

2008–09

online  
on campus  
general studies degree

bulletin



INDIANA UNIVERSITY

SCHOOL OF CONTINUING STUDIES

# General Studies Degree Program Offices

## University-Wide Distance Education

Indiana University  
Owen Hall 101 • 790 E. Kirkwood Ave.  
Bloomington, IN 47405  
Phone: 812.855.2292  
Toll-Free Phone: 800.334.1011  
Fax: 812.855.8680

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

**Dan Bopp**, General Studies Director  
[dbopp@indiana.edu](mailto:dbopp@indiana.edu)

**Jim Johnson**, Associate Director  
[jkjohnso@indiana.edu](mailto:jkjohnso@indiana.edu)

## Bloomington

Indiana University Bloomington  
Maxwell Hall 020 • 750 E. Kirkwood Ave.  
Bloomington, IN 47405  
Phone: 812.855.4991  
Fax: 812.856.5139

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

**Randall Brown**, General Studies Director  
[rdbrown@indiana.edu](mailto:rdbrown@indiana.edu)

## Columbus

Indiana University–Purdue University Columbus  
4601 Central Ave.  
Columbus, IN 47203  
Phone: 812.348.7271  
Fax: 812.348.7257

[www.iupuc.edu/generalstudies](http://www.iupuc.edu/generalstudies)

**Vickie Welsh-Huston**, General Studies Director  
[vwelshhu@iupuc.edu](mailto:vwelshhu@iupuc.edu)

## Fort Wayne

Indiana University–Purdue University Fort Wayne  
Kettler Hall 144 • 2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805  
Phone: 260.481.6828  
Fax: 260.481.5494

[www.ipfw.edu/dcs](http://www.ipfw.edu/dcs)

**Julie Fellers Hook**, General Studies Director  
[hook@ipfw.edu](mailto:hook@ipfw.edu)

**Sandy McMurtrie**, Academic Advisor  
[mcmurts@ipfw.edu](mailto:mcmurts@ipfw.edu)

## Gary

Indiana University Northwest  
3400 Broadway St.  
Sycamore Hall 300  
Gary, IN 46408  
Phone: 219.980.6828  
Fax: 219.980.6653

[www.iun.edu/~contstud](http://www.iun.edu/~contstud)

**Cuthbert Scott**, Division Chair  
[bert@iun.edu](mailto:bert@iun.edu)

**Joan Wolter**, Academic Advisor  
[jwolter@iun.edu](mailto:jwolter@iun.edu)

## Indianapolis

Indiana University–Purdue University Indianapolis  
Union Building 244 • 620 Union Dr.  
Indianapolis, IN 46202  
Phone: 317.278.7600  
Fax: 317.274.5041

[www.cln.iupui.edu](http://www.cln.iupui.edu)

**Renee Betts**, Academic Advisor  
[rsturner@iupui.edu](mailto:rsturner@iupui.edu)

**Lester Cook**, Academic Advisor  
[lecocook@iupui.edu](mailto:lecocook@iupui.edu)

## Kokomo

Indiana University Kokomo  
2300 S. Washington St. • P.O. Box 9003  
Kokomo, IN 46904  
Phone: 765.455.9395  
Fax: 765.455.9476

[www.iuk.edu/~koctsd](http://www.iuk.edu/~koctsd)

**Fred Hakes**, Director  
[fhakes@iuk.edu](mailto:fhakes@iuk.edu)

**Lori Collins**, Academic Advisor and Recruiter  
[lcollins@iuk.edu](mailto:lcollins@iuk.edu)

**Mickey Gray**, Academic Advisor  
[micrgray@iuk.edu](mailto:micrgray@iuk.edu)

## New Albany

Indiana University Southeast  
Knobview Hall 225 • 4201 Grant Line Rd.  
New Albany, IN 47150  
Phone: 812.941.2315  
Fax: 812.941.2588

[www.ius.edu/ContinuingStudies](http://www.ius.edu/ContinuingStudies)

**Sandra Gordon**, Manager-Credit Programs  
[gordonse@ius.edu](mailto:gordonse@ius.edu)

## Richmond

Indiana University East  
2325 Chester Blvd.  
Richmond, IN 47374  
Phone: 765.973.8203  
Fax: 765.973.8287

[www.iue.edu/scs](http://www.iue.edu/scs)

**Mary Blakefield**, General Studies Director  
[mblakefi@indiana.edu](mailto:mblakefi@indiana.edu)

**Robert Lang**, Academic Advisor  
[rlang@indiana.edu](mailto:rlang@indiana.edu)

## South Bend

Indiana University South Bend  
1700 Mishawaka Ave. • P.O. Box 7111  
South Bend, IN 46634  
Phone: 574.520.4260  
Fax: 574.520.5514

[www.iusb.edu/~sbgens](http://www.iusb.edu/~sbgens)

**David Vollrath**, General Studies Director  
[vollrath@iusb.edu](mailto:vollrath@iusb.edu)



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Attention Ivy Tech students! Up to 64 credits from an accredited community college may apply toward completion of the Bachelor of General Studies.

# General Studies Undergraduate Degree Program

## Indiana University

When you become a student at Indiana University, you join an academic community internationally known for the excellence and diversity of its programs.

Founded in Bloomington in 1820, Indiana University is one of the oldest state-supported universities. It is also one of the largest, serving more than 100,000 students on eight campuses. The university attracts students from all 50 states and around the world and has more than 5,000 full-time faculty.

Indiana University is accredited by the Higher Learning Commission and a member of the North Central Association.

## The School of Continuing Studies

The Indiana University School of Continuing Studies (SCS) can help meet your lifelong learning needs. The school offers

- an interdisciplinary Associate of Arts in General Studies (60 semester credit hours) and Bachelor of General Studies (120 semester credit hours)—both available on campus, at a distance through the Independent Study Program, or through a combination of on-campus and distance study.
- an online Master of Science in Adult Education.
- a fully accredited high school diploma, available entirely at a distance.
- more than 275 self-paced high school and undergraduate distance education courses. The courses are available through the SCS Independent Study Program.
- semester-based interactive online courses offered in collaboration with Indiana University East.
- certificate programs.
- professional development programs and workforce training.

## Transform Your Life

Earning the Associate of Arts in General Studies (A.A.G.S.) may help you advance in your professional or military career, receive certification, expand your employment options, take the first step toward advanced studies, and build your confidence. Recipients of the A.A.G.S. are strongly encouraged to apply for the Bachelor of General Studies (B.G.S.) Degree program, and most do so.

Completing the B.G.S. gives you a well-rounded education that makes you competitive for many careers and graduate programs. B.G.S. graduates work in various professional fields, including business, education, law, government, healthcare, real estate, social service, and industry.

More than 40 percent of the students who complete the B.G.S. seek graduate studies in areas such as law, theology, library or museum management, adult education, teaching, health and life sciences, social work, business, computer science and more. More than 80 percent of the general studies graduates who continue their education complete their graduate degree.

# Your Goals • your pathway • your success

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## Where are you on your educational path?

- I need a bachelor's degree to qualify for professional certification.
- I need a credential to get a job or advance my career.
- I plan to go to graduate or professional school.
- I want the sense of achievement and personal satisfaction that come with earning a degree.
- I attended Indiana University but stopped going before I earned my degree. I want to finish what I started.
- I am incarcerated. I want to improve my odds of finding employment and reduce the risk of returning to prison after my release.
- I am an Ivy Tech student and want to earn my bachelor's degree after I finish my associate degree.

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## Facts and figures

- According to a U.S. Census Bureau report published in July 2002, **over an adult's working life**, high school graduates can expect to earn an average of \$1.2 million. Adults with a bachelor's degree earn \$2.1 million. With a master's, the amount increases to \$2.5 million, and with a doctorate, it increases to \$3.4 million. Adults with a professional degree earn an average of \$4.4 million in their lifetime.
- In Indiana, there are 651,609 adults between the ages of 18 and 64 **who do not have a college education and who earn less than a living wage**. There are 524,370 Hoosier adults who do not have a high school diploma.



# Live and Learn!

The General Studies Degree program offers you quality, satisfaction, reputation, and convenience.

## Quality

- Take on-campus courses with top-notch faculty.
- Register for award-winning distance education courses.
- Benefit from the technologies offered by one of the country's "most wired" universities.
- Hold a valued degree from one of the nation's oldest and most highly rated state-supported universities.

## Satisfaction

- Surprise yourself by discovering that you really can excel in college courses, no matter what your age.
- See why professors love having general studies students in their courses.
- Prepare for job advancement and increased earnings.
- Gain new confidence and a sense of accomplishment.
- Be a role model for your family and friends.

## Reputation

- Learn why graduates say General Studies was "tailor made" for them and allowed them to pursue advanced degrees or careers in many diverse fields.
- Find out why our academic advisors have earned graduates' praises for
  - providing one-on-one, friendly advising.
  - helping students overcome their fears and discover hidden strengths.
  - partnering with students to plan a workable course of study.
  - guiding students through important decisions.
  - caring—and then caring some more.

## Convenience

- Discover how straightforward applying to the program and registering for courses can be!
- Complete your degree by taking on-campus courses, distance courses, or a combination of both.
- Apply qualifying credits from other accredited colleges and universities. Please note that credit transferability is subject to final review by the Indiana University Office of Admissions.
- Earn credit for life experiences, military service, and examinations. Build your credentials by earning certificates.

# Getting Started

If you have questions at any time, you can communicate with a general studies advisor by phone, fax, or email. Contact the general studies office closest to you. If you will be completing your degree at a distance, contact the university-wide general studies office. See the inside front cover of this bulletin for contact information.

## Residency Status

You do not have to be an Indiana resident to become a general studies degree student or a student in the Independent Study Program.

However, if you are an out-of-state student, you should know that each campus has differing fees for resident and nonresident tuition and that the criteria for establishing in-state residency to qualify for in-state fee rates are very strict. If you are pursuing a degree on an Indiana University campus, refer to the “Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes” in that campus’s Schedule of Classes.

If you are pursuing a degree at a distance through the Independent Study Program, refer to the course tuition listed in the Independent Study Program undergraduate course catalog ([scs.indiana.edu](http://scs.indiana.edu)).

## Admission

The admission guidelines for new applicants or transfer students are as follows:

1. If you are an applicant who has previously attended Indiana University or other colleges/universities as a degree-seeking student and if you have earned a cumulative grade point average (GPA) of 2.0 or higher, you are eligible for admission to the General Studies Degree program.
2. If you are a transfer student or former Indiana University student with lower than a 2.0 cumulative GPA, you may be admitted on academic probation. If you are a current student whose cumulative GPA is lower than 2.0, you are not directly admissible. If you have been dismissed for academic reasons, you will not be considered for admission for at least one calendar year from the date of your dismissal.
3. If you are an applicant who is 21 years of age or older who has received a high school diploma or General Educational Development (GED) credential and you have not attended a college/university, you are eligible for admission to the General Studies Degree program.
4. If you are an applicant under 21 years of age who has received a high school diploma or GED credential, you are required to meet admission criteria in effect at the campus to which you apply.
4. If you do not meet the admissions criteria above, contact a general studies advisor (see inside front cover) to discuss your individual situation.

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



# Application Procedures

If you are interested in pursuing a general studies degree, apply for admission to the School of Continuing Studies as follows:

1. Complete the application form in the center of this bulletin. The form is also available on the Web at [scs.indiana.edu](http://scs.indiana.edu) or from any General Studies Degree program office (see inside front cover for addresses).
2. Include with your application for admission a check or money order for the application fee.
3. If you are a citizen of another country, even if you are in the United States on an immigration visa, submit TOEFL scores and a 300-to 500-word handwritten essay. The essay is to be written on a topic of your choice and may include autobiographical information. If you intend to pursue a general studies degree on an Indiana University campus, also submit an international application for admission (obtainable from the admissions office on the campus you plan to attend).
4. If you have not previously attended a college or university as a degree student, submit official copies of your school transcript or evidence of having earned a GED credential. If you do not have a high school diploma or GED credential, attach a letter explaining how your previous experience has prepared you to pursue a college degree.
5. If you have previously attended college, ask the college(s) or university(ies) you attended to forward official transcripts to the Indiana University office to which you are sending your application.
6. If you are a veteran who has been released from military service, submit a copy of the DD214 form. If you are presently on active duty, request an official copy of your AARTS, SMARTS, or Community College of the Air Force transcript from your education officer.
7. If you have completed educational programs/courses in noncollegiate organizations, request that official records of program/course completion be sent directly from the awarding organization.
8. If you have taken the College-Level Examination Program (CLEP), Defense Activity for Nontraditional Support (DANTES), or the ACT-PEP Regents (Excelsior) College exams, ask to have official transcripts of your exam scores sent directly from the testing agency.
9. If you have been placed on academic probation, dismissed, or denied readmission to a previously attended school, provide a letter explaining the circumstances and the reasons you believe you will now succeed.
10. If you are a campus-based student, submit your application materials to the general studies office on the campus to which you will be admitted.
11. If you are a distance student, submit your application materials to the university-wide general studies office.

## Application Fees

If you have not previously attended Indiana University, you must pay a nonrefundable application fee when you submit your application. Application fees vary from campus to campus and may change.

Below are the 2008–09 fees for U.S. citizens/ international students.

University-wide (not affiliated with a campus)	\$50/\$65
IU Bloomington	\$50/\$60
IUPUI (Indianapolis)	\$50/\$60
IUPU Columbus	\$50/\$65
IU East (Richmond)	\$25/\$60
IU Kokomo	\$30/\$60
IU Northwest (Gary)	\$25/\$60
IPFW (Fort Wayne)	\$30/\$30
IU South Bend	\$45/\$55
IU Southeast (New Albany)	\$30/\$30

**Important:** If you register for Independent Study Program courses at the same time you enroll in the General Studies Degree program, do not include your independent study course fees with your general studies application fee. Submit your course fees and general studies application fee separately.

## Application and Admission Deadlines

If you plan to take on-campus courses, contact your campus regarding application deadlines. If you plan to complete your degree by taking Independent Study Program courses, you may enroll year-round, so there are no specific application deadlines.

Your official admission date is the date we accept you into the General Studies Degree program. This date may not coincide with the date the Indiana University Office of Admissions processes your application. If we approve your admission on or prior to the campus pass/fail deadline, we will consider any current course work as course work taken after your admission to the General Studies Degree program.

## Transfers

### Transfers within Indiana University

If you have previously earned credit from any academic program on any Indiana University campus, you 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” on page 9.) If you have academic deficiencies (a cumulative GPA below 2.0), you may be admitted on probation.

If you have been dismissed from another academic unit of Indiana University and have a cumulative GPA below 2.0, we will not consider you for admission for at least one calendar year from the date of your dismissal. If you are a student in dismissal status, you may register for Independent Study Program courses as a nondegree student.

### Transfers from Other Colleges and Universities

We welcome students who want to transfer qualifying credit from other regionally accredited colleges or universities. If you are a transfer student, we evaluate your application for transfer admission based on your cumulative GPA and the number of credits you have earned in all subjects. Indiana University awards transfer credit only for courses in which you have earned a minimum grade of C in curricula similar to those Indiana University offers.

The campus Office of Admissions determines whether credit from other institutions will be accepted, and the School of Continuing Studies determines whether and how the credit applies toward degree requirements. Be aware that certain campuses are more generous in their transfer policies than others. Only grades you have earned at Indiana University are calculated in your cumulative GPA.

**Important:** Students admitted to the Bachelor of General Studies program subsequent to the fall 2008 semester may apply no more than 64 credits from a community college toward B.G.S. requirements.

If you have been dismissed from other postsecondary institutions, we will not consider you for admission to the General Studies Degree program for one calendar year from the date of your dismissal. If you are in dismissal status, you may register for Independent Study Program courses as a nondegree student.

## Previously Earned Credit

You may have earned academic credit from Indiana University or other institutions. We follow the guidelines below in applying previously earned credits to the A.A.G.S. and B.G.S. requirements.

### Credits from Indiana University

We can apply a maximum of 50 credit hours previously earned at Indiana University toward the A.A.G.S., and a maximum of 100 credit hours toward the B.G.S. We can apply courses in which you earned grades of D+, D, or D– as elective credit only; we cannot use them to satisfy your course distribution requirements.

### Credits from Other Four-Year Institutions

We can apply a maximum of 45 hours of transfer credit from other regionally accredited four-year colleges or universities toward the A.A.G.S., and a maximum of 90 hours toward the B.G.S.

### Credit by Examination from Other Institutions

If you want to transfer credit by examination earned from other institutions, you must have satisfactorily completed sequential courses in that subject area prior to transfer.

### SAC Credit from Indiana University

If you prepare a portfolio for self-acquired competency (SAC) credit that faculty on one Indiana University campus approve, any other Indiana University campus to which you may transfer to complete the A.A.G.S. or B.G.S. will honor that credit. You should understand, however, that other Indiana University degree programs and other institutions may not necessarily honor this credit. We can apply a maximum of 15 credit hours awarded on the basis of a SAC portfolio (transfer and Indiana University) toward your A.A.G.S. and a maximum of 30 credit hours toward your B.G.S. For more information about SAC credit, see page 17.

### SAC Credit from Other Institutions

We can apply a maximum of 8 hours of SAC credit that you have received from other regionally accredited colleges and universities toward the A.A.G.S., and a maximum of 15 credit hours toward the B.G.S. We review additional hours of SAC credit from other institutions in the same manner as we review additional hours of SAC credit from Indiana University. For more information about SAC credit, see page 17.

# your goals • **Your Pathway** • your success

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## With the Indiana University General Studies Degree Program:

- Transfer up to **64 college credits** from most community college associate degree programs, including Ivy Tech. Having an associate degree is a strong indication of future success in completing a Bachelor of General Studies.
- Transfer credits—or **take additional courses**—from an accredited four-year institution.
- Supplement credits you earn from your course work with credits for
  - national exams
  - military experience
  - life experiences
- Take courses online, at an IU campus, or both.
- Pursue a minor or concentration that best suits your needs and interests.
- Earn an **online IU certificate** as part of your degree program. Visit IU Online at [www.iu.edu/~iuonline/de/degrees.html](http://www.iu.edu/~iuonline/de/degrees.html) to learn more about certificates in
  - cancer registry
  - computer networking
  - computer technology applications
  - events management
  - information technology
  - medical coding
  - music and arts technology
  - technical writing
  - travel planning



# Requirements for the Associate of Arts in General Studies

## Minimum Degree Requirements

1. You must successfully complete a minimum of 60 semester hours of credit to graduate. You may apply no more than 15 credit hours in any one academic department—including credits earned on the basis of a self-acquired competency (SAC) portfolio—toward the 60 required credit hours. In addition, you may apply no more than 15 credit hours from any one professional or technical school—including credits earned on the basis of a self-acquired competency (SAC) portfolio—toward the 60 required credit hours.
2. You must successfully complete at least 15 of the 60 required credit hours at Indiana University or through the Independent Study Program. For students who are enrolled on Indiana University campuses: Earning credit through an academic department examination at Indiana University is equivalent to having completed that course at Indiana University. Students completing their degree through the Independent Study Program do not have this option. You may not apply credits earned by self-acquired competency or on the basis of the CLEP, DANTES, or ACT-PEP Regents (Excelsior) College Subject Exams toward this 15 credit hour requirement.
3. You are required to complete at least 10 of the 15 required credit hours after admission to the General Studies Degree program. You may apply transfer credit toward this 10 credit hour requirement; however, you are encouraged to complete these hours through Indiana University. You may not apply credits earned by self-acquired competency

or on the basis of the CLEP, DANTES, or ACT-PEP Regents (Excelsior) College Subject Exams toward this 10 credit hour requirement. You may apply credits earned on the basis of Indiana University departmental exams.

4. You must earn a minimum cumulative GPA of 2.0 in all courses considered for the A.A.G.S. and on all courses completed after admission to the School of Continuing Studies. The minimum grade we accept for any course completed to satisfy course distribution requirements is C–.
5. You must also fulfill the fundamental skills (competency) and course distribution requirements (see “Fulfilling Course Distribution Requirements” and “Fundamental Skills (Competency) and Related Degree Requirements” on pages 13–14.

## Course Distribution Requirements

To earn the A.A.G.S., you must complete 12 credit hours 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. You must complete an additional 24 hours of elective credit 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**

**Important:** Check with your home campus to see how courses apply to your degree.

# Requirements for the Bachelor of General Studies

## Minimum Degree Requirements

1. You must successfully complete a minimum of 120 semester hours of credit to graduate.
2. You must successfully complete at least 69 of the 120 required credit hours in the arts and sciences. You may earn no more than 21 of these 69 credit hours—including credits earned on the basis of a self-acquired competency (SAC) portfolio—in a single arts and sciences department or subject area. In addition, you may earn 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—in any one professional school or technical program.
3. You must successfully complete at least 30 of the 120 required credit hours at Indiana University or through the Independent Study Program. For students who are enrolled on Indiana University campuses: Earning credit through an academic department examination at Indiana University is equivalent to having completed that course at Indiana University. Students completing their degree through the Independent Study Program do not have this option. You may not apply credits earned by self-acquired competency or on the basis of the CLEP, DANTES, or Excelsior College Subject Exams toward this 30 credit hour requirement.
4. You are required to complete at least 20 of the 30 required credit hours after admission to the General Studies Degree program. You may apply transfer credit toward this 20 credit hour requirement; however, you are encouraged to complete these hours through Indiana University. You may not apply credits earned by self-acquired competency or on the basis of the CLEP, DANTES, or Excelsior College Subject Exams toward this 20 credit hour requirement. You may apply credits earned on the basis of Indiana University departmental exams.
5. You must successfully complete at least 30 of the 120 required credit hours at the 300 and 400 upper-division level.
6. You must earn a minimum cumulative GPA of 2.0 in all courses considered for the B.G.S. and in all courses you complete after being admitted to the School of Continuing Studies. The minimum grade we accept for any course completed to satisfy course distribution requirements is C–.
7. You must also fulfill the fundamental skills and course distribution requirements (see “Fulfilling Course Distribution Requirements” and “Fundamental Skills (Competency) Requirements” on pages 13–14.

# Fulfilling the Course Distribution Requirements

## Course Distribution Requirements

To earn the B.G.S., you must complete 12 credit hours in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. In addition, you must 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.

You also complete an additional 66 hours of elective credit—including a minimum of 15 additional credit hours in the arts and sciences. No more than 30 credit hours in any one school or technical program can be applied toward this 66-hour requirement.

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**

**Important:** Check with your home campus to see how courses apply to your degree.

## Subject Fields

To complete either the A.A.G.S. or the B.G.S., you complete course work in three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. These requirements give you broad exposure to the humanities and sciences. To fulfill the requirements, you may choose from a variety of subject fields within each learning area. These subject fields are described below.

**Important:** The subject fields grouped under the three learning areas may vary among Indiana University campuses. Consult with your general studies advisor for your campus's specific requirements.

### Arts and Humanities

Arts and humanities courses provide knowledge and interpretive frameworks through which you 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.

### Science and Mathematics

Science and mathematics courses give you an appreciation of the physical and biological environment, introduce the discipline of systematic inquiry, provide insight into experimental methods and results, and illustrate the role and methods of the mathematical sciences.

### Social and Behavioral Sciences

Social and behavioral sciences courses give you the means to analyze and understand the social institutions in which you live, as well as the behavior of individuals as they relate to one another and the world.

The following is a partial listing of the departments that offer courses that fulfill the distribution requirements:

### Arts and Humanities

African-American Studies	History
American Studies	History & Philosophy of Science
Classical Studies	
Comparative Literature	Musicology & Music History
English	Philosophy
Fine Arts	Religious Studies
Folklore	Speech
Foreign Languages	Theatre and Drama

### Science and Mathematics

Anatomy and Physiology	Mathematics
Astronomy	Microbiology
Biology	Physics
Chemistry	Plant Science
Computer Science	Zoology
Geology	

### Social and Behavioral Sciences

Anthropology	Linguistics
Criminal Justice	Political Science
Economics	Psychology
Geography	Sociology
History	

## Completing B.G.S. Concentration Requirements

To complete your concentration for the B.G.S., you must

1. complete an additional 18 credit hours in one of three learning areas: arts and humanities, science and mathematics, or social and behavioral sciences.
2. complete courses from at least two departments in the learning area you select for your concentration area.
3. earn a minimum grade of C– in the courses you use to fulfill the concentration requirement. You may use passing grades below C–, as well as credits for courses taken on a pass/fail basis, only as elective credit.

## Fundamental Skills (Competency) Requirements

### Fundamental Skills (Competency) Requirements

For both the A.A.G.S. and B.G.S., you must meet fundamental skills (competency) requirements that demonstrate college-level competency in five areas: written communication (two courses are required), oral communication, quantitative reasoning, diversity, and computer literacy. You may demonstrate fundamental skills competency by completing an appropriate college-level, nonremedial course or its transfer equivalent in English composition/writing, speech/communication, quantitative reasoning, and computer science, or by exercising other options, including departmental, CLEP, DANTES, or Excelsior exams.

A course that fulfills one of the five 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.

**Important:** Consult with your academic advisor as to the courses that satisfy these requirements on the campus you are attending. Students completing their B.G.S. at a distance must consult with the university-wide academic advisor.



# Academic Policies

## Elective Requirements

As an A.A.G.S. or B.G.S. student, you may select any of the nonremedial, nondevelopmental courses Indiana University offers to fulfill elective requirements. These electives allow you to explore diverse academic areas of interest and to tailor your general studies degree to your individual needs. You are encouraged to consult with your general studies advisor and to choose courses in subjects related to your academic, professional, and personal interests.

## Minors and Certificates

### Optional Minors

Students completing their degree on an Indiana University campus may earn a minor in conjunction with the B.G.S. You must discuss this possibility with, and obtain written approval from, the school or department awarding the minor. Students pursuing their degrees at a distance through the university-wide general studies division do not have the option of earning a minor in conjunction with the B.G.S.

### Optional Certificates

While meeting your degree requirements, you may simultaneously fulfill requirements for certain certificates. Included are online certificate programs in business, leadership, information technology, network security, events management, medical coding, and technical writing.

Most Indiana University campuses offer additional certificate programs that you may earn from your local campus. For more information on earning certificates, talk to your general studies advisor.

## Graduate Credit Hours

You may apply a maximum of 6 graduate credit hours to the B.G.S. To apply more than 6 graduate credit hours, you must obtain approval from the School of Continuing Studies dean.

## 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.

## Students with Disabilities

Indiana University provides reasonable disability support services and/or auxiliary aids that facilitate the education of eligible students with temporary or permanent disabilities. The extent to which the university supplies these services is based on individual needs as supported by documentation and on academic requirements of the course(s). Consistent with federal law, students seeking any accommodation for completion of lesson assignments and examinations must provide documentation of the disability to the General Studies Degree program. Please submit this documentation within 45 days of admission. Contact the appropriate administrative office on your campus for assistance.



The School of Continuing Studies is committed to supporting students with special needs.

[scs.indiana.edu/special\\_needs.html](https://scs.indiana.edu/special_needs.html)

## Academic Advising

As a student in the General Studies Degree program, you receive guidance from an academic advisor. Consult with your advisor as an integral part of your School of Continuing Studies registration process. The advisor helps you formulate a plan of study, which includes the required and elective courses you must take to earn your degree.

Talk to your advisor about the most effective way(s) to fulfill your fundamental skills (competency), course distribution, and related degree requirements. Options include taking specific courses; completing a self-acquired competency (SAC) portfolio; taking College-Level Examination Programs (CLEP), Defense Activity for Nontraditional Education Support (DANTES) examinations, Excelsior college examinations, or departmental examinations; and departmental exemption.

**Important:** Although you are encouraged to seek the advice of a general studies advisor, you are responsible for planning your own program and for meeting the degree requirements for graduation. Familiarize yourself with the sections in this bulletin entitled “Requirements for the A.A.G.S. and B.G.S.,” “Fulfilling Course Distribution Requirements,” “Fundamental Skills (Competency) Requirements,” and “Academic Policies.”

## Special Opportunities

### Independent Study Program

You can complete all of the degree requirements for the A.A.G.S. and B.G.S. by taking online and correspondence courses through the IU Independent Study Program. If you are a campus-based student, you can also take independent study courses to supplement your on-campus course work. Before registering, be sure to talk to your advisor to determine how the independent study courses you select fulfill your degree requirements.

The Independent Study Program offers more than 185 undergraduate courses. The courses are developed and taught by Indiana University instructors who have been approved by their academic departments. The courses have the same content, require the same amount of work, carry the same credit, and are graded by the same standards as on-campus courses.

**Important:** You do not have to be admitted to a degree program to register for independent study courses and earn Indiana University credit. If you are awaiting admission to the General Studies Degree program, or if you are a student in dismissal status, you may register for independent study courses. Note that the Independent Study Program course catalog contains a separate course registration form. Please submit your independent study course fees and general studies application fees separately.

Tuition and fees for independent study courses are approved by the Indiana University Board of Trustees and are subject to change. Consult your appropriate school or campus bulletin or Schedule of Classes for the current fee information.

To receive an Independent Study Program course catalog, call 800.334.1011, send email to [scs@indiana.edu](mailto:scs@indiana.edu), or visit the Web at [scs.indiana.edu/forms/askus.html](http://scs.indiana.edu/forms/askus.html).

## Semester-Based Online Interactive Courses

Accelerate progress toward your degree by taking semester-based online interactive courses that the School of Continuing Studies offers in collaboration with Indiana University East.

- Select courses that may not be available through the university-wide Independent Study Program—including upper-division courses.
- Enjoy individualized instruction from full-time Indiana University faculty.
- Engage in online chat sessions with your fellow students.
- Take your exams online.
- Apply for federal student loan support.

Learn more at [scs.indiana.edu](http://scs.indiana.edu).

## Threshold and Capstone Experiences

The General Studies Degree program has developed an online course, G199 Learning through Engagement: Threshold to General Studies. Completing a threshold experience enables you to explore the meaning and application of a liberal arts, multidisciplinary education. Exercises allow you to critically review the principles for undergraduate learning and to apply them to your own academic and professional goals. Your personal interests are determined through online profile exercises. You learn techniques for collecting artifacts for an electronic portfolio, and you prepare a plan for an internship or community service.

The General Studies Degree program is also developing course work leading to an elective capstone experience. Completing a capstone experience enables you to demonstrate accomplishments in undergraduate education. It allows you to apply both academic and real-world experiences to the principles of undergraduate learning, thereby enabling

you to understand the educational philosophy of a multidisciplinary education. The capstone experience will help you make constructive decisions for academic and career planning. Contact your general studies advisor or program director for details.

## Credit for Work and Life Experience

We recognize that students gain college-level knowledge through various life experiences. These life experiences may be equivalent to the specific subject matter taught in undergraduate courses or may be recognized as general-elective credit. If you believe you are eligible for self-acquired competency (SAC) credit, discuss your life experiences in detail with your general studies advisor.

In general, SAC credit is awarded based on the following guidelines:

1. You 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 we can evaluate credit for self-acquired competency.
2. You can apply a maximum of 15 hours of SAC credit toward the A.A.G.S., and a maximum of 30 hours toward the B.G.S.
3. If you are seeking SAC credit, do so in consultation with your general studies advisor. SAC credit must be carefully integrated with your 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 specific course content might be awarded as general-elective credit.

# your goals • your pathway • **Your Success**

## However you define success, general studies can help.

- Become knowledgeable in arts and humanities, science and mathematics, and social and behavioral sciences. General studies is a multidisciplinary degree, making you competitive in many job markets.
- Prepare for post-baccalaureate study. More than 40 percent of those completing the B.G.S. go on for an advanced degree. Fields include law, theology, library or museum management, adult education, teaching, health and life sciences, social work, business, computer science, and more. More than 80 percent of B.G.S. alumni who go to graduate or professional school complete their degree.

## Need help defining your success? Try this new course!

### SCS G199, Learning through Engagement: Threshold to General Studies

Explore the meaning and application of the multidisciplinary general studies degree through journaling, professional readings, interactive discussions, and interviews with mentors. Critically review the principles for undergraduate learning, and apply those principles to your own academic and career goals. Prepare a plan for an internship or community service, which may lead to field experience placements for one additional academic credit at no additional tuition.

### What successful graduates have to say

*"The general studies degree gave me more variety in topics to study, and allowed me to get a multitude of disciplines under my belt."*

*"I have lived in Europe and Asia, on both coasts, and in the U.S. heartland. Earning a bachelor's degree was the one thing that I felt was missing, and this program helped me fill that void."*

*"My IU experience confirmed my belief that lifelong learning leads to a successful and productive life and the achievement of goals."*



5. The general studies director or advisor arranges to have your SAC portfolio assessed by faculty of the appropriate school or department.
6. The fee you will be charged per credit hour for SAC credit is generally the per-credit-hour fee charged for undergraduate Independent Study Program courses at the time the SAC credit is transcribed to your official student record.

### The SAC Portfolio

Carefully developing a SAC portfolio can be a rewarding learning experience. If you want to complete a SAC portfolio, you may be able to take an on-campus self-acquired competency class. Check with the General Studies Degree program office on your campus.

### Credit by Examination

#### Credit by Examination at Indiana University

If you want to pursue credit by examination at Indiana University, talk to your general studies advisor and the appropriate department(s) at your campus.

#### Credit for Nondepartmental Examinations

Indiana University awards up to 15 credits toward the A.A.G.S. and up to 30 credits toward the B.G.S. for successful completion of external exams such as Advanced Placement Examinations (AP), College-Level Examination Programs (CLEP), Defense Activity for Nontraditional Education Support (DANTES) examinations, and ACT-PEP Regents (Excelsior) College examinations. Learn more about these examination options by talking to your general studies advisor.

You will not receive credit by taking DANTES, CLEP, or ACT-PEP Regents (Excelsior) College examinations for courses for which you 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.

Request that official transcripts of your AP, CLEP, DANTES, and ACT-PEP Regents (Excelsior) College examination scores be sent to the office to which you are applying.

### Military Service Credit

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

### Credit Awarded for Educational Programs in Noncollegiate Organizations

We consider the recommendations of the following two publications when awarding credit for noncollegiate or company-sponsored programs/courses: American Council on Education, *The National Guide to Education Credit for Training Programs*; and The University of the State of New York, *A Guide to Educational Programs in Noncollegiate Organizations*.

If you want to apply for credit for noncollegiate educational programs you have successfully completed, ask the awarding organization to send official records of program/course completion. For help in requesting transcripts or program/course descriptions, contact your general studies advisor.

# Academic Regulations

## Grades

Grades are awarded on the following basis:

Grade	Credit Points per Hour	
A =	4.0	Excellent
A- =	3.7	
B+ =	3.3	
B =	3.0	Good
B- =	2.7	
C+ =	2.3	Average
C =	2.0	
C- =	1.7	
D+ =	1.3	Poor
D =	1.0	
D- =	0.7	
F =	0.0	Unsatisfactory

## Grade Point Average (GPA)

Your semester GPA is computed by dividing the number of credit points you earned that semester by the number of credit hours you attempted. Grades of W (withdrawn), I (incomplete), S (satisfactory), or P (pass) do not affect your GPA.

The cumulative GPA is the total number of credit points you have earned in all Indiana University course work divided by the total number of credit hours you have attempted (not including courses graded S or P).

## Pass/Fail Option

If you are an A.A.G.S. student, you may register for a maximum of four elective courses taken with a grade of P (pass) or F (fail). If you are B.G.S. student in good academic standing, you may register for a maximum of eight elective courses taken with a grade of P (pass) or F (fail).

Courses you take on a pass/fail basis must be electives. You may not use them to satisfy any of the course distribution requirements or count them as part of your

concentration area. Check with your advisor to determine whether the pass/fail option will meet the fundamental skills (competency), course distribution, and related degree requirements. Deadlines for filing an application for the pass/fail option are included in each campus's current Schedule of Classes. If you are taking an Independent Study Program course, submit applications for the pass/fail option before taking any exams or reaching the course's midpoint.

We do not count a grade of P in computing your GPA; we do include a grade of F. We cannot subsequently change a grade of P to a letter grade.

## Incomplete Grades

You must fulfill course requirements for removing a grade of incomplete (IN) within the time your instructor specifies, or the grade will automatically change to F one calendar year after the date you received the incomplete.

## Withdrawing from Courses

Deadlines and procedures for withdrawing from courses may vary by campus and/or school, so check with your campus's current Schedule of Classes to verify deadlines and procedures. If you are taking Independent Study Program courses, follow the procedures in the current edition of the Independent Study Program undergraduate course catalog.

## Retaking Courses Previously Failed—FX Policy

If you repeat an undergraduate course that you previously failed, you may request to have only the second grade calculated in your GPA. If you repeat a course, your transcript will record both grades; the original grade will be marked FX. You may exercise the FX option no more than once for a given course. Check the FX or Extended-X policy on your campus.

# Academic Standing

## Academic Forgiveness

The academic forgiveness policy avoids placing an excessive burden on you if you have previously made an unsatisfactory start at Indiana University. The policy is not intended to enable you to stay in school if you have chronically poor academic performance or to raise false expectations if you are not making progress toward your degree.

If you have successfully completed 12 credit hours in the General Studies Degree program (with a minimum GPA of 2.0), the following policies take effect:

1. At your option, grades of D or F earned at Indiana University five years or more before you were admitted to the School of Continuing Studies may be deleted from our internal record. The cumulative GPA on the Indiana University transcript will not change.
2. You 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 your admission to the School of Continuing Studies. Although all Indiana University courses remain on your permanent record, we can exclude all credits you attempted and grade points you earned during this unsatisfactory semester/12 credit hours when computing your School of Continuing Studies GPA.

If you exercise this option, none of the grades and credits you earned during the unsatisfactory semester/12 credit hours are applicable to your general studies degree. Therefore, you are advised to consult with your general studies advisor about this policy's advisability.

**Important:** Although the options above allow unsatisfactory grades to be removed from our internal record, the grades remain on the official record maintained by the Office of the Registrar.

## Degree Candidates in Good Standing

You are considered to be a candidate in good standing for an Indiana University degree when you have

1. been officially admitted to degree status by the Office of Admissions.
2. earned a minimum academic GPA of 2.0 (C) 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

In order to initiate your graduation certification process, you need to file an Intent to Graduate form. When you register for your final semester/course, ask your advisor about the procedure to follow.

## Degrees Awarded with Distinction

We recognize outstanding performance in course work by awarding degrees with three levels of distinction: distinction, high distinction, and highest distinction.

To graduate with distinction, you should 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. We do not count remedial courses, courses you have taken on a pass/fail basis, or self-acquired competency (SAC) credits.

## Dean's List

The Dean's List is announced annually. If you are placed on the Dean's List, you receive a letter and certificate signed by the dean and the division representative. Check with your general studies advisor to learn how the honors criteria are determined on your campus.

As a School of Continuing Studies degree student, you are placed on the Dean's List when you have

1. completed—after admission to the School of Continuing Studies—at least 12 credit hours of graded course work. (FX, I, P, R, S, and SAC are not counted in the 12 credit hours.) The course work must be completed during the prior academic year (from September 1 to August 31).

**Important:** You must complete Independent Study Program courses by August 31 for Dean's List consideration.

2. earned a minimum grade point average of 3.5 for applicable credit hours. If you are a part-time student, we include all course work you completed during the prior academic year (from September 1 to August 31) in tabulating the GPA. If you are a full-time student, we consider one semester (or both summer sessions) in which you completed a minimum of 12 credit hours in tabulating the GPA.

## Academic Probation

You are automatically placed on academic probation whenever your GPA for a full-time semester or a 12 credit hour unit of work is below 2.0. Whether you were admitted on probation or have been placed on probation, your academic performance will be evaluated when you complete an additional 12 credit hours at Indiana University. You will be removed from probationary status if your GPA for these 12 credits is at least 2.0 and your cumulative GPA is at least 2.0. If you are a probationary student and your GPA for the additional 12 credits is 2.0 but your cumulative GPA remains below 2.0, your probationary status will be continued for another 12 credit hour unit of work; you must raise the cumulative GPA to at least 2.0 during this time, or you will be dismissed.

## Dismissal

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

If you are a probationary student, you will be dismissed if your GPA for the additional 12 credit hour unit of work is below 2.0. Likewise, if you are a student whose probationary status has been continued for a second 12 credit hour unit and you fail to achieve a cumulative GPA of 2.0, you will be dismissed.

## Readmission

If you are a student who has been dismissed, any director of general studies may consider your petition for readmission. The director may recommend re-entrance without delay if the director believes you will make satisfactory progress toward your degree. If you are dismissed a second time, you may not be admitted for the next regular semester, but you are eligible to submit a petition for readmission after at least one regular semester has elapsed.



# Financial Information

## Financing Your Degree

You may obtain information about scholarships, loans, and grants through the financial aid office on each Indiana University campus.

## Employment

Employment opportunities in various Indiana University offices and organizations are listed in your local campus career services and/or student affairs offices.

## Fee Courtesy

You are eligible for fee courtesy if, by the end of the first week of classes for the semester or first summer session, you are (1) an employee on full-time paid appointment (100 percent FTE) at Indiana University, (2) a retired employee eligible for group life insurance, or (3) a disabled employee receiving long-term disability benefits.

To receive Dependent Child Fee Courtesy, on the first day of the session you (1) must be a dependent child or stepchild of an eligible employee or a child whose legal guardian is an eligible employee, (2) cannot be considered independent for other types of financial assistance, (3) must be under 24 years of age, (4) must be unmarried, (5) must have the same permanent home address as at least one parent, and (6) must be registered as a dependent student.

You are also eligible for fee courtesy if you are a dependent child of a deceased parent or guardian who was eligible at the time of death (providing you remain a dependent of the surviving parent) and on the first day of the session, you meet conditions (2) through (6) above. Obtain additional information from your campus human resources management office.

**Important:** At this time, Indiana University is unable to administer federal or state financial aid for students pursuing degrees entirely through distance education, including those students registered for Independent Study Program courses. However, several commercial student loans are available for full-time, half-time, and less-than-half-time students and for students not enrolled in degree programs. Many Web sites can help you find information about financial aid.

## VA Benefits

If you are an eligible veteran registered for on-campus courses for 6 or more semester hours, you are entitled to monthly benefits from the Veterans Administration as follows:

12+ credit hours	= full-time rate
9–11 credit hours	= three-quarter-time rate
6–8 credit hours	= half-time rate

If you are an eligible veteran registered for fewer than 6 semester hours, you are entitled to the quarter-time course rate or tuition, whichever is less.

**Important:** If you are a veteran registered for Independent Study Program courses, you may be eligible for VA benefits. Generally, the benefits cover course fees and are paid by the Veterans Administration in monthly installments.

Obtain VA benefits information and assistance from the Veterans Affairs officer or general studies advisor at each Indiana University campus approved for VA assistance.

## Educational Support for Military Personnel

Indiana University participates in the Servicemen's Opportunity College (SOC) program and the Defense Activity for Nontraditional Education Support (DANTES) program, which provide educational support for the voluntary education programs of all military departments. If you are a member of the armed forces, consult your education officer or your nearest education center concerning individual registrations. You may also consult the DANTES independent study catalog for additional information about courses.

The SOC program enables you to register for undergraduate courses while still on active military duty. Indiana University has named a representative on each campus. You may obtain information from your base education officer.

## University Policies

### Nondiscrimination Policy

Indiana University pledges itself to continue its commitment to achieving equal opportunity within the university and throughout American society as a whole. In this regard, the university will recruit, hire, promote, educate, and provide services to you based on your individual qualifications. Indiana University prohibits discrimination based on age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

### Code of Student Rights, Responsibilities, and Conduct

The *Code of Student Rights, Responsibilities, and Conduct* issued by Indiana University on August 15, 1997, provides regulations governing actions and interactions of members of the university community. According to the code, your individual

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*Holly Curtsinger earned her bachelor's degree while accompanying her husband to military posts around the globe.*

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IU Veteran Support Services  
The new GI Bill  
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rights include the right to be free of sexual harassment, racial harassment, and harassment based on sexual orientation. You may obtain copies of the code from the Dean of Students office on each campus.

## Degree Requirements

You are responsible for understanding and fulfilling all degree requirements.

## Requests for Transcripts

If you are a campus-based student, request transcripts in writing from the Office of the Registrar at the campus through which you are enrolled.

If you are a distance student enrolled through the university-wide General Studies Degree program office, request transcripts in writing from the IUPUI Office of the Registrar, Cavanaugh Hall, 425 University Blvd., Indianapolis, IN 46202.

## Release of Student Information

In accordance with the Family Education Rights and Privacy Act, you may access your academic files. Generally, information in your files is not released to third parties without your written permission. However, certain information is public and will be released unless you file the appropriate form. You may obtain the form by writing to the School of Continuing Studies, Owen Hall 001, Bloomington, IN 47405 or by sending email to [scs@indiana.edu](mailto:scs@indiana.edu).

Public information is limited to name; phone; address; dates of attendance; campus, school, college, or division; major field of study; admission or registration status; class standing; degrees and awards; activities; and sports and athletic information.

Public information that may not be restricted includes name, enrollment status, degrees, and dates of attendance.

# Frequently Asked Questions

## 1. Must I go to an IU campus to fulfill course requirements?

You have several options for completing your Associate of Arts in General Studies (A.A.G.S.) or your Bachelor of General Studies (B.G.S.): Enroll in a campus-based program, study at home with self-paced distance education courses through the Independent Study Program or interactive online courses through IU East, or take both on-campus and distance education/online courses.

## 2. Which IU degrees may I earn through the Independent Study Program?

You may earn an A.A.G.S. or B.G.S. by taking distance education courses through the Independent Study Program. You may also be able to apply credits you earn through the Independent Study Program toward other Indiana University degrees, as well as degrees offered by other colleges and universities. Check with an advisor in these programs.

## 3. What can I do with a general studies degree?

General studies graduates have pursued careers in dozens of fields and have used their degrees to continue their education in graduate and professional schools.

## 4. I've earned college or university credits before. May I transfer these previously earned credits to my Indiana University degree?

Yes, if the college or university you attended is accredited by a regional association (for example, the North Central Association), and if the credits you earned qualify. Once we receive your credentials and the Indiana University Office of Admissions evaluates your transcripts, we send you a report that specifies how your previous college or university courses meet degree requirements and that indicates the types of courses you must still complete to earn your degree.

### 5. How many of the credits I earned at another four-year institution may I apply toward the degree?

If you are pursuing an A.A.G.S., you may apply up to 45 previously earned credits, or transfer credit hours, toward your degree. If you are pursuing a B.G.S., you may apply up to 90 transfer credit hours toward your degree. We apply transfer credit hours only if they qualify and if they fit into the general studies degree plan.

**Important:** Students admitted to the Bachelor of General Studies program subsequent to the fall 2008 semester may apply no more than 64 credits from a community college toward B.G.S. requirements.

### 6. I've had significant work experience and informal instruction in particular areas. May I receive credit based on my life experiences?

Yes, you may receive credit for your life experiences, which we call self-acquired competency (SAC) credit. For more information about SAC credit, see page 17 of this bulletin.

### 7. How long does it take to earn a general studies degree?

The amount of time depends on the number of credit hours you've already earned and may apply toward your general studies degree, the type of general studies degree you're pursuing (associate or bachelor's), and the amount of time you devote to your course work. Your general studies advisor can work with you to plan a course of study that suits your schedule.

### 8. I have applied to the General Studies Degree program. How long does it take to find out whether I've been accepted?

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

### 9. What are course distribution requirements, and which courses must I take to fulfill them?

The phrase *course distribution requirements* indicates that, to earn a general studies degree, you must earn credits in three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. You must also earn elective credits. For more information about course distribution requirements, see page 11 of this bulletin.

### 10. What are fundamental skills (competency) requirements, and which courses must I take to fulfill them?

Whether you are pursuing an A.A.G.S. or a B.G.S., you must meet fundamental skills (competency) requirements that demonstrate college-level competence in five areas: written communication (two courses are required), oral communication, quantitative reasoning, diversity, and computer literacy. You 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 or by exercising other options, including departmental, CLEP, DANTES, or ACT-PEP Regents (Excelsior) College exams.

For more information about fundamental skills (competency) requirements, see page 14 of this bulletin.

**11. I've served in the military. How may credits based on my military service apply toward my degree?**

Indiana University adheres to the American Council on Education's *Guide to Evaluation of Educational Experiences in the Armed Services* in granting credit on the basis of education gained through military service. To receive credit for military service, you must submit copies of your official release from military service (DD214) or such active duty documents as the AARTS, SMARTS, or the Community College of the Air Force transcript.

**12. As a general studies student, am I eligible for financial aid?**

If you are pursuing your degree on a campus, contact your campus financial aid office for information about financial aid programs you may qualify for. At this time, Indiana University is unable to administer federal or state financial aid for students pursuing degrees entirely through distance education, including those students registered for Independent Study Program courses. However, several commercial student loans are available for full-time, half-time, and less-than-half-time students and to students not enrolled in degree programs. Many Web sites can help you find information about financial aid.

**13. Does Indiana University grant credit for CLEP or DANTES exams?**

Indiana University awards up to 15 credits toward the A.A.G.S. and up to 30 credits toward the B.G.S. for successful completion of external exams such as Advanced Placement Examinations (AP), College-Level Examination Programs (CLEP), and Defense Activity for Nontraditional Education Support (DANTES). Consult with your general studies advisor as to the options available through nondepartmental examinations.

**14. How much does it cost to earn my general studies degree entirely through the Independent Study Program?**

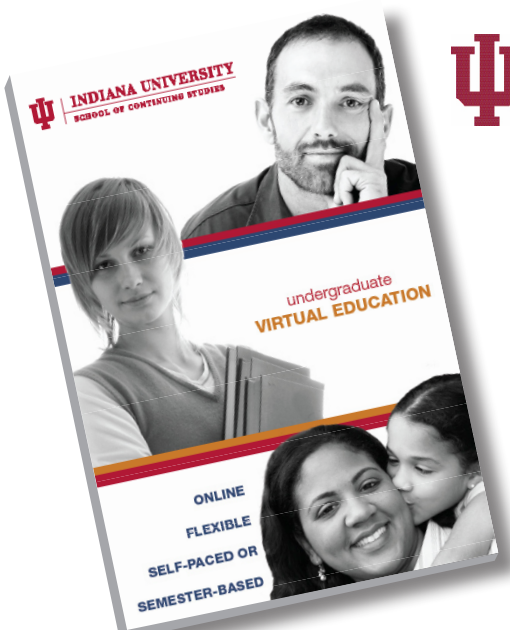
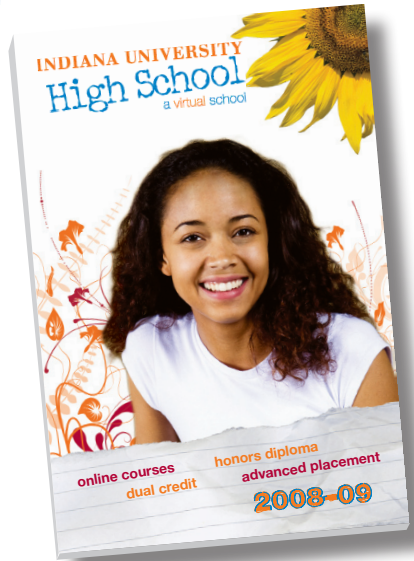
The cost depends on several factors: the number of credit hours you've already earned and may apply toward your general studies degree, the type of general studies degree you're pursuing (associate or bachelor's), your residency status, and the current Independent Study Program course tuition. Tuition for all Indiana University courses is set each year by the Board of Trustees.

**15. May I register for Independent Study Program courses before I'm admitted to the General Studies Degree program? Will the credits I earn in these courses count toward my degree?**

Yes, you may register for Independent Study Program courses before you're admitted to the General Studies Degree program. In fact, we encourage you to do so. However, we caution you not to register for courses whose descriptions resemble courses you've previously completed or in courses from a department from which you've already taken three or four courses. Credit you receive for these courses may not apply to your general studies degree.

# INDIANA UNIVERSITY High School a virtual school

- more than 100 distance education high school courses
- more than 60 dual-credit courses
- advanced placement courses in English, calculus, chemistry, and U.S. history
- a high school diploma and academic honors diploma
- accredited by the Commission on Accreditation and School Improvement and a member of the North Central Association
- accredited by the Commission on International and Trans-Regional Accreditation
- personal support for diploma-seeking students from academic advisors and a career counselor



## INDIANA UNIVERSITY

### SCHOOL OF CONTINUING STUDIES

#### Undergraduate Independent Study Program

- more than 185 self-paced correspondence courses
- 115 self-paced online courses
- semester-based online interactive courses
- credit courses in more than 30 subject areas
- professional certificate in healthcare accounting and financial management

OTHER SCS PROGRAMS  
OTHER SCS PROGRAMS

## Master of Science in Adult Education (Online)

Whether you are already working in the adult education field or looking to make a career change, the online Master of Science in Adult Education program can help you. 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 manufacturing, corporations, healthcare, postsecondary education, government agencies, not-for-profit organizations, and the military.

### Degree Requirements

You must complete all program course work within six years of matriculating in the program. You must complete a minimum of 36 credit hours, including the following:

#### 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 Forms and Forces of Adult Education (3 cr.)
- D521 Participation Training (2 cr.) This course requires two brief on-campus meetings.
- D525 Introduction to Distance Education Systems (3 cr.)
- D620 Adult Education Research (3 cr.)
- D640 Capstone Seminar in Adult Education (3 cr.)

#### Professional Focus Area Courses (13 credit hours):

- D523 Small Group Theory in Adult Education (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 Topics (variable cr.)
- D550 Practicum in Adult Education (1–3 cr.)
- D590 Independent Study in Adult Education (1–3 cr.)
- D599 Master's Thesis in Adult Education (6 cr.)
- D650 Internship in Adult Education (1–6 cr.)
- D660 Readings in Adult Education (1–6 cr.)

Other courses from related areas not to exceed 9 credit hours from outside the adult education department.

**[scs.indiana.edu/univ/msae.html](https://scs.indiana.edu/univ/msae.html)**  
**317.274.3456**



OTHER SCS PROGRAMS  
OTHER SCS PROGRAMS



# INDIANA UNIVERSITY

## SCHOOL OF CONTINUING STUDIES

### General Studies Degree Program

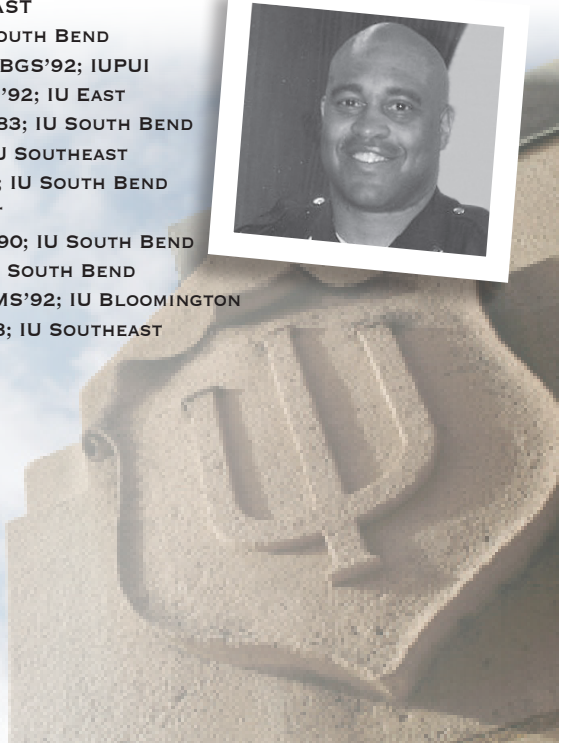
## School of Continuing Studies Distinguished Alumni

- 2007 JOE GRANT, BGS'00; IU SOUTHEAST
- 2006 DURLEEN BRAASH, BGS'83; IU SOUTH BEND
- 2005 TERRI TALBERT-HATCH, AGS'88, BGS'92; IUPUI
- 2004 BETTE DAVENPORT, AGS'83, BGS'92; IU EAST
- 2002 JEAN CHANDONIA, AGS'81, BGS'83; IU SOUTH BEND
- 2001 BARBARA ANDERSON, BGS'91; IU SOUTHEAST
- 1999 MICHAEL WARGO, AS'81, BGS'82; IU SOUTH BEND
- 1998 SUE ROBERSON, BGS'80; IU EAST
- 1997 PHYLLIS WEZEMAN, BGS'84, MS'90; IU SOUTH BEND
- 1996 MICHAEL LAWRENCE, BGS'83; IU SOUTH BEND
- 1995 NITA LEVISON, AGS'89, BGS'90, MS'92; IU BLOOMINGTON
- 1994 CLEMENTINE BARTHOLD, BGS'78; IU SOUTHEAST

2007 JOE GRANT,  
BGS'00; IU Southeast



2003 DON KREITZER,  
BGS'94; IPFW



Visit the Continuing Studies Alumni Association Web site at [alumni.iu.edu/groups/continuing/](http://alumni.iu.edu/groups/continuing/).

ONLINE & ON CAMPUS

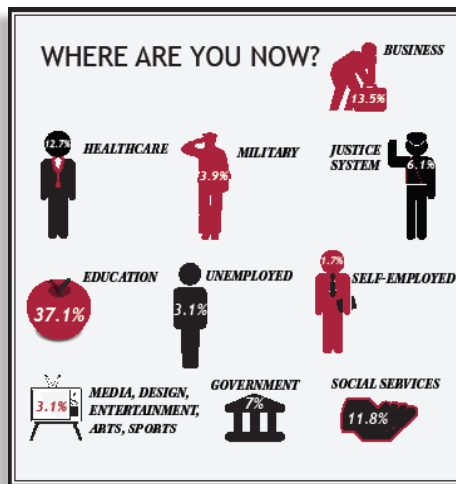
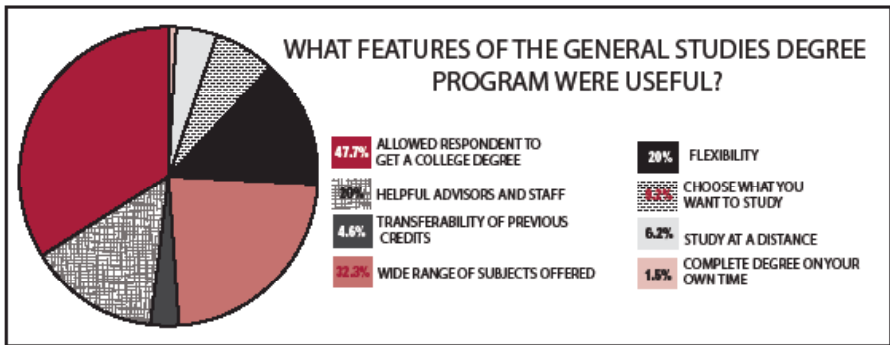


# DID YOU KNOW?

More than 28,000 students hold a general studies degree!

Campus	Associate	Bachelor's	Total
Bloomington	735	4,175	4,910
IUPU Columbus	54	57	111
East	411	564	975
IPFW	1,132	1,936	3,068
IUPUI	2,100	4,570	6,670
Kokomo	665	809	1,474
Northwest	616	989	1,605
South Bend	1,078	1,980	3,058
Southeast	891	1,878	2,769
University-Wide	2,396	965	3,361
Total	10,078	17,923	28,001

In a December 2007 survey, general studies graduates reported the following:





Continuing Studies  
Maxwell Hall 020  
750 E. Kirkwood Ave.  
Bloomington, IN 47405  
Phone: 812.855.4991  
[continue.indiana.edu](http://continue.indiana.edu)

- Bachelor of General Studies
- evening and off-campus courses
- resources for adult students, including peer mentoring and workshops
- Leadership Bloomington
- Mini University
- certificate programs in life sciences, business, and computer programs, among others
- noncredit personal and professional enrichment courses
- customizable business training programs



## Meet Sheya Martin

Five years ago, Sheya Martin didn't think she would have the opportunity to leave a dead-end job to pursue her dreams of an education beyond high school.

Then she found the General Studies Degree program. Now she is pursuing a graduate degree in biology.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- career specialty minors and certificates
- evening courses
- off-campus courses



General Studies Degree Program  
Room 156 | 4601 Central Ave.  
Columbus, IN 47203  
Phone: 812.348.7271  
[www.iupuc.edu/generalstudies](http://www.iupuc.edu/generalstudies)

## Meet Judy Durham

Judy Durham dreamed of earning her college degree for years. She took classes at different institutions, but the degree eluded her as she fulfilled other obligations. Then she found the General Studies Degree program at Indiana University–Purdue University Columbus, and worked up the courage to register for classes.

Forty-one years after graduating from high school, she received a Bachelor of General Studies—with Highest Distinction. While her job hasn't changed greatly, she now has added confidence and self-respect—and an IU diploma hanging on her office wall.



### **Not close to an IU campus, or need to supplement your on-campus course work?**

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- Bachelor of General Studies
- off-campus courses
- personal enrichment programs
- noncredit computer courses
- noncredit professional development courses
- real estate pre-licensing courses
- custom training for businesses



Continuing Education  
Indiana University East  
2325 Chester Blvd.  
Richmond, IN 47374  
Phone: 765.973.8203  
[www.iue.edu/scs](http://www.iue.edu/scs)



## Meet Dorothy Campbell

Dorothy Campbell spent much of her undergraduate years trying to decide what career she wanted to pursue. In her junior year, she discovered a love of Spanish. Unfortunately, her campus did not offer a degree in Spanish. Then she found the General Studies Degree program, which allowed her to design her own degree path.

Now a general studies graduate, Campbell intends to continue her education as a student in Ball State University's master's program in Teaching English to Speakers of Other Languages.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- distance courses
- off-campus courses
- weekend college
- professional development for teachers
- noncredit enrichment courses
- noncredit professional development courses
- custom training for entrepreneurs and corporations



Continuing Studies  
Kettler Hall 144 | 2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805  
Phone: 260.481.6828  
[www.ipfw.edu/dcs](http://www.ipfw.edu/dcs)

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## Meet Breanna Jackson

By the end of her second year of college, single mom Breanna Jackson had changed her major twice, and was still uncertain about what she wanted to do with her life.

Then she enrolled in the General Studies Degree program, which allowed her to transfer most of her credits and to concentrate in subject areas that interested her. She got an internship that introduced her to probation work—and finally, she'd found her calling.

Jackson completed the Bachelor of General Studies and an Associate of Science in Criminal Justice in 2004. Today, she works as an adult probation officer, and is pursuing a master's in organizational leadership and supervision.

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### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).



# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- off-campus courses
- evening and weekend courses
- certificate programs in therapeutic massage, business, medical coding, and computers, among others
- personal enrichment programs
- customizable training programs
- learning solutions for Corporate Universities
- on-site workplace activities, including pre-admission counseling, advising, and courses



Community Learning Network  
Union Building 244 | 620 Union Dr.  
Indianapolis, IN 46202  
Phone: 317.278.7600  
[www.cln.iupui.edu](http://www.cln.iupui.edu)



## Meet Patrick Gentry

Patrick Gentry had an associate degree in paramedic science and a full-time job as a paramedic when he decided he wanted to become a doctor. The multidisciplinary requirements of the General Studies Degree program allowed him to tailor a course of study that met the prerequisites for medical school.

Now, five years later, Gentry is a Ph.D. candidate for a degree in cellular biology and integrated physiology in the IU School of Medicine.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- ACCELErated evening college
- Certificate in Contemporary Entrepreneurship
- Certificate in Homeland Security/Emergency Management
- noncredit programs, including ESL, computers, and cultural competence/diversity training
- customizable training programs



IU  
KOKOMO

Continuing Studies  
2300 S. Washington St.  
Kokomo, IN 46904  
Phone: 765.455.9395  
[www.iuk.edu/~koctsd](http://www.iuk.edu/~koctsd)

## Meet Ron Withers

Ron Withers wasn't able to attend college just out of high school. Instead, he established Withers Concessions, a business he has owned for the past 34 years, and started a family. After his children had grown, Withers decided to go back to school and earn a degree. He wanted to improve his writing skills, possibly become a history teacher, and—more than anything—have the satisfaction of holding a college degree.

Withers found the general studies program at IU Kokomo, which allowed him to earn credit for his life experiences and which accepted the college credits he'd managed to accumulate over the years. He earned a Bachelor of General Studies in 2006, making it possible for him to attend graduate school.

Withers is now working on his master's thesis at IUPUI. He hopes to use his education to teach college-level history and work in a museum.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

- Bachelor of General Studies
- off-campus courses
- Swing-Shift College
- Weekend College
- personal enrichment programs
- noncredit trips for the whole community



Continuing Studies  
3400 Broadway St.  
Gary, IN 46408  
Phone: 219.980.6828  
[www.iun.edu/~contstud](http://www.iun.edu/~contstud)



## Meet Terry Gilhooly

Terry Gilhooly was vice-president of global futures and options with Merrill Lynch. He had a wife and three kids who looked up to him. By most accounts, he had achieved the American dream. But when he looked toward the future, he realized that his lack of a college degree would keep him from advancing in his career, and possibly damage his credibility with his children as they approached college age.

Then he found the General Studies Degree program at Indiana University Northwest. The program offered affordability and flexibility, as well as sincere guidance, instruction, and care from the general studies advisors. Gilhooly earned his Bachelor of General Studies in fall 2007, and has entered the Master of Business Administration program at IU Northwest.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).



# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- off-campus courses
- Certificate in Montessori Early Childhood Education
- Certificate in Paralegal Studies



Continuing Education  
1700 Mishawaka Ave.  
South Bend, IN 46634  
Phone: 574.520.4260  
[www.iusb.edu/~sbgens](http://www.iusb.edu/~sbgens)

## Meet Susan Schricker



Susan Schricker spent the first 30 years of her adult life doing college work on a part-time basis, always putting it aside for work opportunities and other life events. Then in 2003, she found herself jobless after a company buyout, and decided it was time to complete a degree. She didn't know where she was going, or what she should study.

She felt she hit pay dirt when an advisor at IU South Bend told her about the General Studies Degree program. Now Schricker is a mortgage loan officer and assistant vice president for MFB Bank out of Mishawaka, Indiana.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# Continuing Studies — Online and On Campus

- Bachelor of General Studies
- Certificate in Supervision
- Certificate in Occupational Safety
- Project AHEAD enrichment program for school-age children
- Japan Center
- noncredit professional and personal enrichment programs
- business and industry training programs
- customized training programs



## Continuing Studies

Knobview Hall 225 | 4201 Grant Line Rd.

New Albany, IN 47150

Phone: 812.941.2315

[www.ius.edu/ContinuingStudies](http://www.ius.edu/ContinuingStudies)



## Meet Joe Grant

Joe Grant completed three years of college and had a job he loved with the Louisville Metro Police Department. Speaking to students in his community about staying in high school and going to college, though, was always difficult for Grant, whose own lack of a degree weighed heavily on his mind.

Then he found the General Studies Degree program at Indiana University Southeast, which allowed him to study a variety of disciplines and to apply his life experiences to his degree. What he didn't expect was to discover a new career to love—teaching. Now he is retired from the police department and is an instructor at the University of Louisville. He expects to have his Ph.D. by the end of 2009.

### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# Continuing Studies — Online and On Campus

- Online Bachelor of General Studies
- Self-paced online and correspondence courses
- Semester-based online courses
- Healthcare Accounting and Financial Management Certificate
- Certificate in Distance Education



School of Continuing Studies  
Owen Hall 101 | 790 E. Kirkwood Ave.  
Bloomington, IN 47405  
Phone: 800.334.1011, 812.855.2992  
TTY: 866.270.2901, 812.855.5920,  
[scs.indiana.edu](http://scs.indiana.edu)

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## Meet Hazel Jenkins



Seventy-five-year-old Hazel Jenkins completed her first year of college at Virginia Intermont College during the 1951–52 academic year. Then she married and started a family, taking college courses when time and finances permitted.

After she retired, she made the decision to finish her degree. She found the General Studies Degree program at Indiana University, which allowed her to transfer in credits she'd earned over the years, and to earn her degree at a distance in her own time. She hopes to finish her degree by the time she turns 80.

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### **Not close to an IU campus, or need to supplement your on-campus course work?**

The university-wide School of Continuing Studies offers more than 185 distance education courses—many online. Learn more at 800.334.1011 or [scs.indiana.edu](http://scs.indiana.edu).

# School of Continuing Studies Officers

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RON WHITE, Ed.D., Director, Continuing Studies/Division of Extended Programs, IU Bloomington

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SAUNDRA BROWN GORDON, M.S., IU Southeast (New Albany)

FRED HAKES, M.S., IU Kokomo

JULIE FELLERS HOOK, Ed.D., IPFW

CUTHBERT SCOTT, Ph.D., IU Northwest (Gary)

DAVID VOLLRATH, Ph.D., IU South Bend

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HENRY S. MERRILL, Ed.D., Chairman

BRUCE COLSTON, Ed.D., Adjunct Assistant Professor

FRANK DISILVESTRO, Ed.D., Associate Professor

RON WHITE, Ed.D., Adjunct Professor

JEANI YOUNG, M.S., Program Coordinator

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Arts and Science, IPFW

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Social and Behavioral Sciences, IU Kokomo

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Dean, School of Continuing Studies

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Adult Education, School of Continuing Studies

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ROBERT WILDBLOOD, Ph.D.  
Social and Behavioral Sciences, IU Kokomo

DEBRA L. WINIKATES, Ed.D.  
Education, IUPUC

# NOTES





## INDIANA UNIVERSITY

SCHOOL OF CONTINUING STUDIES

More than 30 years of quality higher education programs for adult learners in Indiana and around the globe

Online and on-campus academic programs for bachelor degree completion in general studies, as well as online graduate degree in adult education

ONLINE & ON CAMPUS

GSB0708