

KNOWLEDGE

**Bulletin 2006–07**

ONCE GAINED

**Indiana University**

CASTS A LIGHT

**School of  
Continuing Studies**

BEYOND ITS OWN

**General Studies Degree**

IMMEDIATE

BOUNDARIES.

—John Tyndall (1820–1893), British physicist, science lecturer, and writer





*live and learn*

# School of Continuing Studies

INDIANA UNIVERSITY

Online and  
Distance  
Education

## Table of Contents

<b>Welcome</b>	<b>3</b>	Students with Disabilities	15
<b>Live and Learn!</b>	<b>4</b>	Academic Advising	15
<b>Getting Started</b>	<b>5</b>	<b>Special Opportunities</b>	<b>16</b>
Residency Status	5	Independent Study Program	16
Admission	5	Credit for Work and Life Experience	16
<b>Application Procedures</b>	<b>6</b>	Credit by Examination	18
Application Fees	7	Military Service Credit	18
Application and Admission Deadlines	7	Credit Awarded for Educational Programs in Noncollegiate Organizations	18
<b>Transfers</b>	<b>7</b>	<b>Academic Regulations</b>	<b>19</b>
Transfers within Indiana University	7	Grades	19
Transfers from Other Colleges and Universities	7	Withdrawing from Courses	19
<b>Recognition of Previously Earned Credit</b>	<b>8</b>	Retaking Courses Previously Failed— FX Policy	19
Credits from Indiana University	8	Academic Forgiveness	20
Credits from Other Institutions	8	<b>Academic Standing of Students</b>	<b>20</b>
Credit by Examination from Other Institutions	8	Degree Candidates in Good Standing	20
Self-Acquired Competency Credit from Indiana University	8	Graduation Certification	20
Self-Acquired Competency Credit from Other Institutions	8	Degrees Awarded with Distinction	20
<b>Requirements for the A.A.G.S.</b>	<b>10</b>	Dean's List	20
Minimum Degree Requirements	10	Academic Probation	22
Course Distribution Requirements	10	Dismissal	22
<b>Requirements for the B.G.S.</b>	<b>11</b>	Readmission	22
Minimum Degree Requirements	11	<b>Financial Information</b>	<b>23</b>
Course Distribution Requirements	12	Financing Your Degree	23
<b>Fulfilling Course Distribution Requirements</b>	<b>12</b>	Employment	23
Subject Fields	12	Fee Courtesy	23
Completing B.G.S. Concentration Requirement	12	VA Benefits	23
<b>Fundamental Skills (Competency) and Related Degree Requirements</b>	<b>13</b>	Educational Support for Military Personnel	24
Fundamental Skills Requirements	13	<b>University Policies</b>	<b>24</b>
Related Requirements	14	Nondiscrimination Policy	24
Elective Requirements	14	Code of Student Rights, Responsibilities, and Conduct	24
Minors and Certificates	14	Degree Requirements	24
<b>Academic Policies</b>	<b>15</b>	Requests for Transcripts	24
Graduate Credit Hours	15	Release of Student Information	24
Remedial Course Work	15	<b>Frequently Asked Questions</b>	<b>25</b>
		<b>General Studies Program Offices</b>	<b>28</b>
		<b>School of Continuing Studies Officers</b>	<b>30</b>
		<b>Application Form</b>	<b>Center</b>



# General Studies Degree Program

## Welcome!

*Much is happening in the School of Continuing Studies (SCS). You can now take many SCS 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 its university-wide units and campus divisions, the school offers top-quality academic programs for learners of all ages —on campus, on site, and at a distance.*

*The school continuously updates its programming in order to respond to your needs with convenient undergraduate, graduate, and workplace learning opportunities that uphold the highest standards of Indiana University.*

*Best of luck in your academic pursuits!*

## Indiana University

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

Founded in Bloomington in 1820, Indiana University is one of the oldest state-supported universities. It is also one of the largest, serving more than 98,000 students on eight campuses. The university attracts students from all 50 states and around the world and has 4,884 full-time faculty.

Indiana University is accredited by North Central Association of Colleges and Schools.

## The School of Continuing Studies

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

- ▶ an interdisciplinary Associate of Arts in General Studies (60 semester credit hours) and Bachelor of General Studies (120 semester credit hours)—both available 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 undergraduate courses. Many of these courses offer an online option.
- ▶ certificate programs.
- ▶ professional development programs and workforce training.

## Transform Your Life

Earning the Associate of Arts in General Studies (A.A.G.S.) may help you advance in your professional or military career, receive certification, expand your employment options, take the first step toward advanced studies, and build your confidence. Once you have completed your A.A.G.S., you may decide to apply for 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 business, education, law, government, health care, real estate, social service, and 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.

# Live and Learn!

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

## 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 degree from one of the nation's oldest and most highly rated state-supported universities.

## Satisfaction

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

## Reputation

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

## Convenience

- ▶ Discover how easy applying to the program and registering for courses can be!
- ▶ Complete your degree by taking on-campus courses, distance courses, or a combination of both.
- ▶ Apply credits from other accredited colleges and universities.
- ▶ Earn credit for life experiences, military service, and examinations.

# Getting Started

If you have questions at any time, you can talk to a general studies advisor by phone, fax, or email. Contact the general studies office closest to you. If you will be completing your degree at a distance, contact the university-wide general studies office.

## Residency Status

You do not have to be an Indiana resident to become a general studies degree student or an independent study 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 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 Undergraduate 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.

# 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 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, 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 will be admitted to.
11. If you are a distance student, submit your application materials to the university-wide office.

# Transfers

## Application Fees

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

Below are the **2006–07 fees for U.S. citizens/international students.**

University-wide (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/\$60

**Important:** If you register for Independent Study Program courses at the same time you enroll in the General Studies Degree Program, do not include your independent study course fees with your General Studies 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.

## Transfers within Indiana University

If you have previously earned credit from any academic program on any Indiana University campus, you may apply to pursue a general studies degree. Credits are evaluated on a course-by-course basis. (To find out how to apply previously earned Indiana University credit to a general studies degree, see “Credits from Indiana University” on page 8.) If you have academic deficiencies (a cumulative GPA below 2.0), you may be admitted on probation.

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

## 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 register for Indiana University independent study courses as a nondegree student.

## *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.G.S. and B.G.S. requirements.

### **Credits from Indiana University**

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

### **Credits from Other Institutions**

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

### **Credit by Examination from Other Institutions**

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

### **SAC Credit from Indiana University**

If you prepare a portfolio for self-acquired competency (SAC) credit that faculty on one Indiana University campus approve, any other Indiana University campus to which you may transfer to complete the A.A.G.S. or B.G.S. will honor that credit. You should understand, however, that other Indiana University degree programs and other institutions may not necessarily honor this credit. We can apply a maximum of 15 credit hours awarded on the basis of a SAC portfolio (transfer and Indiana University) toward your A.A.G.S. and a maximum of 30 credit hours toward your B.G.S. For more information about SAC credit, see page 16.

### **SAC Credit from Other Institutions**

We can apply a maximum of 8 hours of SAC credit that you have received from other regionally accredited colleges and universities toward the A.A.G.S., and a maximum of 15 credit hours toward the B.G.S. We review additional hours of SAC credit from other institutions in the same manner as we review additional hours of SAC credit from Indiana University. For more information about SAC credit, see page 16.



# Requirements for the Associate of Arts in General Studies

## Minimum Degree Requirements

1. You must successfully complete a minimum of 60 semester hours of credit to graduate. You may apply no more than 15 credit hours in any one academic department—including credits earned on the basis of a self-acquired competency (SAC) portfolio—toward the 60 required credit hours. In addition, you may apply no more than 15 credit hours from any one professional or technical school—including credits earned on the basis of a self-acquired competency (SAC) portfolio—toward the 60 required credit hours.
2. You must successfully complete at least 15 of the 60 required credit hours at Indiana University or through the 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 ACT-PEP Regents (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 ACT-PEP Regents (Excelsior) College

Subject Exams toward this 10 credit hour requirement.

4. You must earn a minimum cumulative GPA of 2.0 in all courses considered for the A.A.G.S. and on all courses completed after admission to the School of Continuing Studies. The minimum grade we accept for any course completed to satisfy course distribution requirements is C–.
5. You must also fulfill the fundamental skills (competency) and course distribution requirements (see “Fulfilling Course Distribution Requirements” and “Fundamental Skills (Competency) and Related Degree Requirements” on pages 12–13.

## Course Distribution Requirements

To earn the A.A.G.S., you must complete 12 credit hours in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. The 12 credit hours required in each learning area must include courses from at least two academic departments. You must complete an additional 24 hours of elective credit to fulfill A.A.G.S. requirements.

Arts and Humanities	12 credit hours
Science and Mathematics	12 credit hours
Social and Behavioral Sciences	12 credit hours
Electives	24 credit hours

**Total Credit Hours  
Required for the A.A.G.S. 60 credit hours**

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

# Requirements for the Bachelor of General Studies

## Minimum Degree Requirements

1. You must successfully complete a minimum of 120 semester hours of credit to graduate.
2. You must successfully complete at least 69 of the 120 required credit hours in the arts and sciences. You may earn no more than 21 of these 69 credit hours—including credits earned on the basis of a self-acquired competency (SAC) portfolio—in a single arts and sciences department or subject area. In addition, you may earn no more than 30 of the 51 credit hours allowed outside the arts and sciences—including credits earned on the basis of a SAC portfolio—in any one professional school or technical program.
3. You must successfully complete at least 30 of the 120 required credit hours at Indiana University or through the 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 in all courses considered for the B.G.S. and in all courses you complete after being admitted to the School of Continuing Studies. The minimum grade we accept for any course completed to satisfy course distribution requirements is C–.
7. You must also fulfill the fundamental skills and course distribution requirements (see “Fulfilling Course Distribution Requirements” and “Fundamental Skills (Competency) and Related Degree Requirements” on pages 12–13.

# Fulfilling the Course Distribution Requirements

## Course Distribution Requirements

To earn the B.G.S., you must complete 12 credit hours in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. In addition, you must complete an 18 credit hour concentration in one of these three learning areas. The 12 credit hours required in each learning area, as well as the 18 credit hour concentration, must include courses from at least two academic departments.

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

Arts and Humanities	12 credit hours
Science and Mathematics	12 credit hours
Social and Behavioral Sciences Concentration	18 credit hours
Arts and Sciences Electives	15 credit hours
General Electives	51 credit hours

### Total Credit Hours

**Required for the B.G.S. 120 credit hours**

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

## Subject Fields

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

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

### Arts and Humanities

Arts and humanities courses provide knowledge and interpretive frameworks through which you may reflect on the complexity of human history, assess the difficulties of determining moral values, appreciate the range and value of human emotion and thought, and be sensitive to the varieties of aesthetic expression.

### Science and Mathematics

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

### Social and Behavioral Sciences

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

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

### Arts and Humanities

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

### Science and Mathematics

Anatomy and Physiology	Mathematics
Astronomy	Microbiology
Biology	Physics
Chemistry	Plant 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

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

## Fundamental Skills (Competency) and Related Degree Requirements

### Fundamental Skills (Competency) Requirements

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

A course that fulfills one of the 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.

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

## Related Degree Requirements

*For the B.G.S. only* (students in the A.A.G.S. program are not required to complete these requirements), students must include the following courses as part of their degree program:

1. a second writing course
2. a diversity course

Many independent study courses are available to fulfill competency and related degree requirements.

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

## Elective Requirements

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

## Minors and Certificates

### Optional Minors

Students completing their degree on an Indiana University campus may earn a minor in conjunction with the B.G.S. You must discuss this possibility with, and obtain written approval from, the school or department awarding the minor. Students pursuing their degrees 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.G.S. and B.G.S.

## Students with Disabilities

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

## Academic Advising

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

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

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



# Special Opportunities

## Independent Study Program

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

The Independent Study Program offers more than 190 undergraduate courses, many of which you can complete online using your computer, email, and the 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 register for independent study courses and earn Indiana University credit. If you are awaiting admission to the General Studies Degree Program, or if you are a student in dismissal status, you may register for independent study courses. Note that the Independent Study Program Undergraduate Course Catalog contains a separate course registration 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 Undergraduate Course Catalog*, contact

IU Independent Study Program  
Owen Hall 001  
Bloomington, IN 47405-7101  
Nationwide: 800.334.1011  
Fax: 812.855.8680  
Email: [scs@indiana.edu](mailto:scs@indiana.edu)  
World Wide Web: <http://scs.indiana.edu>

## Credit for Work and Life Experience

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

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

1. You must be admitted to the School of Continuing Studies, have completed 12 credit hours at Indiana University subsequent to admission, and be in good academic standing before we can evaluate credit for self-acquired competency.
2. You can apply a maximum of 15 hours of SAC credit toward the A.A.G.S., and a maximum of 30 hours toward the B.G.S.
3. If you are seeking SAC credit, do so in consultation with your general studies advisor. SAC credit must be carefully integrated with your total degree plan.
4. Learning must parallel courses in the Indiana University curriculum in order to be recognized as specific-course credit. Learning of college-level caliber that cannot be equated to specific course content might be awarded as general-elective credit.



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

### **The SAC Portfolio**

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

# Academic Regulations

## Grades

Grades are awarded on the following basis:

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

## Grade Point Average (GPA)

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

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

## Pass/Fail Option

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

Courses you take on a pass/fail basis must be electives. You may not use them to satisfy any of the course distribution requirements or count them as part of your concentration area. Check with your advisor to determine whether the pass/fail option will meet the fundamental skills (competency), course distribution, and related degree requirements.

Deadlines for filing an application for the pass/fail option are included in each campus's current Schedule of Classes. If you are taking an independent study course, submit applications for the pass/fail option before taking any exams or reaching the course's midpoint.

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

## Incomplete Grades

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

## Withdrawing from Courses

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

# Academic Standing of Students

start at Indiana University. The policy is not intended to enable you to stay in school if you have chronically poor academic performance or to raise false expectations if you are not making progress toward your degree.

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

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

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

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

## Degree Candidates in Good Standing

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

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

## Graduation Certification

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

## Degrees Awarded with Distinction

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

To graduate with distinction, you should have successfully completed 30 graded Indiana University credit hours for the A.A.G.S. and 60 graded Indiana University credit hours for the B.G.S. We do not count remedial courses, courses you have taken on a pass/fail basis, or self-acquired competency (SAC) credits.

## Dean's List

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



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

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

**Important:** You must complete independent study courses by August 31 for Dean's List consideration.

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

### **Academic Probation**

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

a probationary student and your GPA for the additional 12 credits is 2.0 but your cumulative GPA remains below 2.0, your probationary status will be continued for another 12 credit hour unit of work; you must raise the cumulative GPA to at least 2.0 during this time, or you will be dismissed.

### **Dismissal**

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

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

### **Readmission**

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

# Financial Information

## Financing Your Degree

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

## Employment

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

## Fee Courtesy

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

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

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

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

## VA Benefits

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

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

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

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

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



## **Educational Support for Military Personnel**

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

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

## *University Policies*

### **Nondiscrimination Policy**

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

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

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

your individual rights include the right to be free of sexual harassment, racial harassment, and harassment based on sexual orientation. You may obtain copies of the Code from the Dean of Students office on each campus.

### **Degree Requirements**

You are responsible for understanding and fulfilling all degree requirements.

### **Requests for Transcripts**

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

If you are a distance student enrolled through the university-wide General Studies Degree Program office, request transcripts in writing from the IUPUI Office of the Registrar, Cavanaugh Hall, 425 University Boulevard, Indianapolis, IN 46202-5142.

### **Release of Student Information**

In accordance with the Family Education Rights and Privacy Act, you may access your academic files. Generally, information in your files is not released to third parties without your written permission. However, certain information is public and will be released unless you file the appropriate form. You may obtain the form by writing to the Office of Learner Services, School of Continuing Studies, Owen Hall 001, Bloomington, IN 47405-7101 or by sending email to [scs@indiana.edu](mailto:scs@indiana.edu).

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

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

# Frequently Asked Questions

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

You have three options for completing your Associate of Arts in General Studies (A.A.G.S.) or your Bachelor of General Studies (B.G.S.): enroll in a campus-based program, 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.G.S. 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 A.A.G.S. you may apply up to 45 previously earned credits, or transfer credit hours, toward your degree. If you are pursuing a B.G.S., you may apply up to 90 transfer credit hours toward your degree.

**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. May I receive credit based on my life experiences?

Yes, you may receive credit for your life experiences, which we call self-acquired competency (SAC) credit. For more information about SAC credit, see page 16 of this bulletin.

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

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

## **8. I have applied to the. How long does it take to find out whether I've been accepted into the General Studies Degree 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 page 12 of this bulletin.

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

Whether you are pursuing an A.A.G.S. or a B.G.S., you must meet fundamental skills (competency) requirements that demonstrate college-level competence in 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.

If you are pursuing a B.G.S., you must also take a second writing course and a diversity course.

For more information about fundamental skills (competency) requirements, see page 13 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 registered for Independent Study Program courses. However, several commercial student loans are available for full-time, half-time, and less-than-half-time students and to students not enrolled in degree programs. Many Web sites can help you find information about financial aid.

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

Indiana University awards 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 register for Independent Study Program courses before I'm admitted to the General Studies Degree Program? Will the credits I earn in these courses count toward my degree?**

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

# General Studies Degree Program Offices

## Contact Us to Learn More!

To learn more about the General Studies Degree Program, contact the general studies office nearest you. If you will be completing your degree at a distance, contact the university-wide general studies office.

### University-Wide

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

Indiana University–Purdue University  
Columbus  
4601 Central Avenue  
Columbus, IN 47203-1769  
Phone: 812.348.7271  
Fax: 812.348.7257

### 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: 317.274.5039  
Fax: 317.274.5041

### Kokomo

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

### New Albany

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: 574.520.4260

### World Wide Web Address

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



# *School of Continuing Studies Officers*

## **Dean's Office**

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—University-Wide**

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

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

SAUNDRA BROWN GORDON, 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

CUTHBERT SCOTT, 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

*Notes:*



Notes:



**Quality**

**Satisfaction**

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School of Continuing Studies