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General Studies Degree Program

Welcome!

Much is happening in the School of Continuing Studies. You can now take many of our courses online. In fact, you can now earn your Associate of Arts in General Studies and your Bachelor of General Studies by taking only online courses.

Created in 1975, the Indiana University School of Continuing Studies offers you the very best in lifelong learning. Through our universitywide units and campus divisions, we offer top-quality academic programs for learners of all ages—on campus, on site, or at a distance.

We continuously update our programming so that we can respond to your needs with convenient undergraduate, graduate, and work-place learning opportunities that uphold the highest standards of Indiana University.

We look forward to serving you.

Indiana University

Benefit from Indiana University's Reputation and Experience

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

Founded at Bloomington in 1820, Indiana University is one of the oldest state-supported universities. It is also one of the largest, serving more than 98,000 students on eight campuses. The university attracts students from all 50 states and around the world and has 4,650 full-time faculty.

Indiana University is accredited by The Higher Learning Commission of the North Central Association.

The School of Continuing Studies

Get the Best in Lifelong Learning

The Indiana University School of Continuing Studies can help meet your lifelong learning needs, with courses and programs available on campus, on site, and at a distance. We offer

- an interdisciplinary Associate of Arts in General Studies (60 semester credit hours) and Bachelor of General Studies (120 semester credit hours)—both available online.
- an online Master of Science in Adult Education.
- a fully accredited high school diploma, available entirely at a distance.
- more than 300 distance education high school and university courses. Many of these courses are available online.
- certificate programs.
- professional development programs and workforce training.

Transform Your Life

Earning the Associate of Arts in General Studies (A.A. in General Studies) 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. Once you have completed your A.A. in General Studies, you may decide to apply to complete the Bachelor of General Studies (B.G.S.).

Completing the B.G.S. gives you basic preparation for many careers and graduate

programs. B.G.S. graduates work in various professional fields, including education, law, government, health care, real estate, social service, and private industry. Many B.G.S. students have gone on to graduate programs such as anthropology, business, divinity studies, education, fine arts, international affairs, law, library science, management, nursing, public health, and social work. B.G.S. graduates have earned master's degrees and doctorates at Indiana University and other universities.

Meet Emili Dagher

Warning! Emili Dagher's (B.G.S., 2003) enthusiasm, gratitude, warmth, and beaming smile may be contagious! But if that's the case, may we all be "infected," because these qualities have helped Dagher



immensely over the years. They helped her immigrate to the United States 15 years ago and become an U.S. citizen on May 30, 2002. They helped her earn an IU Associate of Arts in General Studies in 2001 and her Bachelor of General Studies in 2003. And today, they help her inspire the youngsters she teaches at Sand Creek Elementary School in Fishers, Indiana.

"I decided to pursue my general studies degrees through the IU Independent Study Program," she says, "because as a full-time employee, I wanted an accredited program without having to attend a campus. Studying, turning in assignments, and taking exams at my own pace enabled me to fulfill my responsibilities as a mother, spouse, and employee."

Dagher says that she enjoyed all 20 Independent Study Program courses she completed but that her American history courses hold a special place in her

heart. "The long hours I spent studying U.S. history made me aware of the birth of the country's Constitution, its struggles, and—most of all—its greatness! I am proud to be an American because I now know how dear our freedom really is."

Dagher is appreciative of all the support she received while taking courses. "I wish I could meet all my IU instructors to thank them personally for their help and dedication. I'd also like to thank everyone who is part of the Independent Study Program team. Thank you, Indiana University, for encouraging me to become a better educated person!"

Dagher isn't done learning yet. Although she already speaks several languages, she's going to start studying Spanish. "As an instructor of English as a second language," she says, "I feel I can best help my students if I know their language. Knowing one more language will allow me to connect with students who are learning English and to encourage them to cross the [language] bridge without fear and confusion."

Dagher encourages others to take independent study courses. "With perseverance, determination, and the vital help of the IU teachers, you will make it. It is worth it!"



Earn Your General Studies Degree Online!

Long a leader in making educational opportunities available "anytime, anywhere," the Indiana University School of Continuing Studies now makes it possible for you to earn your general studies degree online using your computer, the World Wide Web, and e-mail.

For a full listing of the online courses available to you, visit the Web at <http://scs.indiana.edu>.

Live and Learn!

The General Studies Degree Program was designed to offer you quality, convenience, reputation, and personal satisfaction.

Quality

- ◆ Take on-campus courses with top-notch faculty.
- ◆ Choose from among our national award-winning distance education courses.
- ◆ Acquire technology skills from one of the country's "most wired" universities.
- ◆ Hold a valued diploma 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 so 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 easy applying to the program and enrolling in courses can be!
- ◆ Complete your degree by taking on-campus courses, distance courses, or a combination of both.

- ◆ Apply credits from other accredited colleges and universities.
- ◆ Earn credit for life experiences, military service, and examinations.

Meet Chuck Hughes

If Frank Capra had ever set out to make a version of It's a Wonderful Life starring Chuck Hughes (B.G.S., 2000), the resulting movie would have been an epic, because Chuck Hughes has made a difference in the lives of hundreds of people.



Take Jason Carter, for example. A high school sophomore with tremendous athletic potential, Carter had to drop out of school to care for his invalid father. Two years later, a brother took Carter's father to Georgia, and Carter was left alone in Gary, Indiana, with no family and no home.

Enter Hughes, who met Carter one day when they were both playing basketball at a local fitness club. Hughes, himself a former high school and college athlete, recognized Carter's talent and asked him what high school he played for. Carter explained his situation, and Hughes encouraged Carter to return to high school.

This chance encounter formed the basis for what became a long friendship. Hughes supported Carter as he returned to school and went on to become a high school, junior college, and university basketball star. Just recently, Carter graduated from the University of Hawaii with a bachelor's degree.

Hughes is extremely proud of Carter and seems more eager to talk about Carter's accomplishments than his own. But when the conversation finally does turn to his own life, Hughes says confidently, "I may be one of the most interesting people you'll ever talk to."

Such confidence has allowed Hughes to flourish both professionally and personally. As a professional, he has worn several different hats, including radio talk show host and television announcer. For more than 12 years, he's been a Gary firefighter and city councilman.

As a firefighter, he holds a prestigious position as driver of a "tanker," a fire truck that serves areas of the city without water. As a councilman, he represents the city at-large (that is, the whole city as opposed to one district in the city). In this capacity, he also serves as vice chair of the Public Safety and Crime Prevention Committee for the National League of Cities, the nation's largest organization of city officials.

In addition to his successful professional life, Hughes leads a rich family and community life. He is married and has a daughter and stepdaughter. He's treasurer of the Indiana University Northwest Alumni Association. He participates in a multitude of charitable activities, has established lasting programs for at-risk youth, and is highly regarded by his constituents. He is, by his own account, "blessed." With a life like this, what more could Hughes have ever hoped for?

A degree, he says, a degree. "My wife has degrees," he explains. "My daughter and stepdaughter have degrees. In my family, I had the least amount of formal education."

Hughes originally attended college at the University of Southern Illinois at Carbondale. "Typical of a young athlete," he explains, "I went to college to play sports. When my eligibility ran out, I quit." Nevertheless, he continues, "I am an academic person. I've always read. I'm the reference person in our family. But you're not validated until you have a degree. Besides, I wanted to be a role model to the young people I work with."

Hughes selected the General Studies Degree Program because it allowed him to transfer many of his credits from the University of Southern Illinois and because it offered the option of earning credit for life experiences. "It was difficult to get the degree," he admits, "because of my 24-hour shift with the fire department, my city council work, my family, and traveling. Time management was a huge challenge."

Despite the challenges, Hughes persisted and graduated. With his IU Bachelor of General Studies in hand, he is now considering a master's in public administration at IU Northwest. He encourages others to pursue a degree. "It is," he says proudly, "the most fascinating and remarkable thing in the world to get a degree!"



Jennifer Pratt (B.G.S., 1998) is one of more than 23,000 students worldwide who have earned a general studies degree. Jennifer used her degree to become a teacher.

Take Courses on Campus, at a Distance, or Both.

As a general studies student, you can fulfill your degree requirements by taking on-campus courses, distance courses, or a combination of on-campus and distance courses. As a campus-based student, you attend classes and receive advising and other services through the campus at which you are enrolled. As a distance student, you are admitted and receive advising through the university-wide General Studies Degree Program office; you complete your degree requirements by taking distance education courses through the Indiana University Independent Study Program.

Earn Credit in Many Ways.

In addition to enrolling in classes on any Indiana University campus or in distance education courses, you may fulfill general studies degree requirements with credit for self-acquired competency, credit by examination, credit for educational programs in noncollegiate organizations, military service credit, and credit for courses completed at other regionally accredited institutions.

Getting Started

If you have questions at any time, you can talk to a general studies advisor by phone, fax, or e-mail. 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 page 32).

Residency Status

You do not have to be an Indiana resident to become a General Studies Degree Program student or an Independent Study Program student.

However, if you are an out-of-state student who wants to take courses on an Indiana University campus, you should know 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*.

Fee rates for Independent Study Program courses are the same for both in-state and out-of-state students. If you are pursuing a degree through the Independent Study Program, refer to the course fees listed in the *Independent Study Program University Course Catalog*.

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. 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.
2. 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) high school equivalency diploma and you have not attended a college/university,

you are eligible for admission to the General Studies Degree Program.

3. If you are an applicant 21 years of age or older who has not earned a high school diploma or GED high school equivalency diploma, you may be granted provisional status and apply for regular admission after successfully completing 12 semester hours of credit with a cumulative GPA of 2.0.

4. If you are an applicant under 21 years of age who has received a high school

diploma or GED high school equivalency diploma, you are generally required to meet admission criteria in effect at the campus to which you apply.

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.

Meet Lauren Brunke

When Lauren Brunke started college at Indiana University South Bend in 1999, she planned to earn her bachelor's degree in fine arts. After two years, she decided to switch to the General Studies



Degree Program. Now, with graduation approaching, she plans to attend medical school.

Just how does someone make the leap from fine arts to medical school?

The answer can be found in Brunke's diverse interests and in her dedication and hard work.

"When I started college, I was working toward a Bachelor of Arts in fine arts," explains Brunke. "I do ceramics mostly, but also painting, drawing, and photography. As a student, I enrolled in some drawing courses, but mostly I took general requirements, which I really enjoyed. I began to think an art degree wasn't for me."

In fact, the thought of medical school had begun to tantalize Brunke. So she continued at IUSB, taking math, science, and psychology courses. The more science courses she took, the more she realized she wanted to become a doctor. When she learned that the General Studies Degree Program would accommodate the wide range of courses she had already taken, she decided to make the change.

"The General Studies Degree Program has requirements in three areas, but I was able to take a variety of academic courses to fulfill the requirements," Brunke says. "The program has allowed me to tap into my talents, and as a result, I've found that I'm good in a lot of things."

The casual observer might think that Brunke is just an incredibly gifted young woman. But she knows better. "The number one reason for my success is hard work," she says. "I've worked extremely hard and have put school above everything else. As a result, so many doors are opening for me."

As she's progressed toward her degree, Brunke has accumulated numerous awards. Most recently, she was nominated for Who's Who, and it's no wonder: In addition to maintaining a 3.87 grade point average while taking science and math courses, she works at the four-star LaSalle Grill and volunteers in the Play Pals Program at Memorial Hospital in South Bend.

Brunke's volunteer work is close to her heart. She works in the hospital's pediatric area, passing out toys to children undergoing treatment for everything from tonsillitis to burns to cancer. Her original goal in volunteering at the hospital was to immerse herself in a medical environment and to observe medical professionals in order to more clearly identify the field in which she'd like to specialize. But the work quickly became its own reward. "It's so amazing to see how happy the kids are that someone is there for them," says Brunke. "There have been kids who have particularly touched me, but really, every child is special."

As Brunke reflects on her many experiences, she sees how each will contribute to her future as a doctor. "A doctor needs to be a well-rounded person, and the General Studies Degree Program has helped me become well rounded. For example, my art background has given me an appreciation of the shape of the human body, and my psychology courses have taught me how the mind works."

Not only has the degree helped make Brunke a well-rounded person; it has helped her discover herself. "The General Studies Degree Program has allowed me to realize who I am," she says. "The program has allowed me to determine what I do and do not want to do. I've created my own degree, and this degree has prepared me for my future."

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 <http://scs.indiana.edu> or from any General Studies Degree Program office (see pages 32-33 for addresses).

2. Include with your application for admission a check or money order for the application fee. Note that university policy forbids us from accepting a credit card for this purpose.

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 high school equivalency diploma. If you do not have a high school diploma or GED high school equivalency diploma, 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 you are sending your application to.

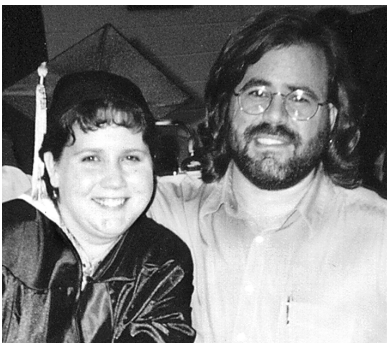
6. If you are a veteran who has been released from military service, submit a copy of the DD214 form. If you are presently on active duty, request an official copy of your AARTS, SMARTS, or Community College of the Air Force transcripts from your education officer.

7. If you have completed educational programs/courses in noncollegiate organizations (see page 21), 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 you



Graduate **Shellie Goetz** (left) will use her general studies degree to go to law school.

will be admitted to (see pages 32-33 for addresses).

11. If you are a distance student, submit your application materials to the universitywide office (see page 32 for address).

Application Fees

If you have not previously attended Indiana University, you must pay a non-refundable application fee when you submit your application. Application fees vary from campus to campus and are subject to change.

Below are the **2005–06 fees for U.S. citizens/international students.**

Universitywide (not affiliated with a campus)	\$50/\$65
IU Bloomington	\$50/\$60
IUPUI (Indianapolis)	\$50/\$65
IUPU Columbus	\$50/\$65
IU East (Richmond)	\$25/\$55
IU Kokomo	\$30/\$45
IU Northwest (Gary)	\$25/\$45
IPFW (Fort Wayne)	\$30/\$30
IU South Bend	\$40/\$50
IU Southeast (New Albany)	\$30/\$45

Important: If you enroll in 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 Degree Program application fee. Submit your course fees and general studies application fee separately.

Application and Admission Deadlines

If you plan to take regular-session, on-campus courses, contact your campus regarding application deadlines. If you are a distance student, 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.



Join these general studies graduates in the winner's circle.

Transfers and Recognition of Previously Earned Credit

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 this page.) 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 enroll in Indiana University independent study courses as a nondegree student (see “Independent Study Program,” page 20).

Transfers from Other Colleges and Universities

We welcome students who want to transfer 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 Indiana University 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. Only grades you have earned at Indiana University are calculated in your cumulative GPA.

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 enroll in Indiana University independent study courses as a nondegree student (see “Independent Study Program,” page 20).

Recognition of 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. in General Studies 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. in General Studies, 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 (see page 16).

Credits from Other Institutions

We can apply a maximum of 45 hours of transfer credit from other regionally accredited colleges or universities toward the A.A. in General Studies, 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. in General Studies 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. in General Studies and a maximum of 30 credit hours toward your B.G.S. For more information about SAC credit, see pages 20-21.

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. in General Studies, 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 pages 20-21.

Meet Kolesa Lashley

Kolesa Lashley (B.G.S., 2001) is a runner who's completed two mini-marathons. It's a good thing she's in shape; otherwise, she never would have had the energy to complete an associate degree, a



Bachelor of General Studies, and, most recently, three years of work toward a degree at the Indiana University School of Law in Indianapolis.

Lashley earned an associate degree in respiratory therapy at Ivy Tech State College in 1997. After working as a respiratory therapist for two years, she decided to return to school. Why? "Because," she answers simply, "I'd always wanted to obtain a bachelor's degree."

In 1999, Lashley enrolled in the General Studies Degree Program at IUPUI. "The program was perfect for me because it allowed me to transfer most of the credits that I'd earned at Ivy Tech," she explains. "As a result, I had the opportunity to concentrate on subjects that were of particular interest to me."

While in the program, Lashley took a variety of courses from many disciplines. "Although my concentration was in the social and behavioral sciences," she says, "I also took courses in philosophy, physical science, art, economics, and other subjects. As a result, I received a well-rounded educational experience."

A single, working parent, Lashley found "time management" to be the single greatest challenge she faced while earning her general studies degree. "I had to learn to manage my class work around my family time," she says. "My time with my family was precious. I spent many late nights and weekends studying."

Lashley encourages anyone considering a general studies degree to go for it. "The degree is an achievement in itself, but it also laid a great foundation for law school," she says. "I gained invaluable knowledge from the various subjects I studied, and I can definitely say that I am still using my general studies knowledge as a law student."

Despite the sacrifices she had to make while pursuing her degree, Lashley believes that obtaining a degree in general studies was one of the best decisions she's ever made. "There was no greater feeling than walking across that stage during the commencement ceremony," she says proudly. "It was definitely worth it in the end."

Requirements for the Associate of Arts in General Studies

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

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 (see pages 20-21)—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 (see pages 20-21)—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 Indiana University 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 15 credit hour requirement.

3. You must complete at least 10 of the 15 required credit hours of Indiana University course work 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 Subject Exams toward this 10 credit hour requirement.

4. You must earn a minimum cumulative GPA of 2.0 on all courses considered for the A.A. in General Studies 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– (see page 16).

5. You must also fulfill the fundamental skills (competency) and course distribution requirements (see “Fundamental Skills (Competency) and Course Distribution Requirements” on page 16).

A.A. in General Studies Course Distribution Requirements

To earn the A.A. in General Studies, you must complete 12 credit hours in each of three learning areas: arts and humanities, science and mathematics, and social and

As a general studies student, you receive outstanding academic advising.



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. in General Studies 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. in General Studies

60 credit hours

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

Meet Don Kreitzer

Don Kreitzer (B.G.S., 1994) isn't an elephant and the General Studies Degree Program isn't a tree, but the image of an elephant trying to push over a large tree depicts how Kreitzer felt while pursuing his Indiana University general studies degree.



Kreitzer made the most of the program's flexibility, taking night and summer classes and earning credits for life experiences. "Sometime during my status as a junior, I started writing life experience portfolios," he remembers. "In all, I wrote four portfolios and earned the maximum allowable life experience credits."

The flexibility of the program also enabled Kreitzer to take a variety of courses. "The program requires students to earn credits from broad learning areas, which in turn provides an eclectic learning experience. This prepared me for many career options, not just one. Most important, the General Studies Degree Program gave me the foundation for continuing my education at the graduate level."

Kreitzer credits his general studies counselor Julie Hook for the elephant-tree image. She gave him a picture showing an elephant trying to push over a tree at a time when he was feeling particularly daunted in his studies. The caption above the picture read, *You Can Do It!* "I still have the picture," says Kreitzer. "In fact, it's on my bulletin board in my home office, and I can see it now, even as I speak."

Kreitzer first attended college in 1977, majoring in the Purdue industrial engineering technology program at Indiana University–Purdue University Fort Wayne (IPFW). He stopped when his work took him to Saudi Arabia for five years. When he came back to the United States, he put off returning to college.

When he did return, in 1989, his career interests had changed. He had decided to finish his undergraduate degree and enter graduate school. "I chose the General Studies Degree Program because it accepted all my Purdue credits and allowed me to study and learn in my areas of interest," says Kreitzer. "No other department had the flexibility I needed."

After earning his bachelor's degree from IPFW, Kreitzer went to Ball State, where he earned a master's in executive development for public service and a doctorate in adult and community education. Today, he holds two jobs: one as a professor of management in the Ketner School of Business at Tri-State University and the other as the owner of Kreitzer & Associates, Inc., a human performance improvement company specializing in management and executive development and coaching.

Kreitzer's successes don't end there. Married to Elaine for 33 years, he has won numerous awards, belonged to several professional associations, volunteered his talents to the IU Alumni Association and other organizations, and traveled to countless countries around the world.

"The general studies degree opened doors to professional possibilities I didn't know existed," Kreitzer says, "and it made me more reflective in thought." He encourages other students considering the degree to think about elephants and trees because, he says, "You Can Do It!"

Requirements for the Bachelor of General Studies

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



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 (see pages 20-21)—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 Indiana University 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 must complete at least 20 of the 30 required credit hours of Indiana University course work 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 Subject Exams toward this 20 credit hour requirement.

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 on all courses considered for the B.G.S. and on 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– (see page 16).

7. You must also fulfill the fundamental skills and course distribution requirements (see “Fundamental Skills (Competency) and Course Distribution Requirements” on page 16).

8. If you pursue the B.G.S. after completing the A.A. in General Studies, you must fulfill the B.G.S. requirements that are in effect when we admit you to the bachelor's program.

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.

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

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

Meet Olivia Anne Downey

Olivia Anne Downey (B.G.S., 2003) has neither a lot of time to waste, nor a lot of words to mince. A straight talker with a lyrical voice, she is one determined 47-year-old.



A radiological technician in the 1970s and '80s, Downey loved interacting with her patients. After 14 years in the medical field, however, she felt called to the ministry and retired. The next year, 1992, she was diagnosed with multiple sclerosis. She has walked with a cane for the last 12 years.

Downey entered the General Studies Degree Program on the advice of Indiana University Kokomo general studies advisor Lori Collins. Collins knew Downey from church, and when Downey told Collins she wanted to finish a bachelor's degree and go on to graduate school, Collins recommended general studies.

"Livy is the most determined person I have ever met," says Collins. "When she set her mind to getting her degree, there was no stopping her!"

As a student, Downey took several sociology courses in preparation for the ministry. Her favorite sociology professor, Earl Wysong, says that having Downey in class was a humbling experience. "Despite coping with a variety of health problems, Livy never complained and never asked for special considerations," he says. "Her excellent academic work was impressive, but her

personal qualities were equally notable. Livy's gritty determination, powerful work ethic, keen sense of humor, and passion for social justice energize everyone touched by her presence."

Now there's no stopping Downey as she advances toward her next goals: teaching ministerial leadership at the college level and becoming a deacon in the United Methodist Church. After graduating with her general studies degree in 2003, Downey applied to graduate school at Indiana Wesleyan Methodist Church in Marion, Indiana. She is currently pursuing a master's degree in ministerial leadership and plans eventually to earn her doctorate. In addition, Downey has been taking seminary training at the University of Indianapolis for the past three years. She admits she has to juggle fast and furiously to keep her two sets of schoolwork straight, but her sights are set on her goals.

As if pursuing graduate study at two schools at once weren't enough, Downey is also the prayer pastor of St. Luke's United Methodist Church in Kokomo, where she's served for six years. In addition, she's involved in numerous outside activities, most of which relate somehow to the ministry. She writes prayers, preaches in other churches around Indiana, teaches, and listens to people in need. Last year she was named Volunteer of the Year at the Bashor Children's Home in Kokomo. "I think I have a sign on my back that identifies me as a minister," Downey laughs, "because people naturally gravitate to me and ask for my help."

Downey attributes her success to sheer determination. Always cognizant of her multiple sclerosis, she refuses to give in to it. "I won't be in a wheelchair until I have to be," she vows. "Until then, I will keep pushing myself."

Learn more about Downey on the Web at <http://www.stlukesumc.net/prayerteam.html>.

Fundamental Skills (Competency) and Course Distribution Requirements

Fundamental Skills (Competency) Requirements

For both the A.A. in General Studies and B.G.S., you must meet Fundamental Skills (Competency) Requirements that demonstrate college-level competency in four areas: written communication, oral communication, quantitative reasoning, and computer literacy. (See pages 12–15.) 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 four competency requirements at any Indiana University campus fulfills that requirement for the General Studies Degree Program at any other Indiana University campus. Acceptable grades for courses meeting competency requirements must be consistent with the campus's requirements.

Many independent study courses are available to fulfill competency requirements.

Important: Consult with your General Studies Degree Program advisor to determine which courses fulfill competency requirements on your campus.



Graduate **Katie Beard** (right) is a positive role model for her son **Charles Booth** (left).

Course Distribution Requirements

To complete either the A.A. in General Studies 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	Philosophy of
Classical Studies	Science
Comparative Literature	Musicology &
English	Music History
Fine Arts	Philosophy
Folklore	Religious Studies
Foreign Languages	Speech
History	Theatre & Drama

Science and Mathematics

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

Social and Behavioral Sciences

Anthropology	Criminal Justice
Economics	Geography
History	Linguistics
Political Science	Psychology
Sociology	

Completing B.G.S. Concentration Requirements

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

- complete an additional 18 credit hours in one of three learning areas: arts and humanities, science and mathematics, or social and behavioral sciences.
- complete courses from at least two departments in the learning area you select for your concentration area.
- 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.

Completing Elective Requirements

As an A.A. in General Studies 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. However, you must discuss this possibility with, and obtain written approval from, the school or department awarding the minor. Students pursuing their degrees via distance education 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. For example, you may complete our certificate in hospital accounting (offered through our Independent Study Program), regardless of whether you are a distance or on-campus student.

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. in General Studies 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 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 enrollment 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) and course distribution requirements (see pages 16-17). Options include taking specific courses; completing a self-acquired competency (SAC) portfolio (see pages 20-21); 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. in General Studies and B.G.S.,” “Fundamental Skills (Competency) and Course Distribution Requirements,” and “Academic Policies.”

Meet Alberta Davis Comer

Alberta Davis Comer (B.G.S., 1997) has received more honors than you can shake a stick at.

As an undergraduate in the IU School of Continuing Studies, she received the Undergraduate Minority Award, was inducted into the Golden Key National Honor Society, was awarded a partial Wells Scholarship, was named Chancellors Scholar and Indiana Council of Continuing Education Student of the Year, and graduated with a 4.0 grade point average. As a graduate student in the IU School of Library and Information Science, she was awarded an Indiana University Credit Union Graduate Scholarship, received the Mary Krutulius Graduate Award, served as an intern for the Bill and Melinda Gates Foundation's U.S. Library Program, and graduated with a 4.0 grade point average. After graduating, she continued to be honored, receiving the Person of the Year Award from Keota, Oklahoma (her hometown), and being inducted into Beta Phi Mu, Chi Chapter, at the IU School of Library and Information Science.

These are pretty impressive achievements for someone who was a self-proclaimed "nervous wreck about returning to college." Comer took her first college class at age 19 but did not return as a full-fledged student until her early 30s. "I had attended a very small, rural school in Oklahoma," she recalls, "and I knew there was no way I could compete with students who were just graduating from high school. Self-doubt was a major problem."

While contemplating a return to school, Comer consulted with Sally Jones, the then-advisor for prospective students in the Bloomington Division of Continuing Studies. "Sally's enthusiasm persuaded me that I should try," says Comer.

Comer chose the General Studies Degree Program because of its flexibility. "With general studies, I enrolled in a variety of courses that I would not have been able to take if I had been in another, more rigid, program."



Taking a variety of courses served Comer well after she received her Bachelor of General Studies and embarked on her future career in library science. "I had worked in libraries for years," she says, "but I wanted to serve as a professional in the field."

Today, as associate dean of the Cunningham Memorial Library at Indiana State University in Terre Haute, Indiana, Comer still draws upon the broad knowledge she acquired as an undergraduate. "Whether answering reference questions, teaching a library instruction class, or managing a department, I have found the knowledge I gained in the general studies curriculum to serve me well," she says. Her experience in general studies also developed her writing skills, leading her to become the author of two articles for library journals and the assistant editor for *Cognates*, a publication of the American Libraries Association.

Comer encourages adults who are thinking about returning to school to find someone else who is going through the same experience, because "being able to talk to and laugh with peers is absolutely necessary." Comer remembers that she wanted to give up on numerous occasions, but says, "Because of the support I had from Sally, my advisor Rosemary Dever, and my family, I was able to persevere and finish my degree."

Today, Comer is happy that she stuck with her degree program. "Returning to school has been one of the best things I have ever done for myself," she says. "Having a degree has helped me get a job I love in a career field I enjoy."

Comer strongly encourages anyone who is thinking about returning to school to consider getting a degree in general studies. "With its broad-based approach," she says, "a general studies degree can take you on to a higher paying job or into a variety of graduate degree programs."

Special Opportunities

Independent Study Program

If you do not have access to an Indiana University campus, you may fulfill general studies degree requirements by enrolling in the Indiana University Independent Study Program. Through the program, you can fulfill all degree requirements for the A.A. in General Studies and B.G.S. at a distance. If you are a campus-based student, you may also enroll in Independent Study Program courses to complete degree requirements.

The Independent Study Program offers 200 undergraduate courses, many of which you can complete online using your computer, e-mail, and the World Wide Web. Independent study courses are developed and taught by Indiana University faculty and instructors who have been approved by their academic departments. The courses require the same amount of work, earn the same credit, and are graded by the same standards as on-campus courses. The Independent Study Program has won 54 awards from the University Continuing Education Association.

Important: You do not have to be admitted to a degree program to enroll in an independent study course 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 enroll in the Independent Study Program. Note that the *Independent Study Program University Course Catalog* contains a separate course enrollment form. Please submit your independent study course fees and general studies application fees separately.

Credit hour and special fees 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 and fee refund schedule.

To receive an *Independent Study Program University Course Catalog*, contact

Independent Study Program
Indiana University
Owen Hall 001
Bloomington, IN 47405-7101
Nationwide: 800-334-1011
Fax: 812-855-8680
E-mail: scs@indiana.edu
World Wide Web: <http://scs.indiana.edu>

Earn 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 university 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. in General Studies, 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.

5. The General Studies Degree 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 independent study university courses at the time the SAC credit is transcribed on 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. An independent study course, Education F400 Development of the Self-Acquired Competency Portfolio, is also available.

Credit by Examination

Credit by Examination at Indiana University

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

Credit Awarded for Nondepartmental Examinations

Indiana University awards credit for Advanced Placement Examinations (AP), College-Level Examination Programs (CLEP), Defense Activity for Nontraditional Education Support (DANTES) examinations, and ACT-PEP Regents (Excelsior) College examinations. Policies are established by faculty on the individual campuses. 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. In addition, 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 transcripts.

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.



Attention Homeschooled High School Students!

If you are a homeschooled student taking high school Independent Study Program courses, you are accustomed to having a wide selection of courses and studying on your schedule, at home. And you've undoubtedly benefited from having one-on-one contact with your instructors.

You don't have to surrender your independence when you go on for a college degree! You can earn an Indiana University Associate of Arts in General Studies (60 credit hours) or Bachelor of General Studies (120 credit hours) through the Independent Study Program. You can choose from more than 195 pen-and-paper courses, or earn your degree online—and still get the same great instructor feedback.

Academic Regulations

Grades

Grades are awarded on the following basis:

Grade	Credit Points per Hour	Grade	Credit Points Per Hour
A	= 4.0 Excellent	C	= 2.0 Average
A-	= 3.7	C-	= 1.7
B+	= 3.3	D+	= 1.3
B	= 3.0 Good	D	= 1.0 Poor
B-	= 2.7	D-	= 0.7
C+	= 2.3	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. in General Studies student, you may enroll in 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 enroll in 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 (see page 16) or count them as part of your concentration area (see page 17). Check with your advisor to determine whether the courses meet the B.G.S.'s 300- to 400-level course requirement (see pages 14-15) and fundamental skills (competency) and course distribution requirements (see page 16).

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 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 (I) 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 an independent study student, follow the procedures in the current edition of the *Independent Study Program University Course Catalog*.

Retaking Courses Previously Failed—FX Policy

If you are an undergraduate who repeats a 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 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.

Academic Standing of Students

Degree Candidates in Good Standing

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

- been officially admitted to degree status by the Office of Admissions.
- earned a minimum academic GPA of 2.0 (C) for the last semester's work.
- earned a minimum after-admission GPA of 2.0.
- 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 enroll for your final semester/course, ask your advisor about the specific 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. We determine the level of distinction by the overall GPA of each graduating class.

To graduate with distinction, you should have successfully completed 30 graded Indiana University credit hours for the A.A. in General Studies 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.

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 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 (see below).

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.

Meet Michael K. Willhite

Michael K. Willhite (B.G.S., 2003) and his wife Jackie like doing things together, so much so that in 1994, when one decided to go to college, the other did, too. Jackie decided to study accounting; Michael chose general studies. "I wanted to have a college degree in case my place of employment relocated," says Willhite. "Even if it didn't relocate, I wanted to have the ability to do something different and start a new career."



Willhite chose general studies because, he says, "I wanted a liberal arts degree that would allow me to take courses in different subjects." He concentrated his studies in the arts and humanities, and—with the encouragement of his wife and English professor Ed Bland—developed the confidence to start writing. He honed his talents while a student, and in 2003 and 2004 received awards from Indiana University East for both fiction and poetry writing. Today he writes for the IU East campus newspaper, The Pioneer Press, as well as for his company newsletter.

An assembly technician at Stant Manufacturing in Richmond, Indiana, for 30 years, Willhite assembles,

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.

inspects, packs, and ships parts for a car testing system. He participates in two of Stant's community activities: the Read-to-Succeed Program, which sends volunteers to area schools to read to children; and the Stant-A-Claus Program, which helps underprivileged children and their families at Christmastime. He is also a nature photographer and a collector of books and baseball memorabilia.

While his general studies degree did not prepare him for his current job, Willhite says it did inspire his thinking regarding a future career. Someday, he says, he would like to teach creative writing or serve as an academic advisor at the college level. Currently, he is pursuing a second bachelor's degree and plans to continue on to a master's program.

Willhite's career as a general studies student was not always easy. While he was pursuing his degree, his father died and Willhite became a primary caretaker for his mother. Still, he persisted, and—after nine years in the program—graduated with high distinction. Willhite attributes his success to Jackie, who, he says, was unfailing in her support and inspiration.

Willhite encourages other adult learners to consider the general studies degree. "I would advise students to study for the general studies degree if they want flexibility in choosing courses within a framework of established requirements. Also, they have the option of taking online or correspondence courses, which are great for people holding down jobs, fulfilling their family responsibilities, and going to college."

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

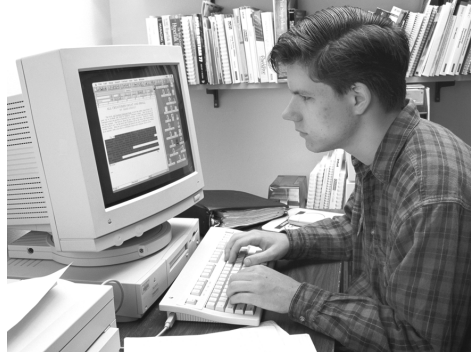
Employment opportunities in various Indiana University offices and organizations are listed in your local campus career services and/or student affairs offices.

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 enrolled 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 enrolled in 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 enrolled in 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 enrolled in 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 enrolled in 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

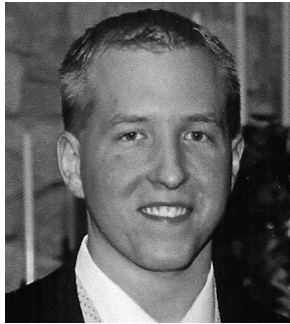
Indiana University participates in the Servicemen's Opportunity College (SOC) program and the Defense Activity for Nontraditional Education Support (DANTES) program, which provide educational support for the voluntary education

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 enrollments. You may also consult the *DANTES Independent Study Catalog* for additional information about courses.

The SOC program enables you to enroll in university 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.

Meet Joshua M. Richards

Joshua M. Richards (B.G.S., 2003) is an eclectic sort of fellow. Currently a student services associate at Ottawa University in Jeffersonville, Indiana, he's also been a shipping manager, an intern at a car rental company, a youth minister, and a little league umpire. He enjoys fishing and golf, is very active in church activities, and is a member of the Career Development Professionals of Indiana.



Richards's love of variety led him to apply to the General Studies Degree Program at Indiana University Southeast. "I didn't want to limit myself to one subject," he explains. "I wanted to take different classes from different majors."

Richards thrived in the program, so much so that he was on the Dean's List several times and completed his Bachelor of General Studies with an outstanding grade point average. As if one bachelor's degree weren't enough, Richards went on for a bachelor's in human resources at Ottawa University. And today, he's pursuing his master's degree in business management from Webster University, also in Jeffersonville. As a student at Ottawa and Webster, he maintained a perfect 4.0 grade point average.

Oh, and did we mention that he's newly married to Emily and only recently started his job at Ottawa?

Richards pegs much of his success to the support Emily and his family gave him. "I started dating Emily

during my sophomore year at IU Southeast. She pushed me along the way, letting me know that I could do better. My parents also pushed me. My dad finished college, and I wanted to provide for my future family the way he provided for us."

Richards also attributes his success to his general studies advisor, Saundra Brown. "I loved the openness of the General Studies Program. Saundra and her staff would do anything for you, not just by helping you plan your course of study, but also by listening if you were having trouble with a particular class."

Much of what Richards learned in the General Studies Program went beyond the academic. "Sociology courses taught me how society affects individuals and gave me the knowledge that people can change the social situation," he says. "By taking diversity courses and religion courses, I gained a sense that we're all in this together and need to work together. Required class presentations gave me the confidence to share my ideas and beliefs. Classroom discussions helped me appreciate others' ideas and understand how everyone brings ideas to the table. And since I was working, going to school, and trying to fulfill family responsibilities all at once, I learned time management."

Richards likes his current duties as student recruiter and enrollment and financial aid officer at Ottawa, and as he looks to the future, he sees himself staying in education. Emily, he explains, is in pre-pharmacy school at Southeast and hopes to go to pharmacy school in Indianapolis. "We're going to try the big city," Richards laughs.

Richards encourages students to look into the General Studies Degree Program. "It's a great program for anyone who has to juggle work, study, and family responsibilities. And," he adds in his eclectic way, "it's great for people who want to get a broad knowledge of all subjects."

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 universitywide General Studies Degree Program office, request transcripts in writing from the IUPUI Office of the Registrar, Cavanaugh Hall, 425 University Boulevard, Indianapolis, IN 46202-5142.

Release of Student Information

In accordance with the Family Education Rights and Privacy Act, you are permitted access to 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 Office of Learner Services, School of Continuing Studies, Owen Hall 001, Bloomington, IN 47405-7101 or by sending e-mail 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 enrollment 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.

Answers to Your Frequently Asked Questions

1. Must I go to an Indiana University campus to fulfill any course requirements?

You have three options for completing your Associate of Arts in General Studies (A.A. in General Studies) or your Bachelor of General Studies (B.G.S.): enroll in a campus-based program, complete all courses entirely through the Independent Study Program, or take both on-campus and independent study courses. If you choose to complete all your course work through the Independent Study Program, you may earn your degree without ever attending classes on an Indiana University campus.

2. Which Indiana University degrees may I earn through the Independent Study Program?

You may earn an A.A. in General Studies or B.G.S. 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). Once we've received your credentials and the Indiana University Office of Admissions has evaluated your transcripts, we send you a report specifying how your previous college or university courses meet degree requirements and indicating the types of courses you must still complete to earn your degree.

5. How many previously earned college or university credits may I apply toward the degree?

If you are pursuing an associate degree, you may apply up to 45 previously earned credits, or transfer credit hours, toward your degree. If you are pursuing a bachelor's degree, you may apply up to 90 transfer credit hours toward your degree.

Important: We apply transfer credit hours only if they fit into the general studies degree plan.

6. I've had significant work experience and informal instruction in particular areas. If I take courses in these areas, I will already be familiar with what is being taught. 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 pages 20-21 of this bulletin.

Answers to Your Frequently Asked Questions

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 into the program?

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 pages 16-17 of this bulletin.

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

You must meet fundamental skills (competency) requirements that demonstrate college-level competence in four areas: written communication, oral communication, quantitative reasoning, 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 16 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 transcripts.

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 enrolled in 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 the CLEP or DANTE exams?

Indiana University awards credit for Advanced Placement Examinations (AP), College-Level Examination Programs (CLEP), and Defense Activity for Nontraditional Education Support (DANTES) on the basis of policy established by faculty at the campus where you will pursue your degree. 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), and the current independent study course fee. Tuition for all Indiana University courses is set each year by the Board of Trustees.

15. May I enroll in 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 enroll in independent study 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 enroll in 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.

General Studies Degree Program Offices

Interested? Contact Us to Learn More

To learn more about the General Studies Degree Program or to get answers to any questions you may have, contact the general studies office nearest you. If you will be completing your degree at a distance, contact the universitywide general studies office.

Universitywide

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

Bloomington

Indiana University Bloomington
Owen Hall 202
790 E. Kirkwood Avenue
Bloomington, IN 47405-7101
Phone: 812-855-4991
Fax: 812-856-5139

Columbus

IUPUI Columbus
4601 Central Avenue
Columbus, IN 47203-1769
Phone: 812-348-7217
Fax: 812-348-7230

Fort Wayne

Indiana University–Purdue University
Fort Wayne
Kettler Hall 145
2101 Coliseum Boulevard East
Fort Wayne, IN 46805-1499
Phone: 260-481-6828
Fax: 260-481-6949

Gary

Indiana University Northwest
3400 Broadway
Gary, IN 46408-1197
Phone: 219-980-6828
Fax: 219-980-6653

Indianapolis

Indiana University–Purdue University
Indianapolis
Union Building 244
620 Union Drive
Indianapolis, IN 46202-5171
Phone: 317-274-9840
Fax: 317-274-5041

Kokomo

Indiana University Kokomo
2300 S. Washington Street
P.O. Box 9003
Kokomo, IN 46904-9003
Phone: 765-455-9407
Fax: 765-455-9476

New Albany

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

Richmond

Indiana University East
2325 Chester Boulevard
Richmond, IN 47374-1289
Phone: 765-973-8249
Fax: 765-973-8287

South Bend

Indiana University South Bend
1700 Mishawaka Avenue
P.O. Box 7111
South Bend, IN 46634-7111
Phone: 574-237-4260
Fax: 574-237-4599

World Wide Web Address

for the School of Continuing Studies
<http://scs.indiana.edu>

School of Continuing Studies Officers

Meet the School of Continuing Studies Staff

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

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

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

LISA DENLINGER, *Executive Director, Office of Marketing and Communication*

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

General Studies Degree Program—Universitywide

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

General Studies Degree Program—Campus Directors

SAUNDRA BROWN, M.S., *Indiana University Southeast (New Albany)*

AMANDA HELMAN, M.A., *Indiana University–Purdue University Indianapolis*

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

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

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

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

ROBERT F. LOVELY, Ph.D., *Indiana University Northwest (Gary)*

ROBERT LANG, M.S., *Indiana University East (Richmond)*

VICKIE WELSH-HUSTON, M.A., *Indiana University–Purdue University Columbus*

Department of Adult Education

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

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

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



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