OTHER ACADEMIC PROGRAMS

Labor Studies
Union Building (UN) 503
620 Union Drive
Indianapolis, IN 46202
(317) 274-5025
www.indiana.edu/~labor00

Military Science
Union Building (UN) 317
620 Union Drive
Indianapolis, IN 46202
(317) 274-2691
www.iupui.edu/~armyrotc/iupurotc1.html
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Labor Studies

As a discipline, labor studies deals with work, the workplace, and workers and their organizations. It advances a body of knowledge that reflects the concerns of modern labor organizations. As a program, labor studies enables students to serve more effectively as members and leaders in their organizations. Students can also gain a sense of the past and present contexts of work and unionism. Because union leaders need to be familiar with economics, communications, and other subjects, labor studies can assist them in mastering a broad range of learning.

The program encourages students to make socially useful choices in carrying out the many responsibilities of union membership, union leadership, and community citizenship.

Division of Labor Studies

The Division of Labor Studies traces its origin to the establishment of the Bureau of Industrial and Labor Services on the Bloomington campus in 1955. Renamed the Labor Education and Research Center (LERC) in 1964, this unit had a small staff conducting noncredit courses, conferences, and institutes around the state.

In the early 1970s, LERC grew and began to establish offices on other Indiana University campuses. In 1976, LERC became the Division of Labor Studies within the School of Continuing Studies. Programs were established leading to the Certificate in Labor Studies and to the Associate and Bachelor of General Studies degrees with concentrations in labor studies.

In 1985, these two degree concentrations were extensively revised and became full-fledged majors in Associate of Science and Bachelor of Science degrees. Beginning in the fall semester of 2002, the Division of Labor Studies will offer courses for graduate credit.

For updated information concerning graduate courses in Labor Studies, consult the Web version of this bulletin by visiting bulletin.iupui.edu.

The Division of Labor Studies continues to offer an extensive noncredit Union Education Program (UEP) to meet the needs of unions throughout the state. For more information, see “Union Education Program.”

Certificate, Minor, and Degrees

Through the Division of Labor Studies, Indiana University offers a Certificate in Labor Studies, a minor in labor studies, an Associate of Science in Labor Studies degree, and a Bachelor of Science in Labor Studies degree. Each combines work in a core of labor studies subjects with courses in other disciplines.

The division has a long history of working with unions in the state of Indiana to develop and deliver educational programs. These programs are coordinated by members of the Division of Labor Studies faculty. They, along with associate faculty members, also instruct the courses. Faculty qualifications typically combine academic credentials with union backgrounds.

Labor studies programs are also available to people who cannot enroll in classroom-based courses on Indiana University campuses where the program is offered. By enrolling in labor studies courses through correspondence study, one can complete a growing number of courses. The Division of Labor Studies works closely with the Division of Extended Studies and its Independent Study Program.

Both classroom and correspondence programs offer the ability to transfer course work completed at most other accredited colleges and universities to Indiana University. On-campus students have the option of applying for credit for self-acquired competency (SAC) by completing a substantial portfolio and an interview. Credit for military service and for successful completion of College Level Examination Program (CLEP) tests in several subjects is available. Students may also mix classroom and correspondence study courses.

Labor Studies (LSTU) Courses

The following labor studies courses are offered in the classroom, as scheduled on the Indiana University campuses where the degrees are offered. Starred (*) courses are currently available through correspondence. Courses marked with a double star (**) are under development for correspondence. The abbreviation “P” refers to the course prerequisite(s), and “C” refers to the course corequisite(s).

The basic separation in the course list is between core courses (all 100- and 200-level courses, except L199, L290, and L299) and advanced courses (300-400 level).

Core Courses

L100 Survey of Unions and Collective Bargaining (3 cr.)* A survey of labor unions in the United States, focusing on their organization and their representational, economic, and political activities. Includes coverage of historical development, labor law basics, and contemporary issues.

L101 American Labor History (3 cr.)* A survey of the origin and development of unions and the labor movement from colonial times to the present. The struggle of working people to achieve dignity and security is examined from social, economic, and political perspectives.

L105 Contemporary Labor Problems (3 cr.)* An examination of some of the major problems confronting society, workers, and the labor movement. Topics may include automation, unemployment, international trade, and conglomerates; environmental problems; minority and women’s rights; community relations; changing government policies.

L110 Labor and Society (3 cr.) An introduction to the changing role of labor in society. The course will emphasize a comparative approach to issues confronting labor organizations.

L200 Survey of Employment Law (3 cr.) Statutes and common-law actions protecting income, working conditions, and rights of workers. Topics include workers’ compensation, unemployment compensation, fair labor standards, Social Security, retirement income protection, and privacy and other rights.

L201 Labor Law (3 cr.)* A survey of the law governing labor-management relations. Topics include the legal framework of collective bargaining, problems in the administration and enforcement of agreements, and protection of individual employee rights.

L205 Labor and the Political System (3 cr.)* Federal, state, and local governmental effects on workers, unions, and labor-management relations; political goals; influences on union choices of strategies and modes of political participation, past and present; relationships with community and other groups.

L210 Workplace Discrimination and Fair Employment (3 cr.) Examines policies and practices that contribute to workplace discrimination and those designed to eliminate it. Explores effects of job discrimination and occupational segregation. Analyzes Title VII, the Americans with Disabilities Act, and related topics in relation to broader strategies for addressing discrimination.

L220 Grievance Representation (3 cr.)* Union representation in the workplace. The use of grievance procedures to address problems and administer the collective bargaining agreement. Identification, research, presentation, and writing of grievance cases. Analysis of relevant labor law and the logic applied by arbitrators to grievance decisions.

L230 Labor and the Economy (3 cr.)* Analysis of the political economy of labor and the role of organized labor within it. Emphasis on the effect on workers, unions, and collective bargaining of unemployment, investment policy, and changes in technology and corporate structure. Patterns of union political and bargaining responses.

L240 Occupational Health and Safety (3 cr.)* Elements and issues of occupational health and safety. Emphasis is on the union’s role in the implementation of workplace health and safety programs, worker and union rights, hazard recognition techniques, and negotiated and statutory remedies—in particular the OSHA Act of 1970.

L250 Collective Bargaining (3 cr.)* The development and organization of collective bargaining in the United States, including union preparation for negotiations; bargaining patterns and practices; strategy and tactics; economic and legal considerations.

L251 Collective Bargaining Laboratory (1-3 cr.) P or C: L250. Provides collective bargaining simulations and other participatory experiences in conjunction with L250.

L255 Unions in State and Local Government (3 cr.) Union organization and representation of state and municipal government employees, including patterns in union structure; collective bargaining, grievance representation, and applicable law.
L260 Leadership and Representation (3 cr.)
Organizational leadership issues for union, community, and other advocate organizations. Analyzes leadership styles, membership recruitment, and leadership development. Examines the role of leaders in internal governance and external affairs, including committee building, delegation, negotiations, and coalition building.

L270 Union Government and Organization (3 cr.)
An analysis of the growth, composition, structure, behavior, and governmental processes of U.S. labor organizations, from the local to the national federation level. Consideration is given to the influence on unions of industrial and political environments; to organizational behavior in different types of unions; and to problems in union democracy.

L280 Union Organizing (3 cr.)
Explores various approaches and problems in private- and public-sector organizing. Traditional approaches are evaluated in light of structural changes in labor markets and workforce demographics. Topics range from targeting and assessments to committee building and leadership development.

L285 Assessment Project (1 cr.)
Capstone experience for associate degree students.

Other Courses
L199 Portfolio Development Workshop (1 cr.)
Emphasis on developing learning portfolios as foundation documents for academic self-assessment and planning and as applications for self-acquired competency (SAC) credit. Applies only as elective credit to labor studies degrees.

L290 Topics in Labor Studies (1-3 cr.)
A variable title course. L290 can be repeated for credit with different subjects. The transcript will show a different subtitle each time the course is taken. Some courses focus on contemporary or special areas of labor studies. Others are directed toward specific categories of employees and labor organizations. Inquire at Division of Labor Studies offices.

L299 Self-Acquired Competency in Labor Studies (1-15 cr.)
See page 6 of this bulletin for a description of Self-Acquired Competency.

Advanced Courses
L315 The Organization of Work (3 cr.)
Examines how work is organized and how jobs are evaluated, measured, and controlled. Explores social and technical elements of work through theories of scientific management, the human relations school of management, and contemporary labor process literature.

L320 Grievance Arbitration (3 cr.)
(Recommended only after L220 or with permission of instructor.) The legal and practical context of grievance arbitration, and its limitations and advantages in resolving workplace problems. Varieties of arbitration clauses and the status of awards. Students analyze, research, prepare, and present cases in mock arbitration hearings.

L350 Issues in Collective Bargaining (3 cr.)
Readings and discussion of selected problems. Research paper usually required.

L360 Union Administration and Development (1-3 cr.)
Practical and theoretical perspectives on strategic planning, budgeting, and organizational decision making. Addresses the needs and problems of union leaders by studying organizational change, staff development, and cohesiveness within a diverse workforce. May be repeated for up to 3 credits with department approval.

L375 Comparative Labor Movements (3 cr.)
Labor movements and labor relations in industrial societies from historical, analytical, and comparative perspectives. Emphasis on interaction between unions and political organizations, national labor policies, the resolution of workplace problems, the organization of white collar employees, and the issues of worker control and codetermination.

L380 Theories of the Labor Movement (3 cr.)
Perspectives on the origin, development, and goals of organized labor. Theories include those that view the labor movement as a business union institution, an agent for social reform, a revolutionary force, a psychological reaction to industrialization, a moral force, and an unnecessary intrusion.

L385 Class, Race, Gender, and Work (3 cr.)
Historical overview of the impact and interplay of class, race, and gender on shaping U.S. labor markets, organizations, and policies. Examines union responses and strategies for addressing class, race, and gender issues.

L390 Topics in Labor Studies (1-3 cr.)
A variable title course. L390 can be repeated for credit with different subjects. The transcript will show a different subtitle each time the course is taken. Some courses focus on contemporary or special areas of labor studies. Others are directed toward specific categories of employees and labor organizations. Inquire at Division of Labor Studies offices.

L420 Labor Studies Internship (1-6 cr.)
Application of knowledge gained in the classroom in fieldwork experience.

L430 Labor Research Methods (3 cr.)
Study of research design, methods, techniques, and procedures applicable to research problems in labor studies.

L480 Senior Seminar or Readings (3 cr.)
Designed as either a classroom seminar or directed reading course. Addresses current issues, historical developments, and other labor-related concerns. Topics may vary each semester.

L495 Directed Labor Study (1-6 cr.)
A variable credit course. L495 may be repeated for a maximum of 6 credit hours. Students arrange to study with an individual labor studies faculty member, designing a course of study to suit their individual and varied needs and interests. The contract might include reading, directed application of prior course work, tutorials, or internships. Competencies are assessed through written papers, projects, reports, or interviews.

L499 Self-Acquired Competency in Labor Studies (1-15 cr.)
See page 23 of this bulletin for a description of self-acquired competency.

Beginning in the fall semester of 2002, the Division of Labor Studies will offer courses for graduate credit. For updated information concerning graduate courses in Labor Studies, consult the Web version of this bulletin by visiting bulletin.iupui.edu.

Labor Studies Certificate and Degree Requirements
Courses from three groupings are used by students to complete certificate and degree requirements. These groupings are: labor studies courses, required areas of learning, and electives. The chart below shows the credit hour distribution required for each certificate and degree in labor studies.

Additional Requirements
For the Certificate in Labor Studies degree, at least 12 credit hours must be earned from Indiana University. Ten of these after admission to the School of Continuing Studies. No more than 15 credit hours may be earned within a single subject other than labor studies.

For the Bachelor of Science in Labor Studies degree, at least 24 credit hours must be earned from Indiana University. Twenty of these after admission to the School of Continuing Studies. No more than 21 credit hours may be earned within a single subject other than labor studies. Thirty (30) credit hours must be earned in 300- and 400-level courses, and at least 12 of the 30 credit hours must be earned in labor studies courses. Credits earned by self-acquired competency, DANTES, and CLEP cannot be applied to these requirements.

For the Certificate in Labor Studies and both the associate and bachelor's degrees, an overall minimum grade point average of 2.0 (C) must be maintained. Courses in which grades of D are received may be counted only as electives. For the associate and bachelor's degrees, courses within a major area must be in at least two different subjects. For additional standards, see the section of this bulletin titled “Academic Policies.”

A minor in labor studies requires the completion of 15 credit hours consisting of 6 credits from our list of core courses and 9 additional credits to be determined through consultation with the campus faculty.

Required Areas of Learning
Following are representative subjects and courses falling under each of the three major areas of learning listed under certificate and degree requirements. Note that ENG W151 and one additional writing course within the arts and humanities area are required for degree programs. Also, only one computer technology course applies to the science and mathematics requirement. Additional courses in computer technology count as electives. For information about subjects not listed here (for example, women's studies) and about specific courses, contact a Division of Labor Studies office.
Labor Studies Credit Hour Requirements

<table>
<thead>
<tr>
<th>Group</th>
<th>Subgroup</th>
<th>Certificate in Labor Studies</th>
<th>Associate of Science in Labor Studies</th>
<th>Bachelor of Science in Labor Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor studies</td>
<td>Core courses</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Additional labor studies</td>
<td>3</td>
<td>12</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Arts and humanities</td>
<td>3</td>
<td>12&lt;sup&gt;1&lt;/sup&gt;</td>
<td>12&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Social and behavioral sciences</td>
<td>3</td>
<td>9&lt;sup&gt;2&lt;/sup&gt;</td>
<td>12&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Science and mathematics</td>
<td>3</td>
<td>6&lt;sup&gt;3&lt;/sup&gt;</td>
<td>15&lt;sup&gt;4&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Additional credit hours</td>
<td>3</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td>6</td>
<td>27</td>
</tr>
<tr>
<td>Total credit hours</td>
<td></td>
<td>30</td>
<td>60</td>
<td>120</td>
</tr>
</tbody>
</table>

<sup>1</sup>ENG W 131 and one additional writing course required
<sup>2</sup>One course in economics required; microeconomics recommended
<sup>3</sup>One course in computer science/technology recommended
<sup>4</sup>One course in computer science/technology required

Artists and Humanities
- Afro-American Studies
- Classical Studies
- Comparative Literature
- English
- Fine Arts
- Folklore
- History
- History and Philosophy of Science
- Journalism
- Music
- Philosophy
- Religious Studies
- Speech and Communications
- Theater and Drama
- All language courses

Sciences and Mathematics
- Astronomy
- Biology
- Chemistry
- Computer Science/Technology
- Geology
- Mathematics
- Physics
- Zoology

Social and Behavioral Sciences
- Anthropology
- Economics
- Geography
- Linguistics
- Political Science
- Psychology
- Sociology

Electives
- Students may select any of the courses offered by Indiana University to fulfill elective requirements. Students are encouraged to consult with their academic advisors and to concentrate their elective course work in related subject fields.

Application and Admission
The certificate and degree programs in the Division of Labor Studies are open to all qualified high school graduates or persons with the General Education Development (GED) certificate. Adults over 21 who do not meet these requirements may be admitted on a provisional basis. Applicants must submit the following:
1. A completed application for admission to the Labor Studies Program.
2. A nonrefundable application fee payable to Indiana University, if the applicant has not previously been admitted to Indiana University.
3. A high school transcript, if there is no college work.
4. An official transcript of previous college work, mailed by the college.

Applicants should forward all application materials to the Division of Labor Studies program on the campus where they intend to enroll. For addresses, see the list on page 12 of this bulletin. Applicants who do not live within commuting distance of a campus and who wish to participate through Independent Study must send materials to the Bloomington office, Attention External Study.

International students should request the international application for admission and related materials from the Bloomington office. Citizens of other countries, including those in the United States on immigration visas, must also submit TOEFL scores and a 300- to 500-word handwritten essay. The essay is to be written on a topic of the student’s choice and may include autobiographical information. Students who intend to pursue the degree on an Indiana University campus must also submit the international application for admission.

Transferring Credit
When official transcripts are received, they will be forwarded to the admissions office for evaluation. Within a few weeks the applicant should receive official notice of admission and a credit transfer report indicating which courses are accepted at Indiana University (generally those in which the applicant earned grades of C or better from accredited institutions). The Division of Labor Studies office will then prepare a summary of how these courses apply to labor studies certificate and degree requirements.

At this point, if not before, students should proceed to plan their programs in consultation with their academic advisors and to enroll in courses. Students should check with the Division of Labor Studies office on the campus where they plan to enroll for schedules and directions.

Correspondence students should contact the Bloomington office for advising and should use the booklet titled Independent Study University Courses.

Application Fees
Applicants who have not previously attended Indiana University must pay a nonrefundable application fee at the time they submit their application. Application fees vary from campus to campus and are subject to change. Current fees for U.S. citizens/international students are as follows:
- University-wide (non-campus-based): $30
- IU Bloomington: $35
- IUPUI (Indianapolis): $35
- IU Kokomo: $30
- IU Northwest (Gary): $25
- IPFW (Fort Wayne): $30
- IU South Bend: $35
- International Students: $50

Deadlines
Students who wish to take regular on-campus courses should check with the Division of Labor Studies office on that campus for any application and enrollment deadlines.

Progress Options
One or more of the methods listed in this section may provide the labor studies student with a means of receiving Indiana University credit without taking conventional classroom-based courses. This allows accelerated progress toward a labor studies degree. With prior approval, a maximum of 6 credit hours of graduate-level course work can be applied to the Bachelor of General Studies degree. The application of more than 6 graduate credit hours must have the dean’s approval.

College Level Examination Program
The College Level Examination Program (CLEP) has tests available in a variety of subject areas. Students whose scores exceed a certain level on tests accepted by Indiana University receive credit (3 credit hours for most exams). CLEP brochures are available at Division of Labor Studies offices.

Independent Study by Correspondence
Students who do not have access to an Indiana University campus may take courses through Independent Study by correspondence. Campus-based students may also complete degree requirements through correspondence study.
The Indiana University Independent Study Program offers more than 200 university-level correspondence courses. Students enrolling in independent study courses receive a learning guide that contains reading assignments for the required textbooks, discussion sections, and written assignments. Lessons are sent to an instructor, who comments on and grades student work. Most courses have one or more examinations, which must be taken under supervision at an accredited school. Students are allowed one year to complete a course.

External labor studies students should request course listings and enrollment forms from the Bloomington office. This office advises and maintains academic records for all persons not based on an Indiana University campus.

**Credit for Military Service**

Depending on the length and type of training received, students may receive up to 6 credit hours based on military service. Additional credit may be awarded for special training programs in the military. This credit can be applied only as elective credit for the labor studies degrees. To apply, students should present their DD-214 form and, if applicable, training completion certificates to the Division of Labor Studies office.

**Credit for Self-Acquired Competency**

Upon successful completion of 12 credit hours in labor studies, students may apply for up to 15 hours of self-acquired competency (SAC) credit to go toward the Associate of Science degree and up to 30 (including any applied to the associate degree) toward the Bachelor of Science degree. SAC credit can be awarded for learning gained outside the university and may be based on a wide variety of experiences. Labor studies students can apply for SAC credit on the basis of learning derived from their union activities.

Self-acquired competency refers to learning, or competency, that can be documented. SAC credit is not granted simply for "time served." Thus, it is not granted on the basis of the number of terms served as a union officer. Nor is it multiplied by the number of times the same experience has been repeated. A secretary-treasurer who has performed the same functions for four terms is not likely to receive significantly more credit than one who has performed the same functions, and has learned as much, from one or two terms.

SAC credit is of two types: (1) Course-specific credit is granted where the applicant's competency is substantially equivalent to the competency that is expected after completion of an Indiana University course. Credit for the specific course is awarded. (2) General credit is granted for competency that is not the exact equivalent of competency gained from completing a specific IU course but is nevertheless the equivalent of college learning. This is the only form of SAC credit available outside of the Division of Labor Studies.

Tuition for SAC credit is the same as for Independent Study courses.

In general, the following procedures and limitations govern the awarding of credit for self-acquired competency:

- A student must be admitted to the Labor Studies Program, have successfully completed 12 credit hours in Labor Studies, and be in good standing before any credit for self-acquired competency is awarded.
- A maximum of 15 credit hours of self-acquired competency credit may be applied to the Associate of Science in Labor Studies and a maximum of 30 hours of credit to the Bachelor of Science in Labor Studies.

**How to Apply**

The process of building a SAC portfolio is time-consuming. It begins with the development of a resume and the listing of experiences that may have led to college-level competency. The portfolio is then organized and phased to demonstrate the connection to specific labor studies courses or to general areas of knowledge in labor studies. Finally, appropriate documentation is added.

Each portfolio is evaluated by two members of the Division of Labor Studies faculty, who also interview the applicant. Supplemental materials and counseling are available from labor studies faculty on campuses offering the program. Students applying for SAC credit may be required to come to an Indiana University campus for an interview as part of the SAC evaluation.

**Transfer of Self-Acquired Competency Credit within Indiana University**

Self-acquired competency credit awarded by the faculty of one Indiana University campus is recorded and explained on the student's permanent record. Such credit will be honored, therefore, on any other Indiana University campus to which the student may transfer in order to complete the associate or bachelor's degree in labor studies. The student should be aware, however, that such credit will not necessarily be honored by other degree programs of Indiana University or by other institutions.

**Academic Policies**

**Student's Responsibility**

It is the responsibility of the student to be aware of all published academic regulations.

**Grades**

Division of Labor Studies instructors may assign plus and minus grades. Letter grades carry the following grade points:

- A and A+ = 4.0
- A– = 3.7
- B+ = 3.3
- B = 3.0
- B– = 2.7
- C+ = 2.3
- C = 2.0
- C– = 1.7
- D+ = 1.3
- D = 1.0
- D– = 0.7
- F = 0.0

**Grade Point Average**

Grade point averages (GPAs) are computed by multiplying the grade points for the letter grade received by the number of credit hours for each course, adding these points, then dividing by the total credit hours. The GPA of a student who has earned a C+ and a B, each in 3 credit hour courses, would be computed as follows:

\[(2.3 \times 3) + (3.0 \times 3) = 15.9\]

\[15.9 \div 6 \text{ (credit hours)} = 2.65 \text{ GPA}\]

**Incomplete**

If a student is not in attendance during the last weeks of a semester, the instructor may report a grade of Incomplete (I)—indicating that the course work completed is satisfactory but that the entire course has not been completed—if the instructor believes that the absence was beyond the student's control; if not, a grade of F is assigned.

Incompletes are given only under rare circumstances. These circumstances do not include being "tied up," "getting behind," etc. The grade of I is normally given only when the student has completed three-fourths of the course work. The grade of I will be removed from the student's record once the required course work has been satisfactorily completed. The student is expected to make up the incomplete course work by the end of the next regular semester, or earlier if stipulated. Incompletes not removed within the time specified by the instructor of the course automatically change to an F one calendar year after the Incomplete was given.

**Pass/Fail Option**

Students who are working toward a bachelor's degree and are in good standing (i.e., not on academic probation) may take up to eight elective courses on a Pass/Fail basis (no letter grade assigned). A Pass/Fail course may not be used to satisfy any of the area requirements, nor may it be counted as part of the student's course requirements. Pass/Fail courses may, however, be used to meet the 300- to 400-level course requirement.

Decisions to take courses Pass/Fail must be made no later than the seventh week of classes for regular sessions and no later than midway through any summer session. A grade of P is not counted when computing grade point averages. A grade of F is computed. A grade of P cannot be changed later to a grade of A, B, C, or D.

**Academic Standing and Progress**

1. Grades of D+ or lower may apply only as elective credit. Courses in which such a grade is received may not be used to fulfill Division of Labor Studies or major areas of learning course requirements.
2. A student who fails to maintain a minimum grade point average of 2.0 over any successive 12 credit hour sequence is placed on academic probation.
3. If the academic deficiency resulting in probation is not made up in the subsequent 12 credit hours in which the student is enrolled, the student is subject to dismissal from the university.
4. Students admitted on a provisional basis may be dismissed if they fail to achieve a minimum GPA of 2.0 during the first 12 credit hours of course work completed.
5. Students who fail to execute timely withdrawals from classes jeopardize their academic standing and run the risk of receiving failing grades.
Students who do not properly add courses to their schedules risk not receiving credit for course work completed.

6. The completion of 0 to 25 credit hours signifies freshman class standing; 26 to 55 credit hours, sophomore; 56 to 85 credit hours, junior; and 86 or more credit hours, senior class standing.

**Academic Probation**

Students are automatically placed on academic probation when their cumulative grade point average for a full-time semester or a 12 credit hour unit of work falls below 2.0. Their course work (and that of students who have been admitted on probation) will be evaluated upon completion of an additional 12 credit hours at Indiana University. Students are removed from probationary status if their grade point average of these 12 credit hours increases to at least 2.0 and if their cumulative grade point average increases to at least 2.0. If the cumulative grade point average remains below 2.0, probationatory status continues for another 12 credit hour unit of work, during which time the cumulative grade point average must be raised to at least 2.0.

**Dismissal**

Students are dismissed from the university when they have ceased to make satisfactory progress toward the degree. Students are dismissed whenever their grade point average for a full-time semester or a 12 credit hour unit of course work falls below 1.0 and their cumulative grade point average falls below 2.0. Probationary students are dismissed if their grade point average for the additional 12 credit hours of course work falls below 2.0. Students whose probationary status has been continued for a second 12 credit hour unit of course work and who fail to achieve a cumulative grade point average of at least 2.0 after completing this unit are also dismissed.

**Retaking Courses Previously Failed—FX Policy**

Undergraduates who have retaken a course previously failed may, upon request, have only the second grade in that course counted in the determination of their grade point average. The student's transcript records both grades; the original grade is marked FX. This option may be invoked for a total of three courses or 10 credits, whichever comes first.

**Cheating and Plagiarism**

Cheating on examinations or other course work, alteration of records, or illegal use of examinations is considered dishonesty. Anyone who permits or helps others to cheat is as guilty as the persons assisted. Plagiarism is the presentation of the work of another as one's own. Honesty requires that ideas or materials taken from another source be fully acknowledged. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books or from the writing of other students. The work of others should be clearly identified, generally through the use of quotation marks and footnotes.

A faculty member who suspects cheating or plagiarism initiates the process of determining guilt or innocence. No action is taken before the student has been informed of the charges and has had an opportunity to reply. This process may result in disciplinary action and dismissal from the university.

For further regulations, refer to the Indiana University Code of Student Rights, Responsibilities, and Conduct, which can be obtained from the School of Continuing Studies.

**Academic Forgiveness Policy for Former IU Students**

Students with academic deficiencies (a cumulative grade point average that has fallen below 2.0 [C]) in course work done at Indiana University may be admitted to the Labor Studies Program on probation. The student must achieve a minimum grade point average of 2.0 for all courses taken at Indiana University before and after admission to the program in order to obtain a degree. Students who have been dismissed from another academic unit of Indiana University may not be admitted to the Labor Studies Program until at least one calendar year has passed from the date of dismissal.

A student prevented from attaining a cumulative 2.0 grade point average because of poor performance in an IU semester that was completed five or more years before enrollment in the Labor Studies Program may ask the Division of Labor Studies to strike the records. All credit earned during this one semester is also removed from the internal grade point average by the Division of Labor Studies under this forgiveness policy. In general, such a request is granted automatically, particularly when the student truly failed to graduate because of one poor semester.

A similar request may be made for the forgiveness of a poor semester completed at Indiana University within five years prior to admission to the Labor Studies Program. Approval of such requests is usually dependent, however, on the successful completion of 12 credit hours in the Labor Studies Program. Because all credit earned during the forgiven semester is removed from the grade point average, students are advised to consult with their counselor concerning the advisability of this procedure. If granted, all courses and grades remain on the transcript. Forgiveness is internal to Labor Studies only.

This policy is designed to avoid placing an excessive burden on students who, in the past, have made a poor start at Indiana University. It is not intended to permit students with chronically poor performance in the university to stay in school, nor to raise false hopes for students who are not making progress toward a degree.

**Academic Forgiveness Policy for Students Dismissed from Other Institutions**

Students who have been dismissed from another postsecondary institution may not be admitted to the Labor Studies Program until at least one calendar year has passed since the date of the dismissal.

University regulations require that the admissions office indicate any deficiencies in grade point average (average grade below 2.0 on a 4.0 scale) at another institution on the credit transfer report. Indiana University's policy is to calculate a student's grade based on course work done at Indiana University. These grades must be at least average, or C, quality (2.0 on a 4.0 scale) in order to earn a degree. If the cumulative grade point average from another institution is below 2.0, however, the student is admitted on probation.

**Graduation**

All schools and colleges establish certain academic requirements that must be met before a degree is granted. Advisors, directors, and deans will help a student meet these requirements, but the student is responsible for fulfilling them. At the end of the course of study, the faculty and the Board of Trustees vote on the conferring of the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. For this reason, it is important that students become acquainted with all regulations, remain currently informed, and keep track of their own progress.

Degrees are awarded every December, May, and August. Students expecting to graduate must file written notice of intent, citing the degree and expected date of graduation, with the appropriate Division of Labor Studies office at least three months prior to graduation.

**Graduation with Honors**

Students who complete a minimum of 30 credit hours for the Associate of Science in Labor Studies or 60 credit hours for the Bachelor of Science in Labor Studies at Indiana University graduate with honors if they attain the appropriate grade point averages: 3.90, highest distinction; 3.75, high distinction; 3.50, distinction. No more than 10 percent of a graduating class may receive distinction.

**Confidentiality of Student Records**

Indiana University, in compliance with the General Education Provisions Act, Section 438, titled Family Educational Rights and Privacy Act, provides that all student records are confidential and available only to the student and to the student's parents, if the student is under 21 and dependent as defined by IRS standards. Students may review their records upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the Code of Student Rights, Responsibilities, and Conduct. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release available in the offices that maintain records. Further details regarding the provisions of the Privacy Act and a list of offices where student records are kept may be found in the Code of Student Rights, Responsibilities, and Conduct.

**Withdrawal from Courses**

Since periods and deadlines for withdrawal from courses may vary by campus and/or school, students should check with the current campus Schedule of Classes to verify deadlines and procedures. Correspondence students should follow the deadlines and procedures in the current edition of Independent Study University Courses.
Union Education Program

The Division of Labor Studies offers an extensive noncredit program, the Union Education Program (UEP).

UEP open enrollment courses and conferences are available to workers in communities throughout the state; they are offered in local union halls, on the various campuses of Indiana University, and on the campuses of other educational institutions.

Classes usually meet weekly for 4 to 10 weeks. They are open to participants from both large and small unions, craft and industrial unions, and public- and private-sector unions. Typical topics for these classes are labor law, collective bargaining, steward training, communications, OSHA, and arbitration.

Other programs meet the educational needs of individual unions. Local or international unions may contract with the Division of Labor Studies to conduct these programs. Enrollments are limited to members of the contracting union.

There are no special entrance requirements, tests, or grades. Participants who complete a class or conference are awarded a Certificate of Achievement from the Division of Labor Studies. Upon completion of 150 classroom hours in the UEP, the participant is awarded a Certificate of Recognition. There is a nominal charge for UEP classes and conferences.

Fees and Fee Refund Policies and Schedule

Independent Study and On-Campus Courses

Credit hour and special fees are approved by action of the Trustees of Indiana University and are subject to change. Please consult the appropriate school or campus bulletin or Schedule of Classes for the current fee information and the fee refund schedule. Bulletins and appropriate class schedules are available at the Division of Labor Studies offices.

Self-Acquired Competency

The fee per credit hour recorded for self-acquired competency is the fee charged per credit hour by the Independent Study Program, School of Continuing Studies, for university correspondence courses.

Fee Reductions and Financial Aid

Scholarships and Financial Aid

Students can obtain information about loans and part-time employment through the financial aid office and through their school or department.

Employment

The financial aid office on each campus lists openings for part-time jobs in various offices and organizations of the university.

Fee Courtesy

Full-time employees of Indiana University and their spouses and children may receive a fee courtesy when enrolling in Independent Study courses and on-campus courses. Additional information is available from the campus personnel office.

VA Benefits

Veterans enrolled solely in Independent Study courses may be eligible for fee reimbursement by the Veterans Administration upon completion of courses.

Veterans in an on-campus degree program may be eligible for an education allowance if at least 51 percent of their enrollment credit hours are in on-campus courses. Further information and assistance are available from Adaptive Education Services in Cavanaugh Hall or from the veterans representatives in the Office of the Registrar in Cavanaugh Hall at IUPUI.

DANTES and SOC

Indiana University is one of a number of universities participating in the SOC (Servicemen’s Opportunity College) program and the DANTES (Defense Activity for Non-Traditional Education Support) program, which provide educational support for the voluntary education programs of all military departments. Members of the armed forces should consult their education officers or their nearest education center concerning individual enrollments. Interested persons may also consult the DANTES independent study catalogs for additional information about courses.

The SOC program permits the student to enroll at the university while still in service. A representative on each campus has been named by the university. Military service personnel can obtain information from the base education officer.

Labor Studies Administrative Officers

CHARLES DAVIS, Ph.D., Director of the Division of Labor Studies

STEVEN ASHBY, Ph.D., Southeast Region Coordinator

MARK A. CROUCH, M.A., Northeast Region Coordinator

LYNN DUGGAN, Ph.D., Southwest Region Coordinator

LAURIE A. GRAHAM, Ph.D., Central Region Coordinator

THANDA BANTU IVerson, M.A., Northwest Region Coordinator

JANE KISER, Ph.D., Charlottesville Coordinator

NAJJA N. MODIBO, Ph.D., Marion County Coordinator

RUTH A. NEEDLEMAN, Ph.D., Northwest Region Coordinator

MARK ROBBINS, J.D., Marion County Coordinator

JEROLD J. PAAR, M.A., Teaching Associate

JEFFREY VINCENT, M.S., Research Associate

IUPUI Labor Studies Faculty

Charles Davis, Ph.D. (American University, 1986), Professor of Labor Studies

Naija Modibo, Ph.D. (University of Toronto, 1995), Assistant Professor of Labor Studies

Mark Robbins, J.D. (University of Maine, 1986), Assistant Professor of Labor Studies
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Department of Military Science

Philosophy
The theory of offering the Army Reserve Officers’ Training Corps (ROTC) to students on college campuses is perhaps best explained in the words of Lee S. Dreyfus, former chancellor of the University of Wisconsin–Stevens Point: “ROTC is not the presence of the military in the university, but rather the presence of the university in the military.”

Through ROTC, the Army gains officers with diverse educational backgrounds and contemporary ideas. ROTC enhances a student’s education by providing unique leadership and management experience found in few college courses. It helps develop self-discipline, physical stamina, and poise. Students develop qualities that lead to success in any worthwhile career. They earn commissions in the U.S. Army while earning their college degrees. They can serve as officers in the Army National Guard or the U.S. Army Reserve or request active duty.

Roy Hudson, former president of Hampton Institute, sums it up as follows: “Our youth need to be guided and inspired by people and organizations dedicated to principles encouraging and permitting the full development of the whole person, intellectually and personally. In my estimation, ROTC is such an organization.”

Objectives
Army ROTC has the following objectives:
1. Offer competent military instruction to interested students;
2. Identify eligible students for Army commissions and to ensure they meet all requirements for those commissions; and
3. Provide college-trained officers for the U.S. Army, the Army National Guard, and the U.S. Army Reserve.

Faculty
Active-duty Army personnel are assigned to the Department of Military Science with the consent of the ROTC Faculty Advisory Committee at Indiana University–Purdue University Indianapolis (IUPUI) and the dean of faculties as confirmed by the Trustees of Indiana University. Such personnel spend an average of three years as instructors in the department. Each faculty member has a blend of practical military experience and solid educational background. The composition of the faculty is as follows:

<table>
<thead>
<tr>
<th>Army Grade</th>
<th>Faculty Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant Colonel</td>
<td>Professor of Military Science and Chair</td>
</tr>
<tr>
<td>Major</td>
<td>Senior Assistant Professor of Military Science</td>
</tr>
<tr>
<td>Captain</td>
<td>Assistant Professor of Military Science</td>
</tr>
<tr>
<td>Master Sergeant</td>
<td>Senior Tactical Instructor</td>
</tr>
<tr>
<td>Sergeant First Class</td>
<td>Principal Drill Instructor</td>
</tr>
</tbody>
</table>

Administration
The faculty is supported by a full-time staff that has clerical, administrative, and logistical responsibility. The staff includes the military property custodian (a university employee) and the military personnel clerk (a Department of the Army civilian).

Admission Requirements

Policy
The ROTC Basic Course (see “Curriculum, Basic Course” in this bulletin) is open to all IUPUI, IUPU Columbus, Butler University, Franklin College, Marian College, University of Indianapolis, and by Tech–Community College of Indiana students without any prerequisites or allied requirements. Students who are not U.S. citizens must check with the Department of Military Science administrative office prior to course attendance to ensure that they have the proper permission from their home country embassy for military training.

The ROTC Advanced Course is open to all students who have completed the Basic Course or who qualify for advanced placement (see “Advanced Placement” in this bulletin). Entry requirements are specified below.

Standards
Applicants for the Advanced Course must have completed the Basic Course (courses G101, G102, G201, and G202) or be eligible for advanced placement (see “Advanced Placement” in this bulletin) prior to acceptance.

Applicants also must meet the following entrance requirements.

Academic Performance
Applicants must have a minimum grade point average of 2.0 (C) throughout the first two years of college work.

Medical Evaluation
Applicants must pass a standard Army medical evaluation, provided free of charge.

Physical Fitness Test
Applicants must obtain a passing grade on the Army Physical Fitness Test (APFT) consisting of push-ups, sit-ups, and a two-mile run.

Age
Entrance into the commissioning program is predicated on students not having reached age 30 by June 30 of the year they receive their officer’s commission. Scholarship recipients must be less than 31 years of age at the date of commissioning. Extensions of up to three years may be granted for veterans of active duty. Waivers may be granted up to age 32 for non-scholarship students.

Dependents
To be eligible, an individual must not have more than three dependents (spouse and two children).

Citizenship
Applicants for the Advanced Course must be U.S. citizens by birth or naturalization.

Veterans
Prior service personnel entering the program must have a qualifying reenlistment code.

Student Status
Advanced Course students must be full-time university students; that is, they must enroll for 12 hours of undergraduate credit or 9 hours of graduate credit each semester.

Marginal Students
In accordance with Army regulations, students who do not meet the academic or physical fitness requirements of the Advanced Course may be disenrolled from the program.

Personal History
All applicants must meet loyalty and integrity requirements established by Congress for military officers.

Interview
The professor of military science will personally interview all applicants and is the final authority on a candidate’s eligibility for the program.

Emphasis
Students entering the Advanced Course must matriculate in a curriculum that will lead to a four-year bachelor’s degree or a two-year graduate degree. Any curriculum offered by IUPUI or other institution served by this department is acceptable.

Curriculum
The following are the requirements to be commissioned as a second lieutenant in the U.S. Army:
1. Completion of a bachelor’s degree.
2. Completion of 18 credit hours of military science.
3. Completion of the professional military education component of the ROTC program.
4. Successful completion of Advanced Camp.

Basic Course (G101, G102, G120, G121, G201, and G202)
The Basic Course is usually taken in the freshman and sophomore years. All necessary textbooks and materials are furnished without cost to the student, and all tuition and fees are paid for through university fee remission. No prior military experience is required and no commitment is incurred during this time. Students may withdraw at any time through the end of the second year.

Individual courses cover the areas of management; national defense; military history; leadership;
development; military tactics, discipline, and customs; individual weapons; crew-served weapons; land navigation; and U.S. military tactics. Various social and professional activities are available in conjunction with the military science program.

100-level courses are 1 credit hour, and 200-level courses are 2 credit hours, for a total of 6 credit hours in the Basic Course. In essence, this course is intended to introduce the student to the Army and ROTC. Theoretical concepts are covered in the classroom, and practical military skills are learned in a field-training environment.

Students are encouraged to attend optional weekend activities, weekly leadership lab (two hours), and physical fitness training (M, W; 6:45–7:45 a.m.).

**Army Physical Fitness (E130 and E230)**

Any student enrolled in any military science course may attend these 2 credit hour Army Physical Fitness classes free of charge; however, no credit will be given in such cases. Students must pay for these classes if they are taken for credit. These courses are offered through the School of Physical Education.

**Advanced Course (G301, G302, G401, and G402)**

After completing the Basic Course or its equivalent (see “Advanced Placement” in this bulletin) and 54 credit hours of course work with a grade point average of at least 2.0 (C), students who have demonstrated officer potential and who meet Army physical standards are eligible to enroll in the Advanced Course.

The Advanced Course is normally taken in the final two years of college. Instruction includes further leadership development, organization and management, tactics, and administration.

A paid five-week Advanced Camp is held during the summer between the junior and senior years. This camp permits cadets to put into practice the principles and theories they have learned in the classroom. It also exposes them to Army life in a tactical or field environment.

All cadets in the Advanced Course receive uniforms, necessary military science textbooks, and payment for attending Advanced Camp, and an allowance of up to $3,000 each school year.

Before entering the Advanced Course, a student must sign a contract that certifies an understanding of the service obligation. This obligation may be fulfilled in various ways, depending on the individual’s personal preference and the needs of the Army. Scholarship graduates serve four years on active duty (if selected by Cadet Command) and four in the Army Guard or Army Reserve, unless they receive a Guaranteed Reserve Forces Duty scholarship. If that scholarship is received, the graduate serves entirely with the Guard or Reserve. Non-scholarship graduates may serve three years on active duty (if selected by Cadet Command) and the remaining five years in the Guard or Reserve.

If the nonscholarship graduate selects reserve force duty, the eight-year obligation is spent in the Guard or Reserve. There, officers assume duties for three years with a troop unit, and the last five years of the eight-year obligation requires no participation (readiness status only).

The Advanced Course comprises four 3 credit hour courses (totaling 12 credit hours) and the summer Advanced Camp. The 300-level courses stress the military skills that will be needed to successfully complete the Advanced Camp. The 400-level courses concentrate on those skills needed by an officer about to go on active duty. In addition, a student battalion is organized in which students are given various command and staff positions based on an order of merit established by their prior performance in the program.

Advanced Course students are required to attend weekly leadership labs (two hours), and some weekend field-training exercises.

**Professional Military Education Requirements**

This component of the ROTC program is designed to provide the cadet with the type of academic foundation necessary to support continued intellectual growth. As an integral part of their undergraduate education, prospective officers are required to take at least one course in each of the following three fields of study: computer science, communication skills, and American military history. It is recommended that cadets take courses in national security policy, math reasoning, human behavior, and management. Authorized courses are listed in the course description section of this bulletin.

**Off-Campus Training**

One of the major advantages of the ROTC program is the opportunity for cadets to attend actual Army training courses during the summer vacation months. Attendance at one or more of these courses has multiple benefits for the ROTC student. The cadet learns firsthand how the Army trains. Cadets are exposed to a unique learning experience. They live in an actual Army environment and gain an appreciation for the people with whom they will be working during their period of service. Students are selected for this training on a merit basis (academic and physical) from volunteers wishing to take advantage of this opportunity. The following list describes the five types of off-campus training programs. Cadets are not paid to attend these training courses; however, travel, lodging, and meals are provided.

**Airborne School**

This course is taught at Fort Benning, Georgia, and lasts three weeks. Students completing this course are fully qualified paratroopers. The first week (ground week) consists of rigorous physical training and instruction designed to prepare the student to make a parachute jump and land safely. The second week (tower week) perfects individual skills and stresses team effort. Jump skills are taught through the use of the swing landing trainer, the suspended harness, and the 250-foot free-fall tower. The final week (jump week) consists of five parachute jumps from U.S. military aircraft.

**Air Assault School**

This two-week course is taught at several locations throughout the United States. Key areas of training include obstacle course, rappelling, rigging, and helicopter sling loading, and a 12-mile march. Students are evaluated at the end of each training phase.

**Mountain Warfare School**

This two-week course emphasizes military mountaineering. It is taught at the Vermont National Guard Mountain Warfare School (MWS) in Jericho, Vermont.

**Northern Warfare School**

This course is taught at the Northern Warfare Training Center, Fort Greeley, Alaska, and lasts three weeks. The course is intended to familiarize junior leaders with military operations in northern areas. Emphasis is placed on movement in mountainous terrain, on glaciers, and on inland waterways.

**Cadet Troop Leader Training**

Cadet Troop Leader Training (CTLT) gives cadets who have completed Advanced Camp firsthand experience in the duties of an Army officer by providing three weeks of duty in an active Army unit or initial entry training unit (basic training), where cadets serve as platoon leaders.

If a cadet is assigned to a unit on parachute status and the cadet is already airborne qualified, the cadet may participate in unit parachute jumps with approval from the commanding officer.

**Academic Policy**

No student with a history of marginal academic performance (below a 2.0 [C] cumulative GPA) will be admitted to the ROTC Advanced Course.

Students who have been admitted to the Advanced Course but fail to maintain good academic standing will be disenrolled from ROTC.

No student will be commissioned as an officer in the U.S. Army if not in good academic standing at the time of commissioning, even if the student has finished all military science academic requirements. Students must receive the bachelor’s degree to be commissioned.

The chairperson of the military science department admits all Advanced Course students to the program, continuously monitors their progress, disenrolls marginal performers, and certifies each candidate for a commission.

**Partnership Schools**

The Department of Military Science at IUPUI offers participation in Army ROTC at six other Indianapolis-area institutions of higher education. A student on these six campuses may cross-enroll in the IUPUI
ROTC program and earn an Army commission. Partnership students are eligible for the same benefits as IUPUI students and must meet the same admission requirements. The partnership institutions are:

**Butler University**
Students register and pay fees for ROTC courses just as they would for any Butler University course. Students must commute to the IUPUI campus for ROTC classes not offered at Butler University. Students may fulfill Butler University’s physical education requirement through ROTC. Military science grades are applied to the student’s overall GPA.

**IUPUI Columbus**
Students register and pay fees for ROTC courses just as they would for any IUPUI Columbus course. Students must commute to IUPUI for all ROTC classes.

**Franklin College**
Students enroll in military science courses through the Consortium for Urban Education, Indianapolis, and the Franklin College registrar’s office. Students must commute to the IUPUI campus for all ROTC classes.

**Marian College**
Students enroll in military science courses through the Consortium for Urban Education, Indianapolis, and the Marian College registrar’s office. Students must commute to the IUPUI campus for all ROTC classes.

**University of Indianapolis**
Students enroll in military science courses through the Consortium for Urban Education, Indianapolis, and the University of Indianapolis registrar’s office. Students must commute to the IUPUI campus for all ROTC classes.

**Ivy Tech–Community College of Indiana**
Students register and pay fees for ROTC courses just as they would for any Ivy Tech–CCI course. Students may or may not have to commute to the IUPUI campus for ROTC classes. Students may fulfill an elective requirement through ROTC. Military science grades are applied to the student’s overall GPA.

**Support Services**

**Library**
The Department of Military Science maintains its own library facility with books, journals, and training aids particular to the curriculum.

**Awards**
Students who merit special recognition receive it through the military science department’s awards program. This program includes the following three types of awards:

**Functional Awards**
Made on merit, these awards provide the student with additional educational experience. For example, the Marshall Foundation Award provides for a student’s attendance at a three-day seminar in the Washington, D.C., area where national security concerns are discussed by the highest-ranking members of the Army and civilian members of the Department of the Army.

**Recognition Awards**
The Army and many civilian organizations such as the American Legion, Veterans of Foreign Wars, and Daughters of the American Revolution provide awards to deserving students, recognizing accomplishments in academic and leadership efforts.

**University Awards**
IUPUI, in honor of Dr. and Mrs. Otis R. Bowen, presents a trophy every year to the most outstanding ROTC student.

**Social**
The Department of Military Science provides ample opportunity for its students and faculty to meet in a social environment as well as in the classroom. Social activities include a picnic each semester, and cadet-sponsored parties. Awards and commissioning ceremonies are followed with social hours. The primary social event of the year is a formal military ball.

**Intramural Program**
It is the policy of the Department of Military Science to enter teams or individuals, as appropriate, in all university intramurals. In essence, the department acts as a vehicle for those students wishing to participate in athletics.

**Career Counseling**
The Department of Military Science maintains a vigorous counseling program. Student progress and performance level are constantly monitored. Students are periodically counseled on their status in the program, and those in academic trouble are offered assistance. The purpose of this program is to ensure that students are commissioned in the proper career field upon successful completion of the ROTC program.

**Advanced Placement**

**(Army ROTC Two-Year Program)**
Although Army ROTC is normally a four-year course of instruction, a program is available to allow students to complete ROTC in just two years. Students must have two years of course work remaining to complete degree requirements upon entering the Advanced Placement program. Under the two-year program, students who attended a junior or community college, students at four-year institutions who have not taken ROTC during their first two years of undergraduate study, and students entering a two-year postgraduate course of study may enroll in the ROTC program. In addition, students who have past military experience may participate in this program. Students who are awarded advanced placement may go directly into the ROTC Advanced Course. In order to qualify for Advanced Course placement, the applicant must fulfill one of the following requirements:

**Leader’s Training Course**
This five-week camp is held at Fort Knox, Kentucky, each summer and is repeated several times between June and early August. Successful completion of this camp allows direct entrance into the ROTC Advanced Course. Students’ travel expenses are paid, and lodging and most meals are provided. In addition, participating students earn about $600. ROTC scholarships are offered to more than 50 percent of students who complete the course and meet Advanced Course eligibility requirements. Training covers rappelling, map reading/land navigation, rifle marksmanship, basic leadership techniques, physical training/marches, individual and unit tactics, communications, first aid, drills/parades/ceremonies, military courtesy/traditions, and water survival.

During this training, students learn some fundamental things about the Army—weapons, combat tactics, drill, and ceremonies. Students also learn some basic things about themselves—their physical endurance, leadership capabilities, and ability to think and perform under pressure. Students finish the summer with some other basics—discipline, pride, and confidence—that will be important to them in all their future endeavors. Applications for Leader’s Training Course are taken each year from November through May.

**Veterans**
Veterans of prior military service with any branch of the armed services are authorized advanced placement if they meet program admission requirements.

**Junior ROTC (JROTC)**
Students who have completed at least two years of Junior ROTC in high school may receive advanced placement of one year in the ROTC program, and students with three years of Junior ROTC may receive advanced placement of two years in the ROTC program if they meet Advanced Course admission requirements.

**Simultaneous Membership Program (SMP)**
This program is for those who desire to serve in an Army National Guard or Army Reserve unit while earning a commission through ROTC. Scholarship students are not eligible for the SMP. If a guard or reserve member accepts an ROTC scholarship, he or she must be released and discharged from the guard or reserve unit.

Students wishing to participate in the SMP must qualify for enlistment in a guard or reserve unit. If a vacancy is available, students who qualify for enlistment join an Army National Guard or Army Reserve unit and become officer trainees. Students who are already members of such a unit may apply for the SMP either through their commanding officer or through the professor of military science at the college they attend.
Financial Aid

Army ROTC Scholarships

Army ROTC scholarships are offered for two, three, and four years. The two- and three-year scholarships are awarded competitively to students who are enrolled in college. Recipients of these scholarships may be cross-enrolled at Butler University, Marian College, Franklin College, or the University of Indianapolis.

Applications for two- and three-year scholarships are available from the professor of military science and must be submitted no later than March 1 for the following fall semester. Recipients will be notified prior to the end of the spring semester.

The host ROTC unit awards—based upon quotas allocated by Cadet Command—the three- and four-year Advanced Designee scholarships. These scholarships are awarded to U.S. citizens who will be entering college as freshmen. Scholarship winners must enroll at the institution (or partnership school) that awarded them the scholarship. Completed applications must be received by July 15 for early consideration, and by November 15 for final consideration. For more information on scholarship availability and selection procedures, contact the Department of Military Science.

Three-year Advanced Designee scholarships are awarded like four-year scholarships, except that the benefits commence with the student’s sophomore year, if the student continues to meet eligibility requirements.

The value of the tuition/fee portion of the scholarship depends on the amount charged by the institution attended. Students may receive up to $16,000 per year for tuition/fees; however, students may also receive lesser scholarships. In addition to tuition and fees, scholarship recipients receive $500 per semester for books ($600 per year), and a subsistence allowance of at least $200 per month while school is in session ($2,000 per year).

Fee Remission

All freshmen and sophomores taking the Basic Course do not have to pay tuition for G101, G102, G201, and G202, since these courses are eligible for university fee remission. Note: The student must pay for G120, G121, E130, and E230 to receive academic credit.

Books/Supplies

All books, supplies, and materials needed in the Basic and Advanced Courses are supplied to the student by the Department of Military Science free of charge.

Subsistence Allowance

Each Advanced Course student and three- and four-year scholarship recipient receives a tax-free allowance of at least $200 per month up to 10 months per year. Additionally, students are paid approximately $600 for each summer training camp they attend.

Simultaneous Membership Program (SMP)

SMP students draw pay from two sources. First, as advanced ROTC students, they receive $300 a month for each month of the major academic term and approximately $600 for attending their two weeks of summer training/annual training.

Meanwhile, as officer trainees in an Army National Guard or Army Reserve unit, students attend monthly drills and annual training and receive pay equivalent to a sergeant’s (E-5) or the highest grade attained if they have prior military rank.

The ROTC stipend and Army National Guard or Army Reserve pay, including annual training, provides students with approximately $7,000 per year, depending on the nature of their SMP participation.

Institutional Scholarships

IUPUI Army ROTC awards three semester-based scholarships. The ROTC cadre interviews each applicant. The cadet battalion commander is present for each interview as an observer only. Students must have a minimum grade point average of 2.5 to be eligible for these scholarships.

Student Employment

The department manages a limited amount of student employment. Students may apply for part-time employment. Student employees are paid on an hourly basis.

Employment Opportunities

The Department of Military Science is unique in that it publishes the salary of its active-duty graduates. The current total pay and allowances for a beginning lieutenant start at approximately $32,000 annually and end with a senior general officer at $137,000 (salaries based on 2020 pay scale). Salaries are adjusted for cost-of-living each year.

Suggested Schedule of Courses

The following matrix shows the progression through the military science curriculum. It is a suggested approach; however, ROTC intends to be as flexible as possible in allowing a student to complete course requirements.

Military Science Courses

Basic Course

The Basic Course comprises first- and second-year ROTC courses—G101, G102, G201, and G202—which are designed for beginning students who want to qualify for entry into the Advanced Course and for those students who would like to explore the area of military science without any service obligations. A number of popular or challenging extracurricular activities are associated with these courses. Students who do not complete the Basic Course can qualify for entry into the Advanced Course by completing the Leader’s Training Course during the summer after the sophomore year.

G101 Introduction to ROTC (1 cr.) Make your first peer group at college one that is committed to performing well and enjoying the experience. Increase self-confidence through team study and activities in basic drill, physical fitness, rappelling, leadership, first aid, making presentations, and basic marksmanship. Learn fundamental concepts of leadership in both classroom and outdoor laboratory environments. Students taking this course may participate in G120 Leadership Laboratory, which meets for one two-hour session each week; one one-hour session of E130/E230 Basic Course Physical Fitness each week; and one weekend exercise during the semester. Participation in these activities is optional but is highly encouraged.

G102 Introduction to Leadership (1 cr.) Learn and apply principles of effective leadership. Reinforce self-confidence through participation in physically and mentally challenging exercises with upper-division ROTC students. Develop communication skills to improve individual performance and group interaction. Relate organizational ethical values to the effectiveness of a leader. Students taking this course may participate in G121 Leadership Laboratory, which

Freshman Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>G101 Military Science</th>
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<tr>
<td>2nd Semester</td>
<td>G102 Military Science</td>
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Sophomore Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>G201 Military Science</th>
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<tbody>
<tr>
<td>2nd Semester</td>
<td>G202 Military Science</td>
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Junior Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>G301 Military Science</th>
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<tbody>
<tr>
<td>2nd Semester</td>
<td>G302 Military Science</td>
</tr>
<tr>
<td>Summer</td>
<td>Attend ROTC Advanced Camp Selected students attend Airborne, Air Assault, or Cadet Troop Leader Training</td>
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Senior Year

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>G401 Military Science</th>
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<tbody>
<tr>
<td>2nd Semester</td>
<td>G402 Military Science</td>
</tr>
<tr>
<td>May</td>
<td>Commissioned as a Second Lieutenant in the U.S. Army</td>
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meets for one two-hour session each week; one one-hour session of E130/E230 Basic Course Physical Fitness each week; and one weekend exercise during the semester. Participation in these activities is optional but is highly encouraged.

**G201 Self/Team Development (2 cr.)** Learn and apply ethics-based leadership skills that develop individual abilities and contribute to the building of effective teams. Learn to make effective oral presentations, write concisely, plan events, and coordinate group efforts. Develop skills in advanced first aid, land navigation, and basic military tactics. Learn fundamentals of ROTC’s Leadership Assessment Program. Students taking this course may participate in G120 Leadership Laboratory, which meets for one two-hour session each week; two one-hour sessions of E130/E230 Basic Course Physical Fitness each week; and one weekend exercise during the semester. Participation in these activities is optional but is highly encouraged.

**G202 Individual/Team Military Tactics (2 cr.)** Learn individual and team aspects of military tactics in small unit operations. Course covers radio communication, making safety assessments, movement techniques, planning for team safety and security, and pre-execution checks methods. Engage in practical exercises with upper-division ROTC students, and learn techniques for training others as an aspect of continued leadership development. Students taking this course may participate in G121 Leadership Laboratory, which meets for one two-hour session each week; two one-hour sessions of E130/E230 Basic Course Physical Fitness each week; and one weekend exercise during the semester. Participation in these activities is optional but is highly encouraged.

**E130 Basic Course Physical Fitness (1 cr.)** Open to students enrolled in Basic Course classes (G101, G102, G201, and G202). Students in any Basic Course class may attend sessions for no credit without formally enrolling; however, if students desire credit for this course, they must formally enroll and pay for the course. Participate in and learn to lead a physical fitness program through assuming different leadership roles at different levels of the Basic Course. Course emphasizes development of an individual fitness program and the role of exercise and fitness in one’s life.

**G120 and G121 Principles of Leadership and Program Planning (1-6 cr.)** Enrollment in these classes must be arranged through the Department Chair. Cadets that demonstrate a desire to become an Army officer may enroll in these courses. These courses teach advance principles of training, physical fitness, marksmanship, survival and program planning.

**Leader's Training Course** A rigorous five-week summer leadership training camp, similar to Army basic training, conducted at an Army post. Participating students are paid about $600, and the Army defrays the cost of travel, lodging, and most meals. Camp Challenge is open only to students who have not taken all four Basic Course classes—G101, G102, G201, and G202—and who pass a physical examination (paid for by ROTC). Completion of Camp Challenge qualifies a student for entry into the ROTC Advanced Course. The camp is offered several times during the summer, and the Army limits space in each camp. Candidates may apply for a space at any time during the academic year. The camp is graded on a pass/fail basis.

**Advanced Course**

The Advanced Course comprises upper-level ROTC courses—G301, G302, G401, and G402. The Advanced Course is open only to students who have completed the Basic Course or earned placement credit for it. The Advanced Course is designed to qualify students for commissioning as officers in the U.S. Army. Students must complete all courses in the Advanced Course and attend Advanced Camp, a five-week camp usually completed in the summer between the junior and senior years. The advanced ROTC courses must be taken in sequence unless the professor of military science approves an exception. Students enrolled in the Advanced Course receive $300-$400 per month during the academic year.

**G301 Leading Small Organizations I (3 cr.)**

Seven of practical opportunities to lead small groups in situations of increasing complexity and to receive encouragement and assessments of leadership performance. Students taking this course must attend Advanced Course Leadership Laboratory, which meets for one two-hour session each week and one weekend exercise during the semester. One or two more weekend exercises may be offered for optional participation.

**G302 Leading Small Organizations II (3 cr.)**

Continues methodology of G301. Learn to analyze tasks, prepare written or oral guidance for team members to accomplish tasks, delegate tasks, and supervise accomplishment of tasks. Develop ability to plan for and adapt to the unexpected in organizations under stress, examine and apply lessons from leadership case studies, and examine the importance of ethical decision making in setting a positive climate that enhances team performance. Students taking this course must attend Advanced Course Leadership Lab, which meets for one two-hour session each week and one weekend exercise during the semester. Two more weekend exercises will be offered for optional participation.

**G402 Transition to Lieutenant (3 cr.)**

Continues methodology of G401. Learn to identify and resolve ethical dilemmas, refine counseling and motivating techniques, and examine aspects of tradition and law as they relate to leading as an officer in the Army. Prepare for a future as a successful Army lieutenant. Students taking this course must attend Advanced Course Leadership Laboratory, which meets for one two-hour session each week and one weekend exercise during the semester. One or two more weekend exercises may be offered for optional participation.

**E230 Advanced Course Physical Fitness (2 cr.)** Students may attend sessions for no credit without formally enrolling; however, if students desire credit for this course, they must formally enroll and pay for the course. Participate in and learn to plan and lead physical fitness programs through assuming various leadership roles at different levels of the Advanced Course. Develop the physical fitness required of an officer in the Army. Emphasis is on the development of an individual fitness program and the role of exercise and fitness in one’s life.

**Professional Military Education Elective Courses**

The following is a list of the courses that may be used to fulfill the professional military education requirement at the schools served by this detachment. Students wishing to substitute courses or receive credit for courses transferred from other institutions must petition the Department of Military Science in writing. To be considered, this written request must contain the course name/number, area in which credit is sought, catalog/bulletin description of the course, the name of the institution where it was taken, and grade received.
Indiana University–Purdue University Indianapolis

**Communications**
- COMM C223 Business and Professional Communication (3 cr.)
- COMM R110 Fundamentals of Speech (3 cr.)
- ENG W131 Elementary Composition I (3 cr.)
- ENG W132 Elementary Composition II (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- ENG W331 Business and Administrative Writing (3 cr.)
- TCM 220 Technical Report Writing (3 cr.)
- TCM 320 Written Communication in Science and Industry (3 cr.)
- TCM 340 Correspondence in Business and Industry (3 cr.)

**Computer Literacy**
- CSCI 100 Principles of Computer Literacy (3 cr.)

**Military History**
- HIST H220 American Military History (3 cr.)
  Any American history course at the 200 level or above

Butler University

**Communications**
- EN 100 Principles of Writing (3 cr.)
- EN 101 Composition and Critical Thinking (3 cr.)
- EN 201 Advanced Composition (3 cr.)
- SH 101 Public Speaking (3 cr.)

**Computer Literacy**
- CL 101 Basic Computer Literacy (3 cr.)

**Military History**
- HS 383 American Military History (3 cr.)
  Any American history course at the 200 level or above

Marian College

**Communications**
- ENG 101 English Composition (3 cr.)
- ENG 102 Research Paper (3 cr.)
- ENG 302 Advanced Writing (3 cr.)
- SPC 101 Fundamentals of Speech (3 cr.)

**Computer Literacy**
- CST 110 Introduction to Computer Systems and Their Applications (3 cr.)

**Military History**
- HIS 347 American Foreign Relations (3 cr.)
- HIS 216–217 U.S. History (3-3 cr.)
- HIS 340 Recent U.S. History (3 cr.)

Franklin College

**Communications**
- GE 101 Freshman Reading and Composition I (3 cr.)
- GE 102 Freshman Reading and Composition II (3 cr.)
- GE 201 Public Speaking (3 cr.)

**Computer Literacy**
- CMP 130 Computer Literacy (3 cr.)

**Military History**
- HIS 220 U.S. History to 1877 (3 cr.)
- HIS 221 U.S. History since 1877 (3 cr.)

University of Indianapolis

**Communications**
- ENGL 101 English Composition (3 cr.)
- ENGL 220 Advanced Composition: Expository Writing (3 cr.)
- COMM 100 Public Speaking (3 cr.)

**Computer Literacy**
- COMP 150 Microcomputer Applications (3 cr.)

**Military History**
- HIST 464 U.S. Diplomatic History (3 cr.)
- HIST 465 The United States and the World since 1945 (3 cr.)
- HIST 307 U.S. History to 1877 (3 cr.)
- HIST 308 U.S. History since 1877 (3 cr.)

Ivy Tech State College

**Communications**
- HEW 101 English Composition I (3 cr.)
- HEW 102 English Composition II (3 cr.)
- HEW 108 Technical Writing (3 cr.)
- HIS 143 Speech (3 cr.)

**Computer Literacy**
- CIS 101 Introduction to Microcomputers (3 cr.)