manager should immediately report the matter to the president of the university who will conduct a full investigation. Failure to report conduct or comments that may be deemed an infraction of this policy will subject the manager to disciplinary action up to and including discharge.

The university will not tolerate harassment or any other discriminatory conduct. Such conduct will result in disciplinary action up to and including dismissal from the university.

A student who has been sexually assaulted should report the incident and seek medical attention promptly. Reporting the incident to civil authorities in a timely fashion is strongly recommended. Counseling services are available off campus and the right of privacy will be honored. A 24-hour hotline (260-426-7273) may be used by students for information and assistance.

1.6.5 Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 day of the day the university receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records can be inspected.
- The right to request an amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write to the registrar clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

*** A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the university to comply with the requirements of FERPA. The name and address of the office

that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Directory Information

FERPA further provides that certain information, designated as “public information” concerning students may be released by the university. Indiana Tech has established the following student information as public or directory information, which may be disclosed by the institution at its discretion:

- Student name
- Address**
- Phone number**
- Indiana Tech e-mail address
- Major field of study
- Current course load/enrollment
- Dates of attendance
- Degrees received
- Graduation date

Students may request that Indiana Tech withhold the release of directory information by notifying the registrar’s office in writing.

**While address and phone numbers are legally considered directory information, Indiana Tech does not release this information on a routine basis. This information is only released to campus official, law enforcement agencies, student loan lenders, or others who have a legitimate right to the information as determined by the registrar.

2.0 Undergraduate Policies

2.1 Transfer Credit Guidelines

A student who is attending, or who has attended another college or university, may apply for admission to Indiana Tech as a transfer student. The following regulations will govern the admission of transfer students and granting of transfer credit for college-level work completed at institutions other than Indiana Tech.

- Transfer applicants must meet all the admission requirements including completion of an application for admission and payment of all applicable application fees.
- Transfer applicants must support their application with official transcripts from all secondary and post-secondary institutions attended.
- Transfer credit from domestic, regionally accredited and non-regionally accredited post-secondary institutions will be considered if supported by official transcript(s), applicable academic catalog(s), course description(s), and/or course syllabi. These will be requested if necessary. Grades below “C” or its equivalent will not be accepted for transfer.
- No more than 30 semester hours can be transferred from non-regionally accredited schools for an associate degree candidate. No more than 60 semester hours can be transferred from non-regionally accredited schools for a bachelor degree candidate.
- The registrar has the final and authoritative decision on the application of any or all transfer credit to curricular program requirements under which a transfer student may enroll.
- To have previous university-level course work from international studies evaluated for transfer credit, the student must have a course-by-course evaluation report completed by one of the following:

Global Credential Evaluators, Inc.

P.O. Box 36
28 Westhampton Way
Richmond, VA 23173
(804) 639-3660
www.gcevaluators.com

World Education Services, Inc.

P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311
www.wes.org

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

International Education Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036-1135
(202) 296-3359
www.aacrao.org/credential/index.htm

- All transfer credit appeals must be presented to the Office of the Registrar no more than 30 days after the student's receipt of the initial transfer credit analysis.

2.2 Taking Courses at Another University

Students may take courses at another institution while enrolled at Indiana Tech; however, the student must receive prior approval from the dean to assure that credit is appropriate and transferable.

2.3 Math Placement Exams

Indiana Tech has chosen the COMPASS placement exam to determine the best math course with which to begin your studies. The COMPASS exam is used by more than 1,000 colleges in the United States. The exam is taken on a computer and the questions are asked in multiple choice form. COMPASS is an adaptive exam, meaning that how well you answer a question determines the type of question the computer delivers next. Your placement results are available as soon as you finish the test, however they do need to be processed through the registrar's office.

You may take this exam only one time. Each campus has regularly scheduled testing sessions.

2.4 Credit for Learning

Life experience credit, or "credit for learning," may be earned for a variety of courses in the Indiana Tech curriculum by documenting skills, knowledge, and competencies of required courses. Life experience credit awarded by other institutions is not accepted.

Students must achieve a passing grade in ENG 2220 Credit for Learning before submitting a portfolio. In the class, students receive guidelines for course requirements and suggestions on demonstrating life experience.

Students must pay a fee for every course submitted for life experience credit. A maximum of 36 credit hours may be earned through the Credit for Learning program. Students may submit portfolios at any time during their enrollment at the university, up to 30 days before graduation.

No grade is issued for life experience credit; therefore the student's grade point average is not affected.

Students who submit portfolios for evaluation will be informed of the decision by letter from the professional development director. A competence evaluation completed by the faculty member will be sent to students outlining their competence level. Students have one opportunity to resubmit the portfolio.

It is not common practice to accept portfolio credit from other institutions, nor is life experience credit generally transferable.

Some courses require students to pass Proficiency Exams in place of a portfolio. For more information, see the section below titled "Proficiency Exams."

2.5 Proficiency Exams

In general, the university does not provide proficiency exams other than through the Credit for Learning Program. Courses deemed as quantitative in nature, or inappropriate for the portfolio process, require students to pass a proficiency exam in place of compiling portfolios. As part of the Credit for Learning Program, after the student has completed ENG 2220, proficiency exams may be taken.

Proficiency exams are available.

Call the College of Professional Studies office to make arrangements for the administration of these exams. Students must pay the Assessment Fee prior to sitting for the exam. Students may take each proficiency exam only once.

The university encourages College of Professional Studies students to take national exams, such as CLEP and DANTES. For more information on these programs please call the professional development director at each campus.

2.6 Substitution of Courses

Substitution of courses is determined by the dean.

2.7 Policy on Second Degree

2.7.1 Definition of Terms

To ensure consistent interpretation of the institutional policy on second degrees, the following definitions of terms shall apply.

Second degree

Applies when a student desires to be awarded a second bachelor's degree. Such students must complete an additional 30 credit hours beyond the requirements for the first degree. For example, if a student wishes to be awarded separate degrees in business administration and in accounting, he or she would have to complete at least 153 credit hours.

Double major

Applies when a student completes all the degree requirements for more than one program, but chooses not to take the full additional 30 credit hours required for awarding the second degree. For example, a student could complete all the bachelor's degree requirements in business administration and in accounting. This would be considered a double major, and the student would not be awarded two separate degrees unless he or she completes the additional 30 credit hours as stated above.

Concentration

Applies to business administration or other degrees that may provide several choices of course concentration within the same degree program.

2.7.2 Policy Statement

Students who have received a degree from Indiana Tech or from another regionally accredited college or university may receive a second degree provided they meet certain guidelines. All specified requirements for the second degree must be met. However, if the additional courses required for the second degree total less than 30 credit hours, the student must take additional courses of his or her choosing to meet the 30-hour requirement.

Students enrolled in a degree program having more than one concentration may choose to take all the course requirements for more than one concentration. However, this does not constitute a second degree, and only one degree is awarded in such cases. The official transcript will indicate the separate areas of concentration completed. Students who choose their courses carefully may be able to complete all the degree requirements for more than one major, such as business administration and accounting, without needing to complete substantially more than the credit hours required for one degree. Such students will be awarded only one degree, but the transcript will indicate that they met all the degree requirements for a second major. Once a degree is granted, it is closed. Students may not return to add another concentration or major to a degree they have already earned.

A student who initially earns an associate degree may choose to pursue a bachelor's degree in the same field. Credits earned for the associate degree required in the baccalaureate program at the time of its election shall apply toward the baccalaureate degree requirements.

Students may fulfill all the degree requirements for an associate degree in one major, while fulfilling the baccalaureate requirement in another. For example, by the time a student has completed a four-year accounting degree, he or she also may be able to complete all requirements for a two-year degree in business administration. However, because an associate degree is considered to be secondary to the baccalaureate degree, no separate degree designation shall be granted in such cases.

2.8 Academic Credit Load

Undergraduate students are allowed to register for two classes per session in the Accelerated Degree Program.

Exceptions must be authorized by the registrar.

The criteria to enroll in three classes in one session are as follows:

- The student must be in good academic standing, i.e., have a cumulative grade point average of 3.0.
- The student must have completed at least 24 credit hours in ADP classes at Indiana Tech prior to taking three classes.

2.9 Graduation Requirements

In order to graduate, *all students must file a Petition for Graduation with the registrar's office.* Petitions for graduation are processed on a monthly basis and sent to the faculty for approval. The process takes a minimum of 45 days from the date the petition is received.

Undergraduate students can submit their petitions when they are within 4 months of the anticipated coursework completion date, or when they have earned 102 credit hours of coursework.

Students planning to participate in the May commencement exercises must file the petition prior to March 1. Petitions filed after March 1 will not be accepted for participation in the commencement ceremonies. Students must be within 15 credit hours of completing coursework by the end of Session 6 to participate in commencement.

To qualify for graduation from Indiana Tech, the student must successfully complete:

- All necessary credit hours required for the degree with a minimum of 30 hours earned at Indiana Tech. At least 21 of the 30 hours must be among the last credits completed by the student before graduation. Associate degrees require 15 hours earned at Indiana Tech, with at least 9 of the 15 being among the last credits completed before graduation. Individual exceptions to the policy can be made only with written approval by the vice president of academic affairs.
- Required courses in all areas of major study with a minimum cumulative grade point average of 2.0
- All courses, required and elected, at an overall minimum cumulative grade point average of 2.0
- All financial obligations to the university

2.10 Change of Curriculum

Students wishing to change degree programs must complete the curriculum change form and return it with a fee to the registrar. Forms returned without the required fee will not be processed. Upon changing curriculums, the student must follow all conditions of the new curriculum.

Students may change to the curriculum of the current year with the approval of the registrar. Students may not change to a curriculum in force prior to their enrollment, nor may students revert to previous curriculum requirements after officially changing to a current year curriculum.

2.11 Readmission to the University

Students who have not taken a course in three years and wish to re-enroll must complete the application for readmission. The form must be submitted to the registrar's office for processing. Official transcripts from colleges attended since student's last enrollment at Indiana Tech must be submitted prior to approval for readmission.

In addition, if the student has not completed a course at Indiana Tech for a period of three years, the student's curriculum will be changed to the current catalog and all conditions of the new curriculum must be followed.

2.12 Grading Policies

2.12.1 Grade System and Standards

The university uses the letter grades A, B, C, D, and F. Letter grades may carry a plus or minus mark which is computed into the grade point average. Below is the interpretation of the letter grades:

- A = Excellent
- B = Good, superior performance
- C = Satisfactory performance
- D = Unsatisfactory but passing
- F = Failure
- I = Incomplete
- W = Withdrawal

The grades given for non-credit courses are S (Satisfactory) and U (Unsatisfactory). Students may audit a class and receive the designation AU (Audit).

Incompletes

If a student is unable to complete the requirements of a course due to extenuating circumstances, an Incomplete grade (I) may be granted. In most cases, an Incomplete grade will only be issued for an absence on the final night of class due to a medical, family, or work emergency. In rare circumstances, an Incomplete grade may be granted for other reasons.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. All Incomplete grades and deadlines are subject to approval by the Associate dean.

Withdrawals

Students can withdraw from a course without academic record until the end of the first week of the course (all session lengths). Withdrawals with record are allowed until the end of week 3 for five-week courses and until the end of week 5 for 10-week courses.

An Accelerated Degree Program course can be dropped without charge until the end of the first week of the session (e.g., the first Friday of classes). Saturday classes must be dropped on the Monday following the first class. Drops during the second week will receive a 75 percent refund. Third-week drops will receive a 50 percent refund. This applies to all session lengths.

Students must contact the Student Information Center to withdraw or they will receive a failing grade and be charged for the class.

2.12.2 Grade Point Average

A student's classroom work must reach a certain standard of excellence. This standard is measured by a point system that assigns a point value to each grade. The number of credit points is the product of the credit hours multiplied by the point values.

Grades and point values are as follows:

- A = 4.0
- A- = 3.67
- B+ = 3.33
- B = 3.0
- B- = 2.67
- C+ = 2.33
- C = 2.0
- C- = 1.67
- D = 1.0
- F = 0.0

No credit points shall be allowed for the grades of F, W, I, S, U, or AU. In computing the grade point average, all university level courses completed by the student and all university level courses with F marks shall be included in the total hours (excluding transfer credit and credit earned by proficiency exams or placement tests).

A student's grade point average for a semester shall be computed by dividing the sum of the credit points earned by the total hours. (Credit for life experience and courses for which the student has received the mark of W, I, S, U, and AU are not included.)

Accelerated Degree Program grades will be mailed within 10 working days after all classes for the session have ended. Please do not call the office or the instructor for grades.

2.12.3 Grade Appeals

Higher education institutions traditionally grant wide latitude to faculty in determining grading policies and evaluating student performance. While the College of Professional Studies expects all instructors to adhere to fair grading systems that are clearly explained to students, it is rare for an instructor's grade to be overturned by administrative action. The right to appeal a grade is provided to give students recourse when they feel a grading policy has resulted in arbitrary treatment that places them at a disadvantage compared to the other students taking the class. In all such cases, the student must first discuss this concern directly with the instructor. Further appeal consists of the following process:

- If a discussion with the instructor fails to resolve the problem, the associate dean will conduct a review of the problem.
- If the student wishes to continue the appeal, the associate dean will form a faculty review committee to evaluate the problem.
- The associate dean will accept or reject the recommendations of the committee.

If the associate dean issued the grade being appealed, the dean will administer the appeal process.

The student must initiate the grade appeal process during the next session after completing the course.

2.12.4 Grade Exchange

A system of grade exchange allows students to repeat courses in which a grade of D or F has been earned. The last grade earned is used to calculate the cumulative grade point average and degree major cumulative GPA. The following regulations apply to the grade exchange:

- No grade exchange will be made unless the student repeats the course.
- All grades will remain on the student's transcript.
- If three semesters (including summer) have passed since the D or F was issued, the associate dean must determine whether to allow the student to retake the course. Such permission shall be granted only in extenuating circumstances.
- It is not intended that this system of grade exchange shall alter the probation procedures in effect; specifically, the academic dismissal procedures shall not be postponed to take advantage of this provision.
- The system of grade exchange became effective June 15, 1970, and does not apply to any course taken prior to this date.
- Although a given course may be repeated more than once, by choice or necessity, the grade exchange provision above will apply only the first time the course is repeated.

2.12.5 Undergraduate Scholastic Recognition

The College of Professional Studies recognizes outstanding scholarship in the following ways:

- Academic Honors List: Requires completion of 12 credit hours within Fall Semester (Sessions 1, 2, 3 and 4) or Spring Semester (Sessions 5, 6, 7 and 8); 3.5 GPA for the four-session semester; and cumulative GPA of at least 2.0.
- Alpha Chi Honor Society: The faculty selects individuals from the top 10 percent of the junior

and senior classes for membership based on grade point average, good reputation and character. Minimum requirements are completion of 60 credit hours of course work toward a bachelor's degree.

- Outstanding students: The faculty determines an outstanding graduate from each campus. Nominations are based on academic excellence and co-curricular leadership.

Graduation honors are conferred upon students who maintain outstanding academic records while attending Indiana Tech. These honors, based on the cumulative grade point average in courses completed at Indiana Tech, are as follows:

Summa Cum Laude	3.9 – 4.0
Magna Cum Laude	3.7 – 3.89
Cum Laude	3.5 – 3.69

2.13 Class Standing

Class standing is determined by the number of credit hours completed.

Freshman	0 – 29 credit hours
Sophomore	30 – 59 credit hours
Junior	60 – 89 credit hours
Senior	90 or more credit hours

2.14 Probation System

Any student whose cumulative average has fallen below 2.0 will be placed on probation by the registrar. There are two degrees of probation: Simple Probation and Final Probation.

2.14.1 Simple Probation

A student is placed on simple probation when his or her cumulative grade point average drops to less than 2.0 but is equal to or higher than the values in the following table:

Credit Hours Attempted at Indiana Tech	Cumulative Average
0 – 29	1.5
30 – 59	1.7
60 or more	1.8

2.14.2 Final Probation and Academic Dismissal

A student is placed on final probation if, during 12 credit hours or one semester, his or her cumulative grade point average falls below the values given above or one semester in which a student on simple probation earns a semester average of less than 2.0. A student on final probation earning a semester average of less than 2.0 during 12 credit hours will be academically dismissed from the university.

2.14.3 Academic Dismissal

A student may not be dismissed for academic reasons until he or she has been on final probation for one semester. During the first semester on final probation, the student must achieve a grade point average of at least 2.0 or be subject to academic dismissal. However, if the student continues to maintain a grade point average of 2.0, the student will remain on final probation—satisfactory progress until his or her cumulative grade point average exceeds 2.0.

2.14.4 Readmission for Students Academically Dismissed

If academically dismissed, a student must remain out of school for at least four sessions before applying for readmission. If a student wishes to apply for readmission, he or she must submit a written petition to the vice president of the College of Professional Studies. Application for readmission must be made no later than 10 days prior to the start of the session in which the student wishes to be readmitted.

If a second academic dismissal occurs, the student shall remain out of school a minimum of two semesters (summer not included).

3.0 Graduate Policies

3.1 Transfer Credit Guidelines

Graduate students are limited to a maximum of 9 credit hours of transfer credits. Transfer credit must meet the following conditions:

- The course was taken for graduate credit only.
- The course was business-related.
- The letter grade earned was a B or better.
- The course was taken at a domestic, regionally accredited post-secondary institution. Transfer credit will not be accepted from foreign institutions.
- Indiana Tech has received an official transcript for the work.
- The registrar has the final and authoritative decision on the application of any or all transfer credit to curricular program requirements under which a transfer student may enroll.

3.2 Academic Credit Load

Graduate students are limited to one class per session. Exceptions must be authorized by the registrar. The criteria to enroll in two classes in one session are as follows:

- The student must have a cumulative grade point average of 3.0 or better.
- The student must have completed core courses.

3.3 Graduation Requirements

In order to graduate, *all students must file a Petition for Graduation with the registrar's office.* Petitions are processed on a monthly basis and sent to the faculty for approval. The process takes a minimum of 45 days from the date the petition is received.

Graduate students can submit their petitions when they are within 4 months of the anticipated coursework completion date, or when they have earned 24 credit hours of coursework.

Students planning to participate in the May commencement exercises must file the petition prior to March 1. Petitions filed after March 1 will not be accepted for participation in the commencement ceremonies.

Students must be within 12 credit hours of completing coursework by the end of Session 6 to participate in the commencement ceremonies.

To qualify for graduation, students must successfully:

- Complete all necessary credit hours for the degree, with no more than 9 transfer credits
- Complete all of the core courses for the specified curriculum at Indiana Tech
- Achieve a minimum GPA of 3.0 with no more than 9 credit hours of C work counting toward the degree
- Complete all course work within seven years after completing the first class
- Satisfy all financial obligations to the university

3.4 Change of Curriculum

Students wishing to change degree programs must complete the curriculum change form and return it with a fee to the registrar. Forms returned without the required fee will not be processed. Upon changing curriculums, the student must follow all conditions of the new curriculum.

Students may change to the curriculum of the current year with the approval of the registrar. The registrar may refuse approval if the student's GPA is lower than 3.0.

Students may not change to a curriculum in force prior to their enrollment, nor may students revert to previous curriculum requirements after officially changing to a current year curriculum.

3.5 Substitution of Courses

The dean is the only authority who may make course substitutions.

3.6 Sufficient Progress

Students are expected to maintain sufficient progress toward degree completion. If a student has not finished a course for a period of three years, the student must meet the requirements of the curriculum that is in force at the time of re-registration. Student appeals concerning this policy are sent to the Graduate Academic Affairs Committee for review.

3.7 Grading Policies

3.7.1 Grading System and Standards

The university uses the letter grades A, B, C and F. Letter grades may carry a plus or minus mark which is computed into the GPA.

- A = Excellent, highest possible grade
- B = Good performance
- C = Unsatisfactory but passing
- F = Failure

Incompletes

If a student is unable to complete the requirements of a course due to extenuating circumstances, an Incomplete grade (I) may be granted. In most cases, an Incomplete grade will be issued only for an absence on the final night of class due to a medical, family, or work emergency. In rare circumstances, an Incomplete grade may be granted for other reasons.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. All Incomplete grades and deadlines are subject to approval by the Associate dean.

Withdrawals

Students can withdraw from a course without academic record until the end of the first week of the course (all session lengths). Withdrawals with record are allowed until the end of week 3 for six-week courses and until the end of week 6 for 12-week courses.

An Accelerated Degree Program course can be dropped without charge until the end of the first week of the session (e.g., the first Friday of classes). Saturday classes must be dropped on the Monday following the first class. Drops during the second week will receive a 75 percent refund. Third-week drops will receive a 50 percent refund. This applies to all session lengths.

Students must contact the Student Information Center to withdraw or they will receive a failing grade and be charged for the class.

3.7.2 Grade Point Average (GPA)

A student's classroom work must reach a certain standard of excellence. This standard is measured by a point system that assigns a point value to each grade. The number of credit points is the product of the

credit hours multiplied by the point values.

Grades and point values are as follows:

A	=	4.0
A-	=	3.67
B+	=	3.33
B	=	3.0
B-	=	2.67
C+	=	2.33
C	=	2.0
F	=	0.0

No credit points shall be allowed for the grades of F, W, or I. In computing GPA, all university level courses completed and all university level courses with F marks shall be included in the total hours (excluding transfer credit).

Semester GPA shall be computed by dividing the sum of the credit points earned by the total hours.

(Credit for courses for which the student has received the mark of W or I are not included.)

3.7.3 Grade Appeals

Higher education institutions traditionally grant wide latitude to faculty in determining grading policies and evaluating student performance. While the College of Professional Studies expects all instructors to adhere to fair grading systems that are clearly explained to students, it is rare for an instructor's grade to be overturned by administrative action. The right to appeal a grade is provided to give students recourse when they feel a grading policy has resulted in arbitrary treatment that places them at a disadvantage compared to the other students taking the class. In all such cases, the student must first discuss this concern directly with the instructor. Further appeal consists of the following process:

- If a discussion with the instructor fails to resolve the problem, the associate dean will conduct a review of the problem.
- If the student wishes to continue the appeal, the associate dean will form a faculty review committee to evaluate the problem.
- The associate dean will accept or reject the recommendations of the committee.

If the associate dean issued the grade being appealed, the vice president of academics will administer the appeal process.

The student must initiate the grade appeal process during the next session after completing the course.

3.7.4 Grade Exchange

A student may repeat once any course previously taken for credit in which the grade received was below a B. Only the hours and grade points earned from the repeated course will be included in computing the GPA and meeting the degree requirements. Whenever a course is repeated under these terms, the student must so specify at the time of registration. This procedure is acceptable only twice during the degree program. All grades will remain on the student's transcripts.

3.8 Probation System

3.8.1 Probation

Students whose cumulative average falls below 3.0 will be on probation. There are two degrees of probation: simple probation and final probation. Normally, students are placed on simple probation first, and then, if the semester average continues to be below 3.0, final probation is imposed.

3.8.2 Final Probation

Students with three consecutive sessions with a GPA below 3.0 are placed on final probation. Students then have one additional session to restore their GPA to 3.0 or above (thereby being removed from probation) or face academic dismissal from the Graduate Division.

3.8.3 Academic Dismissal

Students with four consecutive sessions in which their cumulative graduate GPA has been below 3.0 are dismissed from the Graduate Division.

3.8.4 Readmission

Students dismissed from the Graduate Division through the probation system cannot be readmitted.

4.0 Independent Study Program Policies

4.1 General Procedures

Most courses required for the undergraduate degrees offered through the College of Professional Studies can be completed through the Independent Study Program. An Independent Study class is initiated when a student completes an Independent Study Program Registration Form. The completed form, along with the tuition, is returned to the CPS office. Independent Study Courses must be paid for prior to beginning the course. A university faculty member is then assigned as a mentor to guide the student through the course work.

Textbooks and materials are mailed to the student's home. Most courses require internet access to obtain course materials. A paper alternative is available for those that have restricted computer access. The MAP is utilized in place of the instructor's lecture.

4.2 Exams and Homework Assignments

Instructions for submitting Assignments and Exams will be included with the course materials. Instructors will grade and evaluate the assignments and arrange to have them returned to the student within two weeks.

A small percentage of the courses require that you obtain a proctor and have the exams proctored by an approved testing site. Please see below for procedures on requesting exams and obtaining an approved proctor.

4.3 Exam Request Forms

Exam request forms will be provided with course materials that the student receives.

Exam requests may be faxed, mailed, or phoned in. However, completed tests must be mailed in the return envelope provided and not faxed. Students may request one test at a time and will be sent to the student's designated proctor. Requests for multiple exams will be considered on a case-by-case basis.

4.4 Proctor Policy

If a course requires that the exams be proctored, a proctor application will be included with the course materials sent to the student. Students who live in close proximity to an Indiana Tech campus **must** take exams at Indiana Tech. Students need to call the CPS office at which they wish to take the exam to schedule an appointment after requesting the exam.

If a student is not close to an Indiana Tech campus, he or she needs to identify at least one responsible person to act as a proctor for the exams. Exams must be taken at educational institutions (colleges or high schools), a local library, or the proctor's or student's place of employment. The exams cannot be given at the proctor's or student's home.

A proctor must be a (n):

- Instructor, professor, or guidance counselor
- H.R. manager/training coordinator at the student's place of employment
- Librarian/assistant librarian
- Military educational officer
- Education/testing coordinator

The procedures to obtain a proctor and take proctored tests are as follows:

1. Identify at least one person who will act as proctor and obtain his or her agreement.
2. Provide the prospective proctor with a Proctor Application Form to complete and return to the address

listed on the form.

3. When a Proctor Application form is received by CPS, the student will be notified if their proctor has been approved.
4. Once an exam request form is received, the exam will be sent to the proctor, along with any instructions as to time limits or resource materials to be used.
5. The proctor will administer the exam.
6. Upon completion of the exam, the proctor will send the completed exam back to the CPS office in the envelope provided.
7. The CPS office will forward the exam to the faculty mentor for the course for evaluation.
8. When the exam is graded, the exam request form will be returned to the student showing the grade and any comments from the mentor.
9. Exams must be mailed to the proctor; they will not be faxed.

4.5 Policy on Incompletes

The grade of “I” (Incomplete) is to be given when a student, through no fault of his or her own, is unable to complete the requirements of a course by the course completion date. The “I” will not be given for a course in which a student is definitely failing. In order to receive credit for the course in which an “I” is given, the student must complete the course requirements by the date specified on the approval for incomplete form or within the half length of the scheduled course duration. After the set date, or after one calendar year for a student who interrupts his or her enrollment, the “I” will revert to the grade based on work completed to date. Any deviation from the above rules must receive special permission from the vice president of Academic Affairs.

4.6 Withdrawal and Switch Policies

Students in the Independent Study Program will receive a 100 percent refund if they withdraw within 10 days after their registration. If a student withdraws 11 to 30 days after registration he or she will receive a 50 percent refund. Students may switch from the Independent Study Program to the Accelerated Degree Program within 90 days of their initial start date. Withdrawals with record (W) are allowed from 11 to 90 days after registration. Students must notify the College of Professional Studies office in writing to withdraw. A student may not withdraw after 90 days.

Students taking an Accelerated Degree course may switch into the same course in the Independent Study Program no later than the third week of a five-week class and the fifth week of a 10-week class. A student cannot switch from ADP to the Independent Study Program if he or she is failing the course. The cost to switch into an Independent Study course is \$50. Only one switch is permitted for each class. Students taking an Independent Study course may switch into an Accelerated Degree course no later than three months past the start date of the Independent Study course, contingent on the course being available. Both the Petition to Switch form and fee must be submitted to the Director of Independent Study.

4.7 Academic Credit Load

A student may register for up to two courses in the Independent Study Program. If the student completes both courses within the six-month time allotment, he or she may receive permission from the Director of the Independent Study Program to take three courses simultaneously.

5.0 Other College of Professional Studies Policies

5.1 Attendance Regulations

Due to the accelerated pace of the courses, students are required to attend each class for the full allotted class time. If you know that you will be unable to attend the first class, do not register for the class.

At times, an unforeseen occurrence may cause a student to miss the first class. **If you are unable to attend the first class, you must contact the instructor.** The instructor will decide whether a makeup assignment is possible for the course. If not, you will be asked to drop the class. If a makeup assignment is available, the instructor will make a request on your behalf to the associate dean who will make the final decision about the absence.

If an emergency situation keeps you from the first night of class, you must notify the instructor within 3 days of the absence to receive a makeup assignment. If a makeup assignment is available, the instructor will make a request on your behalf to the associate dean who will make the final decision about the absence. If not, you will be asked to drop the class. Failure to notify the instructor of a first night absence will result in an administrative withdrawal of the student from class.

Be aware that an absence could result in a grade reduction. Two absences during a single-session course and three absences from a two-session course will result in a failing grade.

5.2 Faculty Issues

If students have a complaint involving instructors or a specific class, they must follow this procedure:

- Do not contact the Student Information Center with *academic* complaints. These complaints should be directed to the associate dean.
- A student must first discuss the problem with the instructor.
- If a discussion with the instructor fails to satisfactorily resolve the situation, the student must direct the complaint in writing to the appropriate associate dean. The associate dean will then conduct a review of the complaint.
- If necessary, the associate dean will call a meeting of the instructor and student in an attempt to resolve the complaint.

5.3 Children Accompanying Students to Class

The university prohibits students from bringing children to the campus or off-campus class location during class hours. Children, (defined as anyone younger than 19), will not under any circumstances be permitted to attend a class meeting, nor will they be permitted to remain unsupervised outside of the classroom while the student who is accompanying them is attending class.

5.4 Student Dishonesty

Student dishonesty (cheating or plagiarizing) will not be tolerated in any class at Indiana Tech. Inform the class instructor or the appropriate associate dean if there is suspicion that a student is cheating or plagiarizing. Anonymity will be protected if possible.

All work must be that of the student. Plagiarism (defined as presenting someone else's work as if it were one's own) is a serious academic theft. Any form of dishonesty (cheating or plagiarism) will, at a minimum, result in a failing grade for either an assignment or test and can result in a failing grade for the course.

5.5 Software Policy

Because of licensing agreements, some classes will require students to purchase software for their personal use.

6.0 Financial Issues

6.1 Release of Transcripts and Diplomas

No student who owes money to the university will receive transcripts or a diploma.

6.2 Payment Policy

Indiana Tech offers six payment options for students in the College of Professional Studies.

- **Pre-pay:** Each course must be paid in full before each session.
- **Automatic Payment:** An agreement may be signed authorizing Indiana Tech to automatically charge your debit/credit card or checking/savings account on the due date. When this choice is made, ALL tuition payments must be made through this process.
- **Financial Aid:** If you plan to use financial aid, you must file the FAFSA before registering for your first session. You are responsible for submitting all required paperwork to the Office of Financial Aid and Scholarships in a timely manner.
- **Voucher/Authorization Process:** If your employer uses a voucher system, you will choose this option. A voucher is an approval form for each course obtained by the student from the employer. The voucher or authorization form is due to the Student Accounts Office by the registration deadline of each session.
- **Tuition Assistance Deferment:** If you receive tuition assistance from your employer, you qualify to defer tuition for 45 days after the end of the session.
- **Direct Billing:** Some employers may wish to have their employees' tuition billed directly. You should contact your admissions representative or the Business Office for more information.

6.3 Financial Aid

If a student is a U.S. citizen or a permanent resident, he or she may be eligible to apply for financial assistance. Indiana Tech offers federal, state, institutional, and private sources of aid. We will assist students in applying for the many sources of aid to help lessen individual educational expenses. All programs have specific regulations that must be met in order to participate.

Fort Wayne students who are in need of financial assistance to help with their university education should contact the Director of Financial Aid. Fort Wayne students who are able to make a trip to campus are encouraged to make an appointment with the Financial Aid office. The office is located in the Abbott Center.

Elkhart/South Bend and Indianapolis students should contact the College of Professional Studies staff. Staff members will provide the appropriate forms and will provide contact information for the director of financial aid.

7.0 Code for Student Life

Enrollment at Indiana Tech is a privilege. The university reserves the right to revoke this privilege if it determines that such action is in the best interest of the university.

7.1 University Regulations and Policies

The following are examples of actions that constitute misconduct for which students may be placed on disciplinary probation, fined, suspended, or expelled from the university:

- Conduct that has been made a crime by local ordinances, the criminal law of the State of Indiana, or the United States of America. Abuse of fire alarms, smoke detectors, and fire fighting equipment is a criminal offense.
- Unauthorized taking, vandalizing, or possession of university property or property belonging to others.
- Academic dishonesty, such as cheating or plagiarism; knowingly furnishing false information; forgery, alteration or unauthorized use of university document records, identification or property.
- Intentional actions that obstruct, disrupt, or physically interfere with the use of university premises, or refusal to vacate any university facility when directed to do so by an authorized officer of the university.
- Use of, or threatened use of, physical force or violence to restrict the freedom of action or movement of another, or to endanger the health or safety of any person; acting in violence, or aiding, abetting, encouraging, or participating in a riot or rioting, when the conduct occurs on university property or in the course of a university activity.
- Initiation or circulation of a report or warning of an impending bombing, false alarm or fire, or other crime or emergency knowing that the report is false; or knowingly transmitting such a report to an official or official agency; or intentionally falsely reporting a fire or that an explosive of any type has been placed anywhere on university property.
- Failure to comply with the directions of university officials and their agents acting in the performance of their duties.
- Possession or use of alcoholic beverages or drugs on university property. Empty containers or paraphernalia also are prohibited.
- Possession of firearms or other dangerous weapons on university property contrary to law. Use or possession of pyrotechnics or explosives on university property also is prohibited. Pellet guns and BB rifles are considered dangerous weapons.
- Intentional possession of any dangerous substance or article as a potential weapon, or any article or substance calculated to injure or discomfort any person.
- Any other actions deemed by university officials to be detrimental to the students, the university community, or the academic process.

7.2 Types of Disciplinary Action

The university has a variety of disciplinary tools available to handle difficulties that might arise. The tools are as follows, listed from the least severe:

- Disciplinary notice: This is a warning to the student that his or her actions are contrary to the regulations and policies of the university, and that repetition of that action, or any other non-compliance with established policies, will result in a more severe disciplinary action.
 - a. Verbal Warning: This type of warning may come from any member of the staff of the university.
 - b. Written Warning: This type of warning is a more formal statement indicating that the individual is in violation of university policy.
- Disciplinary fines: Fines are issued for blatant disregard of university policies and must be paid within a prescribed time period. Failure to pay fines will result in disciplinary probation being imposed. Failure to pay

also results in the withholding of grades and release of transcripts.

- **Disciplinary probation:** This means that a student or student group may be restricted from participation in specified social or other university functions. All financial aid given by the university may be rescinded or modified during the period of probation. This is the disciplinary action that precedes suspension or expulsion and should be seen as a serious matter.
- **Suspension from the university:** This means that a student may not return to the university for a specified period of time. The student may apply for readmission. When a student is suspended, there is no refund of any tuition or fees. Such disciplinary action will be noted on the student's academic transcript.
- **Expulsion from the university:** This means that a student has been separated completely from the university without any possibility of returning. When a student is expelled, there is no refund of tuition or fees. Such disciplinary action will be noted on the student's academic transcript.

All cases that could result in suspension or expulsion from the university, except those requiring immediate action, may be referred to the Student Conduct Committee for recommendation as to final disposition. Such recommendation will be forwarded to the vice president of the College of Professional Studies for final approval. An appeal of the final decision must be submitted in writing within 24 hours after the hearing to the vice president of the College of Professional Studies for transmittal to the president. Since ultimate authority for student conduct rests with the president of the university, the decision of the president shall be final.

7.3 Student Conduct Committee

The Student Conduct Committee is designed to protect a student's right for an impartial review of serious disciplinary action that may jeopardize his or her academic progress. The Conduct Committee is not a court of law and cannot dictate action; rather it will recommend an appropriate response to a student's breach of university rules or regulations.

The Student Conduct Committee consists of five members. Membership shall include three members of the faculty and two students. This committee will conduct hearings on all cases referred to it involving student conduct and will recommend action to the vice president of the College of Professional Studies.

Such cases could involve academic dishonesty or violation of other university regulations and policies, cases that need not be considered for suspension or expulsion. Any member of the faculty, administration, or student body may request a hearing before or after any other action has taken place.

Following is the procedure by which students are accused, heard, adjudged, and exonerated or punished for alleged infractions of discipline which could result in suspension or expulsion:

1. The student charged with the infraction will be furnished with a written statement of the charge within 48 hours. Such statement may be issued before or after a hearing.
2. The hearing will take place as soon as possible after the notification of the charges.
3. The student thus charged shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits that the university intends to submit at the hearing. The student should be given the names of witnesses against him or her and an oral or written summary of the facts to which each witness testifies.
4. The student is permitted to have an advisor at the hearing.
5. The student or his or her advisor may question, at the hearing, testimony given by any witness presenting evidence against him or her.
6. The Student Conduct Committee shall determine the facts of each case solely on the evidence presented at the hearing.
7. The results and findings of the hearing will be presented in a report open to the student's inspection. Such a report is not a verbatim transcript of the hearing but a summary.
8. If the student chooses to waive the hearing and accept the punishment or penalty without contesting it, he or she must sign a written waiver that states he or she is fully aware of all his or her rights and wishes to waive them.

8.0 Office Hours, Facilities, and Services

8.1 Office Hours

Office hours when classes are in session:

Monday through Thursday	8:30 a.m. to 6 p.m.
Friday	8:30 a.m. to 5 p.m.

Office hours when classes are not in session:

Monday through Friday	8:30 a.m. to 5 p.m.
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Summer office hours (3rd week of May through 3rd week in August):

Monday through Thursday	8 a.m. to 6 p.m.
Friday	8 a.m. to 4:15 p.m.

8.2 Student Information Center

The Student Information Center is equipped to respond to most of the questions and administrative needs of College of Professional Studies students.

Hours: Monday through Friday 8:30 a.m. to 6 p.m.
 Phone: (888) TECH-SIC
 Fax: (888) TECH-844
 E-mail: SIC@indianatech.edu

8.3 Computing Services

Indiana Tech provides a variety of computing facilities to its faculty and students. With more than 230 computers utilized in 18 computer labs or resource centers, access to computing resources is readily available. In addition, beginning in Fall 2004, all Indiana Tech students will be provided a network logon for file storage and e-mail access through the IndianaTech.Net student computing initiative. Computing facilities do vary by campus. Here is a summarized list of these computing resources.

8.3.1 Fort Wayne

Cunningham Business Center

The second floor of the Cunningham Business Center is home to two computer labs providing students with a variety of software as well as access to the Internet and laser printers. Both labs, running Windows XP, are available to students on a walk-in basis when not being used for classroom instruction.

Zollner Engineering Center

There are several computer labs available in this facility that provide Internet access and general productivity applications in addition to more specific degree related applications. The computer science lab, used for teaching both network and programming classes, is used by both our traditional program and the College of Professional Studies. The engineering lab provides engineering software for mathematical analysis, circuit simulation, design projects, drawing and modeling, stress and thermodynamic analysis, and kinematics simulation. When not being used for classes, both labs may be used by students on a walk-in basis.

The chemistry, electrical engineering physics laboratories/classrooms are all equipped with personal computers dedicated to improving the classroom instruction experience. These computers, used for data acquisition and analysis, enable hands-on experiences to better prepare our students for a career in their respective field. These computers are networked for laser printing and Internet access.

8.3.2 Indianapolis

The Indianapolis Campus and the related satellite location in Greenwood contain three full computer labs along with two resource centers for student use. All computers are equipped for connection to the Indiana Tech network, Internet access, printers, and general productivity uses. In addition, the labs are also outfitted with hardware and software relevant to the curriculum being taught in the classroom. Most computers are available during office hours for students enrolled in Indiana Tech courses.

8.3.3 Elkhart Campus

The Elkhart Campus and the related satellite location in South Bend contain two full computer labs along with a student resource center at each location. All computers, running Windows 2000 or Windows XP, are equipped for connection to the Indiana Tech network, Internet access, printers, and general productivity uses. In addition, the labs utilize hardware and software relevant to the curriculum being taught in the classroom. Most computers are available during office hours for students enrolled in Indiana Tech courses.

8.4 Library Services

8.4.1 Fort Wayne Campus

McMillen Library

Hours:

8:00 a.m. - 10:00 p.m.	Monday - Thursday
8:00 a.m. - 4:00 p.m.	Friday
8:00 a.m. - 1:00 p.m.	Saturday
4:00 p.m. - 9:00 p.m.	Sunday

Hours will vary for to breaks and holidays.

Phone: (260) 422-5561 ext. 2215

Fax: (260) 422-3189

The McMillen Library in Andorfer Commons houses a 20,000-volume collection and receives 150 periodicals that support the curricula of the institution. This new facility replaces the previous McMillen Library, which was originally dedicated in 1962. The library's collection was moved to its new facilities in June 2004. The more modern McMillen Library includes a café with a fireplace for a cozy atmosphere, computer clusters enabling immediate electronic access to the online catalog, the Internet and to full text databases, a multimedia room and a small conference room for study groups or meetings. Technology services available at McMillen Library include the Internet, full text databases, interlibrary loan, a photocopier, a scanner, 4 computers dedicated to Engineering, 17 computers, 1 Macintosh computer, and 1 color printer.

- **Circulation:** Students, alumni and staff must show a current Indiana Tech student ID card when borrowing materials. Books are circulated for a period of 3 weeks and may be renewed if there are no other requests. Borrowed items may be returned via the library book drops located at the circulation desk and at the side door of Andorfer Commons. Materials returned late accrue a fine of \$.25 per book per library business day. The business office will be notified of the fees owed. Students will be billed for the fees if they do not pay when the material is returned to the library. Grades, transcripts, and diplomas will be withheld for overdue library materials or monies owed. Lost books must be reported immediately to the library director. The fine on lost items will include the cost of the book plus a \$10.00 processing fee. Reference books and periodicals do not circulate. A photocopier is available for student use.
- **Interlibrary Loan:** If McMillen Library does not own the material needed for research, a request for articles, books and media can be made to other libraries through interlibrary loan. Interlibrary

loan requests may take 2 to 3 weeks, so it is essential that students plan ahead. ILL forms are available at the reference and circulation desks. Please be certain to include full name, telephone, e-mail address, and date requested. Requested articles are free for students to keep. Overdue ILL books accrue a fine of \$1.00 per book per day. Patrons will be notified if the library is unable to supply the requested materials.

- **Closed Reserve Materials:** Closed reserve materials are located behind the circulation desk. These materials are placed on reserve by professors and may include articles, books or instructors' notes. This material is limited to use in the library and cannot be checked out.
- **Food and Drink Policy:** Food and drinks are allowed in the café area only. Do not bring them into the library. Only screw top beverage bottles are allowed in the library.
- **Music Playing Policy:** Students may listen to music from the computers or from personal music devices only if earphones are used. Playing music loudly through earphones will not be tolerated. The playing of loud music in the library disrupts services to other users.
- **Cell Phone Policy:** Cell phones are welcome in the Coffee Shop; however they are restricted in the library. This is for consideration of others in regards to noise levels. Please turn your phones to courtesy mode when in the library. Infraction Cards will be given in violation of this policy.
- **General Behavior:** The library should be a safe and welcoming environment. Aggressive or inappropriate behavior, as defined in the student handbook, will not be tolerated in the library regardless if it is directed towards other students, faculty, staff or community user. Children 12 and under must be accompanied by an adult. Accessing pornography may be offensive to others. Infraction Cards will be administered if necessary.
- **Multimedia Room:** The multimedia room is located in the back of the library and is equipped with a TV/VCR, a CD-ROM workstation with a color monitor, a scanner, and a Macintosh computer. This room is reserved for humanities students, study groups, video assignments, listening assignments and special meetings.
- **Periodicals:** Newspapers and periodicals arrive daily. Current newspapers are located on the newspaper racks in lounge/café area. Periodicals are shelved in the periodical section. Older issues are available upon request. Newspapers and periodicals do not circulate.
- **Indiana Tech Archives:** The library houses over 1,500 historical documents related to the history of Indiana Tech as well as Senior Engineering Projects dating back to 1943.
- **Computers/Printers:** 17 Dell computers with flat screens and 4 Tangent computers dedicated to engineering software are located in the main reading room and are available for student use. All Dell computers are equipped with Microsoft Office and Acrobat Reader. The following engineering software is included on the Tangent computers: AutoCAD LT 2000, Minitab, Mat Lab, ProE 2001, Ansys, Multisim 6, ProModel, ProMechanica, and Axum LE.
- **Online Catalog:** The Accent online catalog provides easy access to the 20,000 volumes available at the McMillen Library. Students can perform simple or advanced searches in order to locate needed research material. This catalog is available on the World Wide Web and allows students 24-hour access to our collection.
- **Databases:** Several databases are available to students from McMillen Library's Web page. Go to www.indianatech.edu and select Library, then select Catalog & Online Databases.
 - o netLibrary offers libraries and organizations around the world the most comprehensive collection of electronic books (eBooks) available, making it possible for you to access a wide range of research, reference, and reading materials online. Go to <http://www.netlibrary.com> or go to our web site. netLibrary eBooks are easy to use. They are accessible from any location. Searching them is fast and efficient. You can search every word in every eBook, as well as search within a particular eBook.
 - o INSPIRE is Indiana's virtual library and contains several research databases made available through EBSCOhost. Go to the INSPIRE web site at <http://www.inspire.net> or go to our web site.
 - o Electric Library is an electronic database, which contains millions of documents and images in 6 distinct categories: magazines and journals; newspapers and newswires; TV, radio and

government transcripts; books, reports, and a reference collection; photographs and images; and maps of the world. Go to the Electric Library web site at <http://www.library.com/education> or go to our web site.

- o Mergent is a site license product and is available only on campus including the Academic Resource Centers located in Fort Wayne, Elkhart, Indianapolis, Huntington, and Warsaw. It is a subscription-based service offering information about over 10,000 U.S. public companies and 17,000 non-U.S. public companies. Go to the FISonline web site at <http://www.mergentonline.com> or go to our web site.
- o ProQuest is available to Indiana Tech students both on and off campus. It provides access to thousands of current periodicals and newspapers. Go to the ProQuest web site at <http://www.proquest.umi.com> or go to our web site. When accessing ProQuest from a location off-campus, enter your Student ID number and the first letter of your name along with your full last name as your password.
- **Friendship Book Collection:** The Indiana Tech Community Friendship Book Collection is a free resource available to anyone at the university. This collection contains current hardback and paperback books that are intended to entertain and intrigue the reader. The collection also invites each of us into the library, not just for academic pursuit, but for the pure enjoyment reading can provide. Readers may contribute to and take items from the collection freely. No book checkout is required. Our goal is to maintain the collection by asking that each reader return a book after reading it or replace it with another book. Readers are asked to share books that are:
 - o Less than 6 years old
 - o In good condition
 - o Not academic in nature

Best seller donations are highly encouraged. The collection is available in the reading lounge at the entrance of the McMillen Library on the shelves next to the fireplace. Visit the library soon to explore the collection, contribute a copy of a recently purchased book, and discover a journey that only a good book can provide.

- **Reference Service:** Reference and research assistance is available when one of the professional staff is on duty. If you have specific research needs, make an appointment with one of the librarians. Student assistants can also assist you with basic reference and computer questions.

Connie Scott	Director of McMillen Library	260-422-5561, ext. 2224
Natalee Reese	Assistant Librarian	260-422-5561, ext. 2516
Linda Paul,	Reference/Catalog Librarian	260-422-5561, ext. 2215
Daryl Shrock,	Reference Librarian	260-422-5561, ext. 2215

- **Inter-School Library Cards:** Library Cards are available for students that will allow Indiana Tech students to borrow material from other local college libraries. Please see the director or the professional staff for your Reciprocal Borrowing Card before visiting the other colleges.

Allen County Public Library

The Fort Wayne Campus is only a few blocks east of the main branch of the Allen County Public Library. Students have access to more than one million volumes. They also may visit any of 13 branches located throughout the county.

Main Library	Monday through Thursday	9 a.m. to 9 p.m.
200 E. Berry St.	Friday and Saturday	9 a.m. to 6 p.m.
Fort Wayne, IN 46802	Sunday	1 p.m. to 6 p.m.
(260) 421-1200		

The Allen County Public Library also has an interactive Web site that can be accessed at www.acpl.lib.in.us

8.4.2 Indianapolis Campus

Many students use the public libraries within Marion County. Indiana Tech's Indianapolis campus is located about three miles west of the Nora Library on the corner of 86th Street and Guilford Avenue. The phone number for this branch is (317) 269-1830.

Nora Library	Monday through Friday	10 a.m. to 9 p.m.
8625 Guilford Avenue	Saturday	10 a.m. to 5 p.m.
(317) 269-1830	Sunday	1 p.m. to 5 p.m.

Marion County residents may use any of the Indianapolis-Marion County Public Libraries (I-MCPL). If a student is a resident of another Indiana Public Library District, a student may borrow materials from any I-MCPL. There are two ways in which material may be checked out:

- Use of a PLAC (Public Library Access Card)
- Being registered as a university student in Marion County

Obtaining a PLAC Card

- The student can obtain a PLAC Card from his or her home library. A student is eligible if he or she resides in that district and has a card in good standing. A fee may be charged for a card from the local library, and there is a fee for the PLAC. Once a student has obtained a PLAC, it can be used at any library in the state of Indiana
- Bring a Public Library Access Card to any I-MCPL and apply at the circulation desk for a student I-MCPL borrower's card
- A student I-MCPL card will be mailed within a few days to the student's home address. The card is good for up to one year. It will expire on the date the PLAC expires.
- A student may borrow all materials in the circulating collections of the library. The loan period for most materials is three weeks, except for videotapes, which are due in two days. Overdue fees are posted in all libraries and listed on the Hours and Services brochure a student will receive with the card.
- Materials borrowed from an I-MCPL must be returned to any I-MCPL location to be removed from a student's record. Students are responsible for all fines and fees charged to the card

Obtaining a Student Card

Any student attending a university in Marion County is eligible to receive an I-MCPL Card free of charge. To obtain a card contact the Indianapolis campus and schedule an appointment to receive a student identification card. Take this Indiana Tech card to any I-MCPL to be issued a card. A student must have identification with a current address listed. This library card will give a student access to two years of library privileges.

I-MCPL Call-A-Cat or InfoCat

InfoCat or Call-A-Cat is the library's online catalog of materials owned by the I-MCPL system. It includes books and audio-visual materials (videotapes, audiocassettes, CDs, records), but it excludes magazines and newspapers.

InfoCat allows access to the entire library collection. It also shows where any titles are held and whether copies are currently available or checked out. When a student finds the needed titles, he or she should call the owning library to hold the item, or have it sent to the nearest branch.

The Call-A-Cat phone number is (317) 269-5212. Contact any I-MCPL to receive an instructional brochure.

Because many different combinations of computers, modems, and communications software packages can be used to access Call-A-Cat, library staff are unable to provide technical support.

Indianapolis-Marion County Library Services

- **Audiocassettes:** Books on tape, compact discs and videotapes are available at all library locations.
- **After Hours Book Return:** When the libraries are closed, books may be returned to the book depositories at all locations.
- **Reserve Material:** If the library owns the material a student needs and it is not available, a student may reserve it.
- **Interlibrary Loan:** If the library does not own the book a student needs, it may be possible to borrow it from another library through interlibrary loan. Online database searching is available at the Central Library.
- **CD-ROM Resources:** Large selections of CD-ROM resources are available at most computer terminals in the Central Library. Users may print out articles or citations or download onto disks they supply.
- **Material Renewal:** Materials may be renewed in person or by telephone unless someone else has reserved them. For telephone renewal, call (317) 269-5222 during the Central Library hours. The student should have a library card and the material he or she wants to renew when the call is made. If items are overdue, fines will be posted to a student's record. Cards must be in good standing with no prior fines or fee outstanding. Items with long overdue status (150 days) will not be renewed by telephone.

8.4.3 Elkhart Campus

Indiana Tech's Elkhart Campus is about 4 miles from the Elkhart Public Library.

Elkhart Public Library	Monday through Thursday	9 a.m. to 9 p.m.
200 S. Second St.	Friday through Saturday	9 a.m. to 6 p.m.
Elkhart, IN 46601		
(574) 522-2665		

Obtaining a Library Card

Students who live in the city of Elkhart, Cleveland Township, Concord Township and Osolo Township may obtain an Elkhart Public Library card at the main library or any branch. Residents of other library districts in Elkhart County may borrow materials by presenting their valid library card. Mishawaka-Penn Public Library (in St. Joseph County) also participates in this reciprocal borrowing program.

Students from other areas of Indiana may purchase a Public Library Access Card, which allows them to borrow materials from any public library in the state of Indiana. To purchase a PLAC at any public library, the student must present a library card from his or her local library and pay an additional fee.

Students who live in areas not served by an Indiana public library, including out-of-state students, may purchase a non-resident card.

Library services

- **Reference services:** Professional reference service is provided both in person, by telephone, or via e-mail to questions@elkhart.lib.in.us. A collection of reference books, periodicals, and electronic resources may be used in the library.
- **Catalog:** The library's catalog is available for searching online at www.elkhart.lib.in.us.
- **Audio-visual services:** The A-V collection includes non-book items such as CDs, DVDs, videos, audio books, sculptures, and framed art prints.

8.5 Academic Resource Centers

Each campus has an Academic Resource Center designed to support the needs of adult students working toward business degrees. Among the resources are:

- Computers with Internet access and the necessary software for assignments and research
- Tutorials on popular business software: Word, Excel, and PowerPoint
- Books relevant to Indiana Tech curriculum available for 2-week checkout
- Periodicals such as Business Week, Forbes, Harvard Review, HR Magazine, PC World, and Time
- Academic support such as CLEP and DANTES testing; Credit for Learning information; and fundamental research assistance

ARC hours are:

Fort Wayne	Monday through Thursday	5 to 10 p.m.
	Saturday	8 a.m. to 1 p.m.
	Sunday	4 to 9 p.m.
Indianapolis	Monday through Thursday	8:30 a.m. to 10 p.m.
	Friday	8:30 a.m. to 5 p.m.
	Saturday	8:30 a.m. to 1 p.m.
	Sunday	5 to 8:30 p.m.
Elkhart/South Bend	Monday through Thursday	8:30 a.m. to 10 p.m.
	Friday	8:30 a.m. to 5 p.m.
	Saturday (South Bend only)	8:30 a.m. to 1 p.m.

8.6 Facilities and Services in Fort Wayne

8.6.1 Gift shop

The gift shop is located in the lower level of Andorfer Commons.

8.6.2 Athletic facilities

The gymnasium and Wellness Center are open to students on a regular basis; however, the schedule changes from time to time to accommodate our varsity sports program. Schedules are posted on bulletin boards. Students using the facility during open gym periods will be required to identify themselves and provide proof they are currently enrolled in the College of Professional Studies.

In addition to volleyball, badminton, football, table tennis, and basketball equipment, the Indiana Tech gym has a weight room with a universal gym and a mini-gym leaper. In addition, there are Olympic-size free weights. Proper gym attire must be worn during workouts.

8.6.3 Food Service

The Indiana Tech dining hall, located in Andorfer Commons, is managed by Creative Dining Services, Inc. Daily offerings include a deli bar, salad bar, and an ice cream corner. A program in nutritional values and health through foods also is offered.

A weekly menu is distributed throughout the campus. Non-boarding students, faculty, staff, and guests are welcome for the smorgasbord-style dining which is available for a set price per meal. The schedule for each semester's meal hours will be posted in the dining hall.

Vending machines also are available to students for snacks.

8.6.4 Campus Security and Safety

The Security Office, located inside the Pierson Center, handles all matters concerning campus security and safety. A security officer is on duty evenings, weekends, and holidays on the Indiana Tech campus. The officer may be contacted during these times by calling 483-7694 ext. 33 or 422-5561 ext. 2230.

8.6.5 Parking

Before the start of the first class, students must obtain a free parking permit from the College of Professional Studies office. All motor vehicles must be registered. The parking permit must be properly displayed. Parking is permitted in all lots except restricted areas. Restricted areas are enforced 24 hours a day. Parking in reserved or other posted restricted parking areas can result in being ticketed or towed. Towing of a student car is the last step of enforcement of vehicle regulations. Registered students are not considered visitors, and parking in reserved or other posted restricted parking areas is prohibited and could result in a student's vehicle being ticketed or towed.

8.7 Facilities and Services in Indianapolis**8.7.1 Vending**

Vending services are located in our campus area. Students have access to soft drinks, coffee, and snacks.

8.7.2 Security

The security office for the building is located in Pyramid I at 3500 DePauw Blvd. (phone 317-875-9757) and is provided through Initial Security. The security office is open until midnight should a student have a problem or need assistance. Ample free parking is available to students.

8.8 Facilities and Services in Elkhart**8.8.1 Vending**

Vending machines with snacks, soft drinks, and water are located in student lounge areas. Coffee is provided free of charge.

8.8.2 Parking

Free parking is available, and no permit is required.

8.9 Student Identification Cards

Students desiring a student identification card should contact the nearest College of Professional Studies office or campus.

8.10 Cancellation of Classes Due to Snow Emergencies

Because weather can vary across the state, each campus must determine when conditions call for cancellations. Whenever possible, the College of Professional Studies will decide whether to cancel classes no later than 3 p.m. Sundays through Thursdays or 7 a.m. Saturdays. For information:

- Call (800) 288-1766. Then dial the weather information line at ext. 2411 (dial 1 first). Please listen carefully as classes are often cancelled in some locations, but not others.
- Visit our Web site (www.IndianaTech.edu)
- Check your Indiana Tech e-mail. We will send e-mail messages when there are weather cancellations. Please note that you must activate your Indiana Tech e-mail to access these messages. (You can set your account to forward messages to your preferred e-mail provider.)
- Watch TV stations WANE 15, 21 ALIVE or listen to WAJI 95.1 FM in Fort Wayne; 1070 AM and 93.9 FM in Indianapolis; and WNDU-TV, WBST-TV, 101.5 FM, 94.3 FM, 99.9 FM, 960 AM, and, on weekdays, 92.9 FM in Elkhart.

9.0 The History of Indiana Tech

9.1 The Beginnings

The beginnings of what is now Indiana Tech were modest. John A. Kalbfleisch, a former president of International Business College, founded the college in June 1930. The college was incorporated as a proprietary school by the State of Indiana on Jan. 10, 1931.

The first students were recruited by members of the corporation, officially known as Indiana Technical College, using leads from high school principals in Indiana, Michigan, and Ohio. At the time, there were no classes, laboratories, or even school catalogs.

Tuition in that first year was \$55 per quarter, much of which was paid using the barter system. Among the items exchanged for classes were a 1929 Chevrolet, honey, chickens, brooms, and 100-pound bags of popcorn.

The school first leased, and then purchased, a former mortuary located on East Washington Boulevard across from the YMCA (where many students lived). The first classes, held in the summer of 1931, had eight students. By fall there were 139, and the winter semester enrolled 179 students. In 24 months a male student could obtain a Bachelor of Science degree in electrical, structural, civil, or radio engineering. Thirteen electrical engineers were in the first graduating class in 1933.

The year 1936 saw the passing of Mr. Kalbfleisch, who died in February 1936, and the appointment of Archie T. Keene as president.

The next year, fire struck Indiana Tech in late May. Although the fire caused extensive damage to the building, it was seen as a positive event because the college was able to use insurance money to upgrade the building, classrooms, and laboratories.

The school held its first formal commencement in 1937. The Indiana Tech library was started in 1939 in the basement of the downtown building, with \$200 budgeted for books.

9.2 World War II and the 1940s

During the war years, enrollment fell from 472 to 86 by fall of 1944. The five remaining faculty members took 50 percent pay cuts and worked evenings in local industries to support the war effort. The college also held special classes to meet the needs of the military, such as refresher courses for airmen and meteorologists and mechanical drafting classes for women.

The return of servicemen from the war and the G.I. Bill gave a large boost to Indiana Tech's enrollment. By fall of 1948, there were 1,183 students enrolled, and the school went to three teaching shifts to keep up with the demand.

In August 1948, Indiana Tech was reorganized under state law as a not-for-profit, endowed college, and a \$100,000 endowment was given to the school by its former board. A residential building next to the college was purchased and extensively remodeled into classrooms and laboratories.

9.3 The Move and the 1950s

A number of major changes were implemented in the '50s, the largest of which was a move to a new site. In 1953, Indiana Tech offered the Missouri Synod of Lutherans \$1 million for 20 acres of Concordia College's campus. The official move to the new campus occurred July 1, 1957, although the first classes were held on the campus in September 1955 because of overflow enrollments at the downtown buildings.

In 1956, Charles Dana, founder of the Dana Corporation, offered a \$300,000 grant for building an engineering

and science facility for the campus. The Dana Engineering and Science Building was dedicated on June 14, 1958.

Indiana Tech's Alumni Association, first proposed in 1943, was incorporated in 1954. Enrollment reached its high-water mark in 1957, with nearly 2,000 full-time students. The first female graduate, Anna Reid, received a degree in chemistry in 1958.

9.4 Establishment and the 1960s

Several notable events occurred during the decade of the '60s. The college went to a four-year degree program in July 1960 and was accredited by the North Central Association of Colleges and Schools in 1962.

The name of the institution was changed from Indiana Technical College to Indiana Institute of Technology, effective January 1, 1963. Also that year, President Keene retired after 26 years at the helm, and Edward Thoma was appointed Indiana Tech's third president.

Construction boomed on Indiana Tech's campus during the 1960s. McMillen Library was dedicated May 19, 1962, with major funding for the project coming from Dale McMillen, founder of Central Soya. The parochial high school (now the Cunningham Business Center) and the Kroger supermarket (now the Fieldhouse) were bought in 1963 for \$1 million.

The building now known as Kalbfleisch Hall was built in the summer of 1963 with funds donated by Mr. and Mrs. Carl Pierson. Mr. Pierson was a longtime Indiana Tech trustee, and Mrs. Pierson was the widow of Indiana Tech founder John Kalbfleisch. A wing was added to the Dana Building, and the Alumni Quadrangle dormitories and Student Center were built in 1965.

The '60s saw the advent of the computer on the Indiana Tech campus. The university obtained the first computer in Fort Wayne, an IBM 1620, in October 1960. The area's first computer science degree program was introduced in 1969.

9.5 Hard Times in the 1970s

The early 1970s were difficult times for Indiana Tech and then-President Charles Terrell, who took over in 1972 after the resignation of Indiana Tech's fourth president, Edward Dugan. A nationwide decline in the demand for engineers resulted in a downturn in engineering enrollments – a situation that had a major impact on the university's financial well-being.

The problems did not improve until the university's sixth president, Thomas F. Scully, took over in March 1977. President Scully initiated business and College of Professional Studies programs, after which the financial position of the school gradually improved. The university has not experienced a deficit year since 1978.

9.6 Improvement in the 1980s

The 1980s saw more progress. While strengthening the engineering programs, more emphasis was placed on developing the College of Business and Arts. In 1982, the Extended Studies Division, which is now the College of Professional Studies, began offering correspondence courses for adults.

During the 1980s, the facilities at Indiana Tech underwent continuous improvement. The interior of the Dana Science Center was extensively remodeled in 1983 and 1984. The McMillen Productivity and Design Center was dedicated in 1984. Research and Development moved to the Kroger Building (now the Fieldhouse) to meet record demand for Tech-built magnet wire test instruments. Dormitory space was renovated in the Alumni Quad, and Kalbfleisch Hall was remodeled into student suites.

Following the death of President Scully, Donald J. Andorfer was appointed the eighth president of Indiana Tech in July 1985. Mr. Andorfer had been chief financial officer of the university since 1977 and served as the first

Dean of the College of Business and Arts.

The late 1980s brought improvement for the College of Professional Studies with the development of innovative accelerated classes in 1987. In 1988, the College of Professional Studies established its presence in Indianapolis when it began a program for adult students there.

9.7 Expansion and growth of the 1990s

The historic Administration Building, built in 1857 at a cost of \$7,000 to house a Lutheran seminary, is the oldest building in Fort Wayne still being used for its original purpose – education. The building was renamed the Seitz Center, and the formal dedication was held June 23, 1994 in honor of Indiana Tech Board of Trustees Chairman Emeritus Paul W. Seitz.

A centerpiece of the campus is the Schaefer Center for Student Life, dedicated in 1991, which houses the university's gymnasium and Wellness Center. The Schaefer Center was named in honor of the late Edward J. Schaefer, a prolific inventor and engineer. Mr. Schaefer awarded the university a \$5 million challenge grant following his death to be used for endowment and campus renovations. As part of that bequest, a major renovation project to upgrade the Anthony Building (now known as Cunningham Business Center) was completed in the fall of 1994.

A third campus, in South Bend, was created in 1995 to meet the needs of the College of Professional Studies in north-central Indiana.

The year 1999 brought the esteemed ABET accreditation of the mechanical and electrical engineering programs as well as the beginnings of an MBA program, offered in Fort Wayne and Indianapolis through the College of Professional Studies. Also, in August 1999, a College of Professional Studies office was opened in Warsaw, Ind.

9.8 Indiana Tech, Today

As the new millennium dawned, Indiana Tech's future looked brighter than ever.

Since 2000, the physical revitalization of the Fort Wayne campus has continued with two new residence halls, a new administration center, renovations to the engineering center, a student center, a soccer field, an outdoor learning center, and plans to add tennis courts.

Growth is not limited to the Fort Wayne Campus, however. CPS locations have been added in Huntington, Greenwood, Elkhart and Plainfield, with more likely to come.

In addition to new buildings and locations, the university also welcomed a new president. Dr. Arthur Snyder was inaugurated as president in October 2003. Dr. Snyder's tenure has been marked by expansion of academic programs to meet the needs of society and interests of students. From a small engineering college, Indiana Tech has grown into a university with a wide range of programs in engineering, computer studies, and business. The newest offerings include criminal justice, organizational leadership, biomedical engineering, software engineering, health care administration, and elementary education.

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