

# INDIANA UNIVERSITY SCHOOL OF CONTINUING STUDIES

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## **School of Continuing Studies**

### **Mission and History**

Created in 1975, the School of Continuing Studies reflects the commitment of Indiana University and the state government to meeting the educational needs of adult citizens. The school consists of the following units:

- Academic Programs
- Financial Administration
- Marketing and Communication
- Learner Services
- Campus Divisions

Through these units, the school plans and provides both credit and noncredit programs/courses that are offered in various learning formats at convenient times and locations. These programs/courses include:

- Associate of Arts in General Studies and Bachelor of General Studies
- Master of Science in Adult Education
- Certificate programs
- Independent study courses
- Credit and noncredit programs
- Courses for professional development and personal growth
- Conferences, workshops, and seminars on a wide range of subjects
- Evening and outreach programs

- Televised courses
- Weekend and “Learn and Shop” programs
- Workforce development and training

The School of Continuing Studies also provides specialized courses for on-site delivery at businesses, industries, and other off-campus locations via telecommunication and other electronic technologies.

## **A Statement from the Interim Dean**

The School of Continuing Studies is committed to providing high-quality educational opportunities to all interested citizens in Indiana and elsewhere. The school brings the resources of Indiana University to people who cannot take advantage of the traditional formal programs at fixed campus locations. The school also serves people who want to develop or maintain their vocational/professional competence or enrich their individual/family lives. Programming is continuously updated to meet the demands of a changing society.

We look forward to serving you.

Best wishes,

Judith B. Wertheim, Interim Dean,  
School of Continuing Studies

## **General Studies Degree Program**

The School of Continuing Studies administers the General Studies Degree Program, which extends to students the opportunity to pursue a college education, regardless of their work schedules, domestic responsibilities, or location. Students may fulfill degree requirements by taking on-campus courses, distance courses, or a combination of on-campus and distance courses.

The core of each general studies degree is a broadly based education encompassing the arts and humanities; the social and behavioral sciences; and mathematics and natural sciences. The curriculum expands students’ body of knowledge and awareness of major areas of human experience.

A general studies education is not limited in scope; it establishes the foundation for a lifetime of learning and serves as the framework for a productive professional and personal life.

Students pursue an Associate of Arts in General Studies (A.A.G.S.) to achieve such personal and professional goals as career advancement, certification, self-enrichment, expanded employment options, military advancement, and a stepping stone to advanced studies. Upon completion of the A.A.G.S., many students apply to complete the Bachelor of General Studies (B.G.S.).

The B.G.S. provides basic preparation for many careers and graduate programs. B.G.S. graduates are employed in various professional fields, including education, law, government and social service, real estate, and private industry. Many B.G.S. recipients have gone on to graduate programs in such fields as anthropology, business, divinity studies, education, fine arts, international affairs, law, library science, management, nursing, public health, and social work. B.G.S. graduates have earned master’s degrees and doctorates at Indiana University and other universities.

Two groups of students pursue general studies degrees: campus-based students, who have access to an Indiana University campus; and at-a-distance students, who do not. Campus-based students attend classes and receive counseling and other services through the campuses at which they are enrolled. At-a-distance (non-campus-based) students are admitted and receive counseling through the university-wide General Studies Degree Program office; they complete their degree requirements through the Independent Study Program.

In addition to enrolling in regular session courses at any Indiana University campus or in independent study courses, students may fulfill general studies degree requirements in various ways, including credit for self-acquired competency, credit by examination, credit for educational programs in noncollegiate organizations, military service credit, and credit for courses completed at other regionally accredited institutions.

## **Admissions and Transfers**

New applicants and transfers are admitted to the General Studies Degree Program as follows:

1. Applicants who have previously attended Indiana University or other colleges/universities as degree-seeking students and who have earned a cumulative grade point average (GPA) of 2.0 or higher are eligible for admission to the General Studies Degree Program. Transfer students and former Indiana University students with a cumulative GPA lower than 2.0 may be admitted on academic probation. Current students whose cumulative GPA is lower than 2.0 are not directly admissible. Students who have been dismissed for academic reasons will not be considered for admission for at least one calendar year from the date of dismissal.

2. Applicants to the General Studies Degree Program at IUPUI should be high school graduates or possess a General Educational Development (GED) high school equivalency diploma. Applicants should be able to document a significant amount of postsecondary educational experience and/or related life experience and articulate a need for a flexible interdisciplinary degree program.

Applications will be processed after all academic credentials and the application fee are received. Once admitted, applicants receive a letter of admission, an information packet, and any transfer course evaluations within approximately six weeks.

### **Transfers from and within Indiana University Campuses**

Students with previously earned credit from any academic program on any Indiana University campus may apply to pursue a general studies degree. Credits are evaluated on a course-by-course basis. (To find out how to apply previously earned Indiana University credit to a general studies degree, see “Credits from Indiana University.”) Students with academic deficiencies (cumulative GPA below 2.0) may be admitted on probation.

Students who have been dismissed from another academic unit of Indiana University and whose cumulative GPA is below 2.0 will not be considered for admission for at least one calendar year from the date of dismissal. Students in dismissal status are eligible to enroll in independent study courses as nondegree students.

### **Transfers from Other Colleges/Universities**

The School of Continuing Studies welcomes students who want to transfer from other regionally accredited colleges/universities. Applications for transfer admission are evaluated on the basis of applicants' cumulative GPA and the number of credits earned in all subjects. Transfer credit is awarded only for courses in which students earn a minimum grade of C in curricula similar to those offered by Indiana University.

Acceptance of credit from other institutions is determined by the Indiana University Office of Admissions, and the applicability of credit toward degree requirements is determined by the School of Continuing Studies. Only credits earned at Indiana University are calculated in a student's cumulative GPA.

Students who have been dismissed from other postsecondary institutions will not be considered for admission to the General Studies Degree Program for one calendar year from the date of dismissal. Students in dismissal status are eligible to enroll in independent study courses as nondegree students.

### **Recognition of Previously Earned Credit**

Many students have previously earned academic credit from Indiana University or other institutions. These students may be eligible for credit by examination or self-acquired competency (SAC) credit. Previously earned credits are applied to the requirements of the A.A.G.S. and B.G.S. according to the following guidelines:

**Credits from Indiana University** A maximum of 50 credit hours previously earned at Indiana University may be applied to the A.A.G.S. A maximum of 100 credit hours previously earned at Indiana University may be applied to the B.G.S. Courses in which grades of D+, D, or D- were earned may be used as elective credit only; they will not be used to satisfy course distribution requirements.

**Credits from Other Institutions** A maximum of 45 hours of transfer credit from other regionally accredited colleges/universities may be applied to the A.A.G.S. A maximum of 90 hours of transfer credit from other regionally accredited colleges/universities may be applied to the B.G.S.

**Credit by Examination from Other Institutions** Students wanting to transfer credit by examination earned from other institutions must have satisfactorily completed sequential courses in that subject area before transferring.

**Self-Acquired Competency (SAC) Credit within Indiana University** SAC credit awarded on the basis of a portfolio by the faculty of one Indiana University campus will be honored on any other Indiana University campus to which students may transfer to complete the A.A.G.S. or B.G.S. Students should understand, however, that this credit will not necessarily be honored by other Indiana University degree programs or by other institutions.

**Self-Acquired Competency (SAC) Credit from Other Institutions** A maximum of 8 hours of SAC credit awarded by other regionally accredited colleges/universities will be applicable toward the A.A.G.S.; a maximum of 15 credit hours will be applicable toward the B.G.S. Additional hours of SAC credit from other institutions must be reviewed in the same manner as other Indiana University SAC credit. The maximum amount of credit (transfer and Indiana University) awarded on the basis of a SAC portfolio that may be applied to the degrees is 15 credit hours toward the A.A.G.S. and 30 credit hours toward the B.G.S.

## **Application Procedures**

Students interested in pursuing a general studies degree should apply for admission to the School of Continuing Studies as follows:

1. **All applicants** must complete the application form included in the General Studies Degree Program Bulletin or available from any General Studies Degree Program office or online at [www.cln.iupui.edu](http://www.cln.iupui.edu).
2. **Citizens of other countries**, including those in the United States on immigrant visas, must 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 a general studies degree on an Indiana University campus must also submit the international application for admission.
3. **Applicants who have not previously attended a college/university as a degree student** must submit official copies of their high school transcripts or evidence of having earned a GED high school equivalency diploma.
4. **Applicants who have previously attended a college/university** must request that the college(s) or university(ies) attended forward official transcripts to the Indiana University office to which the application form is being sent.
5. **Applicants who are veterans** should submit a copy of the DD214 form.
6. **Applicants presently on active duty** should request an official copy of their AARTS, SMARTS, or Community College of the Air Force transcripts from their education officer.
7. **Applicants who have completed educational programs/courses in noncollegiate organizations** must request that official records of program/course completion be sent directly from the awarding organization.
8. **Applicants who have taken the College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Support (DANTES) exams, or the ACT-PEP Regents (Excelsior) College exams** should request that official transcripts of their exam scores be sent directly from the testing agency.
9. **Applicants who have been placed on academic probation, dismissed, or denied readmission to a previously attended school** must provide a letter explaining the circumstances and the reasons they believe they will now be successful.
10. **Applicants** should submit application materials to the General Studies Degree Program office, Union Building, room 244, 620 Union Drive, Indianapolis, Indiana 46202-5171.
11. **At-a-distance (non-campus-based) students** should submit application materials to the university-wide office, Owen Hall, room 101, 790 Kirkwood Avenue, Bloomington, Indiana 47405-7101.

### **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.

### **Application and Admission Deadlines**

Applicants intending to take regular session courses on campus must check with the campus at which they will enroll for the specific application deadline. There are no specific application deadlines for at-a-distance (non-campus-based) students.

The official date of a student's admission is the date the student is accepted into the General Studies Degree Program. This date does not necessarily coincide with the date the application was processed by the Indiana University Office of Admissions. Current course work of students whose admission has been approved on or before the campus pass/fail deadline will be considered course work taken after admission to the General Studies Degree Program.

## **General Requirements**

### **Academic Guidance**

A counselor provides guidance for each General Studies Degree Program candidate. Note: Although students are encouraged to seek the advice of a General Studies Degree Program counselor, students are responsible for planning their own programs and meeting the degree requirements for graduation.

### **General Requirements for the A.A.G.S.\***

1. Students must successfully complete a minimum of 60 credit hours to graduate.
2. No more than 15 credit hours—including credits earned on the basis of a Self-Acquired Competency (SAC) portfolio—in any one academic department may be applied toward the 60 required credit hours.
3. Students must successfully complete at least 15 of the 60 required credit hours at Indiana University or through the Independent Study Program. Earning credit through an academic department examination at Indiana University is equivalent to having completed that course at Indiana University. Credits earned by self-acquired competency, Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 15 credit hour requirement.
4. Students must complete at least 10 credit hours after admission to the General Studies Degree Program. This must be Indiana University course work. Credits earned by self-acquired competency, Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 10 credit hour requirement.

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\* Students must check with their home campus regarding how courses apply to their degree.

5. Students must earn a minimum cumulative GPA of 2.0 on all courses considered for the A.A.G.S. and on all courses completed after admission to the School of Continuing Studies. C– is the minimum grade accepted for any course completed to satisfy course distribution requirements.
6. Students must also fulfill the fundamental skills and course distribution requirements (see “Fundamental Skills Competency Requirements” and “Course Distribution Requirements”).

#### **General Requirements for the B.G.S.\***

1. Students must successfully complete a minimum of 120 credit hours to graduate.
2. Students must successfully complete at least 69 of the 120 required credit hours in the arts and sciences. No more than 21 of these 69 credit hours—including credits earned on the basis of a Self-Acquired Competency (SAC) portfolio—may be taken in a single arts and sciences department or subject area. In addition, no more than 30 of the 51 credit hours allowed outside the arts and sciences—including credits earned on the basis of a SAC portfolio—may be taken in any one professional school or technical program.
3. Students must successfully complete at least 30 of the 120 required credit hours at Indiana University or through the Independent Study Program. Earning credit through an academic department examination at Indiana University is equivalent to having completed that course at Indiana University. Credits earned by self-acquired competency, Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 30 credit hour requirement.
4. Students must complete at least 20 credit hours after admission to the General Studies Degree Program. This should be Indiana University course work. Credits earned by self-acquired competency, Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 20 credit hour requirement.
5. Students must successfully complete at least 30 of the 120 required credit hours at the 300 and 400 upper-division level.
6. Students must earn a minimum cumulative GPA of 2.0 on all courses considered for the B.G.S. and on all courses completed after admission to the School of Continuing Studies. C– is the minimum grade accepted for any course completed to satisfy course distribution requirements.
7. Students who pursue the B.G.S. after completing the A.A.G.S. must fulfill the B.G.S. requirements in effect at the time of admission to the bachelor’s program.
8. Students must also fulfill the fundamental skills and course distribution requirements (see “Fundamental Skills Competency Requirements” and “Course Distribution Requirements”).

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\* You must check with your home campus regarding how courses apply to your degree.

## **Competency and Course Requirements**

The fundamental skills competency and course distribution requirements for the A.A.G.S. and B.G.S. are summarized in this section. Students must also complete the general requirements for the A.A.G.S. or B.G.S.

### **Fundamental Skills Competency Requirements**

For both the A.A.G.S and B.G.S., students must meet fundamental skills competency requirements that demonstrate college-level competency in four areas: written communication, oral communication, quantitative reasoning, and computer literacy. Students may demonstrate competency by completing an appropriate college-level nonremedial course or its transfer equivalent in English composition/writing, speech/communication, quantitative reasoning, and computer science; by earning a grade of C or higher in a 3 credit hour course.

A course that fulfills one of the four competency requirements at any Indiana University campus fulfills that requirement for the General Studies Degree Program at any other Indiana University campus. Acceptable grades for courses meeting competency requirements must be consistent with the campus’s requirements.

Many courses in the Independent Study Program are available to fulfill competency requirements. **Note:** Students should consult with their General Studies Degree Program counselors to determine which independent study courses fulfill competency requirements on their campuses.

### **Course Distribution Requirements for the A.A.G.S.**

Twelve (12) credit hours are required in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. The 12 credit hours required in each learning area must include courses from at least two academic departments.

An additional 24 hours of elective credit must also be completed to fulfill A.A.G.S. requirements.

Arts and Humanities                      12 credit hours

Science and Mathematics 12 credit hours  
Social and Behavioral Sciences 12 credit hours  
Electives 24 credit hours  
**Total Credit Hours**  
**Required for the A.A.G.S. 60 credit hours**

### **Course Distribution Requirements for the B.G.S.**

Twelve (12) credit hours are required in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. Students must also complete an 18 credit hour concentration in one of these three learning areas. The 12 credit hours required in each learning area, as well as the 18 credit hour concentration, must include courses from at least two academic departments.

An additional 66 hours of elective credit—including a minimum of 15 additional credit hours in the arts and sciences and no more than 30 credit hours in any one professional school or technical program—must also be completed to fulfill B.G.S. requirements.

Arts and Humanities 12 credit hours  
Science and Mathematics 12 credit hours  
Social and Behavioral Sciences 12 credit hours  
Concentration 18 credit hours  
Arts and Sciences Electives 15 credit hours  
General Electives 51 credit hours  
**Total Credit Hours**  
**Required for the B.G.S. 120 credit hours**

### **Completing Course Distribution Requirements**

Each general studies degree requires completion of course work in three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. These requirements provide students with a broad exposure to the humanities and sciences. To fulfill the requirements, students may choose from a wide variety of subject fields within each learning area. These subject fields are described below. **Note:** The subject fields grouped under the three learning areas may vary among Indiana University campuses. *Students should consult their General Studies Degree Program counselors for their campus's specific requirements.*

**Arts and Humanities** The distribution courses in this learning area provide knowledge and interpretive frameworks through which students may reflect on the complexity of human history, assess the difficulties of determining moral values, appreciate the range and value of human emotion and thought, and be sensitive to the varieties of aesthetic expression. The following departments offer courses that fulfill the arts and humanities distribution requirement:

Afro-American Studies  
American Studies  
Classical Studies  
Comparative Literature  
English  
Fine Arts  
Folklore  
Foreign Language Courses  
History  
History and Philosophy of Science  
Musicology and Music History  
Philosophy  
Religious Studies  
Speech  
Theatre and Drama

**Science and Mathematics** The distribution courses in this learning area provide an appreciation of the physical and biological environment, introduce students to the discipline of systematic inquiry, provide insight into experimental methods and results, and illustrate the role and methods of the mathematical sciences. The following departments offer courses that fulfill the science and mathematics distribution requirement:

Anatomy and Physiology  
Astronomy  
Biology  
Chemistry  
Computer Science  
Geology

Mathematics  
Microbiology  
Physics  
Plant Sciences  
Zoology

**Social and Behavioral Sciences** The distribution courses in this learning area provide students with the means to analyze and understand the social institutions in which they live, as well as the behavior of individuals in relation to one another and the world. The following departments offer courses that fulfill the social and behavioral science distribution requirement:

Anthropology  
Economics  
Geography  
Linguistics  
Political Science  
Psychology  
Sociology

### **Completing B.G.S. Concentration Requirements**

B.G.S. students must complete a concentration area by adhering to the following guidelines:

1. Students must complete an additional 18 credit hours in one of three learning areas: arts and humanities, science and mathematics, or social and behavioral sciences.
2. Students must complete courses from at least two departments in the learning area they select for their concentration area.
3. Students must earn a minimum grade of C– in courses used to fulfill the concentration requirement. Passing grades below C– may be used only as elective credit.

### **Completing Elective Requirements**

A.A.G.S. and B.G.S. students may select any of the nonremedial, nondevelopmental courses offered by Indiana University to fulfill elective requirements. These electives enable students to explore diverse academic areas of interest and to tailor their general studies degree to their individual needs. Students are encouraged to consult with their General Studies Degree Program counselors and to choose courses in subjects related to their academic, professional, and personal interests.

## **Academic Policies and Regulations**

### **Graduate Credit Hours**

Graduate-level courses are often completed for personal enrichment; the credits are generally not applied to the undergraduate degree program. However, with prior approval, a maximum of 6 graduate credit hours may be applied to the B.G.S. The application of more than 6 graduate credit hours must have the dean's approval.

### **Remedial Course Work**

Remedial courses are not college-level courses and therefore do not count toward the A.A.G.S. and B.G.S.

### **Minors and Certificates**

**Completing Optional Minors** Students completing their degree on an IU campus may earn a minor in conjunction with the B.G.S. Students must discuss this possibility and obtain written approval from the school or department awarding the minor. Students pursuing their degree via distance education do not have the option of earning a minor in conjunction with the B.G.S.

**Completing Optional Certificates** While meeting degree requirements, general studies students may simultaneously fulfill requirements for certain certificates. For example, the certificate in hospital accounting may be completed by at-a-distance (non-campus-based) General Studies Degree Program candidates, as well as by students enrolled on any Indiana University campus.

Most Indiana University campuses offer additional certificate programs that may be completed by local on-campus students. For more information on earning certificates, students should consult their General Studies Degree Program counselors.

### **Program Planning and Counseling Guidelines**

The experience of faculty, counselors, and successful students suggests the following guidelines for effective planning of undergraduate programs.

**Requirements** Students should be thoroughly familiar with the school's general requirements, competency and course requirements, and academic policies.

**Counseling** Students consult with a General Studies Degree Program counselor as an integral aspect of the School of Continuing Studies enrollment process. The counselor assists students in formulating a plan of study, which includes the required and elective courses that students must take to earn their degree.

Students should discuss with their counselor the appropriate method to establish fundamental skills competency requirements: specific courses, self-acquired competency, College-Level Examination Programs (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examination, departmental examination, or departmental exemption.

Students wanting to receive credit for self-acquired competency that also meets a fundamental skills competency requirement may use the portfolio review process (see "Credit for Self-Acquired Competency").

### **Pass/Fail Option**

A.A.G.S. students may enroll in a maximum of four elective courses taken with a grade of P (pass) or F (fail). B.G.S. students in good academic standing may enroll in a maximum of eight elective courses taken with a grade of P or F.

Courses taken pass/fail must be electives. They may not be used to satisfy any of the course distribution requirements nor counted as part of a student's concentration area. The courses may be used to meet the B.G.S.'s 300- to 400-level course requirement and fundamental skills competency requirements.

### **Withdrawal from Courses**

Because deadlines and procedures for withdrawal from courses may vary by campus and/or school, students should check with the appropriate campus's current *Registration Guide and Academic Information* to verify deadlines and procedures.

## **Special Opportunities**

### **Credit for Self-Acquired Competency**

The School of Continuing Studies recognizes that students gain college-level knowledge through various life experiences that are equivalent to the subject matter of specific courses in the university curriculum or that may be recognized as general-elective credit. Students who believe they may be eligible for Self-Acquired Competency (SAC) credit should discuss their life experiences in detail with their General Studies Degree Program counselor.

In general, the following procedures and limitations govern the awarding of SAC credit:

1. Students must be admitted to the School of Continuing Studies, have completed 12 credit hours at Indiana University subsequent to admission, and be in good academic standing before credit for self-acquired competency may be evaluated.
2. A maximum of 15 hours of SAC credit may be applied toward the A.A.G.S. A maximum of 30 hours of SAC credit may be applied toward the B.G.S.
3. Students seeking either general-elective or specific- course credit for self-acquired competency must always do so in consultation with their General Studies Degree Program counselor. SAC credit must be carefully integrated with the total degree plan.
4. Learning must parallel courses in the Indiana University curriculum in order to be recognized as specific-course credit. Learning of college-level caliber that cannot be equated to a specific course is awarded as general-elective credit.
5. The General Studies Degree Program offices arrange for assessment of the SAC portfolio by faculty of the appropriate school or department.
6. The fee per credit hour recorded for self-acquired competency is the per-credit-hour fee charged for independent study university courses at the time the SAC credit is recorded on the official student record.

**The SAC Portfolio** The careful development of a SAC portfolio can be a rewarding learning experience. The General Studies Degree Program offices conduct self-acquired competency classes for students who want to complete a SAC portfolio. An independent study course, Education F400 Development of the Self-Acquired Competency Portfolio, is also available for this purpose.

### **Credit by Examination at Indiana University**

Students who want to pursue credit by examination at Indiana University should consult with their General Studies Degree Program counselors and the appropriate department(s) at their local campuses.

### **Credit Awarded through Nondepartmental Examinations**

Indiana University awards credit for Advanced Placement (AP) Examinations, College-Level Examination Programs (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and ACT-PEP Regents (Excelsior) College examinations on the basis of policy established by faculty at the campus where students will pursue their degrees. Students should consult with their General Studies Degree Program counselors as to the options available through nondepartmental examinations.

Students will not receive credit by taking DANTES, CLEP, or ACT-PEP Regents (Excelsior) College examinations for courses for which they have already received credit. Credits awarded on the basis of CLEP and DANTES scores will not be considered as after-admission or Indiana University credit hours.

Students should request that official transcripts of their AP, CLEP, DANTES, and ACT-PEP Regents (Excelsior) College examination scores be sent directly to the office to which they are applying.

### **Credit Awarded for Educational Programs in Noncollegiate Organizations**

The School of Continuing Studies will consider the evaluation and credit recommendations of the following two publications when awarding credit to students who have successfully completed noncollegiate or in-company sponsored programs/courses:

1. American Council on Education, *The National Guide to Educational Credit for Training Programs*
2. The University of the State of New York, *A Guide to Educational Programs in Noncollegiate Organizations*

Students must request that official records of program/course completion be sent directly from the awarding organization. Students must also submit a complete description of the program/course, preferably a copy of program/course literature or an explanatory letter on the organization's letterhead stationery. For assistance with requests for transcripts or program/course descriptions, students may contact their General Studies Degree Program counselor.

### **Military Service Credit**

Indiana University adheres to the American Council on Education's *Guide to Evaluation of Educational Experiences in the Armed Services* in granting students credit on the basis of education gained through military service, schools, and experience. To receive credit for their military service background, students must submit copies of their official discharge (DD214), AARTS, SMARTS, Community College of the Air Force, or Defense Language Institute transcripts.

## **Academic Standing of Students**

### **Candidates for Degrees in Good Standing**

Students are considered to be candidates in good standing for a general studies degree when they have

1. been officially admitted to degree status by the Office of Admissions.
2. earned a minimum academic GPA of 2.0 for the last semester's work.
3. earned a minimum after-admission GPA of 2.0.
4. earned a minimum cumulative GPA of 2.0.

### **Graduation Certification**

Candidates for graduation initiate the certification process by filing an Intent to Graduate form. For the specific procedure, students should consult with their General Studies Degree Program counselor at the time they enroll for their final semester/course.

### **Degrees Awarded with Distinction**

The School of Continuing Studies recognizes outstanding performance in course work by awarding degrees with three levels of distinction: distinction, high distinction, and highest distinction. The level of distinction is determined by the overall GPA of each graduating class.

In order to graduate with distinction, students must have successfully completed 30 graded Indiana University credit hours for the A.A.G.S. and 60 graded Indiana University credit hours for the B.G.S. Remedial courses and courses taken on a pass/fail basis, as well as self-acquired competency (SAC) credits, are not counted.

### **Dean's List**

General studies students are placed on the School of Continuing Studies Dean's List when they have:

1. Completed—after admission to the School of Continuing Studies—at least 12 credit hours of graded course work. (Grades of FX, I, P, R, S, and SAC are not counted in the 12 credit hours.) The course work must have been completed during the previous academic year (from August 1 to July 31). **Note:** Independent study courses must be completed by August 31 for Dean's List consideration.

2. Earned a minimum grade point average of 3.5 for applicable credit hours. For part-time students, all course work completed during the previous academic year (from September 1 to August 31) is included in calculating the GPA. For full-time students, one semester (or both summer sessions) in which a minimum of 12 credit hours is completed may be considered in calculating the GPA.

Students placed on the Dean's List receive a letter and certificate signed by the dean and the division representative.

### **Academic Probation**

Students are automatically placed on academic probation whenever their GPA for a full-time semester or a 12 credit hour unit of work is below 2.0. Students' academic performance—and the academic performance of students who have been admitted on probation—will be evaluated upon completion of an additional 12 credit hours at Indiana University. Students will be removed from probationary status if their GPA for these 12 credits is at least 2.0 and if their cumulative GPA is at least 2.0. If a probationary student's GPA for the additional 12 credits is 2.0 but the cumulative GPA remains below 2.0, probationary status will be continued for another 12 credit hour unit of work; the cumulative GPA must be raised to at least 2.0 during this time, or probationary students will be dismissed (see below).

### **Dismissal**

Students are subject to academic dismissal when they fail to make satisfactory progress toward their degree. Students will be dismissed whenever their GPA for a full-time semester or a 12 credit hour unit of work is below 1.0 and their cumulative GPA is below 2.0.

Probationary students will be dismissed if their GPA for the additional 12 credit hour unit of work is below 2.0. Students whose probationary status has been continued for a second 12 credit hour unit and who fail to achieve a cumulative GPA of 2.0 will also be dismissed.

### **Readmission to the School of Continuing Studies**

The director of general studies may consider petitions for readmission from students who have been dismissed. The director may recommend reentrance without delay if warranted by exceptional circumstances and if the director believes the student will make satisfactory progress toward the degree. Students dismissed a second time may not be admitted for the next regular semester, but they are eligible to submit a petition for readmission after at least one regular semester has elapsed.

### **Academic Forgiveness**

Upon successful completion (minimum GPA of 2.0) of 12 credit hours in the General Studies Degree Program, the following policies take effect:

1. At a student's option, grades of D or F earned at Indiana University five years or more before admission to the School of Continuing Studies may be deleted from the internal School of Continuing Studies record. The cumulative GPA on the Indiana University transcript will not change.
2. Students may request forgiveness of an unsatisfactory semester or 12 credit hours of part-time work at Indiana University if the semester/ 12 credit hours is/are within a five-year period before admission to the School of Continuing Studies. Although all Indiana University courses remain on a student's permanent record, the school can exclude all credits attempted and grade points earned during this unsatisfactory semester/12 credit hours when computing a student's School of Continuing Studies GPA. Note: If students exercise this option, none of the grades and credits earned during the unsatisfactory semester/12 credit hours may be applied to a general studies degree. Therefore, students are advised to consult with their General Studies Degree Program counselor about this policy's advisability.

**Note:** Although the options above allow unsatisfactory grades to be removed from the School of Continuing Studies' internal record, the grades remain on the official record maintained by the Indiana University Office of the Registrar.

## **Scholarships**

### **School of Continuing Studies Scholarships**

The School of Continuing Studies offers several scholarships for general studies degree students. Available to both full- and part-time students, the scholarships are based on financial need and academic merit, and usually range from \$500 to \$750 per academic year. The scholarships may also be eligible for the matching program at the Office of Student Financial Assistance (OSFA), doubling their actual value. Scholarship applications may be obtained from any general studies office until March 15, the application deadline.

## **General Studies Degree Program Offices**

### **University-wide General Studies Degree Office**

Director of General Studies

Indiana University Bloomington  
Owen Hall 101  
790 E. Kirkwood Avenue  
Bloomington, IN 47405-7101  
Phone: (812) 855-2292  
Toll-Free Phone: 1-800-334-1011  
Fax: (812) 855-8680

**Bloomington**

Director of Continuing Studies  
Indiana University Bloomington  
Owen Hall 202  
790 E. Kirkwood Avenue  
Bloomington, IN 47405-7101  
Phone: (812) 855-4991  
Fax: (812) 855-8997 or (812) 856-5139

**Columbus**

Assistant Director, Student Services  
Indiana University–Purdue University Columbus  
4601 Central Avenue  
Columbus, IN 47203-1769  
Phone: (812) 348-7217  
Fax: (812) 348-7257

**Fort Wayne**

Director of General Studies Degree Program  
Indiana University–Purdue University Fort Wayne  
Kettler Hall 145  
2101 Coliseum Boulevard East  
Fort Wayne, IN 46805-1499  
Phone: (260) 481-6828  
Fax: (260) 481-6949

**Gary**

Division Chairperson for Continuing Studies  
Indiana University Northwest  
3400 Broadway  
Gary, IN 46408-1197  
Phone: (219) 980-6828  
Fax: (219) 980-6653

**Indianapolis**

Director of Continuing Studies  
Indiana University–Purdue University Indianapolis  
Union Building 244  
620 Union Drive  
Indianapolis, IN 46202-5171  
Phone: (317) 278-7600  
Fax: (317) 274-5041

**Kokomo**

Director of Continuing Studies  
Indiana University Kokomo  
2300 S. Washington Street  
P.O. Box 9003  
Kokomo, IN 46904-9003  
Phone: (765) 455-9395  
Fax: (765) 455-9476

**New Albany**

Manager of Credit Programs  
Indiana University Southeast

Knobview Hall 225  
4201 Grant Line Road  
New Albany, IN 47150-6405  
Phone: (812) 941-2315  
Fax: (812) 941-2588

### **Richmond**

Director of Continuing Studies  
Indiana University East  
2325 Chester Boulevard  
Richmond, IN 47374-1289  
Phone: (765) 973-8249  
Fax: (765) 973-8287

### **South Bend**

Director of Extended Programs  
Indiana University South Bend  
1700 Mishawaka Avenue  
P.O. Box 7111  
South Bend, IN 46634-7111  
Phone: (574) 237-4260  
Fax: (574) 237-4599

### **World Wide Web Address for the General Studies Degree Program**

[scs.indiana.edu](http://scs.indiana.edu)

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\* Cannot be submitted online; must be submitted by paper.

## **Master of Science in Adult Education Program**

### **Adult Education Program Office**

620 Union Drive, Room 129D  
Indiana University–Purdue University Indianapolis  
Indianapolis, IN 46202-5167  
Telephone: (317) 274-3472  
[scs.indiana.edu/univ/msae.html](http://scs.indiana.edu/univ/msae.html)

### **Mission and History**

Offered since 1946, the master's program in adult education is designed to provide the knowledge and skills required of an adult educator for employment in training or human resource development and a variety of postsecondary education or other organizations. This degree is available via online courses (with one short residency) through the School of Continuing Studies at the Indianapolis campus. Prospective students are strongly encouraged to contact the program office before application to discuss the scope of the program and the nature of delivery relative to their needs.

A wide variety of career opportunities are open to adult education graduates. Students in the program come from diverse backgrounds and are engaged in a wide range of careers. They can be found in education and training, performance improvement, organizational development, and as coaches or consultants in corporations, health care, postsecondary education, government agencies, not-for-profit organizations, professional organizations, and the military. Some adult education courses may be taken as electives to supplement work in other major interest areas.

### **Application Procedure**

The deadlines for applying to the Master of Science in Adult Education Program are

- July 1 for fall semester
- November 1 for spring semester
- March 1 for summer semester

To be complete, all applications must include the following items:

- Completed graduate admission application form

- Statement of professional development and goals
- Two letters of reference
- Official transcripts from all universities attended\*
- Official GRE scores\*
- \$50 nonrefundable application fee (The amount of the fee is subject to change.)
- Residence classification form for U.S. citizens and permanent residents (not needed if online application is used)
- Credit transfer agreement (if applicable)\*

See the department Web site for full descriptions of each application component, more detailed instructions, and admission criteria.

## Requirements for Master's in Adult Education

Master's degree students must complete all program course work within six years of matriculating in the program.

Students must complete a minimum of 36 credit hours, including the following:

### Required Adult Education Core Courses (22 credit hours):

- D500 Introduction to Adult Education Theory (3 cr.)  
 D505 Adult Learning through the Lifespan (3 cr.)  
 D506 Adult Education Planning and Development (3 cr.)  
 D512 Seminar in the Forms and Forces of Adult Education (3 cr.)  
 D521 Participation Training (2 cr.)  
*This course has a residency requirement—not available online.*  
 D620 Adult Education Research (3 cr.)  
 D625 Topics: Introduction to Distance Education Systems (3 cr.)  
 D660 Readings in Adult Education—Capstone Seminar (3 cr.)

### Professional Focus Area Courses (14 credit hours chosen from the following):

- D523 Small Group Theory in Adult Education (3 cr.)  
 D550 Practicum in Adult Education (1-3 cr.)  
 D590 Independent Study in Adult Education (1-3 cr.)  
 D600 The Teaching-Learning Transaction in Adult Education (3 cr.)  
 D613 The Organizational Context of Adult Education (3 cr.)  
 D625 Variable Topic Seminars (variable cr.)  
 D650 Internship in Adult Education (1-6 cr.)  
 D660 Readings in Adult Education (1-6 cr.)

Or other courses from related areas not to exceed 9 credit hours from outside of the Adult Education department.

## Adult Education Course Descriptions

**D500 Introduction to Adult Education Theory (3 cr.)** A study of the writings of major adult education theorists, including Lindeman, Knowles, and Freire. Adult education theories of practice in historical perspective. Students develop and defend their personal theories of practice.

**D505 Adult Learning through the Lifespan (3 cr.)** Review of selected adult education literature describing the adult lifespan as it relates to participation in learning projects and adult education programming. Identify how social and cultural forces influence the engagement of adults in the learning process.

**D506 Adult Education Planning and Development (3 cr.)** Investigate the theory and research of program planning and development for adults, including processes used to develop educational programs in various settings. Topics include needs assessment, program design and development, implementation, and evaluation.

**D512 Seminar in Forms and Forces of Adult Education (3 cr.)** The history and current status of adult education in the United States; the nature, scope, purpose, and historical development of adult education institutions and program areas.

**D521 Participation Training (2 cr.)** Team building in groups; collaborative program planning and implementation; application of the design to appropriate settings; training in roles of group leader, observer, and recorder; recognition and treatment of dysfunctional behaviors in group settings. Emphasis on functional aspects of group cohesion, consensus decision making, shared leadership, and evaluation. This course is available only in residence.

**D523 Small Group Theory in Adult Education (3 cr.)** Theory undergirding small group practices in adult education; emphasis on conditions of collaborative effectiveness in decision-making groups and learning groups; consideration of major models of group formation and development; and implications of theory for social practice. This course has a residential component.

**D550 Practicum in Adult Education (1-3 cr.)** P: D505 or D506, and consent of instructor. Supervised practice in instructional planning, teaching, and program development in adult educational settings in schools and agencies.

**D590 Independent Study in Adult Education (1-3 cr.)** Individual research or study with an Adult Education faculty member, arranged in advance of registration. A one- or two-page written proposal should be submitted to the instructor during the first week of the term specifying the scope of the project, project activities, meeting times, completion date, and student product(s). Ordinarily, D590 should not be used for the study of material taught in regularly scheduled courses.

**D600 The Teaching-Learning Transaction in Adult Education (3 cr.)** P: D505, D512, or consent of instructor. Critical inquiry into the design of adult learning activities. Includes a review of current theory and research in the teaching-learning transaction and the designing and evaluating of instruction for adults.

**D613 The Organizational Context of Adult Education (3 cr.)** P: D500, D506, D512, or D620. The study of contemporary organizational development and performance improvement theory and practice in the context of professional practice in adult education including the investigation and critical analysis of the theories and research methods undergirding these topics.

**D620 Adult Education Research (3 cr.)** Survey course designed to develop an understanding of the philosophies that inform current research paradigms, the methods associated with those paradigms, and the relationship between theory and practice in adult education. This course uses current research articles and case studies as a means to critically examine issues of design, methodology, and trustworthiness.

**D625 Topical Seminar (variable title) (1-3 cr.)** Systematic study of current issues and problems related to the theory and practice of program development and research in adult education.

**D625 Topics Introduction to Distance Education Systems (3 cr.)** P: D505 or D500 recommended. A systems-based overview of distance education. Topics include program and technology planning, implementation, and assessment; operations management; program evaluation; learner support; and other critical issues.

*D625 topics and credit hours vary. The following are regularly offered examples:*

**D625 Adult and Continuing Education in Collegiate Settings (3 cr.)** P: D512 and D506 or consent of instructor. Development and management of adult and continuing education programs in collegiate settings, history of adult-oriented programs in higher education, types of programs and services for adult learners, demographic and enrollment trends, current and emerging markets and roles, and responsibilities of ACE professionals.

**D625 Listening Dynamics in Teaching and Learning (2 cr.)** This course focuses on the importance of effective listening for adult educators when teaching and training adult learners. Participants will learn and apply powerful and effective transformative listening skills to help adults improve their learning and performance. The course is excellent preparation for ACE D521 Participation Training. The course includes a one-day mandatory face-to-face meeting in Indianapolis.

**D625 Perspectives on Diversity in Adult Education (3 cr.)** This course is designed to assist students in developing a foundation in multicultural issues in North America and to encourage the application of a broader, more global perspective to adult education work. It includes applications of theory to real-life interactions with adult educators within and beyond their cultural and professional communities.

**D650 Internship in Adult Education (1-6 cr.)** P: D500, D506, D613, D625, or consent of instructor. Relates theory to practice through supervised field work experiences and faculty appraisal and guidance. Students plan, conduct, and evaluate adult education programs in various institutional and community settings.

**D660 Readings in Adult Education (1-6 cr.)** P: Consent of student's faculty advisor. Guided individual study designed to meet the professional individual needs of advanced graduate students. One section of this course will be designated as the Capstone Seminar each fall and spring semester for 3 credit hours.

## **Master's Thesis Option**

A master's thesis is an option in many program areas. Most master's students in adult education, however, do not write a thesis. Students who choose to write a thesis are not exempt from completing the Capstone Seminar. Carrying out master's thesis research and writing a master's thesis are particularly valuable experiences for students who seek a scholarly career. Students who choose to carry out a master's thesis should incorporate appropriate research course work in their program of studies. See [scs.indiana.edu/pdf/acebulletin.pdf](http://scs.indiana.edu/pdf/acebulletin.pdf) for a full description of the thesis process.

# School of Continuing Studies Officers

JUDITH B. WERTHEIM, Ed.D., *Interim Dean*

EILEEN BALLIET, J.D., *Executive Director, Office of Learner Services*

JOHN P. BEESON, M.A., *Executive Director, Office of External Affairs*

LISA DENLINGER, B.A., *Executive Director, Office of Marketing and Communication*

ROBERT F. LOVELY, Ph.D., *Associate Dean, Academic Affairs, Office of Academic Programs*

SUSAN STRAUB, *Executive Director, Office of Financial Administration*

## **General Studies Degree Program—University-wide**

JAMES R. SCHELLHAMMER, Ed.D., *Interim Director*

## **General Studies Degree Program—Campus Directors**

SAUNDRA BROWN-GORDON, M.S., *Manager, Credit Programs, Indiana University Southeast (New Albany)*

PAUL JORAY, Ph.D., *Director, Indiana University South Bend*

RON WHITE, Ed.D., *Director, Indiana University Bloomington*

JULIE HOOK, Ed.D., *Indiana University—Purdue University Fort Wayne*

FRED HAKES, M.S., *Director, Indiana University Kokomo*

ATTILA TUNCAY, Ph.D., *Interim Chair, Indiana University Northwest*

BOB LANG, M.S., *Academic Advisor, Indiana University East (Richmond)*

VICKIE WELSH-HUSTON, *Director, Indiana University—Purdue University Columbus*

AMANDA HELMAN, M.A., *Director, Indiana University—Purdue University Indianapolis*

## **Department of Adult Education**

HENRY S. MERRILL, Ed.D., *Chairman*

FRANK DISILVESTRO, Ed.D., *Associate Professor*

JEANI YOUNG, M.S.Ed., M.S., *Program Coordinator*