



INDIANA UNIVERSITY

SCHOOL OF CONTINUING STUDIES

2010-11

BULLETIN

online • on campus

general studies degree



STATEWIDE DEGREE COMPLETION PROGRAM FOR ADULT LEARNERS

GENERAL STUDIES DEGREE PROGRAM OFFICES

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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 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 is a member of the North Central Association.

School of Continuing Studies

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

- a multidisciplinary 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 SCS 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 270 extended-term high school and undergraduate distance education courses. The courses are available in both online and paper formats through the SCS Independent Study Program.

- semester-term online interactive courses.
- certificate programs.
- professional development programs and workforce training.

Transform Your Life

Do you believe that earning a degree can transform your life? It can! Consider the following:

- 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.

Continue reading to see how the general studies degree can help you!

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, and computer science. More than 80 percent of the general studies graduates who continue their education complete their graduate degree.

Throughout this bulletin, you will find stories about general studies students who have used their degree to move up in their career or to pursue advanced studies.

Degree Completion Program for Adult Learners

General studies is a degree completion program for adult learners who have diverse backgrounds and goals and who want convenience without sacrificing quality.

When you complete the program, you will share the satisfaction of graduates who say, "Would I rate this program a '10'? You bet!"

Convenient

Discover how straightforward applying to the program and registering for courses can be.

- Complete your degree by taking courses at any IU campus, distance courses, or a combination of both.
- Apply qualifying credits from accredited community colleges and four-year institutions. Please note that credit transferability is subject to final review by the Office of Admissions.
- Earn credit for professional experiences, military service, and examinations. Build your credentials by earning certificates.

High-Quality

- Take on-campus courses with top-notch faculty.
- Complete your degree entirely online by taking award-winning extended-term courses through the SCS Independent Study Program and semester-term courses offered in collaboration with various IU campuses. The distance degree is awarded through the IUPUI campus in Indianapolis.
- Hold a valued degree from one of the nation's oldest and most highly rated state-supported universities.

Adult Friendly

- 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 the general studies academic advisors have earned graduates' praises for

(continued on page 8.)



INDIANA UNIVERSITY

GENERAL STUDIES DEGREE PROGRAM



General studies students come from diverse life situations and have a wide range of reasons for wanting to complete their **undergraduate degree**.

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



"[General studies] is a great bridge to a master's degree program!"—Garnetta Sweeney Smith

Meet Garnetta Sweeney Smith B.G.S. 2010, IU Southeast

Garnetta's Goal *Get in to a master's degree program*

- By the time Garnetta Sweeney Smith turned 50, both her sons had moved to college to pursue their educational dreams. Now, she reckoned, she had the opportunity to pursue some dreams of her own.

She took a full-time position as the associate director of student life for women at the Southern Baptist Theological Seminary in Louisville, Kentucky, and began taking graduate courses.

- The seminary offers master's *diplomas* in theology and theological studies to students who have not completed a bachelor's degree; but Smith wanted to earn a master's degree. For that, she needed to complete her bachelor's.

A friend recommended the General Studies Degree program, which accepted 88 hours of Smith's previously earned college credits. "Beyond that— within the parameters of the degree requirements—I took the courses that interested me," she said.

Smith appreciated how her general studies advisor, Saundra Gordon, developed a plan of study for her. "I had lots of science credits and plenty of English," she said. "Saundra mapped out the credits I had and told me what I still had to do." To make sure Smith remained on track, she and Gordon met every semester.

- Smith liked returning to school as an adult learner, because she was able to bring a mature perspective to her studies. Moreover, she enjoyed nurturing younger students and serving as an example that "it's never too late to learn."

Smith is currently considering which master's degree she will pursue and believes her Bachelor of General Studies has well prepared her for the academic challenges ahead.

"I would wholeheartedly recommend the general studies degree to others," she said. "It requires you to study different areas so that you get a well-rounded education. It's a great bridge to a master's degree program!"



Photo-Karen Travis



Garnetta Sweeney Smith is among the 40 percent of B.G.S. graduates who go on for an advanced degree. Selected alumni's job titles and graduate degrees include

Senior Pastor	B.G.S., M.Div.
Library Director	B.G.S., M.L.S.
Academic Advisor	B.G.S., M.P.A.
Director of Operations	B.G.S., M.P.A.
Director of Donor Relations	B.G.S., M.L.S.
Coast Guard Officer	B.G.S., M.P.A.
Manager of Support Services	B.G.S., M.S.M.
Financial Analyst	B.G.S., M.B.A.
Teacher	B.G.S., M.Ed.
Occupational Health Nursing	A.D.N., B.G.S., M.B.A.
Research Associate and Project Coordinator	B.G.S., M.S.
Educational Coordinator	B.G.S., M.S.S.W.
CFO, Director of Accounting and Administration	B.G.S., M.P.A.
Optometrist	B.G.S., O.D.

Learn more at scs.indiana.edu.

Since 1975, more than 2,750 IU Southeast students have earned a general studies degree. Worldwide, more than 28,000 adults hold a general studies degree.

*"There are so many things you can do [with general studies].
My idea now is to start my own business." —Fernando Freitas*



Meet **Fernando Freitas**
B.G.S. 2009, IUPUI

Fernando's Goal *Go to medical school*

Tennis Player Fernando Freitas moved to Indianapolis for love, and found his match in the IUPUI General Studies Degree program.

"I was a student athlete and wanted to go to med school," said Freitas, "but I had transferred schools twice. Whenever you transfer, you lose some credits or have to retake classes."

Then, on a visit to his girlfriend in Indianapolis, Freitas met the IUPUI tennis coach. The coach told him about the General Studies Degree program. "I learned that by doing the General Studies Degree program, I could use all the credits I had."

Freitas loved the perks IUPUI could offer, including its urban location and a faculty whose real-world experience added inspiration to each class. "I think I become more professional," he said.

Additionally, general studies gave Freitas the power to create his own program. "You get to pick your own classes, and you can just mold your education to what you want to accomplish or what you want to learn," he said. "That's what I did. The degree was flexible enough that I could take the prerequisites I needed for med school and at the same time earn a bachelor's degree."





Fernando Freitas is among the 40 percent of B.G.S. graduates who go on for an advanced degree. Selected alumni's job titles and graduate degrees include

Optometrist	B.G.S., O.D.
Occupational Health Nurse	A.D.N., B.G.S., M.B.A.
Human Resources Trainer	B.G.S., M.Ed.
Director of Public Relations	B.G.S., M.A.
Academic Advisor	B.G.S., M.Ed.
Owner of Computer Software Consulting Firm	B.G.S., M.A.
Federal Investigator	B.G.S., M.M.
Director of Outreach/Associate Planner	B.G.S., M.P.A.
EEO Specialist	B.G.S., M.S.
Application Engineer	B.G.S., M.B.A.
Electrician/Utility Regulatory Analyst	A.A.G.S., B.G.S., M.B.A.
Teacher/Librarian	B.G.S., M.L.S.
Program Associate/Senior Account Mgr.	B.G.S., M.S.M.
City Manager	B.G.S., M.A.T.

Learn more at scs.indiana.edu.

Since 1975, more than 6,700 IUPUI students have earned a general studies degree. Worldwide, more than 28,000 adults hold a general studies degree.

"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 was missing, and this program helped me fill that void."

- ◇ 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.

Satisfying

- 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 family and friends.

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 plan to complete your degree at a distance by taking courses through the SCS Independent Study Program, contact the university-wide general studies office.

Please 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.

However, if you are an out-of-state student planning to attend classes on an Indiana University campus, 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 will pursue your 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 plan to pursue your degree at a distance through the SCS Independent Study Program, refer to the undergraduate course catalog (scs.indiana.edu) for tuition and fees.

Out-of-state tuition for SCS independent study courses remains one of the lowest in the nation at under \$200 per credit. Similarly, online interactive courses delivered in cooperation with the distance education program at some IU campuses offer a tuition rate that is substantially lower than normal out-of state tuition.

The distance degree is awarded through the Indiana University campus in Indianapolis.

Admission

Below are the admission guidelines for new applicants or transfer students.

Application Procedures

Apply for admission as follows:

1. If you have 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 21 years of age or older and have 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 under 21 years of age and have received a high school diploma or GED credential, you are required to meet admission criteria in effect at the campus to which you apply.
5. If you do not meet the admissions criteria above, contact a general studies advisor (see inside front cover) to discuss your individual situation.
6. Applications are processed after all academic credentials and the application fee are received. Please allow 10 to 12 weeks for your application and transcripts to be reviewed once we receive them.

1. Complete the admission application form.

Important: The form in the center of this bulletin is for students planning to complete their degree at a distance through the university-wide General Studies Degree program.

If you plan to complete your degree on an Indiana University campus, please contact the general studies office on that campus for a form (see inside front cover), or visit the appropriate URL in the box on page 10.

2. Include 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.

Get Your Admission Application Form Here!

IU Bloomington - continue.indiana.edu/forProspectiveStudents
 IUPUC (Columbus) - <http://www.iupuc.edu/admissions/becomeastudent>
 IPFW (Fort Wayne) - www.ipfw.edu/dcs/gsdp/admiss.shtml
 IU Northwest (Gary) - www.iun.edu/~contstud/gen_studiesraprocedure.shtml
 IUPUI (Indianapolis) - <https://www.cln.iupui.edu/apps/pmmain.asp?gs/app.asp>
 IU Kokomo - <http://www.iuk.edu/index/admissions/application.asp>
 IU Southeast (New Albany) - www.ius.edu/admissions/apply.cfm
 IU East (Richmond) - www.iue.edu/scs/admission.php
 IU South Bend - www.iusb.edu/~sbgens/admission.shtml
 University-Wide (Distance) - scs.indiana.edu/undergraddegrees/howapply.html

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 below. 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

Below are the 2010–11 fees for U.S. citizens/international students.

University-wide	\$50/\$60
IU Bloomington	\$55/\$65
IUPUC (Columbus)	\$50/\$65
IPFW (Fort Wayne)	\$50/\$50
IU Northwest (Gary)	\$25/\$60
IUPUI (Indianapolis)	\$50/\$60
IU Kokomo	\$30/\$60
IU Southeast (New Albany)	\$30/\$30
IU East (Richmond)	\$35/\$35
IU South Bend	\$45/\$60

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 apply year-round. 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.

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 30.

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 30.



INDIANA UNIVERSITY

GENERAL STUDIES DEGREE PROGRAM



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.
- Take courses online, at an IU campus, or both.
- Earn an online IU certificate as part of your degree program. Learn more at www.iu.edu/~iuonline/profdev/profdev.html.
- Supplement credits you earn from your course work with credits for national exams, military experience, and professional or service experiences.
- Pursue a minor or concentration that best suits your needs and interests.



"I would call it a saving grace."—Susan Schweig

Meet **Susan Schweig**,
B.G.S 2009, Distance Education Program

Susan's Pathway Transfer credits; distance education courses; expert, friendly advising; post-admission credits from another accredited university

In 1972, Susan Schweig was prepared to follow in her father's footsteps by earning a business degree from Indiana University. Yet, as Susan puts it, "business was not my forte." She left college only six credits shy of a diploma.

For the next 30 years, Schweig taught in private schools and worked as an editor. "I didn't have a need to finish the degree." However, two years ago, when Schweig decided to switch from private schools to public schools, her situation changed.

"I decided I needed to start my life anew, (but) in order to teach in New Jersey, you need to have a liberal arts degree." Schweig called the distance education General Studies Degree program at the School of Continuing Studies and learned that a significant number of her previous college credits would transfer.

"General studies enabled me to use my business degree to pursue my dream of teaching. The program allowed me to save those credits that I had worked so hard to achieve in the '70's. Otherwise, I would have had to begin all over again. IU is also highly accredited and highly regarded, and that was great."

Receiving her bachelor's degree in general studies has lifted Schweig to even higher accomplishments. She is currently working toward both a master's degree in language education and certification in elementary teaching. She is also a substitute teacher for elementary and middle school students in Princeton.

"Without [general studies], I don't know what I would have done. If you have already put [a lot of] time into a degree, don't let it go to waste. This is a great way you can get it taken care of."



WAY PAT

A December 2007 survey of general studies graduates shows that Susan Schweig is among the 9 percent of general studies graduates working in a profession related to education, training, and libraries. Other professions include

- *Business and financial operations:* 20 percent
- *Office and administrative support:* 11 percent
- *Upper management:* 6 percent
- *Community and social services:* 5 percent
- *Sales:* 3 percent

Learn more at scs.indiana.edu.

Since 1975, more than 3,400 students have earned a degree through the distance education General Studies Degree program. Worldwide, more than 28,000 adults hold a general studies degree.

"[General studies is] a degree rich in diversity, broad in curriculum, and in accordance with my personal interests and values." —Lisa Heral

Meet **Lisa Heral**
B.G.S. 2008, IPFW

Lisa's Pathway Transfer credits; on-campus courses, internship

Lisa Heral already held a nursing degree and was working as an emergency room nurse when her 14-year-old son was diagnosed with a rare bone disease called fibrous dysplasia. His diagnosis inspired Heral's decision to return to school to develop her research skills.

She chose the General Studies Degree program, which set her up with an internship doing orthopedic research at a local company specializing in joint replacement. She learned about orthopedic registries and also attended the Rare Bone Diseases Conference held at the National Institutes of Health in Washington, D.C.

Thanks to her internship, Heral began a new career at OrthoPediatrics, the first device company to focus on pediatric patients. She also sits on the Board of Directors for the Fibrous Dysplasia Foundation and is leading the effort to establish a national fibrous dysplasia registry, that is, a collection of information on all treatments being done. The registry will show which treatments have worked best, as well as the best way to deal with problems that arise.

"Could I have known I'd end up here? There's no way," Heral said. But is it where I belong? Absolutely."

Heral advises other students to make an internship part of their general studies experience. "Whatever your inspiration is, with a little hard work, you can set up an internship that results in knowledge that sets you apart, greater career insight, and career opportunities you didn't even know existed."



VAY PATH

Lisa Heral applied previously earned credits toward her general studies degree. She earned additional credit through on-campus course work and through an internship. Other options for earning credit include

- *Online courses in a variety of formats*
- *Military service*
- *Examinations*
- *Professional and service experiences*

Since 1975, more than 3,100 IPFW students have earned a general studies degree. Worldwide, more than 28,000 adults hold a general studies degree.

"I started out as an auditor in a union and was promoted to quality engineer in exempt ranks within months of earning my bachelor's degree. I knew what I wanted to do and I worked very hard to get there."

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 either online or on campus at Indiana University. 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 at a distance 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 exams toward this 15 credit hour requirement.
3. You are required to complete at least 10 credit hours after admission to the General Studies Degree program. You may not apply credits earned by self-acquired competency or on the basis of the CLEP, DANTES, or Excelsior College 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 page 21).

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 cr. hours
Science and Mathematics	12 cr. hours
Social and Behavioral Sciences	12 cr. hours
Electives	24 cr. hours

Total Credit Hours

Required for the A.A.G.S. 60 cr. 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 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 credit hours—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 either online or on campus at Indiana University. 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 at a distance 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 exams toward this 30 credit hour requirement.
4. You are required to complete at least 20 credit hours after admission to the General Studies Degree program. You may not apply credits earned by self-acquired competency or on the basis of the CLEP, DANTEs, or Excelsior College 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 page 21).

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 cr. hours
Science and Mathematics	12 cr. hours
Social and Behavioral Sciences	12 cr. hours

"The B.G.S. is important because it does not pigeonhole a student into a specific career. The B.G.S. provides a broad education and leads to a more independent graduate."

Concentration	18 cr. hours
Arts and Sciences Electives	15 cr. hours
General Electives	51 cr. hours

**Total Credit Hours
Required for the B.G.S.** 120 cr. hours

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

Fulfilling the Course Distribution Requirements

Learning Areas

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 courses from a variety of departments within each learning area. The learning areas are described below.

Important: The departments 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 and Philosophy of Science
Classical Studies	Musicology and Music History
Comparative Literature	Philosophy
English	Religious Studies
Fine Arts	Speech
Foreign Languages	Theatre and Drama
Folklore	

Science and Mathematics

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

Social and Behavioral Sciences

Anthropology	History
Criminal Justice	Linguistics
Economics	Political Science
Geography	Psychology
	Sociology

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 College 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.

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 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 program do not have the option of earning a minor in conjunction with the B.G.S.

"I received my degree while being a single mother working full time. My job field is very competitive and a degree from a top university is not only a plus, it is a must."

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.

Academic Policies

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 IU 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.

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), Excelsior College, 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."



INDIANA UNIVERSITY

GENERAL STUDIES DEGREE PROGRAM



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; and more than 80 percent of B.G.S. alumni who go to graduate or professional school complete their degree.



“More people—especially older students—need to understand that they really can tailor the degree to fit what they need.”—Shelly Deckard

SUCCESS SUCCESS SUCCESS
SUCCESS SUCCESS SUCCESS
SUCCESS SUCCESS

Meet **Shelley Deckard**, B.G.S. 2010,
IU Bloomington

Shelly's Definition of Success Professional and personal confidence, preparation for a master's degree program

In 2007, Shelly Deckard decided to race her daughter to become the first member of the family to graduate from college. In spring 2010, she walked away with the blue-ribbon prize: a bachelor's degree from the Indiana University General Studies Degree program.

Deckard is no stranger to being a student. She earned LPN and RN degrees by taking classes while working a full-time job and a part-time job. “This time I decided maybe I should just be a student for a while,” she said. “I've never done that!”

Along with the education she received in classes, Deckard now realizes she learned a lot about what she was capable of. She also learned that earning a bachelor's degree is not the end of the road—that it is, in fact, an all-access pass to even greater opportunities.

“I plan to go on and pursue a master's degree,” she said, “but I have not decided in which direction I want to go. I feel like a kid in a candy store with a pocket full of change. I can spend only so much of the change, but I have so many options!”



SUCCESS SUCCESS SUCCESS

A December 2007 survey of **general studies graduates** showed that other graduates liked some of the same features of the General Studies Degree program that **Shelly Deckard** did.

- Allowed respondent to complete a college degree: 48 percent
- Wide range of subjects offered: 32 percent
- Helpful advisors and staff: 20 percent
- Choose what you want to study: 9 percent
- Transferability of previous credits: 5 percent

Learn more at scs.indiana.edu.

Since 1975, nearly 5,000 students have earned a degree through the Bloomington campus General Studies Degree program. Worldwide, more than 28,000 adults hold a general studies degree.

"A Bachelor of General Studies prepares you for a wide range of professional careers or for a master's or doctorate in a specialized area of academics." —Keith Prior

SUCCESS SUCCESS SUCCESS
SUCCESS SUCCESS SUCCESS
SUCCESS SUCCESS

Meet Keith Prior, B.G.S. 2009, IUPU Columbus

Keith's Definition of Success *Serve as a role model; become a probation officer*

Keith Prior loves kids, which explains in large measure why he decided to earn his Bachelor of General Studies.

He wanted to fulfill his dream of being the first person in his family to receive a college degree, first and foremost to serve as a positive role model for his own children, but also to serve as a model for the families he interacts with as part of his job.

Prior started working with at-risk children as a youth care worker at the Bartholomew County Youth Services Center in 2000. "My goal," he said, "was to become a certified Indiana probation officer, so that I could assist the at-risk juvenile population in my community." Being a probation officer requires a four-year degree from an accredited college or university. Prior applied to the General Studies Degree program and took both campus and online courses to fulfill his degree requirements.

"My advisor met with me continuously to assist and help guide me in what courses were available and addressed any concerns or questions I had," he said. "My advisor's knowledge of the B.G.S. program assisted me in achieving my dream."

As Prior was finishing up his course work in summer 2009, an individual left the "exact job" Prior wanted in Court Services. He started his career as a probation officer in fall 2009.

"After I gain some experience," Prior said, "my plan is to go back to school and get my master's in education or business administration. I'm not quite sure yet. I want to do at least two things right now: I want to be chief probation officer, and I want to be an instructor/adjunct lecturer for Indiana University."



Photo: Paige Harden



A December 2007 survey of general studies graduates shows that Keith Prior is among the 3 percent of general studies graduates working in a profession related to the justice system. Other professions include

- *Office and administrative support:* 11 percent
- *Healthcare practitioners and healthcare techs:* 7 percent
- *Upper management:* 6 percent
- *Community and social services:* 5 percent
- *Media, design, sports, entertainment, arts:* 3 percent
- *Other:* 19 percent

Learn more at scs.indiana.edu.

More than 115 students have earned a general studies degree through the IUPUI Columbus campus in recent years. Worldwide, more than 28,000 adults hold a general studies degree.

Online and Distance Education

Independent Study Program

You can complete all degree requirements for the A.A.G.S. and B.G.S. by taking online and paper courses through the SCS Independent Study Program.

The distance degree is awarded through the Indiana University campus in Indianapolis.

The Independent Study Program offers more than 170 undergraduate courses. The courses are developed and taught by Indiana University instructors, and they 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.

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 courses you select fulfill your degree requirements.

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. Please use the registration form in the independent study catalog. Be sure to submit your independent study course fees and general studies application fees separately.

Tuition and fees for independent study courses are approved by the IU Board of Trustees and are subject to change. Check the SCS Web site at scs.indiana.edu for current prices. Tuition may be refundable, but fees are not.

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

Semester-Term Online Interactive (SOI) Courses

Accelerate progress toward your degree by taking semester-term online interactive courses.

- Complete your course work in the four months provided.
- Engage in online chat sessions with your fellow students.
- Take your exams online.
- Apply federal student financial aid.

Regularly offered courses include the following:

Anatomy A215 Basic Human Anatomy

Biology N120 Biology of Mental Illness

Business Z440 Human Resource Development

Business A201 Introduction to Accounting I

Business D301 International Business

Business F301 Financial Management

Business J404 Business and Society

Business L203 Commercial Law I

Business M301 Marketing Management
Business W100 Introduction to Business
Business Z301 Organizational Behavior

Computer Science A110 Introduction to Computers and Computing

Economics E103 Microeconomics

English L314 Late Plays of Shakespeare
English W321 Advanced Technical Writing

Geology G103 Earth Science: Materials and Processes

History H101 World in the Twentieth Century
History B323 History of the Holocaust

Mathematics M110 Excursions Into Mathematics
Mathematics M118 Finite Mathematics
Mathematics M123 College Algebra

Music Z393 History of Jazz

Physiology P261 Human Anatomy and Physiology

Political Science Y105 Introduction to Political Philosophy

Psychology P216 Lifespan Psychology

Spanish S100 Elementary Spanish I
Spanish S150 Elementary Spanish II

Important: You **must** obtain approval from the university-wide general studies office in order to register for these courses. Contact Jim Johnson at jkjohnso@indiana.edu or 800.334.1011. Learn more at scs.indiana.edu.

Additional Online Courses

Additional online courses may be available through the campus programs. Check with your academic advisor for information.

Threshold and Capstone Experiences

The School of Continuing Studies offers two semester-term online interactive courses to help you get the most out of your general studies experience.

SCS G199 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.

SCS G400 Capstone to General Studies
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.

Important: You **must** obtain approval in order to register for these courses. Contact School of Continuing Studies dean, Daniel Callison, at callison@indiana.edu or 800.334.1011.

"My four-year degree was the only way to get into my current high-level position as a Defense Department contractor."

Special Opportunities

Self-Acquired Competency Credit

As a general studies student, you may be able to earn academic credits for professional and service experiences. These self-acquired competency (SAC) credits are awarded based on documentation you provide.

Before seeking SAC credit, think realistically about whether you have completed significant experience that could be considered for academic credit. You are most likely to earn academic credits if your experience

- was professional and required you to accept supervisory, managerial, or leadership responsibilities.
- was recent and lasted for a meaningful amount of time.
- is documented with a completed license, certificate, formal evaluation, or other tangible means of recognition from the employer, civic organization, accredited association, or academic institution.
- relates directly to the stated academic objectives of a course as found in the Indiana University curriculum.
- does not duplicate academic credit already completed for the general studies degree and does not exceed the total SAC credits allowed (including options for exam credit).
- can be documented in a portfolio to be reviewed by an Indiana University faculty member who represents the

relevant field and specific course for which credit would be awarded.

Important: For a list of steps you will need to take in order to complete a SAC portfolio, contact SCS Dean Daniel Callison at callison@indiana.edu.

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

- 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.
- 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.
- If you plan to seek SAC credits, you must consult with your general studies academic advisor as early as possible. SAC credit must be carefully integrated with your total degree plan.
- 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.
- The general studies director or advisor arranges to have your SAC portfolio assessed by faculty of the appropriate school or department.

- 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.

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 Advanced Placement (AP), College-Level Examination Programs (CLEP), Defense Activity for Nontraditional Education Support (DANTES), and Excelsior College examinations. Learn more by talking to your general studies advisor.

You will not receive credit by taking DANTES, CLEP, or 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.

Ask that official transcripts of your AP, CLEP, DANTES, and 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	Good
B	=	3.0	
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 Forgiveness

The academic forgiveness policy avoids placing an excessive burden on you if you 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 expectations if you are not making progress toward your degree.

If you have completed 12 credit hours in the general studies 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. You are encouraged to consult with your general studies advisor about this policy's pros and cons.

Important: These options allow unsatisfactory grades to be removed from our internal record; however, the grades remain on the Office of the Registrar's official record.

Academic Standing

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 program 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

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

SSACI Aid for Part-Time Students

Part-time Indiana resident students registered in semester-term online courses may be eligible for financial aid awarded to campuses through the State Student Assistance Commission of Indiana (SSACI).

You do not need to apply for an SSACI award. However, to be considered, you must file a Free Application for Federal Student Aid (FAFSA) by March 10. (Visit www.fafsa.ed.gov to learn more.) If you qualify for an SSACI award, your campus financial aid office will contact you.

For more information, check with the financial aid office at the campus that administers your semester-term online course(s):

IU East: www.iue.edu/finaid

IUPUC: www.iupuc.edu/FinancialAid

IUPUI: www.iupui.edu/~finaid

Learn more about Indiana grants and scholarships at www.in.gov/ssaci/2359.htm.

Learn more about semester-term courses at scs.indiana.edu.

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

Eligible individuals associated with Indiana University may receive a subsidy toward tuition costs associated with taking Indiana University classes.

The following categories are eligible:

- full-time academic and staff employees employed by the end of the first full week of classes for the semester or term
- full-time academic and staff employees on an approved leave of absence
- individuals with IU retiree status
- disabled former employees receiving long-term disability benefits from a university-sponsored plan, the Social Security Administration, or PERF
- the spouse, registered domestic partner, and dependent children of an individual in any of these categories.

- Learn details at www.indiana.edu/~uhrs/benefits/fee_courtesy.html.

Important: At this time, Indiana University is unable to administer federal or state financial aid 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.

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+ cr. hours	=	full-time rate
9–11 cr. hours	=	three-quarter-time rate
6–8 cr. 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.

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. These programs

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 on active military duty. Indiana University has named a representative on each campus. Obtain information from your 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 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, 408 N. Union St., Bloomington, IN 47405 or by sending email to 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.

How Other Students Found Their *Pathway* with General Studies

Meet **Ron Withers**, B.G.S., 2006, IU Kokomo

Pathway: Apply past credits and self-acquired competency credits toward an undergraduate degree that would prepare him for graduate school

Ron Withers couldn't attend college just out of high school. Instead, he established his own business and started a family. After his children grew up, Withers decided to return to school. More than anything, he wanted the satisfaction of holding a college degree.

As a *general studies* student, Withers was able to apply college credits he had accumulated over the years and to qualify for self-acquired competency credits.

Withers used his degree to enter a graduate program at IUPUI. His goal? To teach college-level history and work in a museum.



How General Studies Helped Other Students *Succeed*

Meet **Susan Schricker**, B.G.S. 2006, IU South Bend

Success: Find a satisfying career in mid-life after being laid off

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.

Schricker was overjoyed when an advisor at IU South Bend told her about the General Studies Degree program. "I received counseling from advisors who cared, took an interest, and were qualified to recognize what would work best for me," she said. "I never felt out of place. I think the *General Studies Degree* is a remarkable program for people like me, or even me 25 years ago."

Today Schricker is the director of Meridian Title Corporation in South Bend, Indiana



Find out how **Indiana University's Bachelor of General Studies** can provide the pathway that will help you meet your goals and enjoy success!

Visit scs.indiana.edu.



School of Continuing Studies

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- 2009** Brenda Bickel, AGS'80, BGS'82; IU South Bend
- 2008** Lori Collins, AGS'98, BGS'01, MS'04; IU Kokomo
- 2007** Joe Grant, BGS'96; 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
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- 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



2010
KAREN CLELLAND
AGS'94, BGS'01; IPFW

Visit the Continuing Studies Alumni Association Web site at alumni.iu.edu/groups/continuing.

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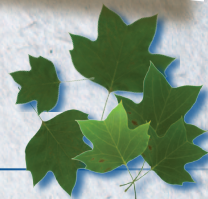
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- more than 140 extended-term paper courses
- more than 125 extended-term online courses
- semester-term online courses (see page 28)
- courses in more than 30 subjects
- certificate in healthcare accounting and financial management



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IU MASTER OF SCIENCE IN ADULT EDUCATION (ONLINE)

Whether you are already working in the adult education field or looking for a career change, the online Master of Science in Adult Education program can help.

The program provides a practitioner-oriented master's degree for individuals interested in working with adult learners in a variety of fields, including continuing professional education, corporate training and development, postsecondary education, and adult basic education, among others.



Degree Requirements

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

- Adult Education Core Courses (23 credit hours)
- Professional Focus Area Courses (13 credit hours)
- Courses from related areas not to exceed 9 credit hours from outside the adult education department.

What Graduates Say . . .

"The faculty and my colleagues in the program were unsurpassed in their knowledge, in their ability to help one another, and their ability to target the degree to meet the individual needs of the learners."

"The online format offered me the opportunity to do class work from home in the evening after work. My expectations were absolutely met, because the degree requirements allowed me to complete a concentration area designed around [my work] in training and development."

- **Online Convenience**
- **Flexible Program Structure**
- **Competitive Tuition for Both Indiana Residents and Nonresidents**





General Studies

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Resources for Academic Success

As a **general studies student**, you'll work hand in glove with a first-rate advisor dedicated to helping you succeed. Also, there are numerous resources available online and in local libraries that are loaded with tips and strategies. We've listed a few of them here and hope you'll find them useful.

Guides for Returning Adult Students

Books

The Adult Student's Guide to Survival and Success
by Al Siebert and Mary Karr

You Can Do It! A Guide for the Adult Learner and Anyone Going Back to School Mid-Career
by Harry G. Turner

Going Back to School
by Frank J. Bruno

On the Web

Back to College
www.back2college.com

Resources for Nontraditional Students
www.fastweb.com

Financing Your Education

Books

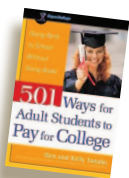
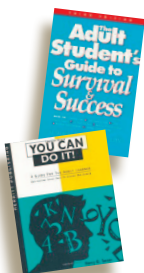
501 Ways for Adult Students to Pay for College: Going Back to School without Going Broke
by Gen Tanabe and Kelly Tanabe

On the Web

Student Aid on the Web
www.studentaid.ed.gov

Study Skills

Study Guides and Strategies
www.studygs.net



Computers

Books

Absolute Beginner's Guide to Computer Basics
by Michael Miller

On the Web

Indiana University Knowledge Base
kb.iu.edu

Time Management

Time Management Plan from the Indiana University Health Center
healthcenter.indiana.edu/timeman.html

Help with Writing

The Purdue Online Writing Lab
owl.english.purdue.edu

Help with Math and Science

The World of Math Online
www.math.com

Eric Weistein's World of Science
scienceworld.wolfram.com

Online Libraries

The Internet Public Library
www.ipl.org

Career Planning

The Career Key
www.careerkey.org

Occupational Outlook Handbook
www.bls.gov/oco/





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- Thirty-five years of quality higher education programs for adult learners in Indiana and around the globe
- Bachelor degree completion in general studies, both online and on all IU campuses
- Online graduate degree in adult education