

Purdue University Global Academic Governance Manual

August 2021

Approvals:

Board of Trustees: August 2021

Academic Administrative Council: June 2021

Faculty Senate: June 2021

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1 Introduction

1.1 Introduction and Purpose of the Academic Governance Manual

The Academic Governance Manual is the guiding document for the academic governance of Purdue University Global (the “University” or “Purdue Global”). It addresses the University’s governance structure, role of faculty, communication, governance committees, key academic administrative policy, essential student services, and academic personnel guidelines and resources.

Reflecting the mission of Purdue Global, the goal of these academic policies is to foster the academic success of our students in an environment that supports teaching and learning and respects all individuals involved in that endeavor.

1.2 Background

Purdue University Global, Inc., is an Indiana public benefit corporation controlled by its sole member, The Trustees of Purdue University, a statutory body corporate that manages and conducts Purdue University, the State of Indiana’s land-grant university. Purdue Global operates as a public postsecondary state educational institution affiliate pursuant to IC 21-7-13-26.5(a)

Purdue Global has its main address in West Lafayette, Indiana. The University offers undergraduate and graduate programs through online instruction. Purdue Global comprises the School of Aviation, School of General Education, the School of Business and Information Technology, the School of Nursing, the School of Health Sciences, the College of Social and Behavioral Sciences, and Concord Law School.

1.3 Application of the Academic Governance Manual

In accordance with the Bylaws of Purdue Global, the Chancellor is to perform such duties as the Board or the President may prescribe, which include developing internal governance and advisory committees of faculty, as well as students, staff and alumni committees, in each case designed to contribute to the successful planning, operations, and campus life of the University. This Academic Governance Manual describes the purpose and composition of such committees as well as various aspects academic administration and student services at Purdue Global.

As employees of Purdue Global, all administrators, staff, and faculty members are bound by this Academic Governance Manual and the pertinent academic regulations appearing in the University Catalog, Faculty Handbook, and Employee Handbook, except as otherwise noted.

1.4 Amendments to the Academic Governance Manual

This Manual may be amended from time to time by the Purdue Global Board of Trustees, whether acting on its own initiative, based on a recommendation from the President or Chancellor, or based on a recommendation from the faculty in accordance with the following paragraph.

The faculty may propose amendments to the Faculty Senate for its consideration. Any such proposed amendments must first be submitted to or initiated by the Office of the Provost (for administrative review), and then must be submitted by the Provost to the Faculty Senate for approval. Any such proposed amendment must be approved by a two-thirds vote of the Senate. If

approved by the Faculty Senate, faculty proposed amendments to the Manual will then be sent to the Academic Administrative Council for review. If approved by the Academic Administrative Council, the proposed amendment will then be presented to the Board of Trustees for review and action. The Board of Trustees will review and confirm the currency of this Manual at least every 3 years.

Nothing in this Manual shall be construed as restraining the Board of Trustees from taking such action or making such amendments to this Manual as it determines to be necessary in the discharge of its legal and governance responsibilities.

2 Organizational Structure and Communication

2.1 Structure

The academic organization of Purdue Global consists of the President, the Chancellor, the Provost, Deans, Assistant and Associate Deans, Department Chairs, and faculty.

The President of Purdue University serves ex-officio as the President of Purdue Global, who reports to the Purdue Global Board of Trustees in that capacity. The head of the academic organization of Purdue Global is its Chancellor, who reports to the President. In addition to performing duties customarily associated with the Chancellors of regional campuses within the Purdue system, the Chancellor performs such duties as the Purdue Global Board of Trustees or the President may prescribe from time to time. The Academic Deans report through the Provost to the Chancellor of Purdue Global.

Non-academic support operations report to the Purdue Global Board of Trustees through the Chancellor and are conducted under the Board's ultimate direction and control, with coordinating support provided by an advisory committee established by the Board.

2.2 Faculty Role

Subject to the authority of the Purdue Global Board of Trustees, and in consultation with the Chancellor and the President, the faculty has authority and responsibility to recommend policies and practices designed to ensure the academic integrity, quality, and excellence of the University. In accordance with Purdue Global's charter, the Purdue Global Board of Trustees has the ultimate authority to prescribe the curricula, courses of study and degree programs offered by the University. Subject to that authority, the faculty has the responsibility to recommend specific course offerings and other features of the curricula.

Faculty status and duties related to University service will be voluntary and by invitation from the Provost. Faculty members whose schools operate under specific statutory and regulatory authority are expected to align their practices and procedures with those external statutes and regulations, even if those practices and procedures differ from those in this Manual.

2.3 Communication

Information is transmitted in the normal chain of command from the President, the Chancellor, the Provost, Deans, and Chairs to the faculty and staff. University-wide communications to faculty are coordinated by the Vice President of Faculty and Academic Resources.

3 Governance Committees

3.1 Operations and Bylaws

3.1.1 Committee Documentation

Written meeting minutes are required for each committee meeting. Meeting agendas, directories, minutes, and other supporting documentation are archived.

Each committee may create their own standard operating procedures or bylaws as long as they are aligned with this Manual. The guidelines set forth in this Manual will take precedence over any individual committee documents.

3.1.2 Voting and Term Guidelines

- A quorum for voting will require 50% of the committee members to be present.
- A simple majority of affirmative votes is required to pass a proposal unless otherwise stipulated.
- A vote must be conducted for all decisive matters.
- A vote can be conducted through email communication as long as all other voting guidelines are followed.
- Guests invited to attend as relevant to specific proposals under consideration are not eligible to vote. A committee may choose to invite guests, both one-time and standing guests, at their discretion.
- Terms for faculty and staff will begin on July 1st and expire on June 30th.

3.1.3 Purdue Global Document Approvals

- The Faculty Handbook is reviewed by the Learning and Leadership Community Advisory Committee and the Faculty Senate. Approval is dependent on the Academic Administrative Council. The Faculty Handbook will be reviewed at least once every 3 years.
- Purdue Global documents not listed here proceed at the direction of the Provost.

3.2 Administrative Committees

3.2.1 Academic Administrative Council

Mission/Purpose:

Subject to the authority of the Purdue Global Board of Trustees, and under the direction of the Provost in consultation with the Chancellor and the President, the Academic Administrative Council serves as the internal body for administering academic governance and ensuring the academic integrity, quality, and excellence of the University. Its members reflect and represent the University community, and its functions encompass advising the Board of Trustees, through the Chancellor, on all matters related to institutional academic success, including but not limited to: administering the University's academic governance system; monitoring and supporting its strategic initiatives; promoting best practices and alignment across all the University's academic and administrative functions; maintaining academic policies and procedures to guide the University in carrying out its mission and programs; and maintaining and improving institutional and/or programmatic accreditation.

Scope of Responsibility:

- Exercise, in cooperation with other governance bodies, the University’s responsibility and authority to maintain and improve the quality of the University, its schools and academic programs, and its institutional well-being.
- Conduct annual review of the University’s academic governance committees.
- Review and approve all proposed revisions to the Academic Governance Manual.
- Receive recommendations from the Program Steering Committee, review all final proposals for additions, suspensions, terminations, or changes to the University’s academic offerings and provide recommendations to the Board of Trustees when necessary or appropriate.
- Monitor and support implementation of the University’s strategic initiatives.
- Review and approve the Faculty Handbook.
- Review and approve student service-related policies and procedures.
- Review and approve curriculum standards and guidelines.
- Review and approve general academic policies and procedures.
- Through the standing Accreditation Steering Committee, oversee the University’s institutional and programmatic accreditation.

Membership:

- Provost (chair)
- Vice Provost for Adult Teaching and Learning
- Vice President, Faculty and Academic Resources
- Academic Deans from each school and/or college
- Two full-time and two adjunct faculty members, elected by faculty for a 1-year term
- President of the Faculty Senate
- Registrar
- One graduate student, appointed by the Provost for a 1-year term
- One undergraduate student, appointed by the Provost for a 1-year term
- Chief Financial Officer (or designee)
- One Coordinator, appointed by the Provost (nonvoting)

The Academic Administrative Council will invite non-voting participation from the broader institutional community as needed.

3.2.2 Faculty Senate

Mission/Purpose:

The purpose of the Faculty Senate is to provide a forum for faculty representatives to discuss faculty and academically related issues and to provide recommendations concerning such issues to the Provost.

Scope of Responsibility

- Review issues, policies, and/or procedures related to the academic quality of the University.
- Provide recommendations regarding academic issues, policies, and procedures to the Provost.
- Review and approve proposed amendments to the Academic Governance Manual that originate from the faculty, subject to final review and approval by the Academic Administration Council and the Board of Trustees. Except for this type of an amendment, the

Faculty Senate may comment on but does not have the authority to modify other proposed changes to the Academic Governance Manual.

- Provide final review and approval for all faculty waivers.
- Communicate with schools/departments and bring updates and concerns of the faculty to the attention of the Senate.

Membership:

- One faculty President, to be elected by the Senate for a 2-year term, who will act as the official representative of the faculty to the University administration
- One full-time faculty member and one adjunct faculty member from each school and/or college, elected by the faculty from those units for a 2-year term
- A President Elect, who succeeds the President, and is elected by the Senate in June during the second year of the current Senate President's term
- Previous Senate President, serves for 1 year after term expires as Immediate Past Senate President
- One Coordinator, nominated by the Provost, approved by the Senate (nonvoting)
- Provost, serving ex officio (nonvoting)
- One faculty member who teaches module courses, to be elected by the faculty if none of the current senators teach module courses

3.2.3 Accreditation Steering Committee

Mission/Purpose:

The Accreditation Steering Committee is charged with providing ongoing oversight of and advice about the University's fulfillment of accreditation standards and the maintenance of positive relationships with accrediting bodies and other regulators.

Scope of Responsibility

- Review the evidence and arguments that show Purdue Global is fulfilling the requirements for institutional accreditation (via HLC).
- Make recommendations to the Academic Administrative Council to fulfill the University's accreditation obligations, address gaps, and make improvements.
- Review timelines and work plans for the completion of successful accreditation-related tasks and events.
- Direct and evaluate institution-wide initiatives that address accreditation standards and which demonstrate Purdue Global's capacity and performance to deliver high-quality services aligned with our mission.

Membership:

- Accreditation Liaison Officer (chair)
- Two Academic Deans, appointed by the Provost
- Vice President, Faculty and Academic Resources
- Provost
- Vice Provost for Adult Teaching and Learning

- Registrar (or designee)
- Executive Director of Curriculum
- Data Update Coordinator (or designee)
- Assurance System Coordinator
- Two programmatic accreditation leads, appointed by the Provost
- Two faculty members who are HLC peer reviewers, appointed by the Provost for a 2-year term
- One Coordinator, appointed by the Provost (nonvoting)

3.2.4 Learning and Leadership Community Advisory Committee

Mission/Purpose:

The needs of students, faculty, and staff in the areas of personal, professional, and leadership development are integral parts of the institutional environment. Personal, professional, and leadership development encompass, but are not limited to, engagement opportunities that reflect the best practices of relevant disciplines. These personal, professional, and leadership development activities complement the classroom experience and the strategic goals of the institution.

Scope of Responsibility:

- Make recommendations to the Center for Teaching and Learning (CTL) on faculty in-service training programs, workshops, and other events.
- Make recommendations to Student Life about student co-curricular activities.
- Provide guidance and review of Academic Success Center-generated resources.
- Select proposals for presentation through Connect-sponsored conferences and events.

Membership:

- Senior Director of the Learning and Leadership Community (chair, nonvoting)
- One faculty member from each school and/or college, elected by the faculty from those units for a 2-year term
- One full-time and one adjunct faculty member, elected by faculty for a 2-year term
- One academic administrator, appointed by the Provost for a 1-year term
- One representative from the Center for Career Advancement, appointed by the Vice President of the Center for Career Advancement for a 1-year term
- One Academic Dean or Assistant/Associate Dean, appointed by the Provost for a 1-year term
- One student, appointed by the Provost for a 1-year term

3.2.5 Institutional Review Board

Mission/Purpose:

The Institutional Review Board (IRB) is a review body established to protect the rights and welfare of human subjects recruited to participate in research activities conducted on or by Purdue Global stakeholders. The IRB reviews and monitors all human subject research in compliance with: the University's Federal Wide Assurance (FWA 0001056); all local, state, and federal laws; Purdue Global policies and procedures; and the highest standards of ethical conduct and practice.

Scope of Responsibility:

- Review all proposals involving human subject research conducted at Purdue Global and/or in collaboration with other institutions. This includes all human subject research conducted under the direction of any employee or agent in connection with his or her institutional responsibilities or use of the University's name or academic or nonacademic titles.
- Approve, require modifications to, or disapprove the aspects of research activities that involve human subjects.
- Notify applicants of decisions made by the Board concerning their proposed research.
- Conduct periodic reviews of ongoing research projects that involve human subjects and maintain records of review proceedings, decisions, and activities, in accordance with federal and University guidelines, for at least 3 years following completion of the projects.
- Develop policies, procedures, and instruments needed to align Purdue Global policies with the scope and purpose of the IRB and disseminate those policies, procedures, and instruments to the Purdue Global community.

Membership:

The Provost is the Institutional Official (IO) responsible for the selection and appointment of IRB members unless otherwise noted below. Members of the IRB consist of the following:

- Chair (an academic staff member with considerable experience with IRBs and/or research compliance), appointed by the Provost
- Vice Chair (an academic staff member with considerable experience with IRBs and/or research compliance), appointed by the Provost
- Researcher, appointed by the Registrar
- Two graduate faculty members from each school/college that offers a graduate program(s), elected by the faculty for a 2-year term
- Five undergraduate adjunct faculty members, elected by the faculty for a 2-year term
- Five undergraduate full-time faculty members, elected by the faculty for a 2-year term
- Outside (nonscientist) community member, appointed by the Provost for a 1-year term
- Outside (scientist) community member, appointed by the Provost for a 1-year term
- At least one graduate student member, appointed by the Provost for a 1-year term
- Academic Dean or Assistant/Associate Dean, appointed by the Provost for a 1-year term
- One Coordinator, appointed by the Provost (nonvoting)

3.2.6 Diversity, Equity, and Inclusion Committee

Mission/Purpose

Purdue University Global holds itself accountable to foster a culture that promotes diversity and inclusion, offering an environment that is fair, equitable, and accessible for all. To accomplish this goal, the Diversity, Equity, and Inclusion committee has established the following purpose:

To provide a forum to discuss diversity, equity, and inclusion related issues and to provide recommendations concerning these issues to the Provost.

Scope of Responsibility

- Support continuous improvement in providing an experience across the university that is welcoming and supportive for all.
- Encourage intellectual curiosity while preparing all students to thrive in our diverse, global environment.
- Collaborate with school diversity, equity, and inclusion committees striving toward common goals to magnify impact and reduce duplication of effort.
- Provide guidance and review for a diversity, equity and inclusion website and recommend improvements to Purdue Global websites to reflect diversity, equity, and inclusion commitment.
- Review the HLC standards related to diversity, inclusion, and equity to identify gaps in processes, procedures, and practices across the university.
- Make recommendations to the Provost regarding diversity, equity, and inclusion efforts.

Membership

Voting membership

- One full-time representative from the university to Chair the committee, appointed by the Provost for a 2-year term
- One full-time representative from each school and/or college, appointed by the Dean of that school or college for a 1-year term
- One representative from the Center for Career Advancement, appointed by the Vice President of the Center for Career Advancement for a 2-year term
- One representative from the Library, appointed by the Director of Library Services for a 2-year term
- One representative from the Learning and Leadership Community, appointed by the Senior Director of the Learning and Leadership Community for a 2-year term
- One representative from Curriculum, appointed by the Executive Director of Curriculum for a 2-year term
- One representative from Curriculum Operations, appointed by the Executive Director of Curriculum Operations for a 2-year term
- One representative from Finance, appointed by the Vice President of Finance for a 2-year term
- One member from Student Relations, appointed by the Vice President of Faculty and Academic Resources for a 2-year term
- One member from the Office of the Registrar, appointed by the Registrar for a 2-year term
- One member from Assessment and Research, appointed by the Director of Assessment and Research for a 2-year term
- One Dean, appointed by the Provost for a 2-year term
- One Assistant Dean of Students, appointed by the Provost for a 2-year term
- One undergraduate student, appointed by the Provost for a 1-year term
- One graduate student, appointed by the Provost for a 1-year term
- One full-time faculty member, elected by faculty for a 1-year term
- One adjunct faculty member, elected by faculty for a 1-year term

- One faculty senate member, elected by the faculty senate for a 1-year term

Non-voting membership:

- Provost
- One representative from Purdue Global Human Resources, appointed by the Vice President of Faculty and Academic Resources
- Coordinator, appointed by the Provost

Liaison with Purdue system:

If not already a member of this committee, the Purdue Global representative on the Purdue Equity Task Force, or equivalent system wide body, will be a voting member of this committee.

External participation:

We will encourage non-voting participation of colleagues from our partner organizations who are positioned to help advance our work in diversity, equity, and inclusion.

3.3 Curriculum Committees

3.3.1 Faculty Curriculum Committee

Mission/Purpose:

The mission of the Faculty Curriculum Committee (FCC) at Purdue Global is to provide guidance, advocacy, and oversight of the University curriculum to ensure it is academically sound and serves the University's mission, purposes, and the educational needs of our students.

Scope of Responsibility:

- Utilize and maintain the University's course curriculum standards and propose revision for the same to the Academic Administrative Council.
- Review all curriculum proposals and approve all credit-bearing curricula and specializations, including proposals for new courses, course revisions, and deleted courses.
- Recommend proposals for approval, denial, modification, or tabling to gather more information about the impact of the curriculum proposal on the University.

Voting Membership:

- Chair (an academic staff member with considerable experience with curriculum), appointed by the Executive Director of Curriculum
- Two full-time faculty members from each school and/or college, elected by the faculty from their unit for a 2-year term (The College of Social and Behavioral Sciences will have 1 full-time faculty member elected from each of the following areas: Art & Sciences, Legal Studies, Education & Communication, and Public Safety.)
- Two adjunct faculty members from each school and/or college, elected by the faculty from their unit for a 1-year term (The College of Social and Behavioral Sciences will have 1 adjunct

faculty member elected from each of the following areas: Art & Sciences, Legal Studies, Education & Communication and Public Safety.)

- Two Curriculum Specialists, appointed by the Provost
- One representative from the Office of the Registrar, appointed by the Registrar

Nonvoting Membership:

- Executive Director of Curriculum, or designee, nonvoting unless to break a tie vote
- Deans when relevant to proposals being considered at specific meetings
- Assistant Deans of Curriculum
- One Coordinator, appointed by the Provost

3.3.2 General Education Literacy Committees

Mission/Purpose:

The General Education program is overseen by faculty subject-matter experts from across the University sitting on eight independent committees: Arts and Humanities, Communication, Critical Thinking, Ethics, Mathematics, Research and Information, Science, and Social Science. (Note: Technology literacy outcomes were written by a committee and mapped to courses/programs outside of the other committee processes.) The committees are responsible for writing the GEL course outcomes and rubrics tied to each literacy, reviewing and approving the assignments that map to these GELs, and providing subject-matter support in terms of training, consulting with faculty course developers, creating sample assignments, etc.

Scope of Responsibility:

- Author GEL course outcomes and the rubrics used to assess them.
- Review and approve the assignments mapped to the GEL course outcomes.
- Provide subject-matter support and insight to faculty, course developers, and administration.
- Review course-level assessment (CLA) data from the GEL course outcomes and provide recommendations to schools on ways to improve student and curricular performance.
- Promote the value of the committee's literacy to stakeholders across the institution.

Membership:

Committee members must possess subject-matter expertise in the general education discipline of the committee. Committee members are appointed by their Academic Dean, working with the Dean of the School of General Education, who verifies subject-matter expertise in the competency area prior to appointment. A Chairperson for each committee is selected from the committee members and appointed by the Dean of the School of General Education.

Membership length is not limited by preset terms. Each committee consists of the following voting members:

- At least one faculty member from each school and/or college (no school or college may hold the majority of membership on a committee), appointed by the Dean for a 2-year term
- One at-large position per committee is (available as needed), appointed by the Dean of the School of General Education, which may be filled by faculty or staff

- Additional at-large positions (up to one per committee) are at the discretion of the Dean of the School of General Education
- Chairperson for each committee (selected from the committee members and appointed by the Dean of the School of General Education)

3.3.3 Professional Competency Committees

Mission/Purpose:

The Professional Competencies (PCs) are overseen by faculty subject-matter experts from across the University sitting on six independent committees: Teamwork, Leadership, Multiculturalism and Diversity, Personal Presentation, Graduate Communications, and Graduate Problem Solving and Critical Thinking. The committees are responsible for writing the PC course outcomes and rubrics tied to each literacy, reviewing and approving the assignments that map to these PCs, and providing subject-matter support in terms of training, consulting with faculty course developers, creating sample assignments, etc.

Scope of Responsibility:

- Author PC course outcomes and the rubrics used to assess them.
- Review and approve the assignments mapped to the PC course outcomes.
- Provide subject-matter support and insight to faculty, course developers, and administration.
- Review course-level assessment (CLA) data from the PC course outcomes and provide recommendations to schools on ways to improve student and curricular performance.
- Promote the value of the committee's literacy to stakeholders across the institution.

Membership:

Committee members must possess subject-matter expertise in the PC discipline of the committee. Committee members are appointed by their Academic Dean, working with the Dean of the School of General Education, who verifies subject-matter expertise in the competency area prior to appointment. A Chairperson for each committee is selected from the committee members and appointed by the Dean of the School of General Education. Membership length is not limited by preset terms.

Each committee consists of the following voting members:

- At least one faculty member from each school and/or college (no school or college may hold the majority of membership on a committee), appointed by the Dean for a 2-year term
- One at-large position per committee is (available as needed), appointed by the Dean of the School of General Education, which may be filled by faculty or staff
- Additional at-large positions (up to one per committee) are at the discretion of the Dean of the School of General Education
- Chairperson for each committee (selected from the committee members and appointed by the Dean of the School of General Education)

3.3.4 Program Steering Committee

Mission/Purpose:

The Program Steering Committee is charged with evaluating proposals for new academic credentials and monitoring ongoing program review.

Scope of Responsibility:

- Review proposals for new, suspended, and terminated programs, and make recommendations to the Academic Administrative Council.
- Recommend programmatic changes based on ongoing program review.
- Assess the scope of programmatic offerings in the University's portfolio to ensure they are consistent with the institution's mission, vision, and values.

Voting Membership:

- Chancellor (or designee)
- Provost (chair)
- Vice Provost for Adult Teaching and Learning
- Vice President, Faculty and Academic Resources
- Vice President, Center for Career Advancement
- Chief Financial Officer (or designee)
- Academic Deans from each school and/or college
- Registrar (or designee)
- One Coordinator, appointed by the Provost (nonvoting)

3.4 Student Resource and Oversight Committees

3.4.1 Academic Appeals Committee

Mission/Purpose:

The Academic Appeals Committee reviews student appeals for academic dishonesty and grade changes, ensuring that each appeal is evaluated fairly and within the policy guidelines of the University, which are found at <https://catalog.purdueglobal.edu/policy-information/student-information-services/conduct/>.

Scope of Responsibility:

- Review assigned appeal cases.
- Evaluate all data pertaining to each case.
- Ensure that each case is treated and evaluated fairly.
- Ensure adherence to the policy guidelines of the University in regard to grade changes, academic dishonesty, resubmission policy, and related fair grading practices.

Membership:

- One committee Chair, to be elected from its membership by the Committee, for a 1-year term
- One full-time tutor from the Writing Center, appointed by the Academic Center Manager for a 2-year term
- One full-time Composition faculty member, appointed by the Dean of the School of General Education for a 2-year term

- Two faculty members from each school and/or college, elected by the faculty from those units for a 2-year term
- One faculty member who teaches module courses, to be elected by the faculty for a 2-year terms if none of the current committee members teach module courses
- One Academic Dean or Associate/Assistant Dean appointed by the Provost for a 2-year term (nonvoting)
- One Coordinator, appointed by the Provost (nonvoting)

3.4.2 Assessment Advisory Committee

Mission:

The Assessment Advisory Committee provides input to stakeholders on initiatives related to or that have implication for the assessment of student learning and satisfaction.

Scope of Responsibility:

- Increase administrator, faculty, and student awareness of sound assessment practices and use of assessment data.
- Discuss assessment initiatives, including university-wide assessment and research projects, and provide recommendations to stakeholders.
- Support internal and external communication strategies about Purdue Global's assessment framework, findings, and results.
- Monitor issues that affect Purdue Global's assessment framework (such as regulatory changes and accreditation concerns).
- Attend to and evaluate broad trends in the field of higher education assessment.

Membership:

- Director of Assessment and Research (chair)
- Vice Provost for Adult Teaching and Learning
- Assessment Manager (standing member)
- Executive Director of Curriculum (standing member)
- One Academic Dean or Assistant/Associate Dean, appointment by the Provost for a 1-year term
- Two Department or Assistant Department Chairs, appointed by the Provost for a 1-year term
- Two Assistant Deans of Curriculum, appointed by the Provost for a 1-year term
- One undergraduate student, appointed by the Provost for a 1-year term
- One graduate student, appointed by the Provost for a 1-year term
- Two full-time and two adjunct faculty members, elected by the faculty for a 2-year term
- One representative from the Learning and Leadership Community, appointed by the Senior Director of the Learning and Leadership Community for a 2-year term
- One Coordinator, appointed by the Provost (nonvoting)

3.4.3 Library Advisory Committee

Mission/Purpose:

The Library Advisory Committee provides input and guidance on the Library's policies and strategies.

Scope of Responsibility:

- Offer evaluative feedback and input on current and new library services, resources, and initiatives to assist in ensuring the information needs of the University and its programs are met.
- Make recommendations on how best to overcome identified challenges and act on opportunities.
- Assist the Director of Library Services in publicizing resources and services or resource trials to member's respective programs/schools.

Membership:

- Director of Library Services (chair)
- One representative from the Academic Success Center, appointed by the Senior Director of the Learning and Leadership Community for a 1-year term
- One Assistant Dean of Curriculum (ADoC), appointed by the Provost for a 1-year term
- One Academic Dean or Assistant/Associate Dean, appointed by the Provost for a 1-year term
- One faculty member from each school and/or college, elected by the faculty for a 2-year term

3.4.4 Student Advisory Board

Mission/Purpose:

The purpose of the Student Advisory Board is to provide a forum for student representatives to discuss academic-related issues and provide recommendations concerning such issues to the Provost.

Scope of Responsibility:

- Review issues, policies, and/or procedures related to a quality student experience.
- Provide recommendations regarding academic issues, policies, and procedures to the Provost.

Membership:

- Students currently serving on other Purdue Global governance committees
- Additional students are appointed by the Dean of each school and/or college for a 1-year term; students are given the option to self-nominate for Dean consideration
- Student President, Vice President, and Secretary, elected by the committee for a 1-year term
- One Coordinator, appointed by the Provost (nonvoting)

3.5 Other Committees, Subcommittees, and Policies

- The Chancellor or Provost, in consultation with the President, may initiate other standing and/or ad hoc committees, task forces, and working groups as necessary to assist in the furtherance of University goals and initiatives.
- Designees may fill appointed positions at the discretion of the Chancellor or Provost.

- A Dean of a school and/or college may appoint a faculty member to an elected position for the remainder of a term if the position becomes vacant.
- Full-time adjunct faculty are considered adjunct faculty members for governance purposes and membership.

4 Academic Administration

4.1 Academic Calendar

The official academic calendar is produced under the direction of the Provost. An official copy of the University calendar may be obtained via the Office of the Registrar, approved online sites, or faculty/student portals.

4.2 University Policies

University policies and procedures, including, but not limited to, FERPA, privacy policies, the Americans With Disabilities Act, sexual harassment, discrimination, and equal rights are published in the University Catalog, Faculty Handbook, and/or Employee Handbook.

4.3 The Honorary Doctorate

Purdue Global may, in extraordinary circumstances, award an honorary doctorate degree to an individual who meets at least two criteria below and who has been approved for the honor by the University's Board of Trustees. The honorary degree at Purdue Global is the Doctor, Honoris Causa. It does not denote a specific field of study, but rather honors the recipient's broad, multi-faceted contribution to the University and community.

Criteria for the honorary doctorate

An individual must generally meet two or more of the following criteria to be considered an eligible nominee for an honorary doctorate at Purdue Global. Former students, staff, or faculty of Purdue Global University are also eligible for an honorary doctorate.

- *Academic accomplishments and sustained achievements of distinction:* influential contributions within academia; honors awarded within discipline or for interdisciplinary achievements; significant discoveries and research.
- *Impact and contributions to community/nation/humanity:* extraordinary influence within field, discipline or interdisciplinary work; transformational leadership; entrepreneurially inspired contributions; commercialization efforts that bring elements to life for positive influence; influential and innovative leadership; demonstrated commitment to benefiting society; significant impact on development and mentorship of others.
- *National/global recognition of leadership in field:* highly recognizable within industry or discipline; reputation for positive interactions and collaborations with other leaders and/or universities; highly visible.
- *Commitment, involvement, leadership toward the advancement of Purdue Global University:* participation and commitment with student body, faculty; on campus speaking/teaching; etc.; generosity toward the evolution of making Purdue Global University a better place.
- *Distinguished service to the University:* demonstration of distinguished service to Purdue Global University.

Procedure for nominating and approving a candidate for an honorary doctorate

All nominations will be sent to the Provost, who will review and recommend the final candidates to the Chancellor, who in turn will make the formal nomination for consideration by the President and the Board of Trustees.

Attendance at commencement ceremony

Board-approved nominees for the honorary doctorate are expected to be present for the awarding of the degree at the appropriate commencement ceremony. Should a candidate not be available, his or her nomination may be carried over to a subsequent year for reconsideration. The recipient will not be robed at the ceremony.

Usage

The University awards the honorary doctorate as a recognition of the honoree's steadfast commitment to the betterment of his/her field, University, and or community and, as such, it is not necessarily a recognition of academic achievement and the conferral of the degree is done by waiving certain degree standards.

As such, the honored recipients will:

- Refrain, on the sole basis of this honorary doctorate, from referring to themselves or permitting others to address them as "Dr."
- List this honorary degree, in their corpus vitae/similar ledgers of accomplishment, under "Honors" rather than "(Earned) Degrees."
- Indicate, on all occasions, the honorary degree as "Doctor, Honoris Causa (or Hon. Causa), Purdue Global, <Month, Year>."
- Be permitted to wear a doctoral robe, black with black trim. As the honorary doctorate degree awarded is not discipline-specific, neither doctoral hood nor regalia colors are associated with this, and should not be worn by the honoree on the basis of the honorary doctorate.

5 Student Services

5.1 Career Services

Students are assigned a Career Specialist for guidance throughout their educational journey including job search support upon graduation. Career Specialists will provide feedback to students on how their classroom outcomes and skills relate to their upcoming job search and guide students towards appropriate resources and information to strengthen their knowledge about career options. Additional resources are also available to students online, including job leads, resume reviews/feedback, a work interest assessment, opportunities to attend presentations from employers, and tools to communicate with other students and staff.

Concord Law School's advising and counseling is provided by Career Specialists (as described above) as well as by faculty advisors with support from the school administration as needed.

5.2 Library Services

The University recognizes the primacy of information access and the need to support the research pursuits of its students and faculty. The Library provides students and faculty with access to information resources in a variety of formats and across a variety of platforms.

5.3 Students Requiring Special Services

It is the University's intention to comply with all laws and regulations concerning students with special needs. For further guidance on the subject, please refer to the University Catalog or the Faculty Handbook for specific inquiries. All faculty members should bring any concerns or requests to Student Accessibility Services.

6 Personnel Policies and Procedures

Effective academic governance of the University requires that faculty be active participants in the various committees and be willing to devote time for committee meetings. Part of the evaluation of faculty service includes effective service to the University, to the student body, and on committees. Members of the faculty may be asked to serve on standing and special committees and are expected to participate whenever possible.

The Faculty Handbook contains complete information on faculty rank, credentials, roles, rights, and responsibilities, including a description of teaching, scholarship and service requirements, grievance procedures, etc. University personnel policies and procedures, including, but not limited to, sexual harassment, discrimination, and equal rights, can be found in the Employee Handbook, available via the University intranet.