

what it takes

For All Students

December 10, 2023

Big Reminders Before Winter Break

Hello Students,

Take a deep breath and exhale. There's just one week left in the semester. We know finals week might be a bit more stressful than others, but we also know you're ready!

Following up on some of the recent emails you've received, there are a few important reminders to be aware of as the semester closes out.

Grade Appeals

Purdue Fort Wayne has a grade appeal policy that applies to all PFW students. It can be used by any student who believes that a course grade was assigned, or a similar evaluation was made, because of prejudice, caprice, or other improper conditions such as mechanical error. If you are interested in pursuing a grade appeal, please contact the Office of Student Conduct and Care at scc@pfw.edu.

Spring 2024 Registration

Have you registered for your Spring 2024 courses? If not, get connected with your advisor as soon as possible! Additionally, when returning to campus in January, you will be able to connect with your advisor for any class changes or questions that you may have. An advisor will be available in every Success Center for drop-in appointments during the following dates and hours:

- Jan. 2-4 | 10:30 a.m.-5 p.m.
- Jan. 8-11 | 9 a.m.-5 p.m.
- Jan. 12 | 9 a.m.-4:30 p.m.

Student Housing Winter Break Preparation

If you are a resident of student housing at any of our locations, please remember to complete the following checklist before leaving for break. These items are essential for helping keep our buildings safe, secure, and ready for your return.

- All thermostats should be set to HEAT and set at 70 degrees.
- Make sure all perishable food items are removed from the fridge and thrown away so they don't rot while you are away.

- Take out all trash—these last two instructions will also help avoid unpleasant smells.
- Make sure all windows are closed tightly and locked to prevent pipes from bursting due to the cold; anybody remember what happened last year!?
- Close all the blinds in your apartment and make sure you shut off all lights before leaving for break.
- Dishwashers and washer/dryer units should be totally empty.
- If you have an emotional support animal, take it home with you!

If you have any questions, please contact student housing at housing@pfw.edu.

We wish you all the best on your finals this week and hope that winter break will be relaxing and rejuvenating for you and your loved ones. We look forward to seeing you in January for another great semester!

All my best,

Kristina J Surface

Dr. Krissy Surface
Vice Chancellor
Enrollment Management and the Student Experience

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