

IU School of Continuing Studies

Welcome to the School of Continuing Studies!

A Statement from the IUPUI Director Mary Jane Brown

The School of Continuing Studies is dedicated to providing quality educational opportunities for adult learners in central Indiana. The program brings the resources of Indiana University and the innovative spirit of IUPUI to people who cannot get their educational and professional needs met by a traditional degree program. Whether on campus, off campus, or at a distance, the IUPUI Continuing Studies staff is dedicated to providing excellent student services with an emphasis on the needs of busy adult learners.

We look forward to helping you build a vision for your future.

Overview

Mission

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:

- Bachelor of General Studies
- Master of Science in Adult Education
- Noncredit 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 courses
- Web courses
- 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.

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

Mission

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
- Noncredit 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 courses
- Web courses
- 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.

Contact Information

IUPUI Community Learning Network
Indiana University
School of Continuing Studies
Union Building (UN) 244
620 Union Drive
Indianapolis, IN 46202
(317) 278-7600
Website: <https://www.cln.iupui.edu>

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 work schedules, domestic responsibilities, or location. Students may fulfill degree requirements by taking on-campus courses, distance courses, or a combination of both.

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.

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 fields such 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 by examination, credit for educational programs in noncollegiate organizations, military service credit, and credit for courses completed at other regionally accredited institutions.

Transfer Students

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 academic year from the date of dismissal (students are not reinstated for summer sessions). 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.

Previously earned credits are applied to the requirements of the B.G.S. according to the following guidelines:

Credits from Indiana University

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 90 hours of transfer credit from other regionally accredited colleges/universities may be applied to the B.G.S. NOTE: A maximum of 64 transfer credits from two-year, community colleges 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.

Application Procedures

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

- All applicants must submit an application found on the [IUPUI Community Learning Network](#) (select General Studies and Admission).
- 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.
- 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.
- 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.
- Applicants who are veterans should submit a copy of the DD214 form.
- 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.
- 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.
- 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.

- 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.
- Applicants should submit application materials to the General Studies Degree Program Office, Union Building STE 244, 620 Union Drive, Indianapolis, IN 46202-5171. Office telephone: (317) 278-7600.

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

- New student -- Has never attended Indiana University, any campus: Fall - July 1st; Spring - November 15th; Summer - March 30th
- Returning Student -- Has not been enrolled for more than two years: Fall - August 1st; Spring - December 15th; Summer - April 30th
- Current Student: -- Is currently enrolled: Fall, Spring and Summer - Pass/Fail deadline

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 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.

Courses

Graduate Programs

ACE-D 500 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.

ACE-D 505 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.

ACE-D 506 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.

ACE-D 512 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.

ACE-D 521 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.

ACE-D 523 Small Group Theory in Adult Education (3 cr.) P: D505 or D500. 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.

ACE-D 525 Introduction to Distance Education Systems (3 cr.) P: D506 recommended. This course offers a systems-based overview of distance education, including instructional program and technology planning, implementation, and assessment; operations management; program evaluation; learner support; and other critical issues.

ACE-D 550 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.

ACE-D 590 Independent Study in Adult Education (1-3 cr.) P: D500, D505 and consent of instructor. 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.

ACE-D 600 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.

ACE-D 613 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.

ACE-D 615 Adult and Continuing Education in Collegiate Settings (3 cr.) P: D506. This course focuses on the development and management of adult and continuing education (ACE) programs in collegiate settings: adult-oriented degree programs, distance education, student services, noncredit courses, business and industry training, continuing professional education, economic development, community service, etc.

ACE-D 620 Adult Education Research (3 cr.) P: D505 or D500. 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.

ACE–D 625 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.

ACE–D 640 Adult Education Capstone Seminar (3 cr.)

This course focuses on the integration and synthesis of the student's course work in the program through the development of a portfolio documenting the quality of their work in courses; their progress in understanding and applying adult and continuing education principles, theory, and best practices; and their growth and development in the professional practice of adult and continuing education. This course is to be taken in the student's final semester before graduation.

ACE–D 650 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.

ACE–D 660 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.

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 B.G.S.

(Students must check with their home campus regarding how courses apply to their degree.)

- Students must successfully complete a minimum of 120 credit hours to graduate.
- 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—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 may be taken in any one professional school or technical program.
- 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 Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 30 credit hour requirement.

- 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.
- Students must successfully complete at least 30 of the 120 required credit hours at the 300 and 400 upper-division level.
- 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.
- 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.
- Students must also fulfill the fundamental skills and course distribution requirements (see "Fundamental Skills Competency Requirements" below and Course Distribution Requirements).

Fundamental Skills Competency Requirements

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

A course that fulfills one of the six 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.

Degree Programs

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:

- 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.
- Students must complete courses from at least two departments in the learning area they select for their concentration area.
- 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

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.

Awards & 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. Check our website for additional information. <http://cln.iupui.edu/content/GS/scholarships.html>

IUPUI Community Learning Network/General Studies Degree Program

620 Union Drive, 244 North Wing
Indianapolis, IN 46202-5171
Phone: (317) 278-7600
Fax: (317) 274-5041

Graduate Programs

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) 274-3456

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

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 (This cannot be submitted online; must be submitted by paper.)
- Official GRE scores (This cannot be submitted online; must be submitted by paper.)

- \$50 nonrefundable application fee (The amount of the fee is subject to change.)

General Requirements

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 (23 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.) Note: This course has a 3-day residency requirement.
- D525 Introduction to Distance Education Systems (3 cr.)
- D620 Adult Education Research (3 cr.)
- D640 Adult Education Capstone Seminar (3 cr.)

Professional Focus Area Courses (13 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.)
- D615 Adult and Continuing Education in Collegiate Settings (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.

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 for a full description of the thesis process.

Awards & 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.

IUPUI Office Contact Information
620 Union Drive, 244 North Wing

Indianapolis, IN 46202-5171
 Phone: (317) 278-7600
 Fax: (317) 274-5041

Academic Policies & Procedures

School of Continuing Studies Policies and Procedures

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 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 below for "Credit for Self-Acquired Competency").

Pass/Fail Option

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 Schedule of Classes to verify deadlines and procedures.

Special Opportunities

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:

- American Council on Education, The National Guide to Educational Credit for Training Programs

- 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 60 graded Indiana University credit hours for the B.G.S. Remedial courses and courses taken on a pass/fail basis are not counted.

Dean's List

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

- 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.

- Earned a minimum GPA 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:

- 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.
- 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.

- JEANI YOUNG, M.S.Ed., M.S., Ph.D Candidate, Lecturer and Program Coordinator

Faculty

Administrative Officers

- DANIEL J. CALLISON, Ed.D., Dean and Professor
- BRUCE COLSTON, Ed.D., Assistant Dean and Director of IU High School
- EILEEN BALLIET, J.D., Research Associate
- JOHN P. BEESON, M.A., Executive Director, Office of External Affairs
- LISA DENLINGER, B.A., Executive Director, Office of Marketing and Communication
- J. SUSAN STRAUB, Executive Director, Office of Financial Administration

General Studies Degree Program-University-wide

- DANIEL BOPP, M.S., J.D., Director

General Studies Degree Program-Campus Directors

- SAUNDRA BROWN-GORDON, M.S., Manager, Credit Programs, Indiana University Southeast (New Albany)
- FRED HAKES, M.S., Director, Indiana University Kokomo
- MARY JANE BROWN, M.S., Director, Indiana University-Purdue University Indianapolis
- JULIE HOOK, Ed.D., Indiana University-Purdue University Fort Wayne
- PAUL JORAY, Ph.D., Director, Indiana University South Bend
- BOB LANG, M.S., Academic Advisor, Indiana University East (Richmond)
- ATTILA TUNCAY, Ph.D., Chairperson, Indiana University Northwest (Gary)
- VICKIE WELSH-HUSTON, Director, Indiana University-Purdue University Columbus
- RON WHITE, Ed.D., Director, Indiana University Bloomington

Department of Adult Education

- FRANK DISILVESTRO, Ed.D., Associate Professor and Chair
- DANIEL CALLISON, Ed.D., Professor and Dean
- HENRY S. MERRILL, Ed.D., Associate Professor