

KNOWLEDGE

Bulletin 2001-2003

ONCE GAINED

Indiana University

CASTS A LIGHT

Division of Labor Studies

BEYOND ITS OWN

IMMEDIATE

BOUNDARIES.

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



Bulletin 2001-2003

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Division of Labor Studies

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JEROLD J. PAAR, M.A., *Teaching Associate*

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JEFFREY VINCENT, M.S., *Research Associate*

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Labor Studies

As a discipline, labor studies deals with work, the workplace, and workers and their organizations. It advances a body of knowledge that reflects the concerns of modern labor organizations.

As a program, labor studies enables participants to serve more effectively as members and leaders in their organizations. Participants can also gain a sense of the past and present contexts of work and unionism. Because union leaders need to be familiar with economics, communications, and other subjects, labor studies can assist them in mastering a broad range of learning.

The program encourages participants to make socially useful choices in carrying out the many responsibilities of union membership, union leadership, and community citizenship.

Division of Labor Studies

The Division of Labor Studies traces its origin to the establishment of the Bureau of Industrial and Labor Services on the Bloomington campus in 1955. Renamed the Labor Education and Research Center (LERC) in 1964, this unit had a small staff conducting noncredit courses, conferences, and institutes around the state.

In the early 1970s, LERC grew and began to establish offices on other Indiana University campuses. In 1976, LERC became the Division of Labor Studies within the School of Continuing Studies. Programs were established leading to the Certificate in Labor Studies and to the Associate and Bachelor of General Studies degrees with concentrations in labor studies. In 1985, these two degree concentrations were extensively revised and became full-fledged majors in Associate of Science and Bachelor of Science degrees. In 2000, the Division of Labor Studies became an independent division.

The Division of Labor Studies continues to offer an extensive noncredit Union Education Program (UEP) to meet the needs of unions throughout the state. Additional information about the UEP is on page 10 of this bulletin.

Certificate, Minor, and Degrees

Through the Division of Labor Studies, Indiana University offers a Certificate in Labor Studies, a minor in labor studies, an Associate of Science in Labor Studies degree, and a Bachelor of Science in Labor Studies degree. See page four for the requirements for these programs. Each combines work in a core of labor studies subjects with courses in other disciplines.

The division has a long history of working with unions in the state of Indiana to develop and deliver educational programs. These programs are coordinated by members of the Division of Labor Studies faculty. They, along with associate faculty members, also instruct the courses. Faculty qualifications typically combine academic credentials with union backgrounds.

Labor studies programs are also available to people who cannot enroll in classroom-based courses on Indiana University campuses where the program is offered. By enrolling in labor studies courses through correspondence study, one can complete a growing number of courses. The Division of Labor Studies works closely with the Division of Extended Studies in the School of Continuing Studies and its Independent Study Program.

Both classroom and correspondence methods offer the ability to transfer course work completed at most other accredited colleges and universities to Indiana University. On-campus participants have the option of applying for credit for self-acquired competency (SAC) by completing a substantial portfolio and an interview. Credit for military service and for successful completion of College Level Examination Program (CLEP) tests in several subjects is available. Participants may also mix classroom and correspondence study courses.

Labor Studies (LSTU) Courses

The following labor studies courses are offered in the classroom, as scheduled on the Indiana University campuses where the degrees are offered. Starred (*) courses are currently available through correspondence. Courses marked with a double star (**) are under development for correspondence. The abbreviation "P" refers to the course prerequisite(s), and "C" refers to the course corequisite(s).

The basic separation in the course list is between core courses (all 100- and 200-level courses, except L199, L290, and L299) and advanced courses (300-400 level).

Core Courses

L100 Survey of Unions and Collective Bargaining (3 cr.)*

A survey of labor unions in the United States, focusing on their organization and their representational, economic, and political activities. Includes coverage of historical development, labor law basics, and contemporary issues.

L101 American Labor History (3 cr.)* A survey of the origin and development of unions and the labor movement from colonial times to the present. The struggle of working people to achieve a measure of dignity and security is examined from social, economic, and political perspectives.

L105 Contemporary Labor Problems (3 cr.)* An examination of some of the major problems confronting society, workers, and the labor movement. Topics may include automation, unemployment, international trade, and conglomerates; environmental problems; minority and women's rights; community relations; changing government policies.

L110 Labor and Society (3 cr.) An introduction to the changing role of labor in society. The course will emphasize a comparative approach to issues confronting labor organizations.

L200 Survey of Employment Law (3 cr.)

Statutes and common-law actions protecting income, working conditions, and rights of workers. Topics include workers' compensation, unemployment compensation, fair labor standards, Social Security, retirement income protection, and privacy and other rights.

L201 Labor Law (3 cr.)* A survey of the law governing labor-management relations. Topics include the legal framework of collective bargaining, problems in the administration and enforcement of agreements, and protection of individual employee rights.

L203 Labor and the Political System (3 cr.)*

Federal, state, and local governmental effects on workers, unions, and labor-management relations; political goals; influences on union choices of strategies and modes of political participation, past and present; relationships with community and other groups.

L210 Workplace Discrimination and Fair Employment (3 cr.) Examines policies and practices that contribute to workplace discrimination and those designed to eliminate it. Explores effects of job discrimination and occupational segregation. Analyzes Title VII, the Americans with Disabilities Act, and related topics in relation to broader strategies for addressing discrimination.

L220 Grievance Representation (3 cr.)* Union representation in the workplace. The use of grievance procedures to address problems and administer the collective bargaining agreement. Identification, research, presentation, and writing of grievance cases. Analysis of relevant labor law and the logic applied by arbitrators to grievance decisions.

L230 Labor and the Economy (3 cr.)* Analysis of the political economy of labor and the role of organized labor within it. Emphasis on the effect on workers, unions, and collective bargaining of unemployment, investment policy, and changes in technology and corporate structure. Patterns of union political and bargaining responses.

L240 Occupational Health and Safety (3 cr.)* Elements and issues of occupational health and safety. Emphasis is on the union's role in the implementation of workplace health and safety programs, worker and union rights, hazard recognition techniques, and negotiated and statutory remedies—in particular the OSHA Act of 1970.

L250 Collective Bargaining (3 cr.)* The development and organization of collective bargaining in the United States, including union preparation for negotiations; bargaining patterns and practices; strategy and tactics; economic and legal considerations.

L251 Collective Bargaining Laboratory (1-3 cr.) P or C: L250. Provides collective bargaining simulations and other participatory experiences in conjunction with L250.

L255 Unions in State and Local Government (3 cr.) Union organization and representation of state and municipal government employees, including patterns in union structure, collective bargaining, grievance representation, and applicable law.

L260 Leadership and Representation (3 cr.) Organizational leadership issues for union, community, and other advocate organizations. Analyzes leadership styles, membership recruitment, and leadership development.

Examines the role of leaders in internal governance and external affairs, including committee building, delegation, negotiations, and coalition building.

L270 Union Government and Organization (3 cr.) An analysis of the growth, composition, structure, behavior, and governmental processes of U.S. labor organizations, from the local to the national federation level. Consideration is given to the influence on unions of industrial and political environments; to organizational behavior in different types of unions; and to problems in union democracy.

L280 Union Organizing (3 cr.) Explores various approaches and problems in private- and public-sector organizing. Traditional approaches are evaluated in light of structural changes in labor markets and workforce demographics. Topics range from targeting and assessments to committee building and leadership development.

L285 Assessment Project (1 cr.) Capstone experience for associate degree students.

Other Courses

L199 Portfolio Development Workshop (1 cr.) Emphasis on developing learning portfolios as foundation documents for academic self-assessment and planning and as applications for self-acquired competency (SAC) credit. Applies only as elective credit to labor studies degrees.

L290 Topics in Labor Studies (1-3 cr.)* A variable title course, L290 can be repeated for credit with different subjects. The transcript will show a different subtitle each time the course is taken. Some courses focus on contemporary or special areas of labor studies. Others are directed toward specific categories of employees and labor organizations. Inquire at Division of Labor Studies offices.

L299 Self-Acquired Competency in Labor Studies (1-15 cr.) See page 6 of this bulletin for a description of Self-Acquired Competency.

Advanced Courses

L315 The Organization of Work (3 cr.)

Examines how work is organized and how jobs are evaluated, measured, and controlled. Explores social and technical elements of work through theories of scientific management, the human relations school of management, and contemporary labor process literature.

L320 Grievance Arbitration (3 cr.)* (Recommended only after L220 or with permission of instructor.) The legal and

practical context of grievance arbitration, and its limitations and advantages in resolving workplace problems. Varieties of arbitration clauses and the status of awards. Participants analyze, research, prepare, and present cases in mock arbitration hearings.

L350 Issues in Collective Bargaining (3 cr.) Readings and discussion of selected problems. Research paper usually required.

L360 Union Administration and Development (1-3 cr.) Practical and theoretical perspectives on strategic planning, budgeting, and organizational decision making. Addresses the needs and problems of union leaders by studying organizational change, staff development, and cohesiveness within a diverse workforce. May be repeated for up to 3 credits with department approval.

L375 Comparative Labor Movements (3 cr.)* Labor movements and labor relations in industrial societies from historical, analytical, and comparative perspectives. Emphasis on interaction between unions and political organizations, national labor policies, the resolution of workplace problems, the organization of white collar employees, and the issues of worker control and codetermination.

L380 Theories of the Labor Movement (3 cr.)* Perspectives on the origin, development, and goals of organized labor. Theories include those that view the labor movement as a business union institution, an agent for social reform, a revolutionary force, a psychological reaction to industrialization, a moral force, and an unnecessary intrusion.

L385 Class, Race, Gender, and Work (3 cr.) Historical overview of the impact and interplay of class, race, and gender on shaping U.S. labor markets, organizations, and policies. Examines union responses and strategies for addressing class, race, and gender issues.

L390 Topics in Labor Studies (1-3 cr.)* A variable title course, L390 can be repeated for credit with different subjects. The transcript will show a different subtitle each time the course is taken. Some courses focus on contemporary or special areas of labor studies. Others are directed toward specific categories of employees and labor organizations. Inquire at Division of Labor Studies offices.

L420 Labor Studies Internship (1-6 cr.)* Application of knowledge gained in the classroom in fieldwork experience.

L430 Labor Research Methods (3 cr.) Study of research design, methods, techniques, and procedures applicable to research problems in labor studies.

Labor Studies Credit Hour Requirements

Group	Subgroup	Certificate in Labor Studies	Associate of Science in Labor Studies	Bachelor of Science in Labor Studies
Labor studies	Core courses	15	15	15
	Additional labor studies	3	12	27
	Arts and humanities	3	12 ¹	12 ¹
	Social and behavioral sciences	3	9 ²	12 ²
	Science and mathematics	3	6 ³	15 ⁴
	Additional credit hours from one area above	3		12
Electives			6	27
Total credit hours		30	60	120

¹ENG W131 and one additional writing course required

²One course in economics required; microeconomics recommended

³One course in computer science/technology recommended

⁴One course in computer science/technology required

L480 Senior Seminar or Readings (3 cr.)*

Designed as either a classroom seminar or directed reading course. Addresses current issues, historical developments, and other labor-related concerns. Topics may vary each semester.

L495 Directed Labor Study (1-6 cr.)* A

variable credit course, L495 may be repeated for a maximum of 6 credit hours. Students arrange to study with an individual labor studies faculty member, designing a course of study to suit their individual and varied needs and interests. The contract might include reading, directed application of prior course work, tutorials, or internships. Competencies are assessed through written papers, projects, reports, or interviews.

L499 Self-Acquired Competency in Labor Studies (1-15 cr.) See page 6 of this bulletin for a description of self-acquired competency.

Labor Studies Certificate, Minor, and Degree Requirements

Courses from three groupings are used by students to complete certificate and degree requirements. These groupings are labor studies courses, required areas of learning, and electives. The chart above shows the credit hour distribution required for each certificate and degree in labor studies.

A minor in labor studies requires the completion of 15 credit hours consisting of

6 credits from our list of core courses and 9 additional credits to be determined through consultation with the campus faculty. (Some campuses and schools within IU may impose restrictions on the minor.)

Additional Requirements

For the Associate of Science in Labor Studies degree, at least 12 credit hours must be earned from Indiana University, 10 or 20 of these after admission to the Division of Labor Studies. No more than 15 credit hours may be earned within a single subject other than labor studies.

For the Bachelor of Science in Labor Studies degree, at least 24 credit hours must be earned from Indiana University. No more than 21 credit hours may be earned within a single subject other than labor studies. Thirty (30) credit hours must be earned in 300- and 400-level courses, and at least 12 of the 30 credit hours must be earned in labor studies courses. Credits earned by self-acquired competency, DANTES, and CLEP cannot be applied to these requirements.

For the Certificate in Labor Studies and both the associate and bachelor's degrees, an overall minimum grade point average of 2.0 (C) must be maintained. Courses in which grades of D are received may be counted only as electives. For the associate and bachelor's degrees, courses within a major area must be in at least two different subjects. For additional standards, see the section of this bulletin titled "Academic Policies."

Required Areas of Learning

Following are representative subjects and courses falling under each of the three major areas of learning listed under certificate and degree requirements. Note that ENG W131 and one additional writing course within the arts and humanities area are required for degree programs. Also, only one computer technology course can be applied to the science and mathematics requirement. Additional courses in computer technology count as electives. For information about subjects not listed here (for example, women's studies) and about specific courses, contact a Division of Labor Studies office.

Arts and Humanities

Afro-American Studies
Classical Studies
Comparative Literature
English
Fine Arts
Folklore
History
History and Philosophy of Science
Journalism
Music
Philosophy
Religious Studies
Speech and Communications
Theater and Drama
All language courses

Sciences and Mathematics

Astronomy
Biology
Chemistry
Computer Science/Technology
Geology
Mathematics
Physics
Zoology

Social and Behavioral Sciences

Anthropology
Economics
Geography
Linguistics
Political Science
Psychology
Sociology

Electives

Students may select any of the courses offered by Indiana University to fulfill elective requirements. Students are encouraged to consult with their academic advisors and to concentrate their elective course work in related subject fields.

Application and Admission

The certificate and degree programs in the Division of Labor Studies are open to all qualified high school graduates or persons with the General Education Development (GED) certificate. Adults over 21 who do not meet these requirements may be admitted on a provisional basis and may apply for regular admission upon successful completion of 12 credit hours. Applicants must submit the following:

1. A completed application for admission to the Labor Studies Program
2. A nonrefundable application fee payable to Indiana University, if the applicant has not previously been admitted to Indiana University
3. A high school transcript, if there is no college work.
4. An official transcript(s) from each college you have attended, mailed by the college

Applicants should forward all application materials to the Division of Labor Studies office on the campus where they intend to enroll. For addresses, see the list on page 12 of this bulletin. Applicants who do not live within commuting distance of a campus and who wish to participate through Independent Study by Correspondence should send materials to the Bloomington office, attention External Study. International students should request the international application for admission and related materials from the Bloomington office.

Citizens of other countries, including those in the United States on immigration visas, must also submit TOEFL scores and a 300- to 500-word handwritten essay. The essay is to be written on a topic of the student's choice and may include autobiographical information. Students who intend to pursue the degree on an Indiana University campus must also submit the international application for admission.

Transferring Credit

When official transcripts are received, they will be forwarded to the admissions office for evaluation. Within a few weeks the applicant should receive official notice of admission and a credit transfer report indicating which courses are accepted at Indiana University (generally those in which the applicant earned grades of C or better from accredited institutions). The Division of Labor Studies office will then prepare a summary of how these courses apply to labor studies certificate and degree requirements.

At this point, if not before, students should proceed to plan their programs in consultation with their advisors and to enroll in courses. Students should check with the Division of Labor Studies office on the campus where they plan to enroll for schedules and directions.

Correspondence participants should contact the Bloomington office for advising and should use the booklet titled *Independent Study University Courses*.

Application Fees

Applicants who have not previously attended Indiana University must pay a nonrefundable application fee at the time they submit their application. Application fees vary from campus to campus and are subject to change.

Deadlines

Students who wish to take regular on-campus courses should check with the Division of Labor Studies office on that campus for any application and enrollment deadlines.

Progress Options

One or more of the methods listed in this section may provide the labor studies participant a means of receiving Indiana University credit without taking conventional classroom-based courses. This allows accelerated progress toward a labor studies degree. With prior approval, a maximum of 6 credit hours of graduate-level course work can be applied to the Bachelor of General Studies degree. The application of more than 6 graduate credit hours must have the dean's approval.

College Level Examination Program

The College Level Examination Program (CLEP) has tests available in a variety of subject areas. Students whose scores exceed a certain level on tests accepted by Indiana University receive credit (3 credit hours for most exams). CLEP brochures are available at Division of Labor Studies offices.

Independent Study by Correspondence

Students who do not have access to an Indiana University campus may take courses through Independent Study by correspondence. Campus-based students may also complete degree requirements through correspondence study.

The Indiana University Independent Study Program offers more than 200 university-level correspondence courses. Students enrolling in independent study courses receive a learning guide that contains reading assignments for the required textbooks, discussion sections,

and written assignments. Lessons are sent to an instructor, who comments on and grades student work. Most courses have one or more examinations, which must be taken under supervision at an accredited school. Students are allowed one year to complete a course.

External labor studies participants should request course listings and enrollment forms from the Bloomington office. This office advises and maintains academic records for all persons not based on an Indiana University campus.

Credit for Military Service

Depending on the length and type of training received, students may receive up to 6 credit hours based on military service. Additional credit may be awarded for special training programs in the military. This credit can be applied only as elective credit for the labor studies degrees. To apply, participants should present their DD-214 form and, if applicable, training completion certificates to the Division of Labor Studies office.

Credit for Self-Acquired Competency

Upon successful completion of 12 credit hours in labor studies, participants may apply for up to 15 hours of self-acquired competency (SAC) credit to go toward the Associate of Science degree and up to 30 (including any applied to the associate degree) toward the Bachelor of Science degree. SAC credit can be awarded for learning gained outside the university and may be based on a wide variety of experiences. Labor studies students can apply for SAC credit on the basis of learning derived from their union activities.

Self-acquired competency refers to learning, or competency, that can be documented. SAC credit is not granted simply for "time served." Thus, it is not granted on the basis of the number of terms served as a union officer. Nor is it multiplied by the number of times the same experience has been repeated. A secretary-treasurer who has performed the same functions for four terms is not likely to receive significantly more credit than one who has performed the same functions, and has learned as much, from one or two terms.

SAC credit is of two types: (1) Course-specific credit is granted where the applicant's competency is substantially equivalent to the competency that is expected after completion of an Indiana University course. Credit for the specific course is awarded. (2) General credit is granted for competency that is not the exact equivalent of competency gained from completing a specific IU course but is nevertheless the equivalent of college learning.

This is the only form of SAC credit available outside of the Division of Labor Studies.

Tuition for SAC credit is the same as for Independent Study courses.

In general, the following procedures and limitations govern the awarding of credit for self-acquired competency:

- A student must be admitted to the Labor Studies Program, have successfully completed 12 credit hours in Labor Studies, and be in good standing before any credit for self-acquired competency is awarded.
- A maximum of 15 credit hours of self-acquired competency credit may be applied to the Associate of Science in Labor Studies and a maximum of 30 hours of credit to the Bachelor of Science in Labor Studies.

How to Apply

The process of building a SAC portfolio is time-consuming. It begins with the development of a resume and the listing of experiences that may have led to college-level competency. The portfolio is then organized and phrased to demonstrate the connection to specific labor studies courses or to general areas of knowledge in labor studies. Finally, appropriate documentation is added.

Each portfolio is evaluated by two members of the Division of Labor Studies faculty, who also interview the applicant. Supplementary materials and counseling are available from labor studies faculty on campuses offering the program. Students applying for SAC credit may be required to come to an Indiana University campus for an interview as part of the SAC evaluation.

Transfer of Self-Acquired Competency Credit within Indiana University

Self-acquired competency credit awarded by the faculty of one Indiana University campus is recorded and explained on the student's permanent record. Such credit will be honored, therefore, on any other Indiana University campus to which the student may transfer in order to complete the associate or bachelor's degree in labor studies. The student should be aware, however, that such credit will not necessarily be honored by other degree programs of Indiana University or by other institutions.

Academic Policies

Participant's Responsibility

It is the responsibility of the participant to be aware of all published academic regulations.

Grades

Division of Labor Studies instructors may assign plus and minus grades. Letter grades carry the following grade points:

A and A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grade Point Average

Grade point averages (GPAs) are computed by multiplying the grade points for the letter grade received by the number of credit hours for each course, adding these points, then dividing by the total credit hours. The GPA of a student who has earned a C+ and a B, each in 3 credit hour courses, would be computed as follows:

$$(2.3 \times 3) + (3.0 \times 3) = 15.9$$

$$15.9 \div 6 \text{ (credit hours)} = 2.65 \text{ GPA}$$

Incompletes

If a participant is not in attendance during the last weeks of a semester, the instructor may report a grade of Incomplete (I)—indicating that the course work completed is satisfactory but that the entire course has not been completed—if the instructor believes that the absence was beyond the participant's control; if not, a grade of F is assigned.

Incompletes are given only under rare circumstances. These circumstances do not include being "tied up," "getting behind," etc. The grade of I is normally given only when the participant has completed three-fourths of the course work. The grade of I will be removed from the student's record once the required course work has been satisfactorily completed. The student is expected to make up the incompleted course work by the end of the next regular semester, or earlier if stipulated. Incompletes not removed within the time specified by the instructor of the course automatically change to an F one calendar year after the Incomplete was given.

Pass/Fail Option

Participants who are working toward a bachelor's degree and are in good standing (not on academic probation) may take up to eight *elective* courses on a Pass/Fail basis (no letter grade assigned). A Pass/Fail course may not be used to satisfy any of the area requirements, nor may it be counted as a part

of the participant's course requirements. Pass/Fail courses may, however, be used to meet the 300- to 400-level course requirement.

Decisions to take courses Pass/Fail must be made no later than the seventh week of classes for regular sessions and no later than midway through any summer session. A grade of P is not counted when computing grade point averages. A grade of F is computed. A grade of P *cannot be changed* later to a grade of A, B, C, or D.

Academic Standing and Progress

1. Grades of D+ or lower may apply only as elective credit. Courses in which such a grade is received may not be used to fulfill Division of Labor Studies or major areas of learning course requirements.
2. A participant who fails to maintain a minimum grade point average of 2.0 over any successive 12 credit hour sequence is placed on academic probation.
3. If the academic deficiency resulting in probation is not made up in the subsequent 12 credit hours in which the participant is enrolled, the participant is subject to dismissal from the university.
4. Students admitted on a provisional basis may be dismissed if they fail to achieve a minimum GPA of 2.0 during the first 12 credit hours of course work completed.
5. Participants who fail to execute timely withdrawals from classes jeopardize their academic standing and run the risk of receiving failing grades. Students who do not properly add courses to their schedules risk not receiving credit for course work completed.
6. The completion of 0 to 25 credit hours signifies freshman class standing; 26 to 55 credit hours, sophomore; 56 to 85 credit hours, junior; and 86 or more credit hours, senior class standing.

Academic Probation

Participants are automatically placed on academic probation when their cumulative grade point average for a full-time semester or a 12 credit hour unit of work falls below 2.0. Their course work (and that of participants who have been admitted on probation) will be evaluated upon completion of an additional 12 credit hours at Indiana University. Participants are removed from probationary status if their grade point average of these 12 credit hours increases to at least 2.0 and if their cumulative grade point average increases to at least 2.0. If the cumulative grade point average remains below 2.0, probationary status continues for another 12 credit hour unit of work, during which time the cumulative grade point average must be raised to at least 2.0.

Dismissal

Students are dismissed from the university when they have ceased to make satisfactory progress toward the degree. Students are dismissed whenever their grade point average for a full-time semester or a 12 credit hour unit of course work falls below 1.0 and their cumulative grade point average falls below 2.0. Probationary students are dismissed if their grade point average for the additional 12 credit hours of course work falls below 2.0. Students whose probationary status has been continued for a second 12 credit hour unit of course work and who fail to achieve a cumulative grade point average of at least 2.0 after completing this unit are also dismissed.

Retaking Courses Previously Failed—FX Policy

Undergraduates who have retaken a course previously failed may, upon requesting implementation of the FX policy, have only the second grade in that course counted in the determination of their grade point average. The student's transcript records both grades; the original grade is marked FX.

Cheating and Plagiarism

Cheating on examinations or other course work, alteration of records, or illegal use of examinations is considered dishonesty. Anyone who permits or helps others to cheat is as guilty as the persons assisted.

Plagiarism is the presentation of the work of another as one's own. Honesty requires that *ideas or materials taken from another source be fully acknowledged*. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books or from the writing of other students. The work of others should be clearly identified, generally through the use of quotation marks and footnotes.

A faculty member who suspects cheating or plagiarism initiates the process of determining guilt or innocence. No action is taken before the student has been informed of the charges and has had an opportunity to reply. This process may result in disciplinary action and dismissal from the university.

For further regulations, refer to the Indiana University *Code of Student Rights, Responsibilities, and Conduct*, which can be obtained from the School of Continuing Studies.

Academic Forgiveness Policy for Former IU Students

Participants with academic deficiencies (a cumulative grade point average that has fallen below 2.0 [C]) in course work done at Indiana

University may be admitted to the Labor Studies Program on probation. The participant must achieve a minimum grade point average of 2.0 for all courses taken at Indiana University before and after admission to the program in order to obtain a degree. Participants who have been dismissed from another academic unit of Indiana University may not be admitted to the Labor Studies Program until at least one calendar year has passed from the date of dismissal.

A participant prevented from attaining a cumulative 2.0 grade point average because of poor performance in an IU semester that was completed five or more years before enrollment in the Labor Studies Program may ask the Division of Labor Studies to strike the records. All credit earned during this one semester is also removed from the grade point average by the Division of Labor Studies under this forgiveness policy. In general, such a request is granted automatically, particularly when the student would fail to graduate because of one poor semester.

A similar request may be made for the forgiveness of a poor semester completed at Indiana University within five years prior to admission to the Labor Studies Program. Approval of such requests is usually dependent, however, on the successful completion of 12 credit hours in the Labor Studies Program. Because all credit earned during the forgiven semester is removed from the grade point average, students are advised to consult with their counselor concerning the advisability of this procedure.

This policy is designed to avoid placing an excessive burden on students who, in the past, have made a poor start at Indiana University. It is not intended to permit students with chronically poor performance in the university to stay in school, nor to raise false hopes for students who are not making progress toward a degree.

Academic Forgiveness Policy for Students Dismissed from Other Institutions

Students who have been dismissed from another postsecondary institution may not be admitted to the Labor Studies Program until at least one calendar year has passed since the date of the dismissal.

University regulations require that the admissions office indicate any deficiencies in grade point average (average grade below 2.0 on a 4.0 scale) at another institution on the credit transfer report. Indiana University's policy is to calculate a student's grade based only on course work done at Indiana University. These grades must be at least

average, or C, quality (2.0 on 4.0 scale) in order to earn a degree. If the cumulative grade point average from another institution is below 2.0, however, the student is admitted on probation.

Graduation

All schools and colleges establish certain academic requirements that must be met before a degree is granted. Advisors, directors, and deans will help a student meet these requirements, but the student is responsible for fulfilling them. At the end of the course of study, the faculty and the Board of Trustees vote on the conferring of the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. For this reason, it is important that students become acquainted with all regulations, remain currently informed, and keep track of their own progress.

Degrees are awarded every December, May, June, and August. Participants expecting to graduate must file written notice of intent, citing the degree and expected date of graduation, with the appropriate Division of Labor Studies office at least three months prior to graduation.

Graduation with Honors

Participants who complete a minimum of 30 credit hours for the Associate of Science in Labor Studies or 60 credit hours for the Bachelor of Science in Labor Studies at Indiana University graduate with honors if they attain the appropriate grade point averages: 3.90, highest distinction; 3.75, high distinction; 3.50, distinction.

Confidentiality of Student Records

Indiana University, in compliance with the General Education Provisions Act, Section 438, titled Family Educational Rights and Privacy Act, provides that all student records are confidential and available only to the student and to the student's parents, if the student is under 21 and dependent as defined by IRS standards. Students may review their records upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Code of Rights, Responsibilities, and Conduct*. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release available in the offices that maintain records. Further details regarding the provisions of the Privacy Act and a list of offices where student records are kept may be found in the *Code of Student Rights, Responsibilities, and Conduct*.

Withdrawal from Courses

Since periods and deadlines for withdrawal from courses may vary by campus and/or school, students should check with the current campus *Schedule of Classes* to verify deadlines and procedures. Correspondence students should follow the deadlines and procedures in the current edition of *Independent Study University Courses*.

Union Education Program

The Division of Labor Studies offers an extensive noncredit program, the Union Education Program (UEP).

UEP open enrollment courses and conferences are available to workers in communities throughout the state; they are offered in local union halls, on the various campuses of Indiana University, and on the campuses of other educational institutions.

Classes usually meet weekly for 4 to 10 weeks. They are open to participants from both large and small unions, craft and industrial unions, and public- and private-sector unions. Typical topics for these classes are labor law, collective bargaining, steward training, communications, OSHA, and arbitration.

Other programs meet the educational needs of individual unions. Local or international unions may contract with the Division of Labor Studies to conduct these programs. Enrollments are limited to members of the contracting union.

There are no special entrance requirements, tests, or grades. Participants who complete a class or conference are awarded a Certificate of Achievement from the Division of Labor Studies. Upon completion of 150 classroom hours in the UEP, the participant is awarded a Certificate of Recognition. There is a nominal charge for UEP classes and conferences.

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. With 878 degree programs, the university attracts students from all 50 states and around the world. The full-time faculty numbers more than 4,100 and includes members of many academic societies such as the American Academy of Arts and Sciences, the American Philosophical Society, and the National Academy of Sciences.

Indiana University was founded at Bloomington in 1820 and is one of the oldest and largest institutions of higher education in

the Midwest. It serves more than 91,000 students on eight campuses. The residential campus at Bloomington and the urban center at Indianapolis form the core of the university. Campuses in Gary, Fort Wayne, Kokomo, New Albany, Richmond, and South Bend join Bloomington and Indianapolis in bringing an education of high quality within reach of all of Indiana's citizens.

General Policies

Equal Opportunity/Affirmative Action Policy of Indiana University Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.

An Affirmative Action office on each campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

Confidentiality of Student Records

In accordance with federal statutes and regulations, student records are confidential and available for disclosure to persons other than the student only under stated conditions.

Student Rights and Responsibilities

A statement of students' rights and responsibilities is published in a handbook, *Code of Student Rights, Responsibilities, and Conduct*, which contains a description of due process hearings in the event of disciplinary action.

Degree Requirements Students are responsible for understanding all requirements for graduation and for completing them by the time they expect to graduate. Information about a specific school or division can be found in the front section of the bulletin for that school.

Requests for deviation from department, program, or school requirements may be granted only by written approval from the respective chairperson, director, or dean (or their respective administrative representative). Disposition at each level is final.

Residency Status Prospective students from out of state who wish to take courses on an Indiana University campus should be aware that the criteria for establishing in-state residency, and thus qualifying for in-state fee rates, are very strict. If you have questions concerning residency, contact a Division of Labor Studies office. Special arrangements may be available to workers residing in neighboring states. Except under specific circumstances, persons who have moved to Indiana for the primary purpose of attending a college, university, or other institution of higher education will not be able to qualify for in-state fees during their academic career. Residency requirements apply to many programs outside of the Division of Labor Studies. If you seek to enroll in other programs at Indiana University, consult the applicable bulletins for rules determining resident and nonresident student status. These bulletins may be obtained from the Office of Admissions, 300 N. Jordan Avenue, Bloomington, IN 47405.

Fees and Fee Refund Policies and Schedule

Independent Study and On-Campus Courses Credit hour and special fees are approved by action of the Trustees of Indiana University and are subject to change. Please consult the appropriate school or campus bulletin or *Schedule of Classes* for the current fee information and the fee refund schedule. Bulletins and appropriate class schedules are available at Division of Labor Studies offices.

Self-Acquired Competency The fee per credit hour recorded for self-acquired competency is the fee charged per credit hour by the Independent Study Program, School of Continuing Studies, for university correspondence courses.

Fee Reductions and Financial Aid

Scholarships and Financial Aid Students can obtain information about loans and part-time employment through the financial aid office and through their school or department.

Employment The financial aid office on each campus lists openings for part-time jobs in various offices and organizations of the university.

Fee Courtesy Full-time employees of Indiana University and their spouses and children may receive a fee courtesy when enrolling in Independent Study courses and on-campus courses. Additional information is available from the campus personnel office.

VA Benefits Veterans enrolled solely in Independent Study courses may be eligible for fee reimbursement by the Veterans Administration upon completion of courses.

Veterans in an on-campus degree program may be eligible for an education allowance if at least 51 percent of their enrollment credit hours are in on-campus courses. Further information and assistance are available from Disabled Student Services and Veterans Affairs, Franklin Hall 096, on the Bloomington campus, (812) 855-7578; or from the veterans affairs officer at each Indiana University campus approved for VA assistance.

DANTES and SOC Indiana University is one of a number of universities participating in the SOC (Servicemen's Opportunity College) program and the DANTES (Defense Activity for Non-Traditional Education Support) program, which provide educational support for the voluntary education programs of all military departments. Members of the armed forces should consult their education officers or their nearest education center concerning individual enrollments. Interested persons may also consult the DANTES independent study catalogs for additional information about courses.

The SOC program permits the student to enroll at the university while still in service.

A representative on each campus has been named by the university. Military service personnel can obtain information from the base education officer.

Director of Labor Studies

To be appointed

Labor Studies Faculty

Steven Ashby, Ph.D. (*University of Chicago, 1993*), Assistant Professor of Labor Studies (*Bloomington*)

Mark A. Crouch, M.A. (*University of Iowa, 1980*), Associate Professor of Labor Studies (*Fort Wayne*)

Lynn Duggan, Ph.D. (*University of Massachusetts, Amherst, 1993*), Assistant Professor of Labor Studies (*Bloomington*)

Laurie A. Graham, Ph.D. (*Purdue University, 1991*), Associate Professor of Labor Studies (*Kokomo*)

Thandabantu Iverson, M.A. (*Clarke-Atlanta University, 1995*), Lecturer (*Gary*)

Jane Kiser, M.S. (*Southern Illinois University, 1979*), Lecturer, (*Gary*)

Keith D. Knauss, M.A. (*University of Minnesota, 1974*), Professor of Labor Studies (*South Bend*)

Najja Modibo, Ph.D. (*University of Toronto, 1995*), Assistant Professor of Labor Studies (*Indianapolis*)

Ruth Ann Needleman, Ph.D. (*Harvard University, 1972*), Professor of Labor Studies (*Gary*)

Mark Robbins, J.D. (*University of Maine, 1986*) Assistant Professor of Labor Studies (*Indianapolis*)

Labor Studies Professional Staff

David Cormier, Ph.D. (*University of Notre Dame, 1997*), Teaching Associate

Jerold J. Paar, M.A. (*University of Notre Dame, 1985*), Teaching Associate

Jean Troutman-Poole, B.S. (*Indiana University South Bend, 1989*), Teaching Associate

Jeffrey Vincent, M.S. (*University of Wisconsin, Madison, 1984*), Research Associate

Labor Studies Offices

Bloomington

Note: Send requests for correspondence courses in labor studies to this office
Division of Labor Studies—IUB
Poplars 628
Bloomington, IN 47405
(812) 855-9082
Fax: (812) 855-1563
Toll free 1-800-822-4743

Fort Wayne

Division of Labor Studies—IPFW
Kettler G-28
2101 Coliseum Boulevard, East
Fort Wayne, IN 46805
(219) 481-6831
Fax: (219) 481-5784

Gary

Division of Labor Studies—IUN
Lindenwood Hall 126
3400 Broadway Drive
Gary, IN 46408
(219) 980-6825
Fax: (219) 980-6834

Indianapolis

Note: Address requests for IU East (Richmond area) to this office.
Division of Labor Studies—IUPUI
Union Building 503
620 Union Drive
Indianapolis, IN 46202
(317) 274-3471
Fax: (317) 278-2280

Kokomo

Division of Labor Studies—IUK
2300 South Washington Street
P.O. Box 9003
Kokomo, IN 46902
(317) 455-9403
Fax: (317) 455-9502

Richmond

Address requests for IU East go to the Indianapolis office.

South Bend

Division of Labor Studies—IUSB
Riverside Hall 128
1700 Mishawaka Avenue
P.O. Box 7111
South Bend, IN 46634-7111
(219) 237-4469
Fax: (219) 239-5006

Indiana University Bulletins

You may want to explore other schools of Indiana University. The following is a complete list of our bulletins. Please write directly to the individual unit or campus for its bulletin.

Indiana University Bloomington

College of Arts and Sciences
Kelley School of Business¹
School of Continuing Studies²
School of Education¹
School of Health, Physical Education, and Recreation
School of Informatics¹
School of Journalism
Division of Labor Studies
School of Law—Bloomington³
School of Library and Information Science
School of Music
School of Optometry
School of Public and Environmental Affairs¹
University Division⁴
University Graduate School

*Indiana University–Purdue University Indianapolis

* School of Allied Health Sciences
* Kelley School of Business¹
* School of Continuing Studies²
* School of Dentistry
School of Education¹
School of Engineering and Technology (Purdue University)
Herron School of Art
School of Journalism
* Division of Labor Studies
* School of Law—Indianapolis³
School of Liberal Arts
* School of Medicine
Military Science Program
* School of Nursing¹
School of Physical Education
* School of Public and Environmental Affairs¹
School of Science (Purdue University)
* School of Social Work
* University College
University Graduate School

Indiana University East (Richmond)

Indiana University–Purdue University Fort Wayne

Indiana University Kokomo

Indiana University Northwest (Gary)

Indiana University South Bend

¹Two bulletins are issued: graduate and undergraduate. Undergraduate information about the Schools of Business and Nursing at IUPUI is found in the IUPUI campus bulletin.

²Bulletins on the General Studies Degree Program and the Independent Study Program are available from this school.

³There are two Indiana University schools of law. Be sure to specify whether you want a bulletin of the Bloomington or Indianapolis school.

⁴Available only to admitted University Division students.

IUPUI produces one campus bulletin including information about all schools listed here. Schools marked with an asterisk () also produce separate bulletins.