

IU Northwest Bulletin 2010-12

Overview

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 1,189 degree programs, the university attracts students from all 50 states and around the world. The full-time faculty numbers more than 5,000 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 nearly 120,000 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.

Faculty

The IU Northwest resident faculty numbers 177 men and women. They are assisted in their teaching responsibilities by associate faculty drawn from neighboring academic institutions, area businesses, local government, and not-for-profit agencies.

All resident faculty at IU Northwest have academic appointments from Indiana University. Their conditions of employment, rank, salary, fringe benefits, teaching and research expectations, and promotion are the same as their colleagues in respective departments at all Indiana University campuses.

The faculty of IU Northwest has its own organization, based upon a constitution written from principles embodied in the *Indiana University Academic Handbook*. Committees established by this faculty organization guide the conduct of the academic program at IU Northwest in a tradition that encourages individual faculty members to recommend policy in all areas affecting their interests and those of their students.

Students

The student body at IU Northwest numbers more than 5,900 persons working toward certificates and associate, bachelor's, and master's degrees. Of that number, more than 600 are enrolled in graduate studies.

The rich economic, cultural, and racial diversity of the northwest region of the state of Indiana is found on the campus. About 74 percent of the students reside in Lake County; 20 percent reside in Porter County; and 5 percent reside in Jasper, Newton, LaPorte, Starke, and Pulaski Counties. Students, therefore, come with family backgrounds in steel and related industries, government agencies, service industries, the professions, and farming. With respect to the

rich cultural and racial composition of the region, approximately 56 percent of the students are Caucasian, 23 percent are African American, 14 percent are Latino, and 7 percent are other groups. About 85 percent of the students at IU Northwest work full or part time while pursuing their education at the university. About 40 percent of the students enrolled at the campus are 26 years of age or older.

Alumni Services

The Alumni Office was established on the IU Northwest campus in 1967 when the IU Alumni Association staffed the local office with a field representative. There is now a full-time Alumni Relations Director to serve the alumni and students of Indiana University. The Office of Alumni Relations provides programming, maintains records, publishes communications, and provides services to those who are members of the IU Northwest Alumni Association, the Northwest Chapter of the IU Alumni Association, and the Neal-Marshall Club.

Vision

We, the students, faculty, staff, and alumni of IU Northwest, take pride in our unique identity as Indiana University serving the seven-county region of northwest Indiana.

As a student-centered campus, we commit ourselves to academic excellence characterized by a love of ideas and achievement in learning, discovery, creativity, and engagement.

Because we value the complete richness of the human family, we embrace diversity in all its facets and aspire to the full nobility of our shared humanity.

We interact in caring and competent ways to support individual and community aspirations and growth.

We honor and value the contributions of all our members.

We promote well-being through an attractive and convenient environment conducive to learning. Our graduates are prepared for life-long learning, ethical practices, successful careers, and effective citizenship.

IU Northwest collaborates and cooperates with other educational institutions, external partners, and the surrounding communities to enhance our overall quality of life.

Mission

The mission of IU Northwest, one of the eight Indiana University campuses, is to provide higher education to the people of the seven counties in northwest Indiana. Quality and relevance are the hallmarks of IU Northwest's programs. These programs serve the needs of the most diverse, urban, and industrialized area of the state. Out of this diversity, IU Northwest strives to create a community dedicated to the pursuit of knowledge and the value of education. We provide a friendly community in which faculty, staff, and students interact in an energetic and positive environment. Mutual respect and the development of the full potential of each person are essential parts of our educational philosophy. IU Northwest believes that freedom of inquiry, reason, and honesty are necessary to the pursuit of knowledge. The faculty, staff, and administration are committed to excellence in teaching, research, community service, and the management of university resources.

IU Northwest accomplishes its mission through:

- A fully qualified faculty
- whose responsibilities are teaching, research, and service.
- who as good teachers take responsibility for enhancing student learning.
- who pursue research that contributes to the expansion of knowledge, enlivens their teaching, and gives form to their service in the community.
- Fully accredited programs that
- provide a strong foundation in the arts and sciences.
- offer a range of degrees in both the arts and sciences and in the professional divisions.
- offer classes throughout the day, evening, and weekend.
- A continuing commitment to northwest Indiana through
- campus involvement in the region's continuing dialogue about its economic, social, and cultural future.
- faculty research and expertise.
- university/community projects.

In summary, IU Northwest is an urban commuter university providing Indiana University programs to a diverse student body. IU Northwest is committed to preparing its students to live and work successfully in the pluralistic society of the twenty-first century.

History

IU Northwest is the result of growth and change that began in 1921 when the university offered its first formal classes in Lake County as part of a program sponsored by the Gary Public School System. Under various names and in various locations, Indiana University has been serving the needs of higher education in northwest Indiana ever since.

In 1932 Indiana University initiated the Calumet Center in East Chicago; and by 1939, through funds granted by the state legislature and the federal government, the Calumet Center was serving students in a building in Tod Park on a site donated by the City of East Chicago.

When Gary College was founded in 1933, Indiana University discontinued classes in Gary except for a few advanced courses. But in 1948, at the request of the Gary School Board, the university assumed the management of Gary College, which became the Gary Center of Indiana University. Gary Center classes were held after school hours and in the evenings at the Horace Mann High School until 1949, when all the main facilities of the center were moved to the commercial wing of the City Methodist Church, a move that allowed for a considerable expansion of the center's program. In 1955, with approval from the Gary Board of Park Commissioners, the Common Council of the city authorized the sale of 27 acres of Gleason Park to Indiana University for the purpose of establishing a Gary Center campus (the present site of IU Northwest). In May of 1959, the first classes were held in the new location.

Recognizing the growth of such centers and the increasing demands for higher education throughout the state, Indiana University in 1963 reorganized its various "extension" centers into regional campuses, and the Gary Center and the

Calumet Center became the Northwest Campus of Indiana University. Soon after this reorganization, the first degree programs were authorized, and the Northwest Campus became a four-year college. The first commencement was held at the Northwest Campus in June of 1967. In 1968, the IU Board of Trustees changed the name of the Northwest Campus to IU Northwest.

Facilities, Maps, and Directions

Campus and Buildings

The campus of IU Northwest in Gary is adjacent to 240 acres of wooded park land, much of which, as currently developed, includes municipal playing fields, baseball diamonds, and golf courses. The city of Gary has already given 32.8 acres of this park property to Indiana University for the campus. The Gleason Park site is bounded on the north by an interstate expressway (I 80-94), on the east by a major north-south artery (Broadway-Indiana 53), on the west by the Gleason Park Golf Course, and on the south by residential housing. The northeast and northwest corners of the 240-acre tract lie adjacent to expressway cloverleaf exchanges east and west.

Eight of the buildings used by IU Northwest are located on the 27-acre main campus site. The buildings are the original classroom/ office building occupied in 1959; a second classroom/ office building and a student union building, which were put into operation in 1969; a four-story classroom/ office building, which was occupied in 1976 and includes a computer center linked to the computer facilities in Bloomington and Indianapolis; and the Library/ Conference Center completed in the spring of 1980. A three-story science/laboratory building, Marram Hall, opened in 1991, and the Savannah Center, which houses an art gallery, auditorium, health club and bookstore, opened in February 2000. In June 2006, the University dedicated the new Dunes Medical / Professional Building. Adjacent to the campus is a building for divisional, departmental, and faculty offices. Two other structures contain university offices, research offices, and campus support services. There are also a greenhouse and physical plant facilities.

Maps and Directions

IU Northwest is conveniently located in Gary, Indiana. We're easy to get to—just minutes from I-90, I-80/94, I-65, US-12, and US-20. Almost 75 percent of our students commute from Lake County with other students coming from Porter, Jasper, LaPorte, Newton, Pulaski, and Starke Counties.

The Library

The IU Northwest library provides access to multiple information sources and services in support of student learning and faculty research. Along with the book collections of 250,000 volumes and 250,000 government publications, the library has access to 150 online abstract or full-text journal databases, an online catalog of all IU libraries, online catalogs of local public and university libraries, 30,000 electronic journals, online encyclopedias, and biography and statistics databases. The building's variety of seating, attractive furniture and colorfully decorated walls, vistas presented by many windows, with Information Commons, CyberCafe, and Coffeehouse Café, combine to provide a pleasant, comfortable place for individual and group study,

research, and socializing. The Library has a Reference Service help Desk staffed the 7 days per week the Library is open. Special purpose areas include the Calumet Regional Archives, the Northwest Indiana Center for Data and Analysis, a Geographic Information System (GIS) Lab, the Federal Government Depository Collection, the Lake County Central Law Library and the Community Grants Information Collection. Through the IU Northwest library, students have access to the 7 million volumes and 26 million other materials of the other IU libraries. Books and journal articles in the Bloomington, Indianapolis, and other regional campus libraries can be obtained quickly for students and faculty through the IU Northwest System Services (Interlibrary Loan) Office.

The Calumet Regional Archives collects, preserves, and makes available records of local organizations and individuals that document the history of Indiana's Calumet Region (Lake and Porter Counties) for use by students, scholars, and the general public. There are more than 5,000 cubic feet of these documents, preserved for the education and enjoyment of future generations. The Northwest Indiana Center for Data and Analysis provides regional and subregional economic, demographic, health, environmental, and other data to businesses and nonprofit and community organizations. The Geographic Information Systems (GIS) Lab provides software and assistance for creating spatial maps. The Community Grants Information Collection and Foundation Center cooperating collection provide materials and databases for grantseeking.

Accreditation

IU Northwest is accredited for its undergraduate and graduate programs by the Higher Learning Commission [30 North LaSalle Street, Suite 2400, Chicago, Illinois, 60602-2504, (800) 621-7440] as an Academic Quality Improvement Program (AQIP) institution and as a member of the North Central Association (NCA). AQIP is an alternative accreditation process offered by the Higher Learning Commission that is based on principles of continuous improvement. The credentials of the NCA, a voluntary certification agency made up of member institutions in 19 states, are accepted on an equal basis by similar agencies in other parts of the United States and in foreign countries.

Contact Information

Indiana University Northwest
3400 Broadway
Gary, IN 46408
888-YOUR-IUN (888-968-7486)

Campus Information and Switchboard

The Campus Information and Switchboard number is the appropriate place to secure information about the campus at large. Well-informed staff can answer general inquiries or direct callers to the appropriate offices in the university. For campus information, call (219) 980-6500 or **1-888-YOUR-IUN** (888-968-7486).

Centers & Institutes

Center for Excellence in Teaching and Learning

The IU Northwest Center for Excellence in Teaching and Learning (CETL) provides leadership, encouragement, and support of quality teaching and learning. CETL's professional development activities, services, collaborations, and investigations are designed to invite, value, and reward faculty excellence in teaching.

CETL is one of the eight teaching centers in the IU System and participates in a Centers' Network, which ties it very closely to the technological and pedagogical goals of the entire university.

CETL delivers high quality professional development activities, which are tied to the academic excellence goals of the campus and promote the scholarship of teaching and learning. Three major thrusts of the Center to improve teaching and learning are: Increasing active learning and collaborative classroom strategies, Integrating technology into instruction effectively, and Increasing and improving the use of Service Learning as a pedagogy.

The Center could not accomplish these goals alone, so it does so through internal and external collaborations with Academic Affairs, the Faculty Organization and several of its committees, Instructional Technology, and the Faculty Colloquium on Excellence in Teaching (FACET), the Northwest Indiana Consortium for Community Partnerships (NWICCP) and the Indiana Campus Compact.

Center for Urban and Regional Excellence

The Indiana University Northwest Center for Urban and Regional Excellence (CURE) is the "Open Door to University-Community Collaborative Engagement" through which learning, scholarship, discovery, creativity, and service are fostered among faculty, students, and community leaders in the following six strategic impact areas which reflect the primary academic units of the university: Education, Economic Development, Environmental Sustainability, Health Disparities, Arts, and Culture.

A premier programmatic initiative of CURE is the Non-Profit Institute which provides education, research, and technical assistance in order to increase the capacity and sustainability of nonprofits for fund development, service provision, outcome measurements, and impact throughout northwest Indiana.

CURE has the distinct honor and privilege of being included in an elite cadre of higher education institutions encapsulated under an umbrella designation as the nationally recognized Coalition of Urban and Metropolitan Universities. With this identity comes the responsibility and opportunity to not merely exist as a disconnected physical entity, but rather as an actively engaged partner and regional steward committed to enhancing the quality of life for the citizens within our seven county northwest Indiana purview.

Academic Programs

IU Northwest offers courses equivalent to those offered by Indiana University at all its campuses throughout the state. Courses mentioned in this bulletin as prerequisites or recommended courses but not described herein may be courses offered on other Indiana University campuses. Students should consult their advisors or other bulletins in the IU series for information about those courses. See inside back cover for a list of other IU bulletins.

The academic programs at IU Northwest include more than 1,000 sections offered in the College of Arts and Sciences, College of Health and Human Services, School of Business and Economics, School of Education, Division of Continuing Studies, and Medical Sciences.

Degree Programs include Associate Degrees, Certificate Programs, Bachelor's Degrees, and Master's Degrees. In addition Overseas Study Programs and Summer Sessions are available.

Associate Degrees

- A.A. in General Studies
- A.S. Business
- A.S. Criminal Justice
- A.S. Dental Hygiene
- A.S. Health Information Technology
- A.S. Labor Studies
- A.S. Radiography

Bachelor's Degrees

- B.A. Afro-American Studies
- B.A. Anthropology
- B.A. Biology
- B.A. Chemistry
- B.A. Communication
- B.A. Economics
- B.A. English
- B.A. Fine Arts
- B.A. French
- B.A. Geology
- B.A. History
- B.A. Mathematics
- B.A. Philosophy
- B.A. Political Science
- B.A. Psychology
- B.A. Sociology
- B.A. Spanish
- B.A. Theatre
- B.G.S. Bachelor of General Studies
- B.S. Actuarial Science
- B.S. Biology
- B.S. Business
- B.S. Chemistry
- B.S. Computer Information Systems
- B.S. Criminal Justice
- B.S. Elementary Education
- B.S. Geology
- B.S. Health Services Management

- B.S. Informatics
- B.S. Labor Studies
- B.S. Mathematics
- B.S. Nursing
- B.S. Psychology
- B.S. Public Affairs
- B.S. Radiologic Sciences
- B.S. Secondary Education

Master's Degrees

- M.B.A. - Fast Track Master of Business Administration
 - Concentration: Management and Administrative Studies
- M.L.S. Master of Liberal Studies
 - M.P.A. Master of Public Affairs
- Concentrations:
 - Criminal Justice
 - Health Services Administration
 - Human Services Administration
 - Public Management
- M.S. in Clinical Counseling with Specialization in Drug and Alcohol Counseling
- M.S. Educational Leadership
- M.S. Elementary Education
- M.S. Secondary Education
- M.S.W. Master of Social Work
- Concentrations:
 - Health
 - Mental Health and Addictions
 - School Social Work

Certificate Programs

- Accounting (post-baccalaureate)
- Coding Technology
- Community Development and Urban Studies (post-baccalaureate)
- Computer Information Systems (post-baccalaureate)
- Dental Assisting
- Drug and Alcohol Counseling (post-baccalaureate)
- Environmental Affairs (graduate)
- General Studies
- Labor Studies
- Management (graduate)
- Nonprofit Management (graduate)
- Public Affairs
- Public Health
- Public Management (graduate)
- Public Safety
- Race-Ethnic Studies (post-baccalaureate)
- Women's and Gender Studies

Summer Sessions

In addition to the regular session, Indiana University Northwest regularly offers summer sessions. These sessions

are for students who want to study on the graduate level, to supplement courses taken during the regular year, or to speed up the completion of university study. They also allow high school graduates to enter the university immediately and to continue their education without interruption. Admission, orientation, and testing can thus be completed before the fall semester opens. Students admitted to the College of Health and Human Services may be required to enroll in summer session courses. These students should consult with their program directors for further information.

Overseas Study Programs

Indiana University Program

Credit earned in overseas study programs sponsored by Indiana University or participated in by Indiana University on a consortium basis is considered Indiana University credit, not transfer credit. Consequently, university scholarships and loans are applicable to fees for these programs. Credit usually satisfies Indiana University degree requirements and meets the senior residency requirement. Programs are not restricted to language majors. Indiana University's programs include academic year programs in Bologna (Italy), Canterbury (Britain), Hamburg (Germany), Jerusalem (Israel), Lima (Peru), Madrid (Spain), Nagoya (Japan), Paris (France), São Paulo (Brazil), Seoul (South Korea), Aix-en-Provence (France), and Zomba (Malawi); semester programs in Beijing (China), Belize, Hangzhou (China), Leiden (Netherlands), St. Petersburg (Russia), Ljubljana (Slovenia), London (Britain), Maastricht (Netherlands), Moscow (Russia), Rennes (France), Rome (Italy), Rotterdam (Netherlands), Seville (Spain), and Singapore; summer programs in Costa Rica, Dijon (France), Florence (Italy), Graz (Austria), Guanajuato (Mexico), St. Petersburg (Russia), Quebec (Canada), Salamanca (Spain), and Mexico City (Mexico).

Other Study-Abroad Programs

Overseas study programs sponsored by institutions and organizations other than Indiana University are of varying quality. University policy on the acceptability of transfer credit from such programs is as follows:

- Transfer credit will be granted in accordance with usual Indiana University policy for credit earned in programs administered by a regionally accredited U.S. college or university or by a foreign institution that is recognized by the Ministry of Education of the country as a university-level institution.
- Transfer credit will similarly be granted for university-level course work completed at institutions or agencies that have been officially evaluated by Indiana University.
- Transfer credits may in certain cases be granted for university-level course work completed at nonaccredited overseas institutions and agencies that have not been evaluated by Indiana University but for which an academic record with grades is issued, but the maximum quantity will be 1 Indiana University credit hour for each 2 credit hours (or the equivalent) appearing on the transcript of the institution or agency. In many cases, despite the issuance of a transcript, no transcript credit will be granted.
- No credit will be granted for work completed in programs for which no grades or transcripts are issued.

Other Policies

- In all transfer cases, the quantity of credit awarded by Indiana University will never exceed the number of credit hours that can be earned at an Indiana University campus in the same amount of time.
- Many courses completed in study abroad programs fall into a sequential pattern among Indiana University departmental offerings. In all cases where sequential-type courses are involved, the respective academic departments may at their discretion require examinations before any transfer is granted.
- In order to avoid misunderstanding, students who plan to participate in overseas study programs that are not sponsored by Indiana University are strongly urged to consult their major departments or schools before making any commitment.
- None of the preceding affects in any way the procedures for establishing credit by examination outlined in this bulletin.

For further information, contact the campus international programs coordinator in the Department of Modern Languages.

Policies & Procedures

The Student's Responsibility

All colleges establish certain academic requirements that must be met before a degree is granted. These regulations concern such things as curricula and courses, majors and minors, and campus residence. Advisors, directors, and deans will always help a student meet those requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, the faculty and the Trustees of Indiana University vote upon the conferring of the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. *For that reason it is important: (1) for students to acquaint themselves with all regulations and remain informed throughout their college careers; and (2) for students to realize that while IU Northwest establishes certain minimum standards that apply to its students, other standards may be established by its various academic divisions. Therefore, students should refer to the appropriate section(s) of this bulletin or to bulletins of those divisions for a more complete statement of academic policy.*

Academic Standing

Candidates in Good Standing for Baccalaureate Degrees

Students are considered to be candidates in good standing for an Indiana University baccalaureate degree when their academic grade point averages are not less than a C (2.0) average for the last semester's work and when the cumulative average is not below this same level.

Class Standing

Class standing is based on the number of credit hours completed: freshman, fewer than 26; sophomore, 26-55; junior, 56-85; senior, 86 or more.

Student Load

Students may register for a single course or for a full-time college program. Students who register for 12 or more credit hours per semester (12 or more in the summer sessions) are full-time students. It is not recommended that a person employed full time take more than 6 credit hours of academic work during each regular semester, either in residence or in absentia, or more than 3 credit hours in each summer session.

Students who expect to graduate in four academic years, not counting summer sessions, should carry at least 15 credit hours during each semester of the regular academic year. Except with special permission from the divisional chairperson, a student is not permitted to carry more than 17 credit hours.

Chancellor's List

Students carrying 12 letter-grade credit hours or more who earn a 4.0 grade point average for the semester are placed on the Chancellor's List. Part-time students enrolled in a degree or certificate program will be placed on the Chancellor's List provided they carry 12 letter-grade credit hours or more during the regular academic year (August to May) and earn a 4.0 grade point average.

Dean's List

Students carrying 12 letter-grade credit hours or more who earn a 3.3 grade point average or higher for the semester are placed on the Dean's List. Part-time students enrolled in a degree or certificate program will be placed on the Dean's List provided they carry 12 letter-grade credit hours or more during the regular academic year (August to May) and earn a 3.3 or higher grade point average.

Absence

Illness is usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. The instructor will report a student's excessive absence to the chairperson of the academic division in which the student is majoring.

A student who misses a final examination and who has a passing grade up to that time may be given a grade of Incomplete until the instructor or the division chairperson has had an opportunity to review the reason for the absence.

Dismissal

Students are dismissed from the university when they have ceased to make adequate progress toward their degrees. A student who has been certified to an upper division and who has failed to earn a C average in any two semesters and whose cumulative average is below 2.0 is considered to be making no progress toward the degree. A student earning less than a D (1.0) for a semester, and whose grade point falls below a C (2.0) average, is automatically dismissed. **If this is the first dismissal, the student may be reinstated after attending a two hour workshop.**

A student who has been reinstated by petition may be required to earn more than a C average in order to be

considered to be making satisfactory progress toward the degree.

Probation

Students are automatically placed on probation whenever their cumulative grade point averages are below 2.0. They are also placed on academic probation for the duration of the regular semester following the one in which they fail to make a C average.

Reinstatement

Dismissed students may petition the appropriate academic divisions for reinstatement. Dismissed students must remain out for at least one regular semester during or after which they may petition their academic divisions for reinstatement. Reinstatement after a second dismissal will rarely be approved.

Applications for reinstatement must be received no later than **August 1 for the fall semester, December 1 for the spring semester, April 1 for the first summer session, and May 1 for the second summer session.**

Those dates serve as a general guideline, but students should check with the appropriate academic division office for special divisional deadlines.

Addition of Courses

No student is permitted to enroll in any regularly scheduled course or for any additional hours of credit in any course after the first week of a semester or session unless the instructor of the course approves that an exception be made and the request is approved by the student's advisor.

Writing Competencies

Student writing at IU Northwest is expected to reflect the following basic competencies:

1. The purpose of the writing should be evident; the directions of the assignment followed appropriately.
2. Topics need to be narrowed to a manageable scope.
3. Ideas should be stated clearly and thoroughly discussed: the reader shouldn't have to infer meanings. Information presented should be accurate and complete.
4. The tone, diction, and structure of the writing should reveal a sense of audience.
5. Material should be organized and presented in a sensible manner.
 - An introduction should lead the reader smoothly into the body of the writing.
 - Adequate transitions should be used to connect ideas as they develop in the writing.
 - Support paragraphs should stay with the main point of the writing and relate clearly to each other.
 - A summary or conclusion will often be necessary to reemphasize the writer's central idea and attitude.
6. A thesis should be present (or clearly implied) which shows the writer's point of view and/or purpose, and all material in the writing must be relevant to that thesis. Various rhetorical strategies should be used to advance that thesis. (Examples of such strategies could include cause and effect, comparison and contrast, definition, process, analysis, persuasion, illustration, classification, description, and narration. Skills

such as hypothesis testing and summary recall should be exhibited when appropriate.)

7. Sentences should be fluent and clear on first reading.

Their construction should be varied, their form concise.

8. Word choice should be varied and accurate in denotation and connotation. Word choice should reflect awareness of audience and purpose. (For example, use of first person, jargon, or contractions in many instances is allowable, at other times not.)

9. Grammatical and mechanical errors should be avoided. These errors would include

- Shifts in verb tense, improper verb endings, lack of agreement between subject and verb.
- Failure of pronouns to agree with their antecedents and unclear pronoun references.
- Sentence structure errors, which would include fragments, run-ons, and comma splices.
- Punctuation errors such as incorrect use or omission of commas, apostrophes, quotation marks, and end marks.
- Capitalization errors.

10. Attention should be paid to misspellings of common words and/or frequent misspellings of difficult words.

11. The writing should be accessible and neat, showing a sense of the importance of presentation.

12. Students must understand that plagiarism includes using another person's words, ideas, or information without proper citation. (See *Code of Student Rights, Responsibilities, and Conduct*) Instructors will supply students with preferred citation formats or direct them to reference works.

These basic competencies do not preclude other criteria depending on the instructor's standards, the circumstances of the writing, or the nature of the assignment.

Emergency Closings

Occasionally, Indiana University Northwest is forced to close because of weather emergencies. In the case of severe storms that occur overnight, every effort is made to assess conditions early enough in the day to notify the mass media of a campus closing in time to alert students, faculty, and staff members before they set out for the campus. In periods of very bad winter weather, students are urged to monitor northwest Indiana radio stations for closing announcements as well as Indiana University Northwest's Web page (www.iun.edu).

General Education Requirements Undergraduate Programs

The following general education principles guide the achievement of excellence in undergraduate education at IU Northwest. They describe university level capabilities, knowledge across disciplines, awareness of diversity and ethics that we believe every graduate of an IU Northwest baccalaureate degree program should attain. These principles embrace learning experiences that prepare students for lifelong learning, ethical practices, successful careers, and effective citizenship. The courses required to fulfill the General Education Program will vary depending upon the specific major that the student chooses. Each academic division has incorporated specific general

education courses into the degree requirements to insure that the following five principles and their learning outcomes are achieved.

Principle 1 Foundations for Effective Learning and Communication

Fluency in reading, writing, and oral communication; mastery of the basic principles of logical, mathematical, and scientific reasoning; and literacy in information resources and learning technologies.

Reading and Writing

Students will:

- Read actively and critically, analyzing and evaluating a writer's ideas and assumptions, use of illustrations, examples and evidence, and the effectiveness of the structure and style of challenging written texts.
- Analyze and evaluate the relationship between a writer's central purpose in a text and the rhetorical means-ethical, emotional, and logical-used to advance that purpose.
- Use the writing process as a tool of inquiry to discover, explore, test, and develop ideas.
- Draft and revise written texts that provide readers with effectively organized and clearly integrated support-in the form of illustrations and examples, relevant and sufficient data, and other pertinent sources of information and ideas-of a well-formulated thesis.
- Incorporate the words and ideas of others correctly and effectively, as support of the text's thesis.
- Edit written texts for clarity and appropriateness of style, precision of language, and correctness in grammar and punctuation, and adhere to the expectations of an appropriate documentation style.

Oral Communication Students will:

- Demonstrate a clearly defined purpose through an effective delivery of oral presentations that manifest logical organization, proper grammar, appropriate word choices, and coherent sentence structure.
- Present a central idea, clearly reasoned arguments, and an audience-centered perspective that takes account of communicative differences across cultures.
- Engage in ethical practices that include citation of credible sources.
- Demonstrate effective use of media and technologies that enhance the presentation.

Logical Reasoning outcomes appear among outcomes in domains 1, 2, 4 and 5.

Mathematical Reasoning

Students will:

- Use mathematical models such as formulas, graphs, tables to draw inferences.
- Represent mathematical information symbolically, visually, numerically, and verbally.
- Demonstrate the ability to effectively use arithmetic, algebraic, geometric, logical and/or statistical methods to model and solve real world problems.

Scientific Reasoning

Students will:

- Demonstrate the ability to identify and explain how scientific theories are formulated, tested, and validated.
- Demonstrate the ability to integrate and apply scientific methods which include defining parameters of problem, seeking relevant information, subjecting proposed solutions to rigorous testing, and drawing conclusions based on the process.

Information Literacy

Students will:

- Determine the nature and extent of the information and the information sources needed.
- Access the information efficiently from a diverse set of information sources.
- Evaluate the information sources critically and incorporate selected information into papers and projects.
- Utilize information sources ethically and effectively document and communicate acquired information to accomplish a specific purpose.

Learning Technologies Literacy

Students will:

- Use appropriate technologies as a tool to solve problems and to accomplish given tasks.
- Demonstrate the ability to use and learn new technologies.
- Use computer and other technologies effectively and appropriately to communicate information in a variety of formats.
- Use appropriate technology resources to identify and evaluate information, create and transfer knowledge.

Principle 2 Breadth of Learning

Mastery of the core concepts, principles, and methods in arts and humanities, cultural and historical studies, the social and behavioral sciences, and the mathematical, physical, and life sciences.

Arts and Humanities

Students will:

- Articulate how intellectual traditions from diverse parts of the world shape present cultures.
- Demonstrate an understanding of a broad range of significant literary, philosophical, historical, linguistic, or religious works and approaches.
- Demonstrate an understanding of how the fine, performing or creative arts contribute to many aspects of human experience.

Cultural and Historical Studies

Students will:

- Demonstrate knowledge about diverse cultures and societies.
- Demonstrate knowledge of the experiences and worldviews of groups defined by ethnicity, race, social class, language, religion, age, gender, sexual orientation, or disabilities.

- Analyze the interconnectedness of global and local concerns or explain how political or historical processes shape civilizations.

Social and Behavioral Sciences

Students will:

- Explain the methods of inquiry used by social or behavioral scientists.
- Explain behavior using social or behavioral science theories and concepts.
- Explain the factors that influence how different societies organize themselves or how individual differences influence various spheres of human activity.

Mathematical, Physical and Life Sciences

Students will:

- Use mathematical models such as formulas, graphs, tables to draw inferences.
- Represent mathematical information symbolically, visually, numerically, and verbally.
- Use arithmetic, algebraic, geometric, logical, and/or statistical methods to model real world problems.
- Recognize and understand how scientific theories are formulated, tested, and validated.
- Approach problems using scientific methods, which include: defining parameters of problem, seeking relevant information, subjecting proposed solutions to rigorous testing, and drawing conclusions based on the process.

Principle 3 Critical Thinking, Integration, and Application of Knowledge

Logical analysis and synthesis of information and ideas from multiple perspectives; critical acquisition, integration, and application of knowledge in students' intellectual, personal, professional, and community lives.

Students will:

- Raise vital questions and problems, formulating them clearly and precisely
- Gather and assess relevant information, using abstract ideas to interpret it effectively
- Come to well-reasoned conclusions and solutions, testing them against relevant criteria and standards
- Think open-mindedly about alternative systems of thought or beliefs, recognizing and assessing, as need be, their assumptions, implications, and practical consequences; and
- Communicate effectively with others in figuring out solutions to complex problems

IU Northwest students should be able to apply these skills within their disciplines.

Principle 4 Diversity

Valuing the diversity of human experience, as exemplified in race, ethnicity, social class, language, religion, gender, sexual orientation, age, or disabilities; understanding how these categories are often used to create injustice; recognizing our common human heritage and the interconnectedness of communities in the region, the nation, and the world.

Students will:

- Demonstrate understanding of cultural diversity in a variety of contexts.
- Demonstrate understanding of the relationships between social structures, social justice, and human rights.
- Demonstrate understanding of racial minority experiences and diverse worldviews and the manner in which they shape U.S. culture and the world.

Principle 5 Ethics and Citizenship

The application of the principles of ethics and governance to the larger society, one's immediate community, and to individual conduct on campus and in society.

Students will:

- Demonstrate the ability to reason ethically and apply ethical principles when making decisions.
- Demonstrate an awareness of the responsibilities and roles of being a citizen and strategies for being involved in a democratic society.

Grades

The official grading system of the university is as follows: A, B, C, D, F, I (Incomplete), W (Withdrawn), P (Passed), S (Satisfactory), R (Deferred Grade), and

FX (Failure Removed from GPA Calculations). The University Faculty Council has passed a resolution that permits the use of plus and minus grades. The faculty council has also established a formula that attaches varying weights to these grades in computing grade point averages: A+ or 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.

The legislation was framed in general terms and applies to instructors teaching graduates and undergraduates on all campuses of Indiana University. Within the policy, individual instructors and academic units can elect to require its faculty to assign

1. only straight letter grades;
2. any combination of plus, minus, and straight letter grades; or
3. Pass/Fail in clinical or other phases of course work, or to permit individual students in specified courses to elect Pass/Fail options.

The weights assigned by the registrar will be those specified above. It is the responsibility of the academic unit to adopt procedures for electing options, implementing the decision, and announcing its decision to faculty and students.

The quality of a student's work is indicated by the following grades:

- A = Unusual degree of academic excellence
- B = Above average achievement
- C = Average achievement
- D = Passing work but below desired standards
- F = Failure in a course
- S = Satisfactory
- P = Passed (Pass/Fail Option)
- W = Withdrawn
- I = Incomplete

- R = Deferred Grade
- FX
- Credit by Examination
- Veterans Credit

Withdrawn

The grade W is given when the student, with the approval of the academic advisor, officially withdraws during the first 10 weeks of a semester or the first four weeks of a summer session. Thereafter, it is given only when the student withdraws with the approval of the instructor and the division chairperson and if the student is passing on the date of withdrawal.

Passed (Pass/Fail Option)

Students may elect to take one course each semester with a grade of P (Pass) or F (Fail), with a maximum of two such courses each school year, including summer sessions. The student must exercise the election of this option within the first three weeks of the semester or first two weeks of the summer sessions. Required courses and courses used to meet concentration requirements may not be taken under this option. The responsibility for approval, as well as special regulations affecting the option, rests with the chairperson of the student's division under procedures that the division establishes. A grade of P is not counted in the cumulative grade point average, but a grade of F is included. A grade of P cannot be subsequently changed to a grade of A, B, C, or D.

Satisfactory

Certain courses are offered under the S/F grading policy. Credits earned with the grade S count toward graduation but are not computed in the grade point average. In any course in which the grade S is used, the only other grade permitted will be F.

Deferred Grade

Used on the final grade report, the R indicates that the nature of the course is such that the work of the student can be evaluated only after two or more terms. The grade R is appropriate only so long as there is work in progress. The deferred grade procedure can be used only with approval of the division and the willingness of the student to take the extended course before receiving a grade.

Removal of a Deferred Grade At the end of the second term of a deferred grade course, the instructor will submit the student's grade for the last term on the grade sheet for that term and/or send a Removal of Deferred Grade Card through the divisional office of the student's school to the registrar's office.

If work is interrupted because of extenuating circumstances, a special arrangement between student and instructor must be made on a term-to-term basis. If a student drops out of a course before the work is complete, the instructor must assign a regular grade (A, B, C, W, etc.) for the course.

Incomplete

The grade I may be given only when the work of the course is substantially completed and when the student's work is

of a passing quality. When an Incomplete is assigned, a record must be maintained in the department in which the grade was given. The record will include the reason for recording the Incomplete, the course number and hours of credit, the signature of the instructor, and a guide for its removal, with a suggested final grade in the event of the departure or extended absence of the instructor from the campus.

The time allowed for the removal of an Incomplete is one calendar year from the date of its recording, except that the chairperson of the student's division may authorize adjustment of this period in exceptional circumstances. By assigning an Incomplete, the instructor implicitly authorizes and requires the I to be changed to an F at the end of the appropriate time period, if that instructor does not otherwise act to remove the I. The registrar will automatically change the I to an F at the end of the appropriate time period. A grade of Incomplete may be removed if the student completes the work within the time limit or if the student's chairperson authorizes the change of the Incomplete to W. Students may not reregister in a course in which they have a grade of Incomplete.

FX

This grade marking is defined in the student transcript as representing an F grade in a course that has been removed from GPA calculations by a subsequent retake of the course. The policy pertains only to undergraduate students. The policy of re-enrollment pertains only to a course in which an F was previously received. A grade of D, or any other grade, cannot be improved via this policy. In retaking the course the student must receive a regular letter grade of A, B, C, D, F, P, or S to change the original F to an FX. The grades of W or I will not qualify for removal. Students wishing to repeat a course in which they received an F must secure the approval of the chairperson of their division prior to repeating the course. The course in which the student re-enrolls should be the same course in which an F was previously received.

The FX policy has the following limitations:

1. A student may exercise the FX option for no more than three courses totaling no more than 10 credits.
2. A student may use the FX option only once for a given course.

Credit by Examination

The student may receive credit for certain courses by successfully passing College Board Achievement Tests during the last semester of high school; by outstanding performance on advanced placement examinations given before the beginning of each academic year in French, German, and Spanish; and by successful performance on appropriate examinations while at Indiana University. Students who believe they are eligible for special credit because of superior preparation or independent study are urged to accelerate their college programs in this manner.

Where credit by examination is awarded by the university, that credit will be recorded simply with the grade S on the student's transcript unless the examination clearly merits an A grade. Failure to pass the examination carries no penalty

and is not recorded. See "Special Credit" under "Financial Information."

Veterans Credit

Veterans of military service are eligible for academic credit as a result of their military training and experience. The university follows the provisions of the Guide for the Evaluation of Educational Experiences in the Armed Services in granting credit. In general, this provides that a student who has completed from six months to one year is eligible for 2 credit hours, equivalent to first-year ROTC; and a veteran of more than one year is eligible for 4 credit hours, equivalent to two years of ROTC, and 2 credit hours for one year of freshman physical education, less any physical education or basic ROTC credit previously earned. Additional credit as may be justified is awarded for special training programs. Copies of official discharge or separation papers or transcripts must be submitted as a basis for granting credit. The Office of Admissions administers evaluation of service credit.

Students attending the university with educational assistance from the G.I. Bill should note that for full-time monthly payment 12 hours of credit must be taken. Three-quarter-time benefit is paid for 9 to 11 hours of credit; half time consists of 6 to 8 credit hours or the equivalent.

Graduation Procedures

Degree Requirements

Each division sets its own degree requirements. Students, therefore, should be sure that they are fully informed as to the requirements of the division from which they expect to receive their degree.

Credit Deadline

All credit of candidates for degrees, except that for the work of the current semester, must be on record at least one month prior to the conferring of the degrees.

Application for Degree

Each division sets its own dates and procedures for filing applications for degrees. Students, therefore, should be sure that they are fully informed about the dates and procedures used in the division from which they expect to receive their degree.

Secondary Education Teacher's Licenses

With careful planning, students may complete the requirements for a baccalaureate degree outside the School of Education and for a standard teacher's license for senior high, junior high, and middle school within four-and-one-half years. See the requirements for admission to the Teacher Education Program in the School of Education section of this bulletin.

Degrees Awarded with Distinction

To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10 percent of the graduating class of their respective

degree-granting division. Additionally, baccalaureate degree candidates must have completed a minimum of 60 credit hours at Indiana University. Associate degree candidates must have completed at least half the hours required for their degree at Indiana University. Each degree-granting division determines the appropriate GPA requirements for the three levels of recognition: distinction, high distinction, and highest distinction.

Nondiscrimination Policy

Indiana University is committed to equal opportunity for all persons and provides its services without regard to gender, age, race, religion, ethnicity, sexual orientation, veteran status, or disability. The university director of affirmative action is responsible for carrying out the affirmative action program for units in central administration. In addition, there is an affirmative action officer on each campus who develops and administers the program locally.

To consult with the 504 coordinator of issues of students with disabilities at IU Northwest, contact the Office of Student Support Services, (219) 980-6798. The coordinator of Title IX for Women's Rights and Issues at IU Northwest is the director of diversity and equity, (219) 980-6705.

Withdrawals from Courses

A student may withdraw from a course during the first 10 weeks of the semester (fifth week of a summer session) and will automatically receive a grade of W. After the tenth week (fifth week of a summer session), the grade shall be W or F as determined by the instructor.

At any time during the semester, the student may secure a Schedule Adjustment Form from the registrar's office. A completed form must be submitted to the registrar's office within seven days from the date of issuance in order for the change to be valid. The effective date of the form for grading and refund purposes will be the date of processing in the registrar's office.

Withdrawals during the automatic W period require the signatures of the student and the academic advisor. After the automatic withdrawal period, a student may withdraw only with the permission of his or her division dean or director. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F.

Students who alter their original class schedules, whether by personal incentive or by university directive, must do so officially by the procedure outlined above. Students who do not assume this responsibility are jeopardizing their records by the possibility of incurring an F in a course not properly dropped or not receiving credit in a course improperly added.

Students who simply stop attending classes without formally withdrawing will jeopardize their student status and will become liable for repayment of all federal financial aid.

Transfer to Other Indiana University Campuses

Indiana University credits transferred from one campus of Indiana University to another will be evaluated and accepted in terms at least as favorably as credits transferred from

other accredited institutions in the United States. No review of the credits will be undertaken except in good faith terms of the same criteria used in evaluating external credits. In fact, students transferring within the Indiana University system are treated much more favorably because of the similarity of course work on the eight campuses.

Students who want to transfer to another campus should follow these procedures:

1. Inform your academic advisor of your decision as soon as possible. Degree requirements may vary from one campus to another but if your advisor knows of your plan, your academic program can be designed to meet the requirements of the campus you will eventually attend.
2. Contact the department chairperson (or the designated advisor) at the campus you plan to attend. Discuss your plan and ask about any special procedures. For example, students transferring in fine arts must submit portfolios of their work. Music transfer students must be auditioned.
3. Complete the IU Inter-campus Transfer form online (www.iupui.edu/~moveiu).
4. As the date of transfer approaches, check with your campus registrar to get information on registration dates and procedures on the other campus. If there is a preregistration or preenrollment procedure at the other campus, you should plan to take advantage of it. Contact the registrar of the other campus to determine whether you can fulfill any of these responsibilities by phone. Your registrar has a direct telephone line to all other registrars.
5. When you arrive on the new campus, contact your assigned academic advisor or department chairperson as soon as possible. Discuss your academic progress to date and the additional course work required for your program.

Other Policies

- In all transfer cases, the quantity of credit awarded by Indiana University will never exceed the number of credit hours that can be earned at an Indiana University campus in the same amount of time.
- Many courses completed in study abroad programs fall into a sequential pattern among Indiana University departmental offerings. In all cases where sequential-type courses are involved, the respective academic departments may at their discretion require examinations before any transfer is granted.
- In order to avoid misunderstanding, students who plan to participate in overseas study programs that are not sponsored by Indiana University are strongly urged to consult their major departments or schools before making any commitment.
- None of the preceding affects in any way the procedures for establishing credit by examination outlined in this bulletin.

Admissions

- The Office of Admissions is one of several offices on campus for prospective students to begin learning about the university.

- Students may secure admissions applications, viewbooks, catalogs, academic brochures, class schedules, and other information about admissions and enrollment.
- Prospective students may talk with an admissions counselor and be given a tour of the campus, which can provide students the opportunity to meet with professors in their area of interest.
- Application Priority Dates:
- Fall Semester: July 1
- Spring Semester: December 1
- Summer Session I: April 1
- Summer Session II: June 1

Office of Admissions
IU Northwest
Hawthorn Hall 100
3400 Broadway
Gary, IN 46408-1197
(219) 980-6991

Contact the Office of Admissions for additional contact information.

Undergraduate Admissions

IU Northwest supports the State of Indiana Core 40 curriculum. Indiana residents who graduated from high school in 2011 or thereafter must complete Core 40 to be sure that they satisfy the minimum course requirements for regular admission to most programs. An academic honors diploma is encouraged.

Indiana University has adopted the following admissions policies to insure that undergraduate students are prepared for university work. Applicants for admission to Indiana University will be expected to meet the following criteria.

Applications

Each freshman applicant must submit the following:

1. The completed undergraduate admission application (online application preferred)
2. An official high school transcript
3. An application fee (or fee waiver if applicable)

Non-Degree Seeking Students

This admission status is designed to serve adults who do not want to earn a degree at this time, but want to earn academic credits. An adult nondegree student may be admitted upon submission of the following:

1. The admission application.
2. An official high school transcript or GED showing average or above average achievement or a transcript showing completion of a bachelor degree. *Note:* The applicant who is not eligible for regular admission will also be denied admission in this category.

Class Rank

Indiana residents should rank in the upper half of their school class.

Denied Students

Any student denied admission to IU Northwest will be referred to the Director of Student Retention Programs for information on the Reach Program in conjunction with Ivy Tech State College.

Early Start Program Admission

Qualified high school seniors and juniors with exceptional academic credentials may be given special permission to enroll in appropriate freshman courses while completing their high school courses. Students may qualify for early admission under the following conditions:

1. Complete the Early Start Program application.
2. Have the application signed by the school principal or guidance counselor.
3. Submit an official high school transcript showing at least a cumulative grade point average of 3.0 on a 4.0 scale (a B average) and standardized test scores.

Application Process for Freshman Students

IU Northwest supports the State of Indiana Core 40 curriculum. Indiana residents who graduate from high school in 2011 or thereafter must complete Core 40 to be sure that they satisfy the minimum course requirements for regular admission to most programs. An academic honors diploma is encouraged.

Indiana University has adopted the following admissions policies to insure that undergraduate students are prepared for university work. Applicants for admission to Indiana University will be expected to meet the following criteria.

Persons applying for admissions to baccalaureate programs should have graduated from a state-accredited high school and completed, before they matriculate, at least 30 (34 beginning with the 2011 high school graduating class) courses/credits of college-preparatory courses, advanced placement courses, and/or college courses where the phrase "one course/credit" means a typical, one-semester course, such as a one semester course in high school, a three credit-hour college course, or a four credit-hour college quarter course. The course/credit should include:

1. Eight credits of English, of which one credit may be speech and one credit may be journalism
2. Four credits of social studies (six credits required beginning with 2011 high school graduating class)
3. Six credits of math including four credits of algebra and two credits of geometry or an equivalent six credits of integrated algebra and geometry
4. Four credits of laboratory science (six credits required beginning with 2011 high school graduating class)
5. Eight credits in some combination of additional mathematics, laboratory science, social science, and other courses of a college-preparatory nature
6. Strongly recommended are four credits of foreign language and courses that develop writing skills

If a student's high school does not offer the courses needed to meet one or more of these course requirements, then alternative college-preparatory courses may be substituted for those courses that are not available.

If the requirements of a student's high school diploma preclude satisfying these course requirements, then alternate college-preparatory may be substituted where necessary, but the student should satisfy as many of these requirements as possible.

Indiana residents should complete a Core 40 high school diploma or a Core 40 Academic Honors high school diploma. Core 40 diploma is required beginning with the 2011 high school graduating class.

Students who are deficient in some of the standards listed above may be admitted on a probationary status after further consideration of academic abilities, motivation, and maturity.

Students without a high school diploma may submit a GED certificate showing an average score of at least 50 (before January 1, 2003) or 500 (after January 1, 2003).

Application Materials

Each freshman applicant must submit the following:

1. The completed undergraduate admission application (online application preferred)
2. An official high school transcript
3. An application fee (or fee waiver if applicable)

Guest Students

A guest student is one who is attending a non-Indiana University campus and who wishes to enroll for a limited period of time, usually one semester, to take courses to transfer to the student's home institution. The guest student is required to submit the following:

1. The admission application.
2. An official college/university transcript showing good academic standing or a letter from the school indicating good academic standing.
3. An application fee.

International Admission

All non-United States citizens and those educated in countries other than the United States who want to study in any division at any level are required to complete the International Application for Admission. The online application must be completed and appropriate educational records, must be forwarded to the IU Northwest Office of Admissions, where it will be evaluated and processed in coordination with International Services at the Bloomington campus.

Notice of Admission Status

All applicants who follow the guidelines will receive notification of their admission status within 2 weeks of the receipt of all materials. *Admission to an academic division as a pre-major does not indicate admission into the program, i.e., pre-nursing, pre-dental education, and pre-radiography or pre-radiologic science students must submit a departmental application to and be admitted into the program by the respective departments.* Some freshman students who are unable to meet regular admission requirements may, after additional testing, counseling, etc., be admitted into Guided Studies /Critical Literacy where they will be required to enroll in skill-building courses. Students in this

category will be required to satisfactorily complete these courses before they are admitted to an academic division.

Test Scores

Students who have been out of high school for less than one year (or are within one year of when they should have graduated if GED recipients) must submit Scholastic Aptitude Test (SAT) or American College Test (ACT) scores at or above the median score for high school students in the region we serve.

Transfer Students

A student will be considered a transfer student if any college work has been taken at another institution. All transfer students must submit official transcripts from each institution attended. To qualify for admission as a transfer student, the applicant must submit the following:

1. The admission application (online application preferred)
2. An official college /university record showing average or above-average achievement
3. An official high school transcript if student has earned fewer than 26 hours of college-level work
4. An application fee

Subject to final approval by the student's academic dean, the Office of Admissions will evaluate credits earned at other regionally accredited colleges and universities. Transferable college-level courses must have a grade of C or better. Courses graded as Pass/Fail or Credit/No Credit are not transferable. IU Northwest abides by the credit transfer rules established by the Indiana Core Transfer Library. <http://www.transferin.net/CTL/View-Courses-By-CTL-Name.aspx>

Graduate Programs

Students seeking graduate degrees must apply directly to the specific division that awards the desired degree. Each division that awards graduate degrees has its own admission policies and procedures. The appropriate dean or graduate advisor must officially approve a student's enrollment in graduate courses. If students register for graduate credits without school approval, they do so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree.

Determining Resident Status

Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules shall take effect February 1, 1974; provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by this Rule, if he or she attended the university before that date and while he or she remains continuously enrolled in the university.

1. "Residence" as the term, or any of its variations (e.g., "resided"), as used in the context of these Rules, means the

place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.

a. A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but except as provided in Rule 2(c)¹, such person must be a resident for 12 months in order to qualify as a resident student for fee purposes.

b. Physical presence in Indiana for the predominant purpose of attending a college, university, or other institution of higher education, shall not be counted in determining the 12-month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.

2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least 12 consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the University, subject to the exception in (c)¹ below.

a. The residence of an unemancipated person under 21 years of age follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident.²

b. If such person comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, except upon appeal to the Standing Committee on Residence in each case.¹

c. Such person may be classified as a resident student without meeting the 12-month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."¹

d. When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal.

e. A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the university until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.³

3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.

3

4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the 12 months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of 12 months from the residence qualifying date, i.e., the date upon which the student commenced the 12-month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.

- a. The residence of a student's parents or guardians.
- b. The situs of the source of the student's income.
- c. To whom a student pays his or her taxes, including property taxes.
- d. The state in which a student's automobile is registered.
- e. The state issuing the student's driver's license.
- f. Where the student is registered to vote.
- g. The marriage of the student to a resident of Indiana.
- h. Ownership of property in Indiana and outside of Indiana.
- i. The residence claimed by the student on loan applications, federal income tax returns, and other documents.
- j. The place of the student's summer employment, attendance at summer school, or vacation.
- k. The student's future plans including committed place of future employment or future studies.
- l. Admission to a licensed profession in Indiana.
- m. Membership in civic, community, and other organizations in Indiana or elsewhere.
- n. All present and intended future connections or contacts outside of Indiana.
- o. The facts and documents pertaining to the person's past and existing status as a student.
- p. Parents' tax returns and other information, particularly when emancipation is claimed.

5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.

6. The registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.

7. A Standing Committee on Residence shall be appointed by the president of the university and shall include two students from among such as may be nominated by the student body presidents of one or more of the campuses of the university. If fewer than four are nominated, the president may appoint from among students not nominated.

8. A student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the

Standing Committee on Residence within 30 days of receipt of written notice of the registrar's determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the registrar shall be final and binding.

9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.

10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the university, as well as to such other punishment which may be provided for by law.

11. A student who does not pay additional monies which may be due because of his or her classification as a nonresident student within 30 days after demand, shall thereupon be indefinitely suspended.

12. A student or prospective student who fails to request resident student status within a particular semester or session and to pursue a timely appeal (see rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that semester or session.

13. If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are severable.

¹ Rules 2(b) and 2(c) apply only to unemancipated persons under 21 years of age.

² Invocation of the provision in Rule 2(a) that applies to cases of divorce or separation requires appropriate legal documentation.

³ NOTE: Effective Fall 2007, students with immigration statuses which permit the establishment of a domicile in the United States may be eligible to pay resident fees. Current eligible classifications are: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-4, I, L-1, L-2, O-1, O-3, V-1, V-2, and V-3. Continuing eligibility to remain classified as a resident student for fee-paying purpose depends upon the continued maintenance of eligible immigration status. Contact the registrar's office for more information.

Financial Information

Basic Costs

Expenses for attending Indiana University Northwest for an academic year, including in-state fees for 30 credit hours, books, and supplies, total approximately \$8,500.

Expenditures for clothing, travel, entertainment, and personal items are not included in this estimate.

Fees

Tuition and fees are determined by the Indiana University Board of Trustees and are subject to change by action of the trustees. Students are advised to consult the fee schedule section of the campus *Schedule of Classes* or the Indiana University Northwest Office of the Bursar Web site (www.iun.edu/~bursarnw) to determine the current fees and due dates for any given semester.

Deferment Plans

In accordance with Indiana University Northwest's commitment to provide quality education at a reasonable cost, deferment plans are offered to eligible students. Eligibility is based on the total amount of a student's assessed tuition and fees for a semester and past payment history with the university. To participate in a deferment/payment plan, the minimum amount due on your bill must be paid by the due date. The minimum amount due consists of approximately 25-35 percent of the total bill. A deferment fee is charged for this service. During the fall and spring semester, up to 4 payments can be made. During the summer semester, up to 3 payments can be made. Each payment must be made by the pre-determined due dates for each semester. Contact the Office of the Bursar for specific details.

Refund of Student Fees

When a student withdraws from a course or courses, a refund will be made for most courses involved according to the refund policy stated in the campus *Schedule of Classes*. Full refund of fees is given only during the first week of classes. Students are advised to consult the Indiana University Northwest Office of the Bursar Web site at www.iun.edu/~bursarnw or contact the Office of the Bursar for more detailed information regarding the refund of student fees.

Special Credit

During the first two regular semesters following matriculation at Indiana University, tuition charges are waived for undergraduate students who earn credit for courses by examination; however, a modest recording fee may be assessed. A reduced per credit hour fee is assessed to undergraduate transfer students the first regular semester following matriculation at Indiana University. Students who do not qualify for the previous two fee schedules will be assessed the credit hour fees at the appropriate resident or nonresident rate applicable on the date of payments. Students will pay an initial exam fee before the exam is given. Each academic unit determines in which courses, if any, special credit by examination may be earned.

Financial Aid & Scholarships

In addition to developing local scholarship assistance programs, the Northwest campus participates in the full variety of federal and state-sponsored programs. The financial aid program serves students from diverse parts of society. Every student who applies for financial aid and has

demonstrated financial need is assured some type of financial assistance.

In order to be considered for financial assistance, a student must submit a Free Application for Federal Student Aid (FAFSA). These forms are available through the local high schools or the Office of Financial Aid and Scholarships at IU Northwest.

Completed FAFSA applications should be mailed in time to reach the federal processor by March 10 for the following academic year to meet the state grant deadline. Financial aid applications may also be completed electronically on the Web.

Financial assistance, in various forms, is available for students attending any Indiana University campus. Because scholarship and grant funds are limited, the student's entire need for funds cannot always be met from these sources. Therefore, several types of financial aid may be combined to meet the student's financial need. It is not uncommon for a student, particularly with a large financial need, to receive assistance in the forms of scholarships, grants, loans, and employment earnings, or some combination of these sources.

Detailed information on types of financial assistance and application procedures may be obtained from the Office of Financial Aid and Scholarships, IU Northwest Web site (www.iun.edu/~finaidnw).

Scholarships

Most scholarships are awarded on the basis of the applicant's academic achievement and potential for college success. Some scholarships also require demonstrated financial need.

Local Scholarships

Scholarship funds, established and provided by individuals, organizations, business, industry, and other private organizations in the area, are available to students attending IU Northwest. These may be offered in addition to the scholarships awarded by the university which can be viewed at the Office of Financial Aid and Scholarships, Scholarships page.

Children of Veterans, Law Enforcement Officers, and Firefighters

Indiana residents who are children of disabled or wounded veterans, who are children of missing-in-action or prisoner-of-war veterans of Vietnam, or who are children of law enforcement officers or firefighters killed in the line of duty are eligible for a partial fee remittance. Inquire at the Office of Financial Aid and Scholarships at IU Northwest.

Federal College Work-Study Program

The federal government has provided funds to stimulate and promote part-time employment of students in institutions of higher education. To be eligible for this program, students must be enrolled during the semester in which they wish to be employed. The student must also verify a need for financial assistance. Under this program, employment is limited to an average of 20 hours per week whenever regular classes are in session.

Federal Direct Student Loans

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Students must meet general guidelines for eligibility for federal aid, and must be enrolled at least half time.

Repayment begins six months after the student completes the program or is enrolled below a half-time status. Graduate students may be eligible for up to \$20,500 per year in the Federal Direct Student Loan Program. If graduate program official costs of attendance exceeds the Stafford limit, credit-worthy students may borrow the additional amount up to cost of attendance in the Graduate PLUS Program.

Federal Pell Grants

The federal Pell Grants program provides financial assistance to those who need it to attend post-secondary educational institutions. Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of financial aid in order to meet the full cost of education. The amount is determined by the student's and/or the family's financial resources.

Federal Direct PLUS Loan (Parents' Loans for Undergraduate Students)

The PLUS loan allows parents to borrow on behalf of their dependent undergraduate children who are enrolled at least half time. Loans to parents of dependent undergraduate students are made for up to the full cost of the student's education less the student's financial aid.

Federal Perkins Loan

The federal government established this program to provide long-term loans at low-interest rates to students enrolled in 6 credit hours or more. An applicant must verify need for financial assistance and is required to maintain good academic standing. No interest accrues during the time of enrollment. Repayment may be made over a 10-year period at 5 percent interest beginning 9 months after the borrower ceases to be enrolled in at least 6 credit hours. These funds are extremely limited.

Federal Supplemental Educational Opportunity Grants

All undergraduate students admitted to the university are eligible for this award on the basis of high financial need. The amount of the grant is determined by the student's financial need for funds. First preference must be given to Federal Pell Grant recipients.

Vocational Rehabilitation

A person with a disability may qualify for financial assistance through the Vocational Rehabilitation Program. Application must be made directly to the Vocational Rehabilitation Division in the student's area.

Federal Direct Graduate PLUS Program

Graduate or professional students are now eligible to borrow under the PLUS Loan Program up to their cost of attendance

minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate/Professional PLUS Loans.

Satisfactory Academic Progress

To be eligible to continue to receive any Federal, State of Indiana, or IU Northwest financial aid, a student must demonstrate satisfactory academic progress (SAP) toward an approved certificate or degree. The financial aid SAP standards may differ from requirements set forth by IU Northwest academic schools and departments. The measure of SAP must include all college course work attempted at IU Northwest and elsewhere. SAP is applied to all attempted courses that appear on the student academic transcript, whether or not financial aid was received for all attempted courses. SAP is monitored once a year, at the end of the spring semester. Students are expected to understand the SAP policy and comply with it.

To demonstrate SAP, students are expected to earn credit for at least 75 percent of the credits they attempt. Students are therefore not eligible to receive any further financial aid once they have attempted 150 percent of the credits that are needed to complete their particular academic program. Students must also maintain a 2.00 cumulative grade point average.

Students who fail to meet the Satisfactory Academic Progress policy will be placed on probation status for one year. Students who have not completed their degree or certificate within the prescribed time limit will be suspended from receiving financial aid without a one year probationary period.

Students who do not comply with the SAP requirements will be sent a letter informing them of their ineligibility for further financial aid and outlining what they need to do, at their own expense, to comply with the requirements. Information will also be provided then, describing the appeal process.

Withdrawing after the Awarding of Financial Aid

Should a student withdraw from a class or classes, once financial aid has already been credited to the student's bursar account for the dropped class or classes, some recalculation of the financial aid may be necessary. Students should *always* consult with a Financial Aid Counselor *before* withdrawing from any class or classes, especially once financial aid has already been credited to the student's bursar account.

Placement Testing

The university requires that all new students take the Academic Skills Assessment before academic advising. This ensures that students are placed in courses commensurate with their academic abilities. Appointments are required and can be scheduled online through the Placement Testing and Assessment Center (at www.iun.edu/~testingn/) or by calling (219)980-6830. Students who have had four years of a foreign language in high school are encouraged to take the Foreign Language Placement Test. Tests are offered in French, German, and Spanish and permit the awarding of advanced and special credit. There is a \$12 fee for each test.

Adult Students (21 or Older)

This admission status is designed to serve adults who do not want to earn a degree at this time, but want to earn academic credits. An adult nondegree student may be admitted upon submission of the following:

- The admission application.
- An official high school transcript or GED showing average or above average achievement or a transcript showing completion of a bachelor degree. *Note:* The applicant who is not eligible for regular admission will also be denied admission in this category.

Nondiscrimination Policy

Indiana University is committed to equal opportunity for all persons and provides its services without regard to gender, age, race, religion, ethnicity, sexual orientation, veteran status, or disability. The university director of affirmative action is responsible for carrying out the affirmative action program for units in central administration. In addition, there is an affirmative action officer on each campus who develops and administers the program locally.

To consult with the 504 coordinator of issues of students with disabilities at IU Northwest, contact the Office of Student Support Services, (219) 980-6798. The coordinator of Title IX for Women's Rights and Issues at IU Northwest is housed within the Office of Affirmative Action, (219) 980-6705.

Services

Student Services Administration

The Student Services Administration provides a variety of developmental and support services to students as they pursue higher education. The Office of Student Services Administration is administered by the Vice Chancellor for Student Services. The units reporting to Student Services work together to enhance the personal and academic development of all students. They support the mission of the university and they bring the needs of the students to the attention of the faculty and administration. The following offices report to the Student Services Administration: Enrollment Services (Admissions, Financial Aid and Scholarships, Student Testing and Assessment, Student Retention Programs, Career Services), Child Care Center, Counseling Services, 21st Century Scholars, Multicultural Affairs, Occupational Development, Student Life, RedHawk Athletics, and Student Support Services.

Enrollment Services

Enrollment Services supports IU Northwest academic units by assisting prospective students to become a part of the IU Northwest community and assisting current students to remain a part of the community and to successfully complete their programs of study.

An integral part of Student Services, Enrollment Services is headed by the Vice Chancellor for Student Services and consists of the following units: Admissions, Financial Aid and Scholarships, Student Testing and Assessment, Student Retention Programs, and Career Services. Student Services Administration is located in Savannah Center 223, (219) 980-6702.

Bookstore

The campus bookstore, located in the Savannah Student Center, carries textbooks, supplies, IU apparel and gifts. Textbook lists and prices can be obtained by accessing the following website - Barnes & Noble at Indiana University.

Career Services

Keep this office in mind for your career development needs.

The staff of Career Services is committed to working with Indiana University Northwest students and all IU alumni in making informed academic and career decisions. The Office of Career Services enables students and alumni to make career decisions, investigate career options, take career inventories that will reflect their areas of interest, set appropriate goals, network, and create opportunities to meet those goals by using the services we offer.

Please feel free to contact the Office of Career Services

Phone: (219) 980-6650

Location: Moraine Student Center, Room 101

Career Assessments

Identify your personal strengths and even a potential major through career counseling assessment inventories including Focus II, Myers-Briggs Type Indicator, and Strong Interest Inventory.

Career Counseling and Planning

We provide career counseling sessions to assist you through your career development process, which may include assistance with choosing a specific career field of interest or major, resume and cover letter writing, interviewing skills (mock interviews), job search strategies, and exploring graduate schools (test dates and applications).

Career / Job Fairs, Online Job Board, and Events

Check your e-mail for job and internship opportunities. Or visit the Career Services Web site for job postings, upcoming dates for our annual Job Fairs, and a listing of other local job fair events, on-campus interview and employer recruiting events, and roundtable information sessions.

Federal Work-Study Program

Learn about the application process, post-award paperwork, orientation, benefits of work-study, and identifying work-study opportunities on and off campus.

Internship Program

Let us assist you with finding quality internships to help you grow as a professional and become marketable upon graduation.

Employers provide paid and nonpaid opportunities for internships.

Possible academic credit may be available upon approval of your academic division.

Placement and Resume Referral Services

Internship/job postings are available online through the Office of Career Services Website (www.iun.edu/~careernw). Visit the online recruiting tool (www.collegecentral.com/iun).

Programs and Workshops

Topics include Resume and Cover Letter Writing, Effective Job Searching, Interviewing Skills, How to Have a Successful Job Fair Experience: Credential Files, and Work-Study Information. In addition, we offer in-class presentations on various topics related to career development processes. Workshop topics, dates, times, and locations are announced via e-mail to students and are posted on job boards located in the Moraine Student Center, Hawthorn Hall, Marram Hall, and the Dunes Medical Professional Building.

Undecided Program

The Career Library and counselors help in determining career options for particular majors.

Child Care Center

IU Northwest Child Care Center provides care for children of students, faculty, and staff. The center offers a quality program at a reasonable hourly rate for children from ages three through nine during the hours listed on their website.

For further information, contact the director at (219) 980-6875.

Counseling Services

Professional counseling services are available to all students through the IU Northwest Counseling Services Office, Hawthorn Hall 201. In addition, faculty and staff are available for consultation on personal problems. When appropriate, referrals to community or private counseling resources will be made. All counseling and consultation, and all records, are held in strict confidence.

Dental Clinic Services

The Dental Hygiene Program on the IU Northwest campus offers clinical dental services to students and faculty including a dental inspection, dental prophylaxis (scaling and polishing of teeth), caries preventive treatments (application of fluorides), sealants, preventive periodontal treatment (treatment of minor gum disorders), and diagnostic dental X-ray films. Qualified dental hygiene students under the supervision of an instructor render all treatment. All persons are eligible for treatment, and appointments can be made by calling (219) 980-6772.

The Dental Assisting Program also offers supervised X rays for a nominal fee. Appointments can be made by calling (219) 980-6772.

Health and Wellness Center

The Campus Health and Wellness Center health clinic offers students and employees high quality health care at very low cost. Staffed by a fully licensed and credentialed Family Nurse Practitioner, the clinic offers services such as acute illness care, sports physicals, gynecologic examinations and birth control, immunizations, and more. Walk-ins are

welcome; complete physical examinations require an appointment.

To schedule an appointment, call (219) 980-7250.

See website at www.iun.edu/~health4u.

Office of Retention Initiatives

The Office of Retention Initiatives provides leadership in the development and delivery of comprehensive, coordinated services designed to enhance persistence to graduation. In addition to interfacing with other campus units in programmatic efforts to enhance student success, this department evaluates the effectiveness of retention initiatives in meeting the needs of students and achieving institutional goals; collects, analyzes and reports data on student persistence, retention and student satisfaction. The Office of Retention Initiatives is located in Savannah Center 223.

Multicultural Affairs Program

The Multicultural Affairs Program is designed to meet the academic, cultural, and social needs of students in order to increase retention, graduation, and professional and graduate school participation, specifically for students of color.

The Multicultural Affairs Program's services include but are not limited to the following:

- Campus-wide programming
- Academic advising and academic support for student athletes
- Workshops on various issues
- Graduation acknowledgment activities
- Support services for the 21st Century Scholars Program

Applications for participation are available in Savannah 226, or for further information contact the coordinator at (219) 980-6763.

Occupational Development Program

The Occupational Development Program encourages, supports, and facilitates academic development for students in Radiologic Science, Health Information Management, and Dental programs via a federally funded program providing tutoring assistance online using Oncourse. The Occupational Development Program office is located in Hawthorn Hall 242. Telephone: (219) 980-6832 or www.iun.edu/~odp.

Office of the Registrar

The Office of the Registrar has primary responsibility for planning, implementing, and managing schedules of classes, registrations, and course changes. Other functions include student record maintenance, grade processing, student information reporting, enrollment certifications, and transcript services. Questions concerning veterans' affairs may be addressed to the Office of the Registrar. The Office of the Registrar is also responsible for scheduling meeting rooms and classrooms for activities other than classes.

Confidentiality of Records

Release of Information in Student Records In accordance with federal statutes and regulations, the Family Educational

Rights and Privacy Act (FERPA), student records are confidential and available for disclosure to persons other than the student only under stated exceptions. An exception to the act exists that permits disclosure to school officials, including collection agencies.

Further details about 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*. Copies are available in the Office of Student Life, Savannah Center, Room 217.

Student Retention Programs Supplemental Instruction

Supplemental Instruction (SI) is an academic support program that offers peer assistance in historically challenging academic courses by scheduling twice-weekly study sessions. SI study sessions are study groups in which students compare notes, discuss readings, develop organizational tools, predict test items, and learn study skills that will help in both current and future courses. The sessions are facilitated by SI leaders, students who have previously and successfully taken the course, and been recommended by the instructor. The SI leader acts as a model student of the discipline. Supplemental Instruction is offered to enrolled students at no cost. For further information, contact the Office of Student Retention Programs in Hawthorn 425 or call (219) 981-4296.

Guided Studies/Critical Literacy Program

The Guided Studies Program is for students who do not meet the university's regular or probationary admission criteria. Admission into this program will be determined by the Office of Admissions and Student Retention Programs. Students may be required to take additional proficiency tests to be admitted. Students admitted to Guided Studies participate in the Critical Literacy Program (CLP), designed to strengthen students' study skills and their foundational skills in basic reading, critical thinking, and writing. Students are offered an additional level of support through the peer mentors assigned to the classroom. These mentors meet with students to offer support and share their knowledge of IU Northwest, in one-on-one meetings and group sessions. The curriculum consists of 12 credit hours of specific course work focused on basic reading, writing, and study/college skills. After successfully completing the program requirements, students may enroll in regular university courses leading to a degree. Support services for CLP participants include the Writing Center (English Department, (219) 980-6502), the Math Lab (Math Department, (219) 980-6590), and the Reading Lab (School of Education, (219) 980-6597). For further information, contact the Office of Student Retention Programs in Hawthorn 425 or call (219) 981-4296.

REACH

Students who have not met the requirements for admissions to IU Northwest are referred to REACH, a collaborative program with IVY Tech Community College. Upon successful completion of the REACH courses, students are guaranteed admission to IU Northwest.

Student Life / Athletics Office

The Office of Student Life & Athletics promotes and enhances the quality of student life on the IU Northwest campus. The office serves as the central university resource for student clubs and organizations. Professional assistance is available to individuals and student organizations sponsoring campus activities, forming new clubs, and addressing special needs or interests.

Students may participate in intramurals and recreation; student government; planning and sponsoring campus entertainment through the Student Activities Board; developing journalistic skills as a member of the student newspaper, the *Northwest Phoenix*, or the *Spirits* literary magazine; or community service projects through the IU Northwest Volunteerism Program. More than 40 registered student clubs and organizations seek to develop social, educational, and cultural appreciation, and provide creative expression through the fine arts. Additionally, the Student Life/ Athletics Office issues photo identification cards, approves on-campus publicity, and distributes recreational equipment and games.

Student Life/Athletics also oversees the Savannah Recreation Center and Gym, where the IU Northwest Redhawks sports teams play their home games. Membership in the Savannah Recreation and Fitness Center is available to students, faculty, and staff for a nominal fee.

Athletic Programs

Effective fall 1998, IU Northwest became a member of the National Association of Intercollegiate Athletics. In Fall 2008 IU Northwest joined the United States Collegiate Athletic Association to extend the RedHawks' opportunity to compete nationally. Also in 2008, the RedHawks became part of the conference called the Association of Independent Institutions. The men's baseball and basketball teams, as well as the women's basketball, volleyball, and cheer/dance teams, can be followed at <http://www.iunredhawkathletics.com>.

Student Support Services

The Office of Student Support Services (OSSS) goals include but are not limited to facilitating and increasing the retention, graduation, and professional and graduate school enrollment rates for qualified IU Northwest student participants. Qualified participants include students who are low-income and first-generation college students and students with disabilities. OSSS is funded under Title IV of the Higher Education Act of 1965.

Services include tutoring, academic advising, scholarship grant aid counseling, supplemental classroom instruction, and academic workshops. In addition to these services, OSSS also has a program for students with disabilities. Special Services for ADA eligible participants in this program include the following:

- Reader and note-taker services
- Test proctoring
- Campus orientation
- Resource information and referral

Twenty-First Century Scholars Program

The 21st Century Scholars Program is hosted on the IU Northwest campus. It is designed to raise educational

aspirations of low- and moderate-income families by affording college education to their children. Seventh- and eighth-graders who enroll in the program and fulfill a pledge to good citizenship to the state are guaranteed the cost of four years of college tuition at IU Northwest (and any other participating public college or university in Indiana) after high school graduation. This program is administered by the Office of the Vice Chancellor for Student Affairs and funded by the state of Indiana. Interested persons should contact the office at (219) 980-4351.

Military Science

Army ROTC (Reserve Officers' Training Corps) is one of the best leadership courses in the country and is part of Indiana University Northwest's curriculum. During classes, leadership labs, physical training and field training exercises, you will learn firsthand what it takes to lead others, motivate groups and conduct missions as an Officer in the Army. Upon graduation from Army ROTC, you will earn the bar of a Second Lieutenant and be commissioned into the Active Army, Army Reserve or Army National Guard and become a leader for life.

The Army Reserve Officer Training Corps strives to be the premier leader development program in the world. Army ROTC produces officers -- 75% of all Army officers. Founded in 1916, Army ROTC has produced more than 500,000 lieutenants for America's Army.

In addition, Army ROTC is a college elective you can try out for up to two years with no obligation. Unlike traditional college programs, Army ROTC gives you a wide range of experiences while you work toward a degree. You'll combine classroom time with hands-on experience, learning skills that are sure to give you an edge over your peers when it comes time to look for a job. Whether you're planning a career in the Army or the corporate world, Army ROTC is a smart elective course to take.

Whether you're in high school, college or already in the Army, there is a way you can become an Officer in today's Army. It's an experience that you can't get anywhere else, and your leadership skills will be challenged every day.

Information concerning admission, scholarships and commitment requirements for this program can be obtained by contacting the Military Science Department on the campus of IU Northwest, 3400 Broadway, Gary, IN 46408, telephone (219)980-7110.

Army ROTC Curriculum:

Army ROTC Basic Course

The Basic Course takes place during your first two years in college as elective courses. It normally involves one elective class and lab each semester along with the requisite physical training and field training exercises. You will learn basic military skills, the fundamentals of leadership and start the groundwork toward becoming an Army leader. You can take Army ROTC Basic Courses without a military commitment. Electives classes include:

- Military Science 101: Leadership and Personal Development
- Military Science 102: Foundations in Leadership
- Military Science 201: Fundamentals of Leadership, Organization and Planning

- Military Science 202: Leadership in a Changing Environment

Leader's Training Course

LTC is four weeks of intense classroom and field training held in the summer at Fort Knox, KY. This course is an accelerated version of the two years of leadership development training Cadets receive in the Basic Course. By transforming yourself through this rigorous training, you will qualify for enrollment in the Army ROTC Advanced Course on campus-provided you have two years of college remaining (undergraduate or graduate).

Army ROTC Advanced Course

The Advanced Course takes place during your last two years in college as elective courses. It normally includes one elective class and lab each semester in addition to the requisite physical training and field training exercises, plus a summer leadership camp. You will learn advanced military tactics and gain experience in team organization, planning and decision-making. To benefit from the leadership training in the Advanced Course, all Cadets must have completed either the Basic Course or have attended the Leader's Training Course. Entering the Advanced Course requires a commitment to serve as an Officer in the U.S. Army after you graduate. Electives classes include:

- Military Science 301: Organizational Leaders
- Military Science 302: Military Operations and Tactics
- Military Science 401: Developing Adaptive Leaders
- Military Science 402: Leadership in a Complex World

Leader Development & Assessment Course

Every Army ROTC Cadet who enters into the Advanced Course attends the Leader Development and Assessment Course. It's a five-week summer course to evaluate and train all Army ROTC Cadets. This course normally takes place between your junior and senior years of college, and is conducted at Fort Lewis, Washington.

College of Arts and Sciences (COAS)

Administrative Officers

Mark S. Hoyert, Ph.D., *Dean*
 Nelson H. DeLeon, Ph.D., *Associate Dean*
 Diane Robinson Sandidge, M.P.A., *Assistant to the Dean*

Web site: www.iun.edu/~artsci

Telephone: (219) 980-6730

Overview

Mission

At the center of IU Northwest is the College of Arts and Sciences. Providing a broad education in the arts and sciences, the college prepares students through study in major disciplines for careers of their choice and for lives as educated, critical, and inquiring citizens in a world of rapid change.

At the core of our many programs, many unique to the region, are the analytical, cognitive, and expressive skills needed to assimilate and advance knowledge. An arts and sciences education focuses on an understanding of the human condition—past and present—and the world in which we live. It emphasizes a humanistic and aesthetic appreciation of cultural life as well as valuing of science and its methodology in which intellect, logical processes, ethical perspectives, and problem solving are vital. The strong research and creative activities of our faculty encourage students toward a life of learning and reflection.

Intrinsic to a liberal education is preparing graduates to appreciate, contribute to, and thrive in a diverse, culturally rich, technologically, and scientifically advanced society with a compelling history, a promising future, and a capacity for transformation. Through our teaching, research, creative arts, and professional and community services, we engage in the vitality of Northwest Indiana. An informed, educated population is not only democracy's strongest, best hope, it is also society's wisest investment. That, more than anything else, is the endeavor of the faculty and staff of the College of Arts and Sciences.

At present, the college consists of 14 departments offering baccalaureate degrees in the following areas: actuarial science, Afro-American studies, anthropology, biology, chemistry, computer information systems, economics, English, fine arts, French, geology, history, mathematics, communication, philosophy, political science, psychology, sociology, Spanish, and theatre. Courses are offered in all those fields plus astronomy, Canadian studies, comparative literature, computer science, geography, German, journalism, Latino studies, linguistics, music, physics, religious studies, telecommunications, and Women's and Gender Studies.

In addition to undergraduate education leading to the bachelor's degree, which prepares students for citizenship as well as for professional training and graduate study, the programs of the College of Arts and Sciences provide students in allied health sciences, business, continuing studies, dental auxiliary education, education, nursing, and public and environmental affairs with courses that are a foundation for those professional programs.

Postbaccalaureate certificates are offered in Computer Information Systems, Community Development and Urban Studies, Race-Ethnic Studies, and Drug and Alcohol Counseling to students who already hold a baccalaureate degree. The college offers a Master of Liberal Studies degree for students who hold a bachelors degree and wish to pursue a broad interdisciplinary program of study and a Master of Science in Clinical Counseling with a specialization in drug and alcohol counseling for students who are preparing themselves for a career in addictions treatment.

Contact Information

College of Arts and Sciences
 IU Northwest
 Hawthorn Hall, Room 225
 3400 Broadway
 Gary, Indiana 46408
 (219) 980-6730

Contact the College of Arts and Sciences for additional contact information.

Accreditation

The undergraduate and graduate degree offerings of the College of Arts and Sciences are accredited by the Higher Learning Commission as an Academic Quality Improvement Program and as a member of the North Central Association.

Policies & Procedures

Students in the College of Arts and Sciences are encouraged to familiarize themselves with "General Academic Regulations and Policies". See IU Northwest Bulletin Policies and Procedures

Distinctions & Opportunities

Scholastic Honor Society

Omicron Sigma Delta is a liberal arts scholastic honorary society based on the same criteria as those used by the prestigious national honorary scholastic society, Phi Beta Kappa. Candidates are selected from the college's juniors and seniors on the basis of high scholarship and good character.

Graduation with Distinction

Recognition for excellence in scholarship is awarded at graduation by identifying such students in three categories of distinction. These are, with their corresponding minimum overall grade point averages:

- Distinction (3.60)
- High distinction (3.75)
- Highest distinction (3.89)

The number of students so recognized will not exceed 10 percent of the graduating class in the college for that year. Students considered for this recognition must have completed at least 60 graded credit hours at Indiana University.

Career Information

Each department has a faculty member assigned to advise students about graduate school and career opportunities. Information regarding preprofessional programs is available on pp. 29-33 of the bulletin. Additional information is available in the office of the College of Arts and Sciences.

Undergraduate

Administrative Officers

Mark S. Hoyert, Ph.D., *Dean*
 Nelson H. De Leon, Ph.D., *Associate Dean*
 Diane Robinson Sandidge, MPA, *Assistant to the Dean*

Website: www.iun.edu/~artsci/

Phone: (219) 980-6789

Admission

Entering the College of Arts and Sciences

Incoming freshmen generally are admitted directly to the College of Arts and Sciences. Freshmen are encouraged to visit departments in which they are interested to discuss possible programs with faculty and advisors. Additional information is available in the College of Arts and Sciences offices, Hawthorn Hall, Room 225.

General Requirements

The following requirements pertain to IU Northwest only. Students contemplating transfer to other campuses should consult the appropriate bulletins and the IU Care electronic advising system.

Baccalaureate Degrees

A faculty member from the student's major department provides academic counseling for each student in the College of Arts and Sciences prior to each semester's enrollment. Although academic counseling is intended to provide effective guidance and every student is encouraged to seek the counsel of a faculty advisor, *all students are responsible for planning their own programs and for meeting the following degree requirements by the time they expect to graduate. Students who have been awarded a baccalaureate degree cannot at a later date change the degree to include additional majors and/or minors. (Note: Degree requirements are not the same at every campus of Indiana University.)*

- Minimum of 120 credit hours. At least 105 credit hours must be in courses in the College of Arts and Sciences unless a student pursues a minor or a certificate in another division of the university that grants degrees. If so, the 105 credit hour minimum in Arts and Sciences may be reduced sufficiently to allow the student to fulfill the minimum number of credit hours for the other division's minor or certificate, providing that all other Arts and Sciences requirements are met. If no such non—Arts and Sciences minor or certificate is pursued, the remaining 15 credit hours may be taken in the College of Arts and Sciences or in divisions of the university that grant degrees. Only courses that count toward a degree are acceptable.
- Minimum cumulative grade point average of 2.0.
- Minimum of 36 credit hours in courses at the 300-400 (junior-senior) level.
- Minimum of 25 credit hours with grades of C- or higher in the major field and a cumulative grade point average of at least 2.0 in the major field.
- Minimum of 15 credit hours with grades of C- or higher in the minor field and a cumulative grade point average of at least 2.0 in the minor field.
- Maximum of 45 credit hours in one subject that may be counted toward the B.A. and B.S. degree.
- Twenty-six (26) credit hours of the work of the senior year must be completed while in residence at the IU Northwest campus. At least 10 credit hours of course work in the major field must be completed on the IU Northwest campus.
- Work for credit in the College of Arts and Sciences may be done at Bloomington or other Indiana University campuses.
- Not more than 60 credit hours earned in accredited two-year institutions of higher education, nor more than 90 credit hours from accredited four-year institutions of higher education, may be applied toward a degree.
- By special permission of the dean, up to 6 credit hours toward a degree may be earned through correspondence study through the IU School of Continuing Studies. Ordinarily, students in residence in the college are not permitted to enroll in correspondence courses that are currently offered by the college.

- A student who fails to complete a degree within 10 years of matriculation will forfeit the automatic right to use the requirements in effect at the time of matriculation. In such cases, the dean, in consultation with the student's major department chair, will determine which set of requirements, or what particular combination of old and new requirements, will be appropriate for the student.
- All credit of candidates for degrees, except that of the current semester, must be on record at least six weeks prior to the conferring of degrees.
- An application for a degree must be filed in the Office of the College of Arts and Sciences no later than July 1 for December graduation. *May and August graduates must file the application for graduation by October 15.* Degrees are conferred in May, August, and December. Commencement is held only in May.

Restart Policy

Students who have been away from Indiana University for at least five years and who earned grades that make it impossible or very difficult to return to a College of Arts and Sciences degree program may petition for a "restart." Under a restart, the College of Arts and Sciences will establish a new degree record for the student that will consist of courses previously taken that were completed with a minimum grade of C. Note that all Indiana University course work will remain on the student's permanent record (the university transcript); this policy will affect only the student's College of Arts and Sciences record.

Students will be eligible for consideration for this policy if it has been a minimum of five years since full-time or continuous part-time enrollment. Students will need to provide evidence that would indicate a significant change in their ability to succeed in academic work. Reevaluation of fundamental skills may be necessary before the student can proceed. Students should petition for a restart as part of the readmission process. They are held to the deadlines for submission of readmission petitions (June 20 for fall semester; October 1 for spring semester; and March 1 for summer sessions)

Bachelor of Arts

College of Arts and Sciences Bachelor of Arts Areas

The College of Arts and Sciences at IU Northwest offers instruction leading to degrees in the following majors:

- Afro-American Studies
- Anthropology
- Biology
- Chemistry
- Communication
- Economics
- English
- Fine Arts
- French
- Geology
- History
- Mathematics
- Philosophy
- Political Science

- Psychology
- Sociology
- Spanish
- Theatre

Courses are offered in the following disciplines, some of which have programs that can lead to minors:

- Astronomy
- Canadian Studies
- Comparative Literature
- Computer Science
- Geography
- German
- Journalism
- Latino Studies
- Linguistics
- Music
- Physics
- Religious Studies
- Telecommunications
- Women's and Gender Studies

The curriculum for the B.A. degree introduces the student to a variety of subjects that provide the fundamentals of a liberal education; enable the student to make an intelligent choice of a subsequent field of concentration; aid the student in securing adequate preparation for advanced work; and provide for some degree of specialization in the junior and senior years.

Specific Requirements

In addition to the general requirements for all degrees in the college, candidates for the B.A. degree must complete Groups I-V of the distribution requirements. Students may elect to follow the requirements currently in effect or the requirements that were in effect when they matriculated.

Group I: Foundation Courses

English Composition

Every student must demonstrate the ability to use correct, clear, effective English. The student may satisfy this requirement in either of the following ways:

- By being exempted students who wish to be considered for exemption must take the SAT or ACT Examination. A score of 660 or higher on the SAT Critical Reading Examination, or 30 or higher on the combined English/Writing portion of the ACT, will be sufficient for exemption.
- By completing ENG W131 Elementary Composition I (3 cr.), with a grade of C (2.0) or higher

Mathematics

May be fulfilled in one of the following ways:

- By earning minimum test scores of 650 on the SAT exam or 29 on the ACT exam.
- By completing, with a grade of C (2.0) or higher, one of the following courses: MATH M100, MATH M118, MATH M119, MATH M125, or MATH M215.

- By exemption (without credit) through an appropriate examination as determined by the Department of Mathematics.

Intensive Writing

Two intensive writing courses must be completed *after* completing the ENG W131 requirement:

- By completing one or two intensive writing course at the 200 level or above in the English department, or
- By completing one or two "Intensive Writing Course" in any arts and sciences department. If so designated, the course may also be counted toward fulfilling other arts and sciences degree requirements (e.g., distribution, major, 300-400 level).

An intensive writing course is one in which the writing component is fully integrated with the content and objectives of the course. Thus, a student would not be able to pass the course without fulfilling the intensive writing component and, conversely, it would be equally impossible for a student to pass the intensive writing component and not receive a passing grade in the course.

Oral Communication

Every student must demonstrate the ability to deliver presentations with logical organization, proper grammar, appropriate word choices, coherent sentence structure, and that take the characteristics of the audience into account. Students may satisfy this requirement by completing SPCH S121 Public Speaking with a grade of C (2.0) or higher.

Group II: Foreign Language

The College of Arts and Sciences entrance requirement is two courses at the 100 level in a foreign language. Students admitted to arts and sciences without this background will be required to make up the deficiency. The requirement may be met by examination or by successful completion of the course taken. (Two years of good high school work in a foreign language should enable a student to place out of the first 8 credit hours and into 200-level courses.) Preferably, placement is determined by the score obtained on the College Board Achievement Test administered during the student's senior year in high school.

The B.A. degree requirement of foreign language may be fulfilled in the following ways:

- By completing satisfactorily 6 credit hours of course work or the equivalent at the 200 level in a foreign language or by completing 3 credit hours of course work or the equivalent at the 200 level and two semesters of culture courses taught in English from the same language base. These culture courses may be taken at any point during the student's program of study of a foreign language.
- By attaining, at any time, an achievement test score sufficient for placement in courses at the first- semester third-year level in a foreign language.

Special Credit as a Result of Placement Test

A student who places at the third-year level on the language placement test and receives a grade of C or higher in the validating third-year-level course will be eligible to receive

6 hours of special credit with a grade of S. A student who places in the second semester of the second year and completes the validating course with a grade of C or higher will be eligible to receive 3 hours of special credit with a grade of S. It will be the responsibility of the student to request that the language department forward this information to the College of Arts and Sciences.

Proficiency Examinations

A student may complete the language requirement by taking a proficiency examination administered by the department concerned. Students with a background in a language other than those taught at IU Northwest may take an examination from the relevant department at IU Bloomington. Such examinations will be given after the student has petitioned the IU Bloomington department and received the consent of the department. See the section of this bulletin entitled "Credit by Examination" under "Academic Regulations and Policies" for details

Foreign Students

Students whose native language is not English may substitute demonstrated proficiency in their native language if it is offered for instruction at Indiana University. They may not, however, earn credit for any courses at the first- or second-year level in their native language.

Group III: Distribution

Students must take 12 credit hours outside of their major discipline in each of the three categories from at least two disciplines within each category. No more than 9 credit hours within a single discipline will be counted for Group III credit.

A complete list of courses that fulfill these requirements is located in an appendix of the printed bulletin.

A student must take at least one science course in Group III A that includes a laboratory.

MATH M014 does not count for credit at IU Northwest.

A student must take at least one studio arts/performing arts/creative writing course in the humanities.

Mathematics, physical sciences, and life sciences

Anthropology
Astronomy
Biology
Chemistry
Computer information systems
Geology
Mathematics
Physics
Psychology

Social and behavioral sciences

Afro-American studies
Anthropology
Economics
Geography
History
Latino studies
Linguistics
Political science
Psychology

Sociology
 Spanish
 Speech
 Telecommunications
 Women's and Gender Studies

Humanities

Afro-American studies
 Anthropology
 Canadian studies
 Comparative literature
 English
 Fine arts
 French
 History
 Latino studies
 Music
 Philosophy
 Religious studies
 Sociology
 Spanish
 Speech
 Theatre
 Women's and Gender Studies

Group IV: Diversity

Students must take one 3 credit hour course in each of these three categories. No course can be used more than once in Group IV. Courses used to fulfill the Group IV requirements cannot also be used to fulfill the Group III requirements; if a course taken in Group IV is in the discipline of the student's primary major, it cannot also be counted in that major itself.

- Select one History course from the following
 - HIST H105
 - HIST H106
 - HIST H113
 - HIST H114
 - HIST H232
- Racial Minority Experience in the United States
- Students must complete one course from the list of Group IV B courses.
- Additional Diversities (social class, language, religion, gender, sexual orientation, age, disabilities, non-western culture)
- Students must complete one course from the list of Group IV C courses.

Group V: Requirements for the Major

No later than the first semester of the junior year, students should plan a tentative outline of the program in their major with their advisors in the department of their major.

The following are minimum requirements for any major. Further and detailed requirements are to be found in the departmental statements in this bulletin. The specific departmental requirements that must be fulfilled by each student are those published in the bulletin current at the time the major is declared, or those in the bulletin current at the time of graduation, whichever the student chooses.

- At least 25 credit hours must be taken in the major, and the cumulative grade point average in the major must be at least 2.0.
- Any course in which the student receives a grade below C— may not be used to fulfill requirements for the major. However, any course that the student passes will count toward the 120 credit hour total.
- Individual departments may require a minor of 15 to 20 credit hours in another subject. Any course taken to satisfy the requirements of a minor must be completed with a grade of C— or higher; and the cumulative grade point average of all courses taken in the minor must be at least 2.0 (C). At least 6 credit hours of courses in the minor must be taken in residence at IU Northwest. (See the individual departmental listings.)
- Not more than 45 credit hours in any *one subject* may be counted toward the B.A. degree.

Students must take 3 credit hours of capstone course work. The course may also be counted toward fulfilling other arts and sciences degree requirements (e.g., distribution, major, 300-400 level). Consult departmental advisors for details.

For procedure regarding change of major, see the assistant to the dean.

Minors (Optional)

A minor shall consist of at least 15 credit hours with a grade of C— or higher and a cumulative grade point average of at least 2.0 in the minor field. (A minimum of 2 courses totaling at least 6 credit hours must be taken while in residence at IU Northwest.)

Students in one department (e.g., history) may satisfy requirements for a minor in another department (e.g., anthropology). Students may have more than one minor. Students' major(s) and minor(s) may be listed on their transcripts. Students must advise the recorder in the College of Arts and Sciences of the minor(s) and receive advisement from the minor department.

Students who have been awarded a baccalaureate degree cannot at a later date change the degree to include additional majors and/or minors.

The Department of Communication requires a minor; students in communication should check with their advisor about the requirements for a minor.

The following minors are available in the College of Arts and Sciences:

- Afro-American Studies
- Anthropology
- Biology
- Canadian Studies
- Chemistry
- Communication
- Computer Information Systems
- Economics
- English
- Fine Arts
- French
- Geology
- History

- Latino Studies
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Race-Ethnic Studies
- Sociology
- Spanish
- Theatre
- Women's and Gender Studies

Degree Completion Chart for Bachelor of Arts

This chart is located in an Appendix at the end of the printed bulletin.

Bachelor of Science

College of Arts and Sciences Bachelor of Science Areas

The College of Arts and Sciences at IU Northwest offers instruction leading to Bachelor of Science degrees in the following majors:

- Actuarial science
- Biology
- Chemistry
- Computer information systems
- Environmental Science (Interdepartmental - Biology, Chemistry, and Geosciences)
- Geology
- Informatics
- Mathematics
- Psychology

Specific Requirements

In addition to the general requirements for baccalaureate degrees of the college, candidates for the B.S. degree must complete the group requirements as follows:

Group I: Foundation for Effective Learning English Composition

Students must demonstrate the ability to use correct, clear, effective English. The student may satisfy this requirement in either of the following ways:

- By being exempted - students who wish to be considered for exemption must take the SAT or the ACT. A score of 660 or higher on the SAT Critical Reading Examination or a score of at least a 30 on the combined English/Writing portion of the ACT will be sufficient for exemption.
- By completing ENG-W 131 Elementary Composition I (3 cr.), with a grade of C (2.0) or higher.

Oral Communication

Every student must demonstrate the ability to deliver presentations with logical organization, proper grammar, appropriate word choices, coherent sentence structure, and that take the characteristics of the audience into account. Students may satisfy this requirement by completing

- SPCH-S 121 Public Speaking with a grade of C (2.0) or higher.

Mathematics

Every student must demonstrate mathematical reasoning. Students may satisfy this requirement in either of the following ways:

- By earning a minimum test score of 650 on the SAT Mathematics examination or a 29 on the ACT Mathematics examination.
- By completing, with a grade of C (2.0) or higher, one of the following courses: MATH-M 100, MATH-M 118, MATH-M 119, MATH-M 125, MATH-M 215. This course can also be used to satisfy requirements within the major. For example, the Mathematics and Chemistry majors require MATH-M 215.
- By exemption (without credit) through an appropriate examination as determined by the Department of Mathematics.

Group II: Intensive Writing

Students must complete at least two COAS Intensive Writing courses. (These courses can also be used to satisfy other distribution requirements or requirements within the major.)

Group III: Distribution

Requirements for science courses are determined by the department of the student's major. One course must be a science course with a lab that is outside the student's major. A student must take a total of 18 credit hours listed under the categories of Group IIIB and IIIC with a minimum of 6 credit hours in each category. These courses must be outside of the discipline of the student's major. (A complete list of courses that fulfill these requirements is located in an appendix in the printed bulletin).

Group IV: Diversity

Students must take one 3 credit hour course in Racial Minority Experience in the United States. (Any one course from the list of Group IVB courses.) The course used to fulfill the Group IV requirements can also be used to fulfill the Group III requirements; if a course taken in Group IV is in the discipline of the student's primary major, it cannot also be counted in that major itself. (A complete list of the courses that fulfill this requirements can be found in the College of Arts and Sciences B.A. section of this bulletin.)

Group V: Major

May be fulfilled by completing satisfactorily the departmental requirements for the major.

Students must take 3 credit hours of capstone course work: either in the student's major or in one of the Group III categories in one of the Group III interdisciplinary capstone courses. The course may also be counted toward fulfilling other arts and sciences degree requirements (e.g., distribution, major, 300-400 level). Consult departmental advisors for details. (See Bachelor of Arts requirements for listing of available minors.)

Certificates

The College of Arts and Sciences offers undergraduate and post-baccalaureate certificates in the following areas:

- Computer Information Systems
- Drug and Alcohol Counseling
- Community Development/Urban Studies
- Race-Ethnic Studies
- Women's and Gender Studies

Second Bachelor's Degree

Normally the holder of a baccalaureate degree who wishes to pursue a further educational goal is encouraged to become qualified for admission to a graduate degree program. In certain cases, however, the dean may admit a baccalaureate degree holder to candidacy for a second baccalaureate degree. When such admission is granted, candidates must earn at least 26 additional credits-in-residence and meet the requirements of the College of Arts and Sciences and of the department in which they are candidates.

Interdepartmental Major

Interdepartmental majors are available to students who wish to combine two disciplines or subjects into an interdepartmental concentration area. Such students are required to complete a minimum of 40 credit hours in the interdepartmental major. Students must also fulfill the following requirements:

- The 40 credit hour concentration need not be equally divided between the two disciplines, but a program designed to give substantial knowledge should be planned in each discipline.
- Each of the two areas should include a minimum of four 300- or 400-level courses for a minimum of 12 credit hours in each area.
- Students must have two advisors, one from each department in which they propose to study.
- The program of studies must be approved by both departments and by the college.

The following interdepartmental majors are available in the College of Arts and Sciences:

- Afro-American Studies and Communication
- Afro-American Studies and English
- Computer Information Systems and Fine Arts
- Computer Information Systems and Mathematics
- Biology, Chemistry and Geosciences - Environmental Sciences

Preprofessional Curricula

The Pre-Health Professions Program is home to students who wish to pursue medicine, dentistry, veterinary, pharmacy, nursing, physical therapy, occupational therapy, optometry, physician assistant, podiatry, chiropractic therapy, speech and hearing therapy as well as other health professions as careers. To gain admission into those professions, students typically complete a bachelor's degree followed by considerable advanced study. At the undergraduate level, students may select and complete any major. However, students need to enroll in a specified sequence of courses to prepare them for professional school entrance examinations and to satisfy professional school

prerequisite requirements. The particular sequence of courses is unique to each professional school. The Pre-Health Professions Program provides students with comprehensive advice and guidance from the time they first express an interest in a health profession (even before they matriculate at IU Northwest) through graduation and successful transition into a professional school). The program helps ensure that the students' education is of the highest quality, and helps them identify the medical and health careers that fit their aspirations, helps them develop a tailored sequence of courses that will help them reach their goals, and helps them prepare applications that present them at their best.

Dentistry

Students may be admitted to the School of Dentistry upon receipt of their baccalaureate degrees or at the end of three years in the College of Arts and Sciences.

A student entering the School of Dentistry after completing 90 credit hours in the College of Arts and Sciences, exclusive of military training and physical education, who has satisfied the Group I through V requirements, may apply 32 credit hours earned the first year in dentistry as electives and at the end of this year earn the B.A. degree. Students expecting to do this should consult with their major departments since IU Northwest awards the B.A. degree.

Prerequisite Requirements

- BIOL-L 101 (4 cr.)
- BIOL-L 102 (4 cr.)
- CHEM-C 105/C125 (5 cr.)
- CHEM-C 106/C126 (5 cr.)
- CHEM-C 341 (3 cr.)
- CHEM-C 343 (3 cr.)
- ENG-W 131 (3 cr.)
- Select one of the following
- PHYS-P 201 - P202 (10 cr.)
- PHYS-P 221 - P222 (10 cr.)
- Psychology (3-4 cr.)
- Interpersonal communication (3 cr.)
- Biochemistry (3 cr.)
- Anatomy with a laboratory (4 cr.)
- Physiology with a laboratory (4 cr.)

For further information regarding programs, the Dental Aptitude Test, and applications, contact the health professions advisor at (219) 980-6745.

Law

Admission to law schools requires a baccalaureate degree and a Law School Admission Test (LSAT) score. The degree may be in any discipline. Students preparing for law school are advised to take courses in logical thought, American history, American politics, business, and criminal and civil law. While no specific courses are required, Indiana University offers an interdisciplinary prelaw minor for students interested in attending law school.

The minor includes six courses totaling 18 credit hours. Students in the School of Public and Environmental Affairs, the School of Business and Economics, and the College of Arts and Sciences could double-count courses that are

required for their major or concentration, but they are required to take at least four courses or 12 credit hours outside of their major or concentration. The structure of the minor is as follows:

- HIST-H 106 American History II (Twentieth Century) (3 cr.)
- PHIL-P 150 Elementary Logic (3 cr.)
- BUS-L 201 Legal Environment of Business (3 cr.)
- SPEA-J 101 American Criminal Justice (3 cr.)
- POLS-Y 103 Introduction to American Politics (3 cr.)
- One elective (3 cr.)

Students may pick from the following courses for the elective:

- ECON-E 103 Introduction to Microeconomics (3 cr.)
- HIST-H 105 American History I (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)
- SPEA-J 303 Evidence (3 cr.)
- SPEA-J 306 The Criminal Courts (3 cr.)
- BUS-L 303 Commercial Law (3 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- HIST-A 313 Origins of Modern America (3 cr.)
- HIST-A 315 Recent U.S. History (3 cr.)
- SPEA-H 441 Legal Aspects of Health Care Administration (3 cr.)

The prelaw advisor can approve an elective that is not on this list if it meets the educational objectives.

The university provides prelaw counseling for interested students. Contact the prelaw advisor at (219) 980-6841 or (219) 980-6636, or (219) 980-6655.

Medicine

A student may be admitted to the School of Medicine upon receipt of the baccalaureate degree with a major in any department in the College of Arts and Sciences provided courses required by the School of Medicine are included.

Premedical Requirements

- BIOL-L 101 (4 cr.)
- BIOL-L 102 (4 cr.)
- CHEM-C 105 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 126 (2 cr.)
- CHEM-C 341 (3 cr.)
- CHEM-C 342 (3 cr.)
- CHEM-C 343 (2 cr.)
- CHEM-C 344 (2 cr.)
- Select one of the following
- PHYS-P 201 - P202 (10 cr.)
- PHYS-P 221 - P222 (10 cr.)

For additional information about the Medical College Admission Test, the American Medical College Application Service, programs, and application procedures, contact the Health Professions Advisor at (219) 980-6745.

Occupational Therapy

Indiana University offers a six-year program leading to a master's degree in occupational therapy (four years preoccupational therapy leading to a bachelor's degree with

a major in any department in the College of Arts and Sciences, and then two years in the master's program offered by Indiana University on the IUPUI campus). IU Northwest offers the courses required for entry into master's programs in occupational therapy. Upon completion of the bachelor's degree, students must apply for entry to a school of occupational therapy for their professional training. Admission to an occupational therapy program also requires documented volunteer or paid experiences in health care settings.

Preoccupational Therapy Requirements

- CHEM-C 101 (3 cr.)
- CHEM-C 121 or higher (2 cr.)
- Anatomy with a laboratory (4 cr.)
- Physiology with a laboratory (4 cr.)
- Composition (6 cr.)
- Speech (3 cr.)
- Basic statistics (3 cr.)
- MATH-M 118 or higher
- Ethics or philosophy (3 cr.)
- Introductory sociology (3 cr.)
- Introductory psychology (6 cr.)
- Abnormal psychology (3 cr.)
- Life span psychology (3 cr.)
- Medical terminology (3 cr.)
- Electives (12-13 cr.)

This plan of study will satisfy most of the requirements of other institutions. Applicants seeking admission to an occupational therapy program should contact the school they are interested in attending for up-to-date information on specific prerequisites and admission requirements.

For further information contact the health professions advisor at (219) 980-6745.

Optometry

Indiana University offers a seven-year program leading to a degree in optometry (three years preoptometry, four years in the School of Optometry). During the three-year preoptometry program, the student must complete 90 credit hours, including the following:

- CHEM-C 105 (3 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 126 (2 cr.)
- CHEM-C 341 (4 cr. or two courses)
- MATH-M 215 (5 cr.)
- PHYS-P 201 (5 cr.)
- PHYS-P 202 (5 cr.)
- PSY-P 101 (3 cr.)
- PSY-P 102 (3 cr.)
- PSY-K 300 (3 cr.)
- BIOL-L 101 (4 cr.)
- BIOL-M 310 (3-4 cr.)
- plus one additional advanced course in biology
- ENG-W 131 (3 cr.)
- Arts and humanities (6 cr.)
- Social and behavioral sciences (6 cr.)
- Proficiency equivalent of foreign language (10 cr.)

The student may submit an application to the School of Optometry one semester in advance of completion of preoptometry requirements.

For applications and additional information contact the health professions advisor at (219) 980-6745.

Pharmacy

IU Northwest does not grant a degree in pharmacy, but students may complete prepharmacy courses on this campus. The following plan of study is for students who will apply for admission to the School of Pharmacy and Pharmacal Sciences at Purdue University, West Lafayette campus. (The information is subject to change as a result of action by federal and/ or state governments, the Trustees of Purdue University, the administration of Purdue University, and the faculty of the School of Pharmacy and Pharmacal Sciences.)

The application for admission should be submitted to Purdue University before January 5 to ensure consideration for the fall semester. Students who decide to transfer to another institution may have to adjust their program.

Prepharmacy

- One year of general chemistry with laboratory (minimum 8 cr.)
- One year of organic chemistry with laboratory (minimum of 8 cr.)
- One year of calculus (minimum of 6 cr.)
- One semester of economics (3 cr.)
- One year of biology with laboratory (minimum of 8 cr.)
- One semester of microbiology with laboratory (minimum of 4 cr.)
- One year of anatomy and physiology (8 cr.)
- One semester of physics (5 cr.)
- Two semesters of English composition (minimum of 6 cr.)

Students who complete prepharmacy at IU Northwest can apply for admission to the School of Pharmacy at Purdue and should schedule PPHR200 (Pharmacy Orientation) after transferring. High school and college records will be considered in determining eligibility for admission. A student should also have at least a B+ average for all courses previously taken. In addition, the grade in each course must be at least a C for the credit to transfer. Grades are not transferred; only credit in the course is recorded. Purdue University does not automatically accept advanced credit that is granted by other universities. A similar program is now in place with the Chicago College of Pharmacy and its 2+3 program.

For further information on the health professions and pharmacy contact the health professions advisor at (219) 980-6745.

Physical Therapy

Indiana University offers a seven-year program leading to a degree in physical therapy (four years prephysical therapy leading to a bachelor's degree with a major in any department in the College of Arts and Sciences, three years in the doctoral physical therapy program offered by Indiana University on the IUPUI campus). IU Northwest offers the courses required for entry into master's and doctoral

programs in physical therapy. Upon completion of the bachelor's degree, students must apply for entry to a school of physical therapy for their professional training. Admission to a physical therapy program also requires documented volunteer or paid experiences in health care settings.

Prephysical Therapy Requirements

- CHEM-C 105 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 126 (2 cr.)
- Select one of the following
- PHYS-P 201 - P202 (10 cr.)
- PHYS-P 221 - P222 (10 cr.)
- Anatomy with a laboratory (4 cr.)
- Physiology with a laboratory (4 cr.)
- Basic statistics (3 cr.)
- Introductory psychology (3 cr.)
- Life span Human Development / Psychology (3 cr.)
- Social science or humanities electives (6 cr.)

This plan of study will satisfy most of the requirements of other institutions. Applicants seeking admission to a physical therapy program should contact the school they are interested in attending for up-to-date information on specific prerequisites and admission requirements.

For further information contact the health professions advisor at (219) 980-6745.

Physician Assistant

Indiana University does not have a degree program in physician assistant studies. However, the courses needed for admission are available at IU Northwest. Admission to most programs requires a minimum of 3 years (90 credit hours) of study at an accredited college or university. Some programs that offer a master's degree in physician assistant studies also require a bachelor's degree. The course requirements vary quite a bit, although most programs require

- Two courses of general chemistry with the lab
- One course in biology with the lab
- One course in microbiology with the lab
- Two courses in anatomy and physiology with the lab
- Two courses in organic chemistry with the lab

Admission to a physician assistant program generally requires volunteer or paid experience in a health care setting. Applicants seeking admission to a physician assistant program should contact the school they are interested in attending for up-to-date information on specific prerequisites and admission requirements.

For further information contact the health professions advisor at (219) 980-6745.

Podiatry

Indiana University does not have a degree program in podiatry. However, the courses needed for admission are available at IU Northwest. The minimum requirement for admission to a school of podiatry is completion of three academic years (90 credit hours) of study at an accredited

college or university. Applicants are strongly encouraged to obtain a baccalaureate degree before entering a college of podiatry. The undergraduate curriculum should include these courses:

- Biology (8 cr.) (Recommendation that 4 of those credits be either cell biology or biochemistry)
- Inorganic chemistry (8 cr.)
- Organic chemistry (8 cr.)
- Physics (8 cr.)
- English composition and literature (6 cr.)

Science courses must include laboratories.

Further information on the health professions and podiatry may be obtained by contacting the health professions advisor at (219) 980-6745.

Veterinary

Indiana University does not have a degree program in veterinary medicine. However, the courses needed to apply for admission to such a program are available at IU Northwest.

Candidates must complete a minimum of 70 credit hours of course work before taking the Graduate Record Exam.

Minimum requirements

- English composition (6 cr.)
- Speech (3 cr.)
- General biology with laboratories (8 cr.)
- General and organic chemistry with laboratories (16 cr.)
- One semester of genetics
- Two semesters of calculus
- Physics with laboratories (8 cr.)
- Genetics with laboratory (4 cr.)
- Three semesters of humanities (9 cr.)
- Electives (18 cr.)

If an animal nutrition course is not available at the undergraduate campus, a student may take this course after admission to the program.

Further information on the health professions and veterinary medicine may be obtained by contacting the health professions advisor at (219) 980-6745.

Courses Outside the College of Arts and Sciences

A candidate for a baccalaureate degree in the College of Arts and Sciences must complete satisfactorily at least 105 credit hours in courses in the College of Arts and Sciences unless a student pursues a minor or a certificate in another division of the university that grants degrees. If so, the 105 credit hour minimum in Arts and Sciences may be reduced sufficiently to allow the student to fulfill the minimum number of credit hours for the other division's minor or certificate, providing that all other Arts and Sciences requirements are met. If no such non-Arts and Sciences minor or certificate is pursued, the remaining 15 credit hours may be taken in the College of Arts and Sciences or in divisions of the university that grant degrees. Only courses that count toward a degree are acceptable.

Courses Outside IU Northwest

Current IU Northwest COAS students who seek to take additional courses at another college or university that are specifically required for their IU Northwest major are strongly advised to seek prior approval by their departmental chair, the chair of the department offering the course, and the dean of COAS before those courses are taken to ensure the transfer of those courses back to IU Northwest and the acceptance of those courses for their degree requirements.

Students who leave IU Northwest for a semester or longer, take courses elsewhere, and return to IU Northwest at a later date must go through the usual transfer of credit process as required for students new to IU Northwest; their department chairs and Dean have the right to deny approval of the acceptance of those courses by IU Northwest. Prior approval is advised.

Double Majors and Double Degree

Students may complete the requirements of two majors as either a double major or a double degree. With a double major, students complete the major (Group V) requirements for two majors and receive one degree. Students in this situation need only to satisfy the distribution requirements of the first major. They may use courses in the second major to satisfy the distribution requirements. With the double degree option, students complete two majors and receive two degrees. These degrees are of different type. Examples could include a student receiving a B.S. in Geology and a B.A. in English (different types of degrees) or a B.S. in Business and a B.S. in Biology (different divisions of the university), or a B.S. in Education and a B.A. in Geology (different types of degrees and different divisions of the university). A student pursuing a double degree would need to satisfy the distribution requirements for both majors.

Departments

Biology

About the Department of Biology

Biology is the study of life. The Department of Biology at IU Northwest offers an interdisciplinary program in the life sciences leading to a Bachelor of Science degree, or a Bachelor of Arts degree. Students majoring in other subjects may also earn a Minor in Biology. Our undergraduate programs are designed to interface with the faculty's expertise in biomedical sciences, biotechnology, and environmental and ecological sciences. The programs are diverse, flexible, and designed to accommodate individuals who have a wide range of interests within the life sciences. Courses are available for students seeking preprofessional training in the medical sciences (premedical, pre dental, and allied health sciences), for those pursuing occupations in biotechnology, forensics, and the pharmaceutical industry, for students intending to continue with graduate studies, and for those interested in environmental issues and field work. We firmly believe that the training of an undergraduate student is enhanced by experience in the "discovery side" of the discipline. Thus, students are encouraged to participate in research with faculty mentors. Many of our faculty have adjunct appointments at the Northwest Center for Medical Education, located across campus, and also maintain collaborations at other research institutions within the greater metropolitan area. This expands the opportunities for our

students to engage in research projects with a broad spectrum of life scientists within and outside of Indiana University.

Each student majoring in biology is encouraged to acquire in-depth knowledge in related scientific disciplines or in other areas of study that use biology or contribute to biological methodologies. Biology students are thus encouraged to consider obtaining a minor in another area of study. The student's advisor will help plan such a program, which may be in disciplines in the College of Arts and Sciences or in other divisions of the university.

In addition to course work structured for the biology major, the Biology Department offers an array of classes designed for students majoring in other disciplines who are interested in certain areas of the life sciences.

The Department of Biology sponsors a chapter of Beta Beta Beta, the national honorary society in biology. Moreover, many of our students belong to student run organizations with faculty advisors such as the Biology club and the Preprofessional Studies Club. These organizations foster friendships and community among students interested in the biological sciences and other sciences, and offer outside avenues for learning and gaining experience related to their formal training within the department.

Major in Biology - B.S.

The Bachelor of Science in Biology degree provides students with a rigorous general background in the field of biology to prepare for graduate or professional school or science-related jobs requiring bachelor's-level training. The requirements in chemistry, mathematics, and physics have been selected to optimize the student's future opportunities. The degree provides a rigorous background in fundamental biology and cognate areas, and prepares students for professional or research-oriented careers and graduate work in a selected area of biology.

Requirements

- BIOL-L 101* (4 cr.)
- BIOL-L 102* (4 cr.) prerequisite of BIOL-L 101
- BIOL-L 211(3 cr.) prerequisite of BIOL-L 102
- BIOL-L 311 (4 cr.) prerequisite of BIOL-L 211

*BIOL-L 101 and BIOL-L 102 must be taken in sequence.

- At least 25 additional credit hours in Biology upper-level (300-400) courses must be completed.
- Students must complete at least four additional upper level labs.
- BIOL-L 403 (Senior Seminar) must be completed during the senior year (1 cr.).

BIOL-L 473, BIOL-M 440, or BIOL-Z 466 may satisfy the capstone requirement.

A minimum of one course must be taken from the listed courses in each of the areas below

- Molecular and Cellular Biology
- BIOL-L 312 (3 cr.)
- BIOL-M 310 (4-5 cr.)
- BIOL-L 321 (3 cr.)
- BIOL-L 323 (3 cr.)

- Genetics, Development, Evolutionary Biology
- BIOL-L 318 (3 cr.)
- BIOL-Z 318 (3 cr.)
- BIOL-L 331 (3 cr.)
- BIOL-Z 466 (3 cr.)

- Ecology, Physiology, and Organismal Biology
- BIOL-B 351 (3 cr.)
- BIOL-B 352 (2 cr.)
- BIOL-Z 406 (3 cr.)
- BIOL-L 473 (3-4 cr.)
- Select one of the following
- BIOL-P 416 (3 cr.)
- BIOL-P 461 (4 cr.)

Students should consult with the Biology faculty for additional information concerning prerequisites and course content.

In addition to the required biology courses, the student must complete

- The following are required and should be taken concurrently with BIOL-L 101 and BIOL-L 102
- CHEM-C 105 (3 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 126 (2 cr.)

- CHEM-C 341 (3 cr.)
- CHEM-C 342 (3 cr.)
- CHEM-C 343 (2 cr.)
- Select one of the following
- CHEM-C 344 (2 cr.)
- BIOL-L 323 (3 cr.)

- Select one of the following
- PHYS-P 201 (5 cr.) - PHYS-P 202 (5 cr.)
- PHYS-P 221 (5 cr.) PHYS-P 222 (5 cr.)

- MATH-M 215 (5 cr.)
- PSY-K 300 statistics (3 cr.)
- Select one of the following:
- CSCI-A 106 (3 cr.)
- CSCI-C 106 (3 cr.)
- CSCI-A 201 (4 cr.)
- CSCI-C 201 (4 cr.)

Students may specialize in the following emphasis areas by choosing at least 12 credit hours from the listed courses within the specialty area (courses not listed may be substituted with consent from the departmental chair):

Biotechnology and Molecular Biology

- Select from the following
- BIOL-L 312 Cell Biology (3 cr.)
- BIOL-L 323 Molecular Biology Laboratory (3 cr.)
- BIOL-M 310 Microbiology (3-4 cr.)
- BIOL-M 430 Virology (3 cr.)
- BIOL-Z 317 Developmental Biology (3 cr.)
- BIOL-Z 318 (3 cr.)

Biomedical Sciences

- Select from the following
- BIOL-L 312 Cell Biology (3 cr.)
- BIOL-L 321 Immunology (3 cr.)
- BIOL-L 331 Human Genetics (3 cr.)
- BIOL-L 391 Special Topics in Biology (including Autoimmunity) (1-3 cr.)
- Select one from the following
- BIOL-L 498 Professional Internship (cr. arr.)
- BIOL-L 490 Individual Study (cr. arr.)
- BIOL-M 310 Microbiology (3-4 cr.)
- BIOL-M 430 Virology (3 cr.)
- BIOL-M 440 Medical Microbiology (3 cr.)
- BIOL-P 431 Human Physiology (3 cr.)
- BIOL-Z 318 Developmental Biology (3 cr.)
- BIOL-Z 466 Endocrinology (3 cr.)

Ecology and Conservation Biology

- Select from the following
- BIOL-L 473 Ecology (3-4 cr.)
- BIOL-L 476 Regional Ecology (2 cr.)
- BIOL-L 482 Restoration Ecology (3 cr.)
- BIOL-L 483 Conservation Biology (3 cr.)
- BIOL-L 490 Independent Research (cr. arr.)
- BIOL-Z 406 Vertebrate Zoology (3-4 cr.)
- BIOL-B 355 Plant Diversity (4 cr.)

In addition to the above courses, the student is responsible for fulfilling the general requirements of the Bachelor of Science degree as established by the College of Arts and Sciences.

Major in Biology - B.A. Requirements

- Introductory courses BIOL-L 101* (4 cr.)
- BIOL-L 102* (4 cr.) prerequisite of BIOL-L 101
- BIOL-L 211 (3 cr.) prerequisite of BIOL-L 101
- BIOL-L 311 (4 cr.) prerequisite of BIOL-L 211
- At least 18 additional credit hours in biology upper-level (300-400) courses must be included.
- Students must complete at least two additional upper-level labs.

*BIOL-L 101 and BIOL-L 102 must be taken in sequence.

A minimum of one course must be taken from the listed courses in each of the areas below

- Molecular and Cellular Biology
- BIOL-L 312 (3 cr.)
- BIOL-M 310 (3-4 cr.)
- BIOL-L 321 (3 cr.)
- BIOL-L 323 (3 cr.)
- Genetics, Development, Evolutionary Biology
- BIOL-L 318 (3 cr.)
- BIOL-Z 318 (3 cr.)
- BIOL-L 331 (3 cr.)

- BIOL-Z 466 (3 cr.)
- Ecology, Physiology, and Organismal Biology
- BIOL-B 351 (3 cr.)
- BIOL-B 352 (2 cr.)
- BIOL-Z 406 (3 cr.)
- BIOL-L 473 (3-4 cr.)
- Select one of the following
- BIOL-P 416 (3 cr.)
- BIOL-P 461 (4 cr.)

Students should consult with the department for additional information concerning prerequisites and course content.

- The following are required and should be taken concurrently with BIOL-L 101 and BIOL-L 102
- CHEM-C 105 (3 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 126 (2 cr.)

Students planning on graduate or professional school should take

- chemistry through CHEM-C 344
- PHYS-P 201
- PHYS-P 202
- mathematics at least through MATH-M 215
- statistics (PSY-K 300 or equivalent)
- computer language / application course.

BIOL-L 473, BIOL-M 440, or BIOL-Z 466 may satisfy the capstone requirement.

In addition to the above courses, the student is responsible for fulfilling the general requirements of the Bachelor of Arts degree as established by the College of Arts and Sciences. see as established by the College of Arts and Sciences.

Minor in Biology

Students wanting to minor in the biological sciences are required to take a minimum of 18 credit hours and may elect to have a minor in one of the following fields: general biology, microbiology, biotechnology, ecology, or human biology. *Courses in these minor areas are to be chosen with the consent of the Department of Biology*

Special Programs for Preprofessional Students in the Health Sciences

Students interested in a preprofessional curriculum for medicine, dentistry, podiatry, optometry, or other health fields should refer to the preprofessional curriculum section in this bulletin. No specific major or degree program is required for preprofessional students. Students desiring a B.S. or B.A. biology degree should consult with the biology faculty to plan their course work. Most professional schools prefer students who will have completed a B.S. or B.A. degree before actually beginning the professional curriculum.

Options for Special Credit

Course credit may be awarded for high scores on the Advanced Placement and College Entrance Examination

Board tests. Please see the Admissions Office and/or the Biology Department for more information.

Courses for Nonmajors

The BIOL-L 100 course offers the nonmajor an opportunity to examine the fundamental principles of biology and to prepare for more advanced courses should the decision be made to continue in biology.

The 200-400 level nonmajor courses are designed to acquaint students possessing minimal science background with the basic principles underlying the modern biological sciences. Emphasis is given to those biological concepts and advances that are of prime importance to the liberally educated nonscientist.

In addition to BIOL-L 100, the following courses are intended for nonmajors: BIOL-L 104, PHSL-P 130, BIOL-L 200, BIOL-M 200, BIOL-L 215, PHSL-P 261, PHSL-P 262, PHSL-P 263, BIOL-L 300, BIOL-L 302, BIOL-L 310, BIOL-L 316, BIOL-L 350, BIOL-L 363, BIOL-L 378, and BIOL-L 499

Chemistry, Physics, and Astronomy Chemistry

About the Major in Chemistry

The chemistry major provides an excellent academic background for graduate school (B.S., B.S.-A.C.S. on B.A.); for a career as an industrial chemist (B.S., B.S.-A.C.S. or B.A.); for acceptance into medical, dental, or other professional health-related programs; and for positions in chemical instrument sales or chemically related administrative positions.

Minimum Degree: Students not receiving the Professional (A.C.S.) degree are encouraged to take as many chemistry courses as possible above the minimum to enhance their professional skills and employment possibilities.

Recommended Minors (15 to 20 credit hours)

Although a minor is not required, it may enhance professional opportunities. Recommended minors: biology, computer science, geosciences, mathematics, or physics. Consult the chemistry department or the appropriate department for details. The B.S. degree is set up to enable the student who so desires to take a minor in one of these areas.

About the B.S. or B.S. - A.C.S. Degree (B.S., B.S.-A.C.S. or B.A.)

These degree programs are designed primarily for students planning to go on to graduate school or preparing for careers as industrial chemists. The American Chemical Society certifies these IU Northwest programs. Graduates of these programs will be recommended to the American Chemical Society as having fulfilled requirements of the ACS Committee on Professional Training. The B.S. degree emphasizes science courses as major requirements outside of the major required core; the B.A. emphasizes non-science courses outside of the required major core. The B.S. is set up to enable the student to easily obtain a minor in a related area (see the following).

Minimum Degree: Students not receiving the Professional (A.C.S.) degree are encouraged to take as many chemistry

courses as possible above the minimum to enhance their professional skills and employment possibilities.

Bachelor of Arts (B.A.) Degree Departmental Requirements

Minimum degree requirements: 34-36 credit hours of chemistry including CHEM-C 105 - CHEM-C 106, CHEM-C 125, CHEM-C 126, CHEM-C 301, CHEM-C 310, CHEM-C 341, CHEM-C 342, CHEM-C 434, CHEM-C 361, CHEM-C 363, CHEM-C 430, CHEM-C 209 (waived if proficiency exam is passed), and at least one from CHEM-C 344, CHEM-C 362, CHEM-C 410, CHEM-C 483, Also required: MATH-M 215 - MATH-M 216 and PHYS-P 221 - PHYS-P 222 (CHEM-C 301 and proficiency examinations are the capstone requirements.)

ACS-Certified Degree

46 credit hours in chemistry including CHEM C105-CHEM C106, CHEM C125CHEM C126, CHEM C301, CHEM C310, CHEM C341CHEM C344 inclusively, CHEM C361-CHEM C363 inclusively, CHEM C409 (2 cr.), CHEM C410, CHEM C430, CHEM 0209 (waived if proficiency examination is passed) and any two of the following (one must be a chemistry course): CHEM C431, CHEM C441, CHEM C483; PHYS P301; or an advanced mathematics or physics course. Also required: MATH M215-MATH M216, MATH M311; PHYS P221-PHYS P222; and CSCI C201. German is strongly suggested as the foreign language. See the Arts and Sciences section of this bulletin for non-science requirements. Students must also complete the general requirements of the College of Arts and Sciences.

Bachelor of Science (B.S.) Degree

Departmental Requirements Chemistry: 46 credit hours minimum, including CHEM-C 105 - CHEM-C 106, CHEM-C 125 - CHEM-C 126, CHEM-C 301, CHEM-C 310, CHEM-C 341 - CHEM-C 344 inclusive, CHEM-C 361 - CHEM-C 363 inclusive, CHEM-C 409 (2 cr.), CHEM-C 410, CHEM-C 430, and at least one from among: CHEM-C 303, CHEM-C 335, CHEM-C 431, CHEM-C 441, or CHEM-C 483. CHEM-C 209 is also required or waived if proficiency examination is passed. (CHEM-C 301 and proficiency examinations are the capstone requirements.) Physics (10 cr.): PHYS-P 221 - PHYS-P 222; Mathematics (13 cr.): MATH-M 215 - MATH-M 216 and MATH-M 311; Biology (4 cr.): BIOL-L 101; Computer Science (4 cr.): CSCI-C 201; Ancillary science electives: minimum of 16 credit hours (consult department for a listing of approved courses). Total credit hours 123-128. Students must also complete the general requirements of the College of Arts and Sciences.

Bachelor of Science (B.S.) Degree (A.C.S.) Certified

Departmental Requirements Chemistry: 48 credit hours minimum. Requirements are the same as for the B.S. degree except CHEM-C 483 is required. Chemistry courses may be taken as electives but are not required for the B.S. (A.C.S.) degree. PHYS-P 301; or an advanced mathematics or physics course. Also required: MATH-M 215 - MATH-M 216, MATH-M 311; PHYS-P 221 - PHYS-P 222; and CSCI-C 201. German is strongly suggested as the foreign language. See the Arts and Sciences section of this bulletin for non-science requirements. Students must also complete the general requirements of the College of Arts and Sciences.

Courses for ACS Degree (B.S. or B.A). Degree

Suggested sequence of required science and mathematics courses:

Freshman Year

- CHEM-C 105 - CHEM-C 106 Principles of Chemistry
- CHEM-C 125 - CHEM-C 126 Experimental Chemistry I and II
- MATH-M 215 - MATH-M 216 Analytical Geometry and Calculus I and II

Sophomore Year

- CHEM-C 341 - CHEM-C 342 Organic Chemistry Lecture I and II
- CHEM-C 343 - CHEM-C 344 Organic Chemistry Laboratory I and II
- PHYS-P 221 - PHYS-P 222 Physics I and II
- MATH-M 311 Calculus III

Junior Year

- CHEM-C 361 - CHEM-C 362 Physical Chemistry I and II
- CHEM-C 363 Physical Chemistry Laboratory
- CHEM-C 310 Analytical Chemistry

Senior Year

- CHEM-C 483 Biochemistry
- CHEM-C 301 Chemistry Seminar
- CHEM-C 409 Chemical Research
- CHEM-C 410 Principles of Chemical Instrumentation
- CHEM-C 430 Inorganic Chemistry

Minor in Chemistry Requirements

CHEM-C 105, CHEM-C 125, CHEM-C 106, CHEM-C 126, CHEM-C 341 and two advanced courses of 3 credit hours or more.

Non-Major Chemistry Courses

CHEM-C 100 The World of Chemistry (3 cr.);
CHEM-C 101 Elementary Chemistry I (3 cr.) P: MATH-M 007 or equivalent; **CHEM-C 102 Elementary Chemistry II (3 cr.)** P: CHEM-C 101 Continuation of CHEM-C 101;
CHEM-C 105 Principles of Chemistry I (3 cr.) P: two years of high school algebra or MATH-M 014, one year of high school chemistry; CHEM-C 125 recommended concurrently;
CHEM-C 106 Principles of Chemistry II (3 cr.) P: CHEM-C 105 CHEM-C 126 recommended concurrently; **CHEM-C 110 The Chemistry of Life (3 cr.);** **CHEM-C 121 Elementary Chemistry Laboratory I (2 cr.)** P: CHEM-C 101 C: CHEM-C 101; **CHEM-C 122 Elementary Chemistry Laboratory II (2 cr.)** P: CHEM-C 101, CHEM-C 121, CHEM-C 102 C: CHEM-C 102; **CHEM-C 125 Experimental Chemistry I (2 cr.)** P: CHEM-C 105 C: CHEM-C 105; **CHEM-C 126 Experimental Chemistry II (2 cr.)** P: CHEM-C 106 or concurrent, CHEM-C 125.

Interdepartmental Major in Environmental Science - B.S.

The Interdepartmental major involving Biology, Chemistry, and Geology in Environmental Science provides rigorous interdisciplinary background in the natural science segment

of the environmental sciences, combined with a significant background in the allied disciplines of physics and mathematics, and coursework in environmental affairs. The degree is designed to prepare students for graduate programs, or employment as scientists in technical fields associated with the environmental industry and government sector. These disciplines include hydrology, environmental hazard mitigation, waste management, water and air quality issues, ecology, and habitat issues.

This is an interdepartmental degree. Students fulfill core requirements from the disciplines of geology, chemistry, and biology and choose two disciplines for an interdepartmental concentration area. Students are required to complete a minimum of 40 credit hours in the interdepartmental major – with a minimum of 12 credit hours at the 300- or 400-level in each area. Students are required to complete additional coursework in associated areas of study.

Requirements

Complete the general education requirements for the Bachelor of Science degree in the College of Arts and Science. Fulfill the following:

- Geology, Chemistry, and Biology requirements
- G101 – G102 Intro to Earth Science/Intro to Earth Science Lab (4 cr.)
- G221 – Mineralogy – Lecture/Lab (4 cr.)
- C105 – C125 Principles of Chemistry I/Experimental Chemistry I (5 cr.)
- C106 – C126 Principles of Chemistry II/Experimental Chemistry II (5 cr.)
- L101 – Introduction to Biological Sciences I – Lecture/Lab (4 cr.)
- L102 – Intro to Biological Sciences II – Lecture/Lab (4 cr.)
- Public and Environmental Affairs allied environment requirement
- Select one of the following
- SPEA E400 (Topics in Environmental Studies) – Environmental Law (3 cr.)
- SPEA E400 (Topics in Environmental Studies) – Environmental Mediation (3 cr.)
- Complete a combined total of 40 credit hours from **two** scientific disciplines in the major. The 40 credit hour concentration need not be equally divided between the two disciplines. Each of the two areas should include a minimum of 12 credit hours of 300- 400-level coursework. The list of acceptable coursework is listed below. Coursework completed in the students' chosen disciplines from 2. above (Geology, Chemistry, and Biology requirements) count toward the total credit hours.
- Biology
- B351 – Fungi – Lecture/Lab (3-4 cr.)
- B355 – Plant Diversity (4 cr.)
- L473 – Ecology – Lecture/Lab (3-4 cr.)
- L482 – Restoration Ecology (3 cr.)
- Z406 – Vertebrate Zoology – Lecture/Lab (3-4 cr.)
- L490 – Individual Study in Biology (3-6 cr.)
- Chemistry

- C341 – Organic Chemistry I (3 cr.)
- C343 – Organic Chemistry I Lab (2 cr.)
- C303 – Environmental Chemistry (3 cr.)
- C310 – Analytical Chemistry + Analytical Chemistry Laboratory (5 cr)
- C409 – Chemical Research (3-6)
- Geosciences
- G317 – Field and Laboratory Techniques (3 cr.)
- G334 – Sedimentology and Stratigraphy – Lecture/Lab (4 cr.)
- G451 – Hydrogeology – Lecture/Lab (4 cr.)
- G407/G408 – Senior Geosciences Research Project (3-6 cr.) Must be advisor approved
- G429e – Environmental Geology Field Camp (6 cr.) offered through IU Bloomington – or other chair-approved hydrogeology/Environmental Geology field camp. See list of pre-requisites in the list of classes at end of bulletin.
- G490 – Senior Seminar (1 cr.) – must be environmentally-based and advisor approved
- GEOG 415/515 – Advanced Geographic Information Systems (GIS) (3 cr.) (offered through VIGGA – class will meet at Valparaiso University).
- Students are responsible for fulfilling prerequisites for this course (GEOG 215) that are not part of the Environmental Science program.
- Allied Sciences (18 credit hours)
- M215 – Calculus I (5 cr.)
- K300 – Statistics (3 cr.)
- P201 or P221 – Physics I (5 cr.)
- P202 or P222 – Physics II (5 cr.)
- Senior Seminar (*capstone*) (integration of Biology/Chemistry/Geology into environmental topics of current importance) (1 cr.) – G490/L403/C301

Electives

The following list is designed to provide students with guidance in course selection. Students should speak to their advisors to choose elective courses that best meet their educational goals.

- Any coursework from Biology, Chemistry, and Geology that was not used to satisfy major requirements.
- GEOG 230 – Remote Sensing (3 cr.) (offered through VIGGA – class will meet at Valparaiso University)
- M216 – Calculus II (5 cr.)
- SPEA H316 – Environmental Health (3 cr.)
- SPEA E400/V450 – Environmental Planning (3 cr.)

Physics

Major in Physics - B.A.

IU Northwest does not offer a major in physics. These requirements are for the Bloomington campus.

Concentration Requirements

Physics: At least 25 credit hours, including PHYS-P 201 - PHYS-P 202 or PHYS-P 221 - PHYS-P 222, PHYS-P 301. Recommended courses are PHYS-P 309, PHYS-P 332, PHYS-P 340.

Mathematics: MATH-M 215, MATH-M 216, and MATH-M 343 are required.

Minor in Physics

Requirements 16 credit hours including PHYS-P 201 - PHYS-P 202 or PHYS-P 221-PHYS-P 222, plus selections from PHYS-P 301, PHYS-P 320, PHYS-P 331, or PHYS-P 340. Alternatives are permissible with departmental approval.

Courses for Non-Science Majors

Courses PHYS-P 101 and PHYS-P 120 are intended for students majoring in the humanities, social sciences, and education. They assume little or no background in science or mathematics. All courses listed can be used to satisfy divisional distribution requirements; however, credit will be granted for only one of the following sequences: PHYS-P 101 - PHYS-P 102, PHYS-P 103 - PHYS-P 104, or PHYS-P 151 - PHYS-P 152. PHYS-P 151 - PHYS-P 152 will not fulfill the science requirement for education majors. These courses are not open to physics majors.

Communication

About the Department of Communication

The communication program provides students with an opportunity to investigate communication processes as they occur within and among individuals, groups, organizations, and societies. Students analyze the human communication process, develop communication skills, and learn how to facilitate the communication of others. For purposes of organization and utility, courses in speech, communication, and telecommunications have been combined into a single administrative unit within the department.

The major in communication provides the student with a broad-ranged understanding of human communication processes and the ability to apply basic principles, methods, and findings of human communication research in a variety of settings. The major serves as a foundation for professional fields such as public relations, personnel, sales, and training as well as providing excellent preparation for graduate study in communication, law, the ministry, public administration, and business.

Communication (COMM), Speech (SPCH), and Telecommunications (TEL) courses are listed in separate sections.

Major in Communication Requirements

1. A minimum of 30 credit hours, with grades of C- or higher, in courses labeled SPCH, COMM, or TEL.
2. As part of the 30 credit hours, students must take SPCH-S 122, SPCH-S 424, and one of the following: SPCH-S 405, SPCH-S 427, or SPCH-S 450.
3. After completing 21 credit hours in the major, students must take SPCH-S 400 (the capstone course).
4. The general education requirements set forth by the College of Arts and Sciences requires students pursuing the B.A. degree to take two courses designated as intensive writing courses. Communication majors must take a minimum of one intensive writing course from courses offered by the Department of Communication.

5. A minimum of 15 credit hours must be taken at the 300-400 level.
6. Communication majors are required to augment their academic program in communication with a minor (a minimum of 15 credit hours) in another discipline. The student selects the minor area in consultation with a faculty advisor.

Most of the courses fall into one of three informal emphasis areas. A minimum of 12 credit hours in one area constitutes an emphasis in that area. The emphasis areas are as follows:

Emphasis Areas for Communication Majors

Communication as Performance

- SPCH-S 313 Communication as Performance (3 cr.)
- COMM-C 320 Advanced Public Speaking (3 cr.)
- COMM-C 340 Practicum in Media Production (3 cr.)
- SPCH-S 405 Human Communication Theory (3 cr.)
- SPCH-S 414 Topics in Performance and Culture (3 cr.)
- SPCH-S 427 Cross-Cultural Communication (3 cr.)
- SPCH-S 450 Gender and Communication (3 cr.)
- COMM-M 460 Culture and Mass Communication (3 cr.)
- SPCH-S 480 Personal Narrative and Performance (3 cr.)

Total (27 cr.)

Media Studies and Cultural Communication

- TEL-C 200 Introduction to Mass Communication (3 cr.)
- TEL-R 308 Radio Production and Directing (3 cr.)
- COMM-C 340 Practicum in Media Production (3 cr.)
- COMM-C 351 TV Production I (3 cr.)
- SPCH-S 405 Human Communication Theory (3 cr.)
- SPCH-S 424 Empirical Research Methods in Speech Communication (3 cr.)
- SPCH-S 427 Cross-Cultural Communication (3 cr.)
- SPCH-S 450 Gender and Communication (3 cr.)
- COMM-M 460 Culture and Mass Communication (3 cr.)
- COMM-C 462 Media Theory and Criticism (3 cr.)

Total (30 cr.)

Relational Communication

- SPCH-S 322 Advanced Interpersonal Communication (3 cr.)
- SPCH-S 329 Discussion and Group Dynamics (3 cr.)
- SPCH-S 405 Human Communication Theory (3 cr.)
- SPCH-S 424 Empirical Research Methods in Speech Communication (3 cr.)
- SPCH-S 427 Cross-Cultural Communication (3 cr.)
- SPCH-S 440 Organizational Communication (3 cr.)
- SPCH-S 450 Gender and Communication (3 cr.)
- SPCH-S 480 Personal Narrative Research and Performance (3 cr.)

Total (24 cr.)

The Department of Communication is committed to making the communication major available to part-time and working students. Multiple courses are offered in the evening and

during the summer to meet diverse scheduling needs. Communication majors must also complete the general education requirements for the Bachelor of Arts degree in the College of Arts and Sciences as well as general university requirements.

Internships

Internships are available for communication majors, mostly during fall semester. SPCH-S 490 requirements include minimums of junior or senior standing, 21 credit hours of completed communication courses, a 3.0 grade point average in the major, an overall 2.5 grade point average (or higher), faculty supervision, and departmental approval. Internship credit hours count as electives toward the total number of credit hours needed for graduation, but *do not count in the major*.

Interdepartmental Major in Afro-American Studies and Communication

The Departments of Communication and Minority Studies offer a thematically integrated major in Afro-American and Communication Studies. This interdepartmental major is designed for students who wish to combine substantial Afro-American studies with their work in the communication major. (Details available under the "Department of Minority Studies" section of this bulletin.)

Minor in Communication Requirements

- SPCH-S 121 (3 cr.)
- SPCH-S 122 (3 cr.)
- SPCH-S 223 (3 cr.)
- Select a minimum of 6 credit hours at the 300-400 level

With careful planning, it is possible for students to eventually earn a minor through successfully completing required courses offered during a combination of evenings, summer sessions, and weekends.

Computer Information Systems

Computer Information Systems Admission

Admission to any of the programs in this department will be determined on a competitive basis. Consult the department chairperson for specific details concerning application requirements and procedures.

B.S. in Computer Information Systems (CIS)

- Complete a minimum of 120 credit hours. At least 36 of those credit hours must be at the 300-400 level.
- Complete distribution requirements (please see department for specific CIS requirements).

Group V Major—Computer Information Systems Core (45 cr.)

- CSCI-C 106 (3 cr.)
- DPIS-D 150 (3 cr.)
- CSCI-A 106 (3 cr.)

Select one of the following programming options:

- option A
- CSCI-A 201 (4 cr.)

- CSCI-A 302 (4 cr.)
- option B
- CSCI-A 201 (4 cr.)
- CSCI-C 307 (3 cr.)
- option C
- CSCI-C 203 (4 cr.)
- CSCI-C 320 (3 cr.)
- option D
- CSCI-A 210 (4 cr.)
- CSCI-A 346 (3 cr.)
- CSCI-A 247 (3 cr.)

Select one of the following options:

- option A
- DPIS-D 330 (3 cr.)
- DPIS-D 446 (3 cr.)
- option B
- CSCI-C 445 (3 cr.)
- CSCI-C 446 (3 cr.)
- DPIS-D 345 (4 cr.)
- DPIS-D 350 (3 cr.)

Select one of the following for the capstone requirement:

- CSCI-Y 398 (1-6 cr.)
- CSCI-C 390 (1-3 cr.)

Electives to complete 45 credit hours.

Students must also complete the general requirements of the College of Arts and Sciences.

Microcomputer Applications Proficiency Test

- A microcomputer applications proficiency test allows students to test out of CSCI-A 106 Introduction to Computing (3 cr.). The test consists of online and written modules that measure the student's ability to perform various tasks upon actual computer files. Achieving a total minimum grade of 70 percent would allow a student to test out of CSCI-A 106. However, in order to receive credit hours for the course, a student must satisfactorily complete either CSCI-A 285 or DPIS-D 290 with a C (2.0) or higher. Such a student will be eligible for 3 credit hours of special credit with a grade of S. It is the responsibility of the student to request that CIS forward this information to his or her division.
- Each module will be graded separately. Achieving a minimum grade of 70 percent for a module would allow a student to test out of that particular module. CIS provides a method for students to receive instruction only in the areas where placement scores indicate that they are deficient by teaching three 1 credit hour courses taught concurrently with CSCI-A 106: CSCI-A 103 (word processing), CSCI-A 104 (spreadsheets), and CSCI-A 105 (relational database).
- Total (45 cr.)

Group VI: Minor

- Students must select a minor in any area. (A business or SPEA minor is very marketable with the computer information systems degree.)

Electives and Internship

- Each student will be required to gain sufficient elective or internship credit to meet the minimum 120 credit hour requirement.
- A maximum of 6 credit hours may be awarded for successful completion of an internship. Credit not given for both COAS-W 398 and CSCI-Y 398 in excess of 6 credit hours. The CSCI-Y 398 Internship is considered a capstone course. While internships are opportunities to learn new skills, CIS interns are often hired based on their cumulative knowledge and ability to provide employers with needed skills. CIS Internship credit is normally awarded 1 credit hour a semester.
- Consult the department chairperson for specific details concerning registration requirements, procedures and testing schedules.

B.S. in Informatics (INFO) Requirements

1. A minimum of 122 credit hours are required to complete the degree requirements
2. Students must also complete the general requirements of the College of Arts and Sciences (please see department for specific CIS requirements)

General Education Requirements (39-49 cr.)

The general education requirements for Bachelor of Science in Informatics will parallel those for a Bachelor of Science degree in the College of Arts and Sciences. Specifically, in addition to the general requirements for this baccalaureate degree, candidates for the Bachelor of Science degree in Informatics must complete the following group requirements.

Group V—Major (55-58 cr.)

The major requirements are organized into three categories: Informatics Core (34 cr.) Informatics Electives (6 cr.) Cognate Area (15-18 cr.)

Informatics Core (34 credit hours)

Required (22 cr.)

- INFO-I 101 Introduction to Informatics (4 cr.)
- INFO-I 201 Mathematical Foundations of Informatics (4 cr.)
- INFO-I 202 Social Informatics (3 cr.)
- INFO-I 210 Information Infrastructure I (4 cr.)
- INFO-I 211 Information Infrastructure II (4 cr.)
- INFO-I 308 Information Representation (3 cr.)
- Select two of the following (6 cr.)
- INFO-I 300 Human-Computer Interaction (3 cr.)
- INFO-I 303 Organizational Informatics (3 cr.)
- INFO-I 310 Multimedia Arts and Technology (3 cr.)
- INFO-I 320 Distributed Systems and Collaborative Computing (3 cr.)
- Select one of the following three capstone options (6 cr.)

- INFO-I 494 and INFO-I 495 Design and Development of an Information System I/II (3 - 3 cr.)
- INFO-I 492 and INFO-I 493 Thesis/Senior Project (3 - 3 cr.)
- INFO 1420 Internship in Informatics (1 cr. may be repeated up to 6 cr.)

Total (34 cr.)

Informatics Electives (6 credit hours, 300 level or higher)

Please see the CIS Department for a list of acceptable courses.

Total (6 cr.)

Cognate Area (15-18 credit hours)—Select one Cognate Area

Please see the individual departments for specific information on the Cognate Area.

Interdepartmental Major: CIS and Fine Arts Bachelor of Science in Computer-based Graphic Arts

Computer-based graphic artists are sought-after in the job market. The students who graduate with this degree will have a strong background in artistic (fine arts) and computer (CIS) skills. Computer-based graphic arts are widely used tools in business, industry, and the arts.

The student will have two official advisors—one in the Department of Fine Arts and one in Computer Information Systems—who will help plan the course of study in detail and with frequent consultations.

The general degree requirements are the same as for the Bachelor of Science in Computer Information Systems, except that the Group I requirement consists of only ENG-W 131, ENG-W 231, and MATH-M 118 and Group V Major requirements are replaced by the following:

Group V Interdepartmental Major Requirements (45-47 cr.)

Department of Fine Arts (31-38 cr.)

- Select one of the following
- FINA-F 100 (3 cr.)
- FINA-F 102 (3 cr.)
- FINA-A 100 series (history of art) (3 cr.)
- 300- or 400- level art history (3 cr.)
- FINA-S 250 (3 cr.)
- FINA-S 351 (3 cr.)
- FINA-S 352 (3 cr.)
- FINA-S 353 (3 cr.)
- FINA-S 400 (1-3 cr.)
- FINA-S 413 (3 cr.)
- FINA-S 414 (3 cr.)
- FINA-S 415 (3 cr.)
- FINA-A 435 (3 cr.)
- FINA-S 497 (1-3 cr.)
- Complete requirements 5-7 for Major in Studio Practice
- Capstone course requirement

- FINA-A 435 (3 cr.)
- FINA-S 497 (1-6 cr.)
- participating in the graduating senior exhibition

Total (31-38 cr.)

Computer Information Systems (18 cr.)

- CSCI-A 106 (3 cr.)
- CSCI-A 251 (3 cr.)
- CSCI-A 348 (3 cr.)
- Select one of the following
- CSCI-A 340 (3 cr.)
- DPIS-D 250 (3 cr.)
- DPIS-D 490 (3 cr.)
- CSCI-C 390 (6 cr.)
- capstone course requirement
- FINA-A 435 (3 cr.)
- FINA-S 497 (1-6 cr.)
- participating in the graduating senior exhibition

Total (18 cr.)

For Bachelor of Science degrees, all students must complete the group VI minor.

There is a Bachelor of Arts version of this interdepartmental degree. See the Fine Arts Department section for details.

Interdepartmental Major: CIS and Mathematics Bachelor of Science in Simulation/Modeling Analysis

The students who graduate with this degree will have a strong background in theoretical (mathematics) and practical (CIS) skills. Modeling and computer simulation are widely used tools in business, industry, and research. Computer simulation allows an investigator to test proposed alterations to existing systems as well as proposed designs for entirely new systems.

Work in this area requires strong mathematical, statistical, and computer skills. This program should appeal to students interested in mathematics, computers, business, and the sciences.

The student will have two official advisors—one in Mathematics and one in Computer Information Systems—who will help plan the course of study in detail.

The general degree requirements are the same as for the Bachelor of Science in Computer Information Systems, except that the Group V major requirements are replaced by the following:

Group V Interdepartmental Major Requirements (43-45 cr.)

Department of Mathematics (22 cr.)

- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- MATH-M 301 (3 cr.)
- MATH-M 360 (3 cr.)
- MATH-M 447 (3 cr.)
- MATH-M 448 (3 cr.)

Total (22 cr.)

Computer Information Systems (21-23 cr.)

- CSCI-C 106 (3 cr.)
- DPIS-D 150 (3 cr.)
- Select one of the following
- CSCI-C 201 (4 cr.)
- CSCI-A 201 (4 cr.)
- CSCI-C 307 (3 cr.)
- CSCI-A 302 4 cr.)

- CSCI-C 343 (4 cr.)
- DPIS-D 410 (3 cr.)
- Select one of the following (1-3 cr.)
- CSCI-C 390 (1-3 cr.)
- DPIS-D 390 (1-3 cr.)

- Capstone course requirement
- Select one of the following
- CSCI-C 390 course (1-3 cr.)
- DPIS-D 390 course (1-3 cr.), for which the student will write a complete project-thesis starting with a theoretical model of a problem and then writing a computer program solution in C++, Java, or other appropriate computer language. The possibility of internships also exists because the degree is highly application-oriented. An especially rewarding situation would combine the internship and the capstone experience into a single project-thesis.

Total (21-23 cr.)

For Bachelor of Science degrees, all students must complete the Group VI minor.

Minor in Computer Information Systems (CIS) Requirements

- CSCI-C 106 (3 cr.)
- CSCI-A 106 (3 cr.)
- 200 to 400 level (9 cr.)
- Students must also complete general requirements of the College of Arts and Sciences.

Total (15 cr.)

Please see a CIS Department advisor for combinations of classes if you have a specific interest in a particular area.

Postbaccalaureate Certificate in Computer Information Systems

A postbaccalaureate certificate in computer information systems is offered for students with baccalaureate degrees in another discipline who wish to complement their undergraduate education with course work similar to the requirement for a Bachelor of Science degree in computer information systems.

The postbaccalaureate certificate program enables the holder of a bachelor's degree with a major in another field to obtain formal recognition of training in the computer field. Students select one of five options after successfully meeting or completing the following prerequisites: ENG-W 131 and ENG-W 231 and MATH-M 118.

Student Consumer Information about this Program

Requirements

- CSCI-C 106 (3 cr.)
- CSCI-A 106 (3 cr.)
- DPIS-D 150 (3 cr.)
- Select seven more courses with at least four of those courses taken at the 300 to 400 level.

Please see a CIS department advisor for combinations of classes if you have a specific interest in a particular area.

Economics

The economics program is housed in the School of Business and Economics. Degrees in economics are awarded by the College of Arts and Sciences.

About Economics

The economics program is housed in the School of Business and Economics. Degrees in economics are awarded by the College of Arts and Sciences.

Major in Economics

Requirements

- ECON-E 103 (3 cr.)
- ECON-E 104 (3 cr.)
- ECON-E 270 (3 cr.)
- Select one of the following
- ECON-E 321 (3 cr.)
- BUS-G 300 (3 cr.)
- equivalent course work

- Select one of the following
- ECON-E 322 (3 cr.)
- equivalent course work

- sufficient additional hours in Economics to total a minimum of 27 credit hours

Total (27 cr.)

Students may not count ECON-E 309 for credit toward the economics major. Students interested in majoring in economics should consult with a member of the economics faculty for additional information. Students planning to pursue a graduate degree in economics should plan a program of study, in consultation with a departmental advisor, which includes course work in economic theory and additional course work in mathematics and statistics. Students are responsible for completing the prerequisites for all economics courses and for fulfilling the general education requirements of the College of Arts and Sciences.

Minor in Economics

Requirements

- ECON-E 103 (3 cr.)
- ECON-E 104 (3 cr.)
- ECON-E 270 (3 cr.)
- Select one of the following
- ECON-E 321 (3 cr.)
- BUS-G 300 (3 cr.)

- equivalent course work
- sufficient additional course work in economics to total a minimum of 18 credit hours

Total (18 cr.)

English

Major in English Requirements

Select at least 10 courses above the 100 level, of which at least five must be on the 300-400 level (30 cr.)

- Select from the following to meet the requirement English literature before 1700
 - ENG-L 211 (3 cr)
 - Two courses from the sequence of courses from ENG-L 303 to ENG-L 320 (6 cr)
- Select from the following to meet the requirement English literature since 1700
 - ENG-L 212 (3 cr)
 - Two courses from the sequence of courses from ENG-L 325 to ENG-L 348 (6 cr)
- ENG-L 315 Major plays of Shakespeare (3 cr)
- American literature
- One course from the sequence of courses from ENG-L 350 to ENG-L 363 (3 cr)
- ENG-L 440 (3 cr) (also fulfills capstone requirement)
- Students must submit a Senior Portfolio. Requirements for this are available in the English Department.
- Students must also complete the general requirements of the College of Arts and Sciences
- Writing courses which count as English electives
 - ENG-W 231 (3 cr)
 - ENG-W 233 (3 cr)
 - ENG-W 301 (3 cr)
 - ENG-W 303 (3 cr)
 - ENG-W 350 (3 cr)

Total (30 cr)

Recommendation

The department recommends that majors considering graduate work in English take elective courses in a variety of periods of English and American literature.

Students who expect to go on to graduate work are advised to take substantial work in at least one foreign language.

Interdepartmental Major in Afro-American Studies and English

The Departments of Minority Studies and English offer a thematically integrated major in English and Afro-American studies. This interdepartmental major is designed for students who wish to combine substantial Afro-American studies with their work in the American and English literature major. (Details are available under the "Department of Minority Studies" section of this bulletin.)

Minors in English

Students must complete the general requirements of the College of Arts and Sciences.

Following are the requirements for the three options for minors.

Literature Option

- Select one from the following
 - ENG-L 202 (3 cr.)
 - ENG-L 203 (3 cr.)
 - ENG-L 204 (3 cr.)
 - ENG-L 205 (3 cr.)
- Select one from the following
 - ENG-L 211 (3 cr.)
 - ENG-L 212 (3 cr.)
- Select one from the following
 - ENG-L 351 (3 cr.)
 - ENG-L 352 (3 cr.)
 - ENG-L 354 (3 cr.)
- Two additional 300 level courses in literature (3 cr.)

Total (15 cr.)

Writing Option

- ENG-W 132 (3 cr.)
- Select one from the following
 - ENG-W 231 (3 cr.)
 - ENG-W 350 (3 cr.)
- Select one from the following
 - ENG-W 301 (3 cr.)
 - ENG-W 303 (3 cr.)
- Select 2 literature classes at the 200 or above level (6 cr.)

Total (15 cr.)

Creative Writing Option

- ENG-W 301 (3 cr.)
- ENG-W 303 (3 cr.)
- ENG-W 311 (3 cr.)
- 2 literature classes at the 200 or above level (6 cr.)

Total (15 cr.)

Courses

Developmental

ENG-W 031 is an English developmental course.

Composition

Courses in composition include ENG-W 130, ENG-W 131, ENG-W 132, and ENG-W 140.

Students are not permitted to register for ENG-W 131 until they have taken English placement exams administered by the University Division. On the basis of the placement test scores, the student may be counseled to take ENG-W 031 or ENG-W 130 prior to ENG-W 131.

Writing

Courses in writing include ENG-W 201, ENG-W 231, ENG-W 233, ENG-W 301, ENG-W 303, ENG-W 350, ENG-W 398, and ENG-W 490. Before students are eligible to take further courses in writing, they must have completed ENG-W 131.

Literature

Courses in literature include ENG-L 101, ENG-L 102; the following courses are open to sophomores, juniors, seniors, and to second-semester freshmen who have completed either ENG-L 101 or ENG-L 102: ENG-L 201, ENG-L 202, ENG-L 203, ENG-L 204, ENG-L 205, ENG-L 207, ENG-L 211, ENG-L 212, ENG-L 295.

The following courses are ordinarily recommended for juniors and seniors: ENG-L 305, ENG-L 308, ENG-L 311, ENG-L 315, ENG-L 326, ENG-L 332, ENG-L 335, ENG-L 345, ENG-L 346, ENG-L 347, ENG-L 348, ENG-L 351, ENG-L 352, ENG-L 354, ENG-L 355, ENG-L 357, ENG-L 358, ENG-L 364, ENG-L 365, ENG-L 366, ENG-L 369, ENG-L 370, ENG-L 381, ENG-L 382, ENG-L 390, ENG-L 440, ENG-L 495.

Language

Courses in the English language include ENG-G 205, ENG-G 207, and ENG-G 310.

Fine Arts

About Fine Arts

Two types of courses are offered: history of art, taught by illustrated lectures and class discussion; and practice of art, consisting of studio work on creative and technical problems.

Major in Studio Practice

The studio practice program enables the student to see, to formulate, and to articulate visual concepts through the manipulation of forms and materials. Its basic aim is to develop an awareness of visual expression within the humanist tradition.

Requirements

- A100 series history of art (6 cr.)
- Art history at the 300 and 400 level (6 cr.)
- Fundamental studio (9 cr.)
- Studio courses above the 100 level (25-34 cr.) must include a minimum of three and a maximum of six of the introductory (200-level) courses
- FINA-A 435 Art Theory for Graduating Seniors (3 cr.) must be taken during the fall semester.
- During the final year, each student must assume full responsibility for mounting a personal exhibit that will include terminal and representative work in the major field and, if applicable, in the minor field as well. To meet this requirement, the student must:
- File in the departmental office an "Intent to Graduate" one calendar year prior to the intended completion date. You must meet with your principal teacher to determine if you are prepared to enroll in FINA-S 497.
- Submit a portfolio of the most recent and best work in the major discipline to the departmental office before the completion of the fall semester, prior to enrolling in FINA-S 497. The studio program in the final year shall be coordinated with the evaluation of the portfolio.

- Enroll in FINA-S 497 Independent Study in Studio Art for the spring semester during the final year.
- Prepare the exhibit under the principal teacher's guidance. This will include drafting a descriptive statement about the work in the exhibit: goals, intent, approach, techniques, etc.
- Be prepared to exhibit in accordance with the departmental schedule at any time during the final semester. FINA-A 435 and FINA-S 497 fulfill the capstone requirement.
- Graduating Senior Exhibit
- Students must also complete the general requirements of the College of Arts and Sciences

Total (48-57 cr.)

A faculty committee whose evaluation will be used to determine the studio course grade in the final semester will judge the Graduating Senior Exhibit and the descriptive statement.

Transfer Credit in Studio

All incoming students who want to transfer studio credit from another institution must submit a portfolio. This should be in the form of slides, photographs, or compact discs, and should include the better work done in each course for which credit transfer is desired. The faculty shall devise a minimal studio program in residence, specifically based upon evaluation of the portfolio, for each transfer student.

Minor in Art History Requirements

- FINA-A 100 level art history courses (6 cr.)
- 300 or 400 level art history courses, excluding FINA-A 435 (9 cr.)

Interdepartmental Major: CIS and Fine Arts Bachelor of Arts in Computer-based Graphic Arts

The student will have two official advisors, one in the Department of Fine Arts and one in Computer Information Systems, who will help plan the course of study in detail with frequent consultations.

Requirements in Computer Information Systems (18 cr.)

- CSCI-A 106 Introduction to Computing (3 cr.)
- CSCI-A 250 Introduction to Digital Application (3 cr.)
- CSCI-A 340 An Introduction to Web Programming (3 cr.)
- **or** DPIS-D 250 Multimedia (3 cr.)
- **or** DPIS-D 490 Current Directions in Data Processing and Information Systems (3 cr.)
- CSCI-A 348 Mastering the World Wide Web (3 cr.)
- CSCI-C 390 Individual Programming Laboratory (6 cr.)

Total (18 cr.)

Requirements in Department of Fine Arts (31-41 cr.)

- FINA-F 100 Fundamental Studio-Drawing (3 cr.) **or** FINA-F 102 Fundamental Studio-2D (3 cr.)
- 3 credit hours in the FINA A100 series (history of art)

- 3 credit hours of FINA 300 or 400 level art history
- FINA-S 250 Introduction to Design Practice (3 cr.)
- FINA-S 351 Graphic Design II (3 cr.)
- FINA-S 352 Production for Graphic Design (3 cr.)
- FINA-S 353 Graphic Design IV (3 cr.)
- FINA-S 400 Independent Studio Projects (1-6 cr.)
- FINA-S 413 Typography (2 cr.)
- FINA-S 414 Layout (2 cr.)
- FINA-S 415 Package Design (2 cr.)
- FINA-A 435 Art Theory (2 cr.)
- FINA-S 497 Independent Study in Fine Arts (1-6 cr.)

Total (31-41 cr.)

Complete requirements 5-7 for major in studio practice.

There is a Bachelor of Science version of this interdepartmental degree. See the "Department of Computer Information Systems" section for details.

Minor in Fine Arts

Six options: Drawing, Painting, Printmaking, Photography, Sculpture / Ceramics, Graphic Design

Required courses in all options:

- Select one of the following (3 cr.)
- FINA-F 100
- FINA-F 101
- FINA-F 102
- Art history FINA-A 100 level (3 cr.)
- Studio art (9 cr.)
- Plus electives with emphasis in option area (see department for elective courses)

Total (15 cr.)

Geosciences

Geology

About Geology

The Department of Geosciences offers B.S. and B.A. degrees in Geology. The B.S. provides rigorous general background in the field of geology and allied disciplines. The degree is designed for students who wish to prepare for graduate school or employment as a professional geologist in the private sector, government sector, or environmental science and other related fields. This degree offers a more extensive requirement in biology, chemistry, mathematics, and physics compared with the B.A. and is designed to optimize student opportunities. The B.A. provides a general background in the field of geology and requires a diversified liberal arts education in place of some of the allied disciplines. It is an appropriate choice for those who wish to teach earth sciences at the secondary school level and those who wish to gain a general knowledge of the geosciences and their relationship to the other sciences. The department offers the learning experience through the traditional lecture series, laboratories, seminars, independent study in the field, laboratory and library, and through field trips to local sites and to geologically intriguing areas of North America. Each course for majors contains a field trip, and the department

conducts one trip of two weeks duration after the spring semester.

Major in Geology - B.S.

Majors complete 39-41 credit hours in geology and 36 credit hours in the allied disciplines

1. Any **one** of the following 100-level courses AND GEOL G102 laboratory:

- GEOL G101 Introduction to Earth Science (3 cr.) AND G102 Intro to Earth Science Lab (1 cr.)
- GEOL G107 Environmental Geology (3cr.) AND G102 Intro to Earth Science Lab (1cr)
- GEOL G103 Earth Materials and Processes (3 cr.) AND G102 Intro to Earth Science Lab (1 cr.)

GEOL G209 History of the Earth (4 cr.)
 GEOL G221 Introductory Mineralogy (4 cr.)
 GEOL G222 Introduction to Petrology (4cr.)
 GEOL G317 Field and Laboratory Techniques (3cr.)
 GEOL G323 Structural Geology (4 cr.)
 GEOL G334 Principles of Sedimentation and Stratigraphy (4 cr.)
 GEOL G429 Field Geology in the Rocky Mountains (6 cr.)
 OR other chairperson approved geology field camp (5-6 credits) (fulfills capstone requirement for B.S. in Geology)
 GEOL G490 Undergraduate Seminar (fulfills capstone requirement for B.S. in Geology)

2. Complete **one** of the following sequences:

Two 400-level lecture-based geology courses (6-8 credit hours)

One 400-level lecture-based geology course (3-4 credit hours) AND one semester of research or internship fulfilled by one of the following courses:

- G407 Senior Science Project (3 cr.)
- G408 Senior Science Project (3 cr.)
- G460 Internship in Geology (3 cr.)

3. Allied Sciences

Chemistry (10 credits) CHEM C105-CHEM C106, CHEM C125-CHEM C126
 Physics (10 credits) PHYS P221, PHYS P222
 Mathematics (10 credits) MATH M215, MATH M216
 Biology (3 credits)

4. A 300- or 400-level Math, Chemistry or Physics course.

5. Students must also complete the general requirements of the College of Arts and Sciences.

Major in Geology - B.A. Requirements

Majors complete at least 25-27 credit hours in geology, 15 credit hours in the allied disciplines and a minimum of 36 credit hours in courses at the 300-400 level.

1. Any one of the following 100-level courses AND GEOL G102 laboratory:

- * GEOL G101 Introduction to Earth Science (3 cr.) AND G102 Intro. to Earth Science Lab (1 cr.)

* GEOL G107 Environmental Geology (3cr.) AND G102 Intro. to Earth Science Lab (1cr)

* GEOL G103 Earth Materials and Processes (3 cr.) AND G102 Intro. to Earth Science Lab (1 cr.)

GEOL G209 History of the Earth (4 cr.)

GEOL G221 Introductory Mineralogy (4 cr.)

GEOL G222 Introduction to Petrology (4cr)

GEOL G317 Field and Laboratory Techniques (3cr)

2. Any two 300- or 400-level lecture-based geology courses.

(The following GEOL (geology) courses fulfill the College of Arts & Sciences capstone requirement for the B.A. in Geology: G323, G406, G413, G415, G435, G451, G490)

3. Allied Sciences (15 cr.): Students must complete one of the following sequences:

* CHEM C105-CHEM C125 and 10 additional credit hours of chemistry, mathematics, or physics

OR

* Two semesters of College-level chemistry with corresponding laboratories and an additional 5 credit hours of mathematics (mathematics courses must be at or above the 100 level; MATH M100 and T-courses are excluded), or physics.

4. Students must also complete the general requirements of the College of Arts and Sciences. Including a minimum of 36 credit hours in courses at the 300-400 (junior-senior) level.

Double Degree in Geology (B.A.) and Secondary Education (Earth/Space Science)

The College of Arts and Sciences and School of Education offer a double major in Geology (B.A.) and Secondary Education (Earth/Space Science). See an advisor for details and course requirements.

Interdepartmental Major in Environmental Science - B.S.

The Interdepartmental major involving Biology, Chemistry, and Geology in Environmental Science provides rigorous interdisciplinary background in the natural science segment of the environmental sciences, combined with a significant background in the allied disciplines of physics and mathematics, and coursework in environmental affairs. The degree is designed to prepare students for graduate programs, or employment as scientists in technical fields associated with the environmental industry and government sector. These disciplines include hydrology, environmental hazard mitigation, waste management, water and air quality issues, ecology, and habitat issues.

This is an interdepartmental degree. Students fulfill core requirements from the disciplines of geology, chemistry, and biology and choose two disciplines for an interdepartmental concentration area. Students are required to complete a minimum of 40 credit hours in the interdepartmental major – with a minimum of 12 credit hours at the 300- or 400-level in each area. Students are required to complete additional coursework in associated areas of study.

Requirements

Complete the general education requirements for the Bachelor of Science degree in the College of Arts and Science. Fulfill the following:

- Geology, Chemistry, and Biology requirements
- G101 – G102 Intro to Earth Science/Intro to Earth Science Lab (4 cr.)
- G221 – Mineralogy – Lecture/Lab (4 cr.)
- C105 – C125 Principles of Chemistry I/Experimental Chemistry I (5 cr.)
- C106 – C126 Principles of Chemistry II/Experimental Chemistry II (5 cr.)
- L101 – Introduction to Biological Sciences I – Lecture/Lab (4 cr.)
- L102 – Intro to Biological Sciences II – Lecture/Lab (4 cr.)
- Public and Environmental Affairs allied environment requirement
- Select one of the following
- SPEA E400 (Topics in Environmental Studies) – Environmental Law (3 cr.)
- SPEA E400 (Topics in Environmental Studies) – Environmental Mediation (3 cr.)
- Complete a combined total of 40 credit hours from **two** scientific disciplines in the major. The 40 credit hour concentration need not be equally divided between the two disciplines. Each of the two areas should include a minimum of 12 credit hours of 300- 400-level coursework. The list of acceptable coursework is listed below. Coursework completed in the students' chosen disciplines from 2. above (Geology, Chemistry, and Biology requirements) count toward the total credit hours.
- Biology
- B351 – Fungi – Lecture/Lab (3-4 cr.)
- B355 – Plant Diversity (4 cr.)
- L473 – Ecology – Lecture/Lab (3-4 cr.)
- L482 – Restoration Ecology (3 cr.)
- Z406 – Vertebrate Zoology – Lecture/Lab (3-4 cr.)
- L490 – Individual Study in Biology (3-6 cr.)
- Chemistry
- C341 – Organic Chemistry I (3 cr.)
- C343 – Organic Chemistry I Lab (2 cr.)
- C303 – Environmental Chemistry (3 cr.)
- C310 – Analytical Chemistry + Analytical Chemistry Laboratory (5 cr)
- C409 – Chemical Research (3-6)
- Geosciences
- G317 – Field and Laboratory Techniques (3 cr.)
- G334 – Sedimentology and Stratigraphy – Lecture/Lab (4 cr.)
- G451 – Hydrogeology – Lecture/Lab (4 cr.)
- G407/G408 – Senior Geosciences Research Project (3-6 cr.) Must be advisor approved
- G429e – Environmental Geology Field Camp (6 cr.) offered through IU Bloomington – or other

chair-approved hydrogeology/Environmental Geology field camp. See list of pre-requisites in the list of classes at end of bulletin.

- G490 – Senior Seminar (1 cr.) – must be environmentally-based and advisor approved
- GEOG 415/515 – Advanced Geographic Information Systems (GIS) (3 cr.) (offered through VIGGA – class will meet at Valparaiso University).
- Students are responsible for fulfilling prerequisites for this course (GEOG 215) that are not part of the Environmental Science program.
- Allied Sciences (18 credit hours)
- M215 – Calculus I (5 cr.)
- K300 – Statistics (3 cr.)
- P201 or P221 – Physics I (5 cr.)
- P202 or P222 – Physics II (5 cr.)
- Senior Seminar (*capstone*) (integration of Biology/Chemistry/Geology into environmental topics of current importance) (1 cr.) – G490/L403/C30

Electives

The following list is designed to provide students with guidance in course selection. Students should speak to their advisors to choose elective courses that best meet their educational goals.

- Any coursework from Biology, Chemistry, and Geology that was not used to satisfy major requirements.
- GEOG 230 – Remote Sensing (3 cr.) (offered through VIGGA – class will meet at Valparaiso University)
- M216 – Calculus II (5 cr.)
- SPEA H316 – Environmental Health (3 cr.)
- SPEA E400/V450 – Environmental Planning (3 cr.)

Minors in Geology and Earth Science

A minor in geology offers students majoring in other disciplines a solid background in the geological sciences. It should prove especially useful for students seeking careers with interdisciplinary emphasis (e.g., chemistry, biology, the environmental sciences). The earth science minor is designed to provide students planning careers involving the management of resources with sufficient background to understand basic geological principles and their relationships to human activities on earth.

Geology Minor (16 cr.)

1. Any one of the following 100-level courses AND GEOL-G 102 laboratory:
 - GEOL-G 101 Introduction to Earth Sciences (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
 - GEOL-G 107 Environmental Geology (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
 - GEOL-G 103 Earth Materials and Processes (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
- GEOL-G 209 History of the Earth (4 cr.)

- Additional coursework may be chosen in conjunction with a geology advisor but must consist of at least two lecture-based geology (GEOL) courses.

Earth Science Minor (16 cr.)

1. Any one of the following 100-level courses AND GEOL-G 102 laboratory:
 - GEOL-G 101 Introduction to Earth Sciences (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
 - GEOL-G 107 Environmental Geology (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
 - GEOL-G 103 Earth Materials and Processes (3 cr.) AND GEOL-G 102 Intro. to Earth Science Lab (1 cr.)
2. GEOL-G 209 History of the Earth (4 cr.)
3. Additional coursework may be chosen in conjunction with a geology advisor but must consist of at least two lecture-based geology (GEOL) or geography (GEOG) courses.

Valparaiso-Indiana Geography and Geology Association

The purpose of this association is to provide educational opportunities on the undergraduate level in the geological and geographical sciences to the students enrolled at Valparaiso University and Indiana University Northwest. Provisions are made for full-time undergraduate students in those academic disciplines to enroll for the fall, spring, and summer under the following conditions:

1. Students may take a maximum of two courses per semester at the other participating institution.
 2. Those courses will be treated as part of the student's normal load at his or her home institution, and tuition and fees will be paid accordingly.
 3. The total number of credit hours to be taken will be determined by the home institution.
 4. Students at Indiana University Northwest who wish to take courses at Valparaiso University should obtain the recommendation of the chairperson of the Department of Geosciences at Indiana University Northwest.
 5. Grades earned shall be recorded at the home institution.
 6. A grade point average of 2.0 must be achieved in VIGGA courses to qualify the student to register for courses at the host institution for the following semester.
- Students matriculating at Indiana University Northwest may take courses among the following offered at Valparaiso: 101, World Human Geography; 102, Geography of the Non-Industrialized World; 104, Geomorphology; 200, American Ethnic Geography; 201, Economic Geography; 210, Current Themes in Geography; 215, Introduction to Geographic Information Systems; 225, Cartography; 230, Remote Sensing in Geography; 260, Environmental Conversation; 274, North American Indian on Film; 301, Regional Geographies of the World; 318, Field Study in European Geography; 320, Urban Geography; 321, Urban and Regional Planning; 360, Statistical Analysis in Geography; 361, Research Design; 385/585, Field Study; 414/515, Advanced Geographic Information; 466/566, Profession of Geography; 470/570, Political Geography; 474/574, Historical Geography of the United States; 486, Internship in Geography; 490/590, Selected Topics in Geography; 495, Independent Study; 497, Honors Work in Geography; 498, Honors Candidacy in Geography. See the Valparaiso University catalog for course descriptions.

History, Philosophy, Political Science, and Religious Studies

About History

The Department of History offers students a wide range of courses in American, European, and Asian history, along with other courses in non-Western history and historiography. The department also cross-lists courses with Minority Studies and Women's and Gender Studies. The goals of the department are to teach analysis of texts, research skills, and critical thinking, along with the local, national, and global interconnectedness of historical events.

Major in History Requirements

- HIST-H 105 (3 cr.)
- HIST-H 106 (3 cr.)
- Select one of the following
- HIST-H 113 (3 cr.)
- HIST-H 114 (3 cr.)
- History courses numbered 200-499 (24 cr.), including
- 2 courses in United States history (6 cr.)
- 2 courses in European history (from the Middle Ages to the present) (6 cr.)
- 2 courses in other areas or topics in history (e.g., ancient, non-European, non-U.S.) (6 cr.)
- One of the 200-499 level courses must be a HIST-H 215 Proseminar in History, taken before the junior year or before the capstone courses, which, depending on its content, will count as a course in one of the three areas above.
- Before the final semester of senior year, majors must also take 2 courses in HIST-J 495 proseminar (HIST-J 495 fulfills capstone requirement).
- Majors must also take the other half of Western Civilization (HIST-H 113 or HIST-H 114) that they did not take in their major requirement as a culture requirement course or an elective.

The Department of History accepts any Latino studies courses with history designations toward the B.A. in history. Additionally, we will accept one CHRI number taken by students toward an A.A. in Latino studies and apply it to the B.A. in history toward completion of the required 24 credits of history courses at the 200 level and above.

Minor in History Requirements

The department offers four **minor** concentrations in history for nonmajors.

- All of them require 200-499 history courses (15 cr.)

A **general minor** consists of

- United States history (3 cr.)
- European history (3 cr.)
- Another area or topic (3 cr.)
- Elective (3 cr.)
- HIST-J 495 proseminar (3 cr.)

A **United States history minor** consists of

- 3 courses in United States history (9 cr.)
- Non-United States history (3 cr.)
- HIST-J 495 proseminar (3 cr.)

A **European history minor** consists of

- 3 courses in European history (9 cr.)
- Non-European history course (3 cr.)
- HIST-J 495 proseminar (3 cr.)

An **Asian history minor** consists of

- 3 courses in Asian history (9 cr.)
- Non-Asian history course (3 cr.)
- HIST-J 495 proseminar (3 cr.)

About Philosophy and Religious Studies

The curriculum of the philosophy program is designed to contribute to the intellectual training of all undergraduates and to acquaint them with some of the most important developments in the history of ideas. Courses in the program emphasize clear and cogent thinking about fundamental problems, locate the origins of these problems in the writings of the great philosophers, and provide in-depth examinations of proposed solutions. The department also offers courses in ethics designed for business and medical students.

Major in Philosophy Requirements

A minimum of 30 credit hours in philosophy. No more than 9 credit hours at the 100 level may be included. At least 9 credit hours must be taken at Purdue University Calumet. (No more than 12 credit hours from Purdue University Calumet can be counted toward fulfilling the major requirements unless waived by the department and the Dean of the College of Arts and Sciences). Three courses from the sequence in the history of philosophy: PHIL-P 201, PHIL-P 211, PHIL-P 302, PHIL-P 304 or their Purdue equivalents. One course in logic and one course above the 100 level in each of the following four areas: (1) ethics, (2) metaphysics or epistemology, (3) twentieth-century philosophy, and (4) either PHIL-P 383 or PHIL-P 490 to fulfill the capstone requirement. Students must also complete the general requirements of the College of Arts and Sciences.

Students majoring in philosophy may register at IU Northwest for philosophy courses offered at Purdue University Calumet. Please see the chairperson of the Department of Philosophy and Religious Studies for details.

Minor in Philosophy Requirements

PHIL-P 100; one course in logic (PHIL-P 150); one course in ethics or social and political philosophy (e.g., PHIL-P 140 or PHIL-P 343); one course at 200 level or above; one elective 3 credit hour course in philosophy.

Political Science

About Political Science

The Political Science program offers an opportunity for the systematic study of political institutions and processes leading to a degree in political science. Courses are offered in the following areas of study:

- Political theory and philosophy
- American political institutions and processes
- International relations and foreign policy
- Comparative politics

Special features of the department's program include opportunities for field research, internships in governmental agencies, and a senior seminar for all political science majors.

A degree in political science is a liberal arts degree, and as such prepares students to assume the duties of citizenship; provides special knowledge and skills useful in public service, law, business, and other careers; and lays a foundation for the scholarly study of government and politics. Prospective political science students and majors are invited to discuss their interests with any member of the political science faculty.

Major in Political Science - B.A. Requirements

Political science majors are required to meet all the requirements for the Arts and Science degree. Political science majors should consult the "College of Arts and Sciences" section of this bulletin.

Political science majors must take 36 credit hours in political science, including POLS-Y 103 (Introduction to American Politics).

Majors are required to take the following courses

- POLS-Y 205 (3 cr.)
- POLS-Y 372 (3 cr.)
- POLS-Y 490 (3 cr.)
- International relations and comparative politics from the following courses (6 cr.)
- POLS-Y 360 (3 cr.)
- POLS-Y 362 (3 cr.)
- POLS-Y 366 (3 cr.)
- POLS-Y 401 comparative politics (3 cr.)
- American institutions and processes from the following courses (6 cr.)
- POLS-Y 200 (3 cr.)
- POLS-Y 301 (3 cr.)
- Select one of the following
- POLS-Y 304 (3 cr.)
- POLS-Y 305 (3 cr.)
- Select one of the following
- POLS-Y 302 (3 cr.)
- POLS-Y 308 (3 cr.)
- POLS-Y 318 (3 cr.)
- POLS-Y 319 (3 cr.)

- POLS-Y 401 (3 cr.)
- Political theory and philosophy from the following courses (6 cr.)
- POLS-Y 381 (3 cr.)
- POLS-Y 382 (3 cr.)
- POLS-Y 383 (3 cr.)
- POLS-Y 384 (3 cr.)
- One course in statistics is also required of political science majors. PSY-K300 would satisfy this requirement as well as the Arts and Sciences requirements. Another option is ECON-E 280.

Recommended: In addition to meeting departmental and general requirements, the political science department strongly suggests that political science majors take supporting courses in economics and history, especially American history.

Minor in Political Science Requirements

- POLS-Y 103 (3 cr.)
- Field of American institutions and domestic politics, and/or policy-administration (6 cr.)
- Field of international and/or comparative politics, and/or political theory (6 cr.)
- Any field of political science are required for a minor in political science (3 cr.)

Total (18 cr.)

Minor in Pre-law

Interdisciplinary Minor in the College of Arts and Sciences, the School of Business and Economics, and the School of Public and Environmental Affairs (SPEA).

Admission to law schools requires a baccalaureate degree and a Law School Admission Test (LSAT) score. The degree may be in any discipline. Students preparing for law school are advised to take courses in logical thought, American history, American politics, business, and criminal and civil law. While no specific courses are required, IU Northwest offers an interdisciplinary prelaw minor for students interested in attending law school.

Requirements

The minor includes six courses totaling 18 credits. Students in SPEA, the School of Business and Economics, and history majors in the College of Arts and Sciences could double-count courses that are required for their major or concentration, but they are required to take at least four courses or 12 credits outside of their major or concentration. The structure of the minor is as follows:

- BUS-L 201 Legal Environment of Business (3 cr.)
- HIST-H 106 American History II (Twentieth Century) (3 cr.)
- PHIL-P 150 Elementary Logic (3 cr.)
- POLS-Y 103 Introduction to American Politics (3 cr.)
- SPEA-J 101 American Criminal Justice System (3 cr.)
- One elective (3 cr.)

Students may pick from the following courses for the elective:

- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-L 303 The Commercial Law (3 cr.)
- ECON-E 103 Introduction to Microeconomics (3 cr.)
- HIST-A 313 Origins of Modern America (3 cr.)
- HIST-A 315 Recent U.S. History (3 cr.)
- HIST-H 105 American History I (3 cr.)
- SPEA-H 441 Legal Aspects of Health Care (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)
- SPEA-J 303 Evidence (3 cr.)
- SPEA-J 306 The Criminal Courts Administration (3 cr.)

The prelaw advisor can approve an elective that is not on the list if it meets the educational objectives.

The university provides prelaw counseling for interested students. Contact the prelaw advisor at (219) 980-6841 or (219) 980-6636.

Departmental Honors Program

Superior students are encouraged to pursue independent study and research through reading for honors courses at the junior and senior levels. Students with a grade point average of 3.4 in courses in history may write an honors thesis in their senior year with the consent of the department. Proposals should be submitted to the chairperson in the semester before the thesis is to be undertaken. Further information about advanced placement and the honors program may be obtained from the Department of History and Philosophy.

The Paul J. Urcan Memorial Prize Award Each year, the faculty of the Department of History and Philosophy selects a student, usually a graduating senior, who has done outstanding work in history to be awarded the Paul J. Urcan Memorial Prize.

Rhiman A. and Brenda Rotz Memorial Scholarship Each year, junior and senior students may submit a proposal for the scholarship, according to department guidelines. A committee of department faculty chooses the recipient.

Mathematics and Actuarial Science

About the Department

The Department of Mathematics serves students interested in one or more of the following:

- Applications of mathematics to the sciences, business, public and environmental affairs, actuarial science, etc.
- Mathematics teaching at any level
- Graduate study in mathematics
- Mathematical research

Students in college-level mathematics courses are generally assumed to have completed two years of high school algebra. All newly enrolled students should take the math placement test to determine their skill level and math class they could enroll in.

Placement testing and counseling are available through the Office of Admissions.

The order in which courses should be taken is shown in the following tree diagram, going from top to bottom:

- MATH M007-MATH M014. For students who lack the background in algebra for freshman-level college mathematics.
- MATH M100 and MATH M110. Terminal courses for students in the humanities and the Allied Health sciences. Fulfills the Group I mathematics requirement in the College of Arts and Sciences.
- MATH M118, MATH M119. May be taken in either order. Primarily for majors in business and the social sciences.
- MATH M125-MATH M126. Preparation for calculus. Need not be taken by students with a strong background in algebra (including analytic geometry and logarithms) and trigonometry may be taken concurrently.
- MATH M215 Calculus. Intended for students majoring in mathematics and the sciences. Recommended as a strong elective in mathematics for others.

In addition to mathematics courses, all majors are strongly encouraged to study another discipline, in depth, which uses mathematics. Courses in physics, chemistry, computer science, and business are recommended. Students must also complete the general requirement of the College of Arts and Sciences.

Mathematics developmental courses include

- MATH-M 007
- MATH-A 007
- MATH-B 007
- MATH-M 014

Courses for nonmajors include

- MATH-M 100
- MATH-M 110
- MATH-M 118
- MATH-M 119
- MATH-M 125
- MATH-M 126
- MATH-K 200
- MATH-K 300
- MATH-T 101
- MATH-T 102
- MATH-T 103
- MATH-T 490

Courses recommended for mathematics majors include

- MATH-M 215
- MATH-M 216
- MATH-M 295
- MATH-M 301
- MATH-M 311
- MATH-M 312
- MATH-M 343
- MATH-M 360
- MATH-M 366
- MATH-M 371
- MATH-M 391
- MATH-M 393
- MATH-M 403
- MATH-M 405

- MATH-M 406
- MATH-M 413
- MATH-M 420
- MATH-M 425
- MATH-M 436
- MATH-M 447
- MATH-M 448
- MATH-M 451
- MATH-M 463
- MATH-M 469
- MATH-M 477
- MATH-M 483
- MATH-M 493
- MATH-T 336
- MATH-T 490
- MATH-Y 398

Courses for actuarial science include

- MATH-M 320
- MATH-M 325
- MATH-M 451
- MATH-M 485

Major in Mathematics - B.A. Requirements (30-32 cr.)

- **Required core courses (29 cr.)**
- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- Select one of the following
- MATH-M 301 (3 cr.)
- MATH-M 303 (3 cr.)
- MATH-M 311 (4 cr.) should be taken as soon possible after completion of MATH-M 216
- MATH-M 360 (3 cr.)
- MATH-M 393 (3 cr.)
- MATH-M 403 (3 cr.)
- Select one of the following
- MATH-M 413 (3 cr.)
- MATH-M 366 (3 cr.)
- **Senior Thesis in Mathematics (1-3 cr.):**
- MATH-M 493 (1-3 cr.) (a capstone course)
- Students must also complete the general requirements for the College of Arts and Sciences for the Bachelor of Arts degree

Total (30-32 cr.)

Major in Mathematics - B.S. Requirements (42-44 cr.)

- **Required core courses (23 cr.)**
- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- MATH-M 301 (3 cr.)
- MATH-M 311 (4 cr.)
- MATH-M 360 (3 cr.)

- Select one of the following
- MATH-M 391 (3 cr.)
- MATH-M 393 (3 cr.)
- **Applications (12 cr.)**
- at least four additional 300 or 400 level mathematics courses not used for 1, 3, or 4.
- **Senior Concentration (6 cr.)**
- Select 2 courses from the following
- MATH-M 366 (3 cr.)
- MATH-M 403 (3 cr.)
- MATH-M 405 (3 cr.)
- MATH-M 413 (3 cr.)
- **Senior Thesis in Mathematics: (1-3 cr.)**
- MATH-M 493 (1-3 cr.) (a capstone course)

Requirements for the minor (15-20 cr.)

- **Arts and Sciences Option**
- Mathematics majors are required to augment their academic program with a minor (minimum 15 credit hours) in another discipline. The student in consultation with a faculty advisor selects the minor area.
- **Secondary Education Option**
- For students graduating with both, Secondary Education with major in mathematics and Bachelor of Science in mathematics, the minor requirement is waived.

Consult the Mathematics Department or the appropriate department for details.

Major in Actuarial Science - B.S. Requirements (67-70 cr.)

- **Mathematics core courses (23 cr.)**
- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- MATH-M 301 (3 cr.) or MATH-M 303 (3 cr.)
- MATH-M 311 (4 cr.)
- MATH-M 360 (3 cr.)
- MATH-M 366 (3 cr.)
- **Actuarial Science core courses (7-9 cr.) (One of these will be a capstone course)**
- MATH-M 320 (3 cr.)
- MATH-M 325 (1-3 cr.)
- MATH-M 485 (3 cr.)
- **Computer Science core courses (7-8 cr.) (Select one of the following):**
- Option 1
- CSCI-C 201 (4 cr.)
- CSCI-C 307 (3 cr.)
- Option 2
- CSCI-A 201 (4 cr.)
- CSCI-A 302 (4 cr.)

- **Economics and Business** core courses (21 cr.)
 - ECON-E 103 (3 cr.)
 - ECON-E 104 (3 cr.)
 - BUS-A 201 (3 cr.)
 - BUS-A 202 (3 cr.)
 - ECON-E 270 (3 cr.)
 - BUS-F 301 (3 cr.)
 - BUS-F 420 (3 cr.)
 - **Technical Electives** (9 cr.) three courses not used for Computer Science core from:
 - **Mathematics**
 - MATH-M 312 (3 cr.)
 - MATH-M 325 (MATH-M 325 serves as a technical elective only when taken a second time in a different subject) (1-3 cr.)
 - MATH-M 343 (3 cr.)
 - MATH-M 371 (3 cr.)
 - MATH-M 447 (3 cr.)
 - MATH-M 448 (3 cr.)
 - MATH-M 451 (3 cr.)
 - MATH-M 469 (3 cr.)
 - MATH-M 477 (3 cr.)
 - **Computer science**
 - CSCI-C 203 (4 cr.)
 - CSCI-C 320 (3 cr.)
 - CSCI-C 343 (4 cr.)
 - CSCI-C 390 (1-3 cr.)
 - CSCI-C 340 (3 cr.)
 - The following serve as technical electives when not used as (3) Computer Science core courses.
 - CSCI-A 201 4 cr.)
 - CSCI-A 302 (3 cr.)
 - CSCI-C 201 (4 cr.)
 - CSCI-C 307 (3 cr.)
 - **Business**
 - BUS-L 201 (3 cr.)
 - BUS-N 300 (3 cr.)
 - BUS-P 301 (3 cr.)
 - BUS-M 301 (3 cr.)
 - BUS-M 303 (3 cr.)
 - BUS-A 311 (3 cr.)
 - BUS-A 312 (3 cr.)
 - BUS-A 322 (3 cr.)
 - BUS-A 325 (3 cr.)
 - BUS-A 328 (3 cr.)
 - BUS-A 424 (3 cr.)
 - Students must also complete the general requirements of the College of Arts and Sciences for the Bachelor of Science degree.
 - Total (67-70 cr.)
- For details concerning exact requirements, please consult the Department of Mathematics and Actuarial Science.

Major in Mathematics - B.S. and Master of Science in Education with Major in Secondary Education

The department of Mathematics and Actuarial Science and the School of Education offer a five-year program which results in a student graduating with a Bachelor of Science degree in Mathematics from the College of Arts and Sciences and a Master of Science degree in Secondary Education from the School of Education. Contact our department for further information and detailed schedule.

Minor in Mathematics

An arts and sciences minor in mathematics consists of the courses

- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- Select one of the following
 - Option 1
 - Select one of the following
 - CSCI-C 201 (4 cr.)
 - CSCI-A 201 (4 cr.)
- Mathematics courses above the 200 level (6 cr.)
- Option 2
- Mathematics courses above the 200 level (9 cr.)

Recommended courses

- MATH-M 301 (3 cr.)
- MATH-M 311 (4 cr.)
- MATH-M 343 (3 cr.)

Program for Secondary School Provisional Certificate in Mathematics

(See School of Education requirements.)

Required

- MATH-M 118 (3 cr.)
- MATH-M 126 (2 cr.)
- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- MATH-M 301 (3 cr.)
- MATH-M 311 (4 cr.)
- Select one of the following
- MATH-M 391 (3 cr.)
- MATH-M 393 (3 cr.)
- MATH-M 360 (3 cr.)
- MATH-M 366 (3 cr.)
- MATH-T 336 (3 cr.)
- MATH-M 447 (3 cr.)
- Two approved mathematics electives (6 cr.) The following courses are recommended:
 - MATH-M 320 (3 cr.)
 - MATH-M 343 (3 cr.)
 - MATH-M 403 (3 cr.)
 - MATH-M 405 (3 cr.)
 - MATH-M 413 (3 cr.)

Total (43 cr.)

In order to finish this program in four years, the courses must be taken in the sequence and at the times recommended by the mathematics department. Most 300 and 400 level mathematics courses are offered every other year.

Programs for Applications

The kinds and numbers of courses needed in applications of mathematics vary greatly, depending on the application. Students should consult their major department for such information.

Some of the mathematics courses most useful for applications are

- MATH-M 215
- MATH-M 216
- MATH-M 301
- MATH-M 311
- MATH-M 343
- MATH-M 360
- MATH-M 366
- MATH-M 371
- MATH-M 447
- MATH-M 448
- MATH-M 463
- MATH-M 477

Courses in computer science, business, and information systems are recommended, as well as courses in economics and the natural sciences.

Minority Studies

About the Department

The Department of Minority Studies offers programs leading to the Bachelor of Arts degree in Afro- American studies. The curriculum is designed to acquaint the student with the unique worldviews and experiences of Blacks and Latinos and the problems of minority groups in general. It prepares the student for the fields of community development, social services, minority group relations, and graduate study.

The university possesses a large and continuously growing library collection covering African, West Indian, and American experiences.

Afro-American Studies

The curriculum leading to a Bachelor of Arts degree in Afro-American Studies is oriented toward professional preparation and graduate study. The two program sequences, Human Services and Community Development, place a heavy emphasis on education that is directly related to employment opportunities and graduate-level study. The department also offers a Bachelor of Arts degree in Afro-American Studies with a concentration in Latino Studies.

Major in Afro-American Studies Requirements - a minimum of 30 cr.

- Required
- AFRO-A 103 (3 cr.)
- AFRO-A 301 (3 cr.)
- AFRO-A 343 (3 cr.)
- Select one of the following

- AFRO-A 398 (3 cr.)
- AFRO-A 493 (3 cr.)
- Select one of the following (3 cr.)
- AFRO-A 150 Survey of the Culture of Black Americans (3 cr.)
- AFRO-A 151 Minority People in the United States (3 cr.)
- Select from the following Afro-American History and Culture courses(6 cr.)
- AFRO-A 355 Afro-American History I (3 cr.)
- Select one from the following
- AFRO-A 379 Early Black American Writing (3 cr.)
- AFRO-A 356 Afro-American History II (3 cr.)
- AFRO-A 370 Recent Black American Writing (3 cr.)
- AFRO-A 380 Contemporary Black American Writing (3 cr.)
- Other courses in Afro- American studies or approved courses in sociology, psychology, or history may be taken to complete the major.
- Twenty-five (25) credit hours of 200-400 level courses are required.
- Students must also complete the general requirements of the College of Arts and Sciences.

Interdepartmental Major in Afro-American Studies and Communication

The Departments of Communication and Minority Studies offer an interdepartmental major in Afro-American studies and communication that reflects an interdisciplinary and substantive field of study. An interdepartmental major in communication and Afro-American studies focuses the specialization of the study of the human communication process within the Afro-American experience. This focus enhances the application of principles, methods, and findings of communication studies in light of the history, culture, and theories of the Afro-American experience, including an Africana perspective. Students will integrate their communication studies emphasis (public and rhetorical communication, relational communication, media studies, or communication and culture) into the Afro-American studies major to create a systematic and coherent field of study.

Requirements

The chairpersons of the Departments of Minority Studies and Communication must jointly advise the interdepartmental major. Students must complete a total of 45 credit hours in the interdepartmental major.

Students must complete

- Afro-American studies (18 cr.)
- Select one of the following
- AFRO-A 150 (3 cr.)
- AFRO-A 151 (3 cr.)
- Select one of the following
- AFRO-A 355 (3 cr.)
- AFRO-A 379 (3 cr.)
- Select one of the following

- AFRO-A 356 (3 cr.)
- AFRO-A 370 (3 cr.)
- AFRO-A 380 (3 cr.)
- Afro-American studies electives (9 cr.)
- 300 or 400 level
- Communication (speech, communication, journalism, telecommunications) (27 cr.)
- SPCH-S 121 (3 cr.)
- SPCH-S 122 (3 cr.)
- 300 or 400 level (12 cr.)
- SPCH-S 400 (3 cr.) and / or AFRO-A 493 (3 cr.)
- Courses cross-listed in both departments may be taken in either department, but students may not receive credit in both departments for the same course.
- Students may not receive credit toward the major for both SPCH-S 424 and AFRO-A 398

Total (45 cr.)

Interdepartmental Major in Afro-American Studies and English

The Departments of Minority Studies and English offer a thematically integrated major in Afro-American Studies and English. This interdepartmental major is designed for students who wish to combine substantial Afro-American Studies with their work in the American and English literature major. Afro-American Studies is importantly multidisciplinary, requiring students to be familiar with the connected history and theories of the Afro-American experience across disciplines, including an Africana perspective. The interdepartmental major in Afro-American Studies and English provides students with this background as well as with an understanding of Afro-American literature, seen in the context of American and English literature. With this course of study, students will be able to integrate and synthesize knowledge and understanding of the total Afro-American experience as it coexists with English language and literature studies.

Requirements

The chairpersons of the Departments of Minority Studies and English must jointly advise the interdepartmental major. A combined minimum of 45 credit hours is required.

- Afro-American Studies - 300 level or above (18 cr.)
- AFRO-A 355 (3 cr.)
- AFRO-A 356 (3 cr.)
- AFRO-A 493 (multidisciplinary capstone course) (3 cr.)
- Select from the following (9 cr.)
- AFRO-A 370 (3 cr.)
- ENG-L 370 (3 cr.)
- AFRO-A 379 (3 cr.)
- AFRO-A 380 (3 cr.)
- AFRO-A 392 (3 cr.)
- English (27 cr.)
- ENG-L 202 (3 cr.)
- ENG-L 212 (3 cr.)

- ENG-L 315 (3 cr.)
- Select one of the following
- ENG-L 351 (3 cr.)
- ENG-L 352 (3 cr.)
- ENG-L 355 (3 cr.)
- Select one of the following
- ENG-L 354 (3 cr.)
- ENG-L 357 (3 cr.)
- ENG-L 358 (3 cr.)
- ENG-L 440 (3 cr.)

Total (45 cr.)

A 2.0 cumulative grade point average is required in the courses taken in the interdepartmental major. Only courses with a grade of C- or higher will be counted in the major.

Minor in Afro-American Studies Requirements

- Select one of the following
- AFRO-A 150 (3 cr)
- AFRO-A 151 (3 cr)
- 4 additional courses in Afro-American studies to be selected in consultation with the departmental advisor. (12 cr)

Total (15 cr)

Latino Studies

Latino studies is an interdisciplinary program designed to acquaint the student with the worldview and experience of Chicanos and Puerto Ricans in the United States. The curriculum emphasizes the history, culture, and socioeconomic conditions of Latino people while also examining the nature of minority groups in American society. The program also offers courses for the bilingual education endorsement in the School of Education, the education minor in ethnic and cultural studies, and the education major with bilingual emphasis.

Minor in Latino Studies Requirements

- CHRI-C 101 (3 cr.)
- CHRI-C 151 (3 cr.)
- 12 credit hours from the course listings (course numbers in parentheses indicate cross-listing in the Department of History) (12 cr.)

Total (18 cr.)

Minor in Race-Ethnic Studies

Race-Ethnic Studies allows students interested in Afro-American and Latino Studies to develop a focus of study in both programs. This field leads to a broad understanding of the minority experience in the United States and those of diaspora peoples; how the phenomena of race, gender, and class have influenced communities and individuals; how minority groups define themselves and what strategies they have utilized for survival; who the people called African

Americans, Latinos, Native Americans, and Asian Americans are.

Credit Hours Required—A minimum of 15 credit hours required.

Requirements

- AFRO-A 151 / CHRI-C 151 Minority People in the United States (3 cr.)
- 4 courses from the listings for the Department of Minority Studies (IU Northwest Bulletin) (3 cr.)
- Meeting the following distribution pattern
- 2 courses from course listings in Afro-American studies (6 cr.)
- At least one course at 200, 300, or 400 level (3 cr.)
- 2 courses from course listings in Latino Studies (6 cr.)
- At least 1 course at 200, 300, or 400 level (3 cr.)

Total (15 cr.)

Postbaccalaureate Certificates Community Development/Urban Studies

This certificate is for students who have completed an undergraduate degree and would like formal recognition of a proficiency in the field of Community Development and Urban Studies. The focus of study will be on community development, community economic development, and urban studies within a matrix of the minority experience. This certificate has wide appeal from educators to practitioners in fields such as community development, planning, and public policy. This certification meets a specific need for persons intending to hold or holding positions in the field beyond the entry level, such as Community Development Planner II; or entry-level positions that require postbaccalaureate certification and/or experience.

Student Consumer Information about this Program

Requirements

- Department of Minority Studies or approved courses from other departments (18 cr.)
- Select from one of the following
- AFRO-A 150
- AFRO-A 151
- CHRI-C 151 Minority People (3 cr.)
- Department of Minority Studies courses which be distributed among community development, urban studies and economic policy (12 cr.)
- AFRO-A 103
- AFRO-A 230
- AFRO-A 240
- AFRO-A 301
- AFRO-A 302
- AFRO-A 304
- AFRO-A 341
- AFRO-A 343
- AFRO-A 398

Three (3) credit hours in capstone, research or project course.

Race-Ethnic Studies

This certificate is for students who have completed an undergraduate degree and would like formal recognition of a proficiency in the field of Race-Ethnic Studies (see Minor in Race-Ethnic Studies). This certificate has wide appeal from educators to those in business.

Student Consumer Information about this Program

Requirements

- Select one of the following
- AFRO-A 150
- AFRO-A 151
- CHRI-C 151 Minority People (3 cr.)
- Department of Minority Studies, must be distributed between Latino Studies and Afro-American Studies (12 cr.)
- Capstone or research course, must be interdisciplinary (3 cr.)

Modern Languages, Comparative Literature, and Linguistics

French

The program in French embraces courses at all levels, elementary through advanced, and includes the culture and literature of France, Québec, and other Francophone regions of Africa and the Caribbean.

Major in French

The program in French embraces courses at all levels, elementary through advanced, and includes the culture and literature of France, Québec, and other Francophone regions of Africa and the Caribbean.

Requirements

- Courses above FREN-F 150 including FREN-F 328, FREN-F 380 (30 cr.)
- Chosen among FREN-F 300, FREN-F 305, and FREN-F 306 (6 cr.)
- 400 level courses (9 cr.)
- Select one of the following
- SPAN-S 100 (or a more advanced course taught in Spanish)
- Select from the following list of culture options (3 cr.)
- SPAN-S 230
- SPAN-S 231
- SPAN-S 240
- SPAN-S 241
- SPAN-S 251
- SPAN-S 260
- SPAN-S 290
- CDNS-C 101
- CDNS-C 301
- CDNS-C 350
- CDNS-C 400
- CDNS-C 495
- CMLT-C 340

Minor in French Requirements

- FREN-F 200 / FREN-F 250 or equivalent earned through special credit
- 3 courses at the third-year or fourth-year level, taught in French
- Fourth-year level courses may only be taken with permission of instructor

Special Credit

A student who places at the third-year level on the language placement test and receives a grade of C or higher in the validating third-year level course will be eligible to receive 6 hours of special credit with a grade of S. A student who places in the second semester of the second year and completes the validating course with a grade of C or higher will be eligible to receive 3 hours of special credit with a grade of S. The course numbers FREN-F 200 / FREN-F 250 will be used to designate this credit.

Foreign Study

Outstanding students with a substantial command of French are eligible to apply for enrollment in the Overseas Study Program at Aix-en-Provence. Full credit will be received for the academic year spent abroad. Students may also apply to the six-week, 6 credit hour summer program in Paris, or the five-week, 6 credit hour summer program in Québec.

Courses in English

The following courses are taught in English.

- FREN-F 309
- FREN-F 310
- FREN-F 311
- FREN-F 312
- FREN-F 341

No credit in French.

Spanish

The program offers courses at all levels, elementary through advanced, on the Spanish language and the cultures and literatures of Spain and Latin America.

Major in Spanish Requirements

- Courses above SPAN-S 150, including SPAN-S 360 (30 cr.)
- Chosen among SPAN-S 311, SPAN-S 312, SPAN-S 317, SPAN-S 323, and SPAN-S 363 (9 cr.)
- 400 level courses (9 cr.)
- Select one of the following
- FREN-F 100 (or a more advanced course taught in French)
- Select from the following list of culture options (3 cr.)
- FREN-F 309
- FREN-F 310
- FREN-F 311
- FREN-F 312
- FREN-F 341

- CMLT-C 261
- CMLT-C 340
- CDNS-C 101
- CDNS-C 301
- CDNS-C 350
- CDNS-C 400
- CMLT-C 460
- CDNS-C 495

- The Department of Modern Languages will accept one CHRI course that is cross-listed with Spanish and taken by students toward an A.A. in Latino Studies and apply it to the B.A. in Spanish toward completion of the required 30 credits of Spanish courses at the 200 level and above.

Minor in Spanish Requirements

SPAN-S 200 / SPAN-S 250 or equivalent earned through special credit and three courses at the third-year or fourth-year level, taught in Spanish. Fourth-year level courses may only be taken with permission of instructor.

Special Credit

A student who places at the third-year level on the language placement test and receives a grade of C or higher in the validating third-year level course will be eligible for 6 hours of special credit with a grade of S. A student who places in the second semester of the second year and completes a validating course with a grade of C or higher will be eligible to receive 3 hours of special credit with a grade of S. The course numbers SPAN-S 200 / SPAN-S 250 will be used to designate this credit.

Native Speakers

Students who are native speakers of Spanish *must get permission* from the department in order to enroll in SPAN-S 311 / SPAN-S 312, SPAN-S 317 SPAN-S 323, SPAN-S360, and SPAN-S363. Questions about the major or minor should be directed to the department chair.

Undergraduate Study Abroad

IU Northwest, through the Office of Overseas Study at Indiana University Bloomington, provides various opportunities for students of Spanish to study in a Spanish-speaking country. Qualified students who want to participate in a one-year academic program are encouraged to apply for the program offered in Madrid, Spain. Through the Council on International Educational Exchange, in which Indiana University cooperates, undergraduate students may also apply to participate in a one-semester program in Seville, Spain. Summer study programs are available in Bilbao and Salamanca, Spain, and at the Universidad Iberoamericana in Mexico City. Credits earned in these programs can be used to fulfill requirements for the baccalaureate degree. In addition, the Committee on Institutional Cooperation (CIC), of which Indiana University is a member, offers a summer study program in Guanajuato, Mexico. This program is intended primarily for students whose area of specialization is Spanish.

The Department of Modern Languages strongly recommends foreign study at the undergraduate level for those students

who plan to become teachers of Spanish. In all cases where credit is sought for work done abroad, the student must consult the department chairperson before enrolling in foreign institutions. Information and applications for foreign study programs can be obtained from the campus coordinator for the Office of Overseas Study.

Courses in English

The following Spanish courses are taught in English

- SPAN-S 230
- SPAN-S 231
- SPAN-S 240
- SPAN-S 241
- SPAN-S 251
- SPAN-S 260
- SPAN-S 284
- SPAN-S 290

No credit in Spanish.

German Foreign Study

Outstanding students with a substantial command of German may apply for a year's study, with full credit, at the Indiana-Purdue Center of Undergraduate Studies at the University of Hamburg. Juniors may, upon the recommendation of the dean of the College of Arts and Sciences, take their third year abroad with Indiana University credit of 30 hours. Students must consult the departmental foreign study advisor before enrolling in foreign institutions.

Canadian Studies

The Canadian Studies program gives students a better understanding of the diverse origins and multifaceted character of Canada. It gives direction and depth to the student's liberal arts education through a focus on Canada.

Minor in Canadian Studies

The minor in Canadian Studies may consist of either A or B.

A. 15 credit hours to include

CDNS-C 101 Canadian Studies (3 cr.)
CDNS-C 301 (3 cr.)

Select three of the following:

- CDNS-C 350 (3 cr.)
- CDNS-C 400 (3 cr.)
- HIST-H 230 (3 cr.)
- POLS-Y 217 (3 cr.)
- GEOL-T 315 (3 cr.)
- CDNS-C 495 (3 cr.)

Total (15 cr.)

B. 18 credit hours to include:

FREN-F 200 (3 cr.)
FREN-F 250 or equivalent (3 cr.)
CDNS-C 101 (3 cr.)
CDNS-C 301 (3 cr.)

Select two of the following:

- CDNS-C 350 (3 cr.)
- CDNS-C 400 (3 cr.)
- HIST-H 230 (3 cr.)
- POLS-Y 217 (3 cr.)
- GEOL-T 315 (3 cr.)
- CDNS-C 495 (3 cr.)

Total (18 cr.)

Performing Arts

Performing Arts

Performing arts provides academic curricula in music, theatre, and dance for students who seek to develop careers in these areas. Extensive performance programs provide practical experiences that complement classroom study.

Music and Dance Program

The Department of Performing Arts offers coursework in a variety of Music and Dance Courses for students who wish to learn a new instrument, dance style, or further refine their skills.

Music courses include:

- MUS-M174 Music for the Listener
- MUS-L101 Beginning Guitar
- MUS-P100 Piano
- MUS-V100 Voice

Dance courses include:

- MUS-J100 Ballet
- MUS-J200 Ballet
- MUS-J210 Jazz Dance
- MUS-J305 Ballet for the Nondegree Student
- MUS-J320 Pointe Technique

Major in Theatre

The Department of Performing Arts (THTR) recognizes a symbiotic relationship between theatre production experience and classroom study. Requirements for the Major in Theatre are therefore distributed between practicum, production laboratory, and academic courses in the performing arts.

Requirements (39 cr.)

- Theatre **CORE** courses (12 cr.)
- THTR-T 120 Acting I (3 cr.)
- THTR-T 228 Design for the Theatre (3 cr.)
- THTR-T 340 Directing I (3 cr.) prerequisite THTR-T 120 and THTR-T 228 or consent of instructor
- THTR-T 490 Independent Study in Theatre and Drama (3 cr.) - must be a minimum 3 credit hour capstone project
- 6 credit hours in each of the following 3 areas (18 cr.):
- Production Experience (6 cr.)
- THTR-T 168 Practicum (1-3 cr. per semester, sophomore standing or consent of instructor)*
- Laboratory Experience (6 cr.)
- Select two from the following:
- THTR-T 225 Stagecraft I (3 cr.)

- THTR-T 230 Costuming I (3 cr.)
- THTR-T 335 Stage Lighting (3 cr.)
- History, Literature, Theory (6 cr.)
- THTR-T 470 Theatre and Society I (3 cr.)
- THTR-T 471 Theatre and Society II (3 cr.)
- Or another theatre history course approved by the department
- THTR elective credit hours (9 cr.)
- 300 level or above in major (15 cr.)

Students are advised to determine an AREA OF CONCENTRATION in consultation with a principal teacher in their chosen area (acting, directing, design, stage management, technical production, dramaturgy, etc.)

*Practicum credit is given for approximately 40 hours assigned work on any Theatre Northwest production. Assignments are finalized in the first week of the semester. Students are encouraged to apply for significant creative and crew positions prior to semester of production.

Minor in Theatre Requirements

- THTR-T 168 Practicum (3 cr.)
- Select one of the following
- THTR-T 120 Acting I (3 cr.)
- THTR-T 228 Design for the Stage (3 cr.)
- Select one of the following labs (3 cr.)
- THTR-T 225 (3 cr.)
- THTR-T 230 (3 cr.)
- THTR-T 335 (3 cr.)
- Select one of the following Theatre and Society courses (3 cr.)
- THTR-T 470 (3 cr.)
- THTR-T 471 (3 cr.)
- THTR elective (3 cr.)

Total (15 cr.)

Psychology

About the Department of Psychology

The Department of Psychology offers a major in psychology leading to the B.A. degree and the B.S. degree, a major in psychology with a concentration in Women's and Gender Studies leading to the B.A. degree, a Masters in Clinical Counseling to help prepare students for work in Addictions Counseling, and provides course work for undergraduates who want to satisfy distribution requirements. As a science, psychology seeks to understand the basic principles by which living organisms adapt their behavior to the changing physical and social environments in which they live. The breadth of the discipline, with its links to the humanities, mathematics, and other social and natural sciences, encourages the development of broad problem-solving skills through exposure to experimental methodology and statistical

analysis, and contributes to personal growth and the development of communication skills. Psychological knowledge, techniques, and skills obtained in the B.A. and B.S. programs are applied in many careers and provide background for students entering graduate work in psychology and related areas, as well as the professions of medicine, dentistry, law, and business.

Career opportunities for psychology majors at the bachelor's degree level exist in mental health clinics, social welfare agencies, government, personnel departments, and business and industry. A wider range of professional opportunities is open to those who complete master's or doctoral degrees. It is strongly recommended that prospective majors discuss their career objectives with a member of the Department of Psychology early so that appropriate course planning can be accomplished.

The Department of Psychology maintains a chapter of Psi Chi, the international honor society in psychology. With both academic and social interests, the chapter sponsors speakers, workshops, films, and field trips. Students interested in joining should contact the department chairperson.

Major in Psychology - B.A. Requirements (30 cr.) including the following classes

- PSY-P 101 (3 cr.) prerequisites for all courses
- PSY-P 102 (3 cr.) prerequisites for all courses
- PSY-P 211 (3 cr.) prerequisites for all 400-level laboratory courses
- PSY-K 300 (3 cr.) prerequisites for all 400-level laboratory courses
- Area A
- Select a minimum of 2 of the following
- PSY-P 325 (3 cr.)
- PSY-P 326 (3 cr.)
- PSY-P 327 (3 cr.)
- PSY-P 329 (3 cr.)
- PSY-P 335 (3 cr.)
- PSY-P 388 (3 cr.)
- PSY-P 407 (3 cr.)
- PSY-P 417 (3 cr.)
- Area B
- Select a minimum of 2 of the following
- PSY-P 303 (3 cr.)
- PSY-P 314 (3 cr.)
- PSY-P 316 (3 cr.)
- PSY-P 319 (3 cr.)
- PSY-P 320 (3 cr.)
- PSY-P 324 (3 cr.)
- PSY-P 336 (3 cr.)
- PSY-P 389 (3 cr.)
- PSY-P 425 (3 cr.)
- PSY-P 430 (3 cr.)
- Select 1 from the following Advanced Laboratory Course which also satisfies the capstone requirement
- PSY-P 421 (3 cr.)
- PSY-P 424 (3 cr.)

- PSY-P 429 (3 cr.)
- PSY-P 435 (3 cr.)
- 300-400 level elective (3 cr.)

Total (30 cr.)

Students must also complete the general requirements of the College of Arts and Sciences.

Recommended In addition to meeting departmental and general requirements, the department suggests that psychology majors take supporting courses in mathematics and the natural sciences. We recommend the following courses for all majors: Introductory Biology and Introductory Chemistry. It is also important to obtain a broadly based education in the humanities, social sciences, and fine arts. Students should not concentrate all their electives in psychology or any other single subject area. Courses such as logic, philosophy, sociology, chemistry, and computer science are especially appropriate. Prospective psychology students and/or majors are invited to discuss their interests with any member of the psychology faculty.

Major in Psychology - B.S.

Purpose The Bachelor of Science in Psychology degree provides students with a rigorous general background in the field of psychology and allied disciplines. The degree is designed for students who wish to prepare for graduate or professional school training in psychology or related fields. The more extensive requirements in biology, chemistry, mathematics, and physics have been selected to optimize the student's future opportunities.

Requirements (36 cr.) including the following classes

- PSY-P 101 (3 cr.) prerequisites for all courses
- PSY-P 102 (3 cr.) prerequisites for all courses
- PSY-P 211 (3 cr.) prerequisites for all 400-level laboratory courses
- PSY-K 300 (3 cr.) prerequisites for all 400-level laboratory courses
- Area A
- Select a minimum of 3 of the following
- PSY-P 325 (3 cr.)
- PSY-P 326 (3 cr.)
- PSY-P 327 (3 cr.)
- PSY-P 329 (3 cr.)
- PSY-P 335 (3 cr.)
- PSY-P 388 (3 cr.)
- PSY-P 407 (3 cr.)
- PSY-P 417 (3 cr.)
- Area B
- Select a minimum of 2 of the following
- PSY-P 303 (3 cr.)
- PSY-P 314 (3 cr.)
- PSY-P 316 (3 cr.)
- PSY-P 319 (3 cr.)
- PSY-P 320 (3 cr.)
- PSY-P 324 (3 cr.)
- PSY-P 336 (3 cr.)

- PSY-P 389 (3 cr.)
- PSY-P 425 (3 cr.)
- PSY-P 430 (3 cr.)

- Select 1 from the following Advanced Laboratory Courses which also satisfies the capstone requirement
- PSY-P 421 (3 cr.)
- PSY-P 424 (3 cr.)
- PSY-P 429 (3 cr.)
- PSY-P 435 (3 cr.)
- Select 2 additional 300-400 level elective courses (6 cr.)
- Allied Science
- BIOL-L 101 (4 cr.)
- BIOL-L 102 (4 cr.)
- CHEM-C 105 (3 cr.)
- CHEM-C 106 (3 cr.)
- CHEM-C 125 (2 cr.)
- CHEM-C 126 (2 cr.)
- Courses listed under the category Group IIIA at the 100 level or above (28 cr.) - Suggested courses include
- BIOL-L 211 (3 cr.)
- BIOL-L 311 (3-4 cr.)
- BIOL-L 312 (3 cr.)
- BIOL-Z 374 (3 cr.)
- BIOL-Z 406 (3-4 cr.)
- BIOL-M 310 (3-4 cr.)
- BIOL-M 315 (2 cr.)
- CHEM-C 341 (3 cr.)
- CHEM-C 342 (3 cr.)
- CHEM-C 343 (2 cr.)
- CHEM-C 344 (2 cr.)
- CHEM-C 483 (3 cr.)
- MATH-M 118 (3 cr.)
- MATH-M 119 (3 cr.)
- MATH-M 125 (3 cr.)
- MATH-M 126 (2 cr.)
- MATH-M 215 (5 cr.)
- MATH-M 216 (5 cr.)
- MATH-M 301 (3 cr.)
- MATH-M 311 (4 cr.)
- MATH-M 312 (3 cr.)
- MATH-M 360 (3 cr.)
- MATH-M 366 (3 cr.)
- PHYS-P 201 (5 cr.)
- PHYS-P 202 (5 cr.)
- PHYS-P 221 (5 cr.)
- PHYS-P 222 (5 cr.)

Total (64 cr.)

In addition to the preceding courses, the student is responsible for fulfilling the general requirements of the Bachelor of Science degree as established by the College of Arts and Sciences.

Major in Psychology with a Concentration in Women's and Gender Studies

Purpose The Bachelor of Arts degree in psychology with a concentration in Women's and Gender Studies provides a solid background in applied and basic psychology along with a focus on and experiences in the psychology of women and women's issues.

Requirements (36 cr.) including the following classes

- PSY-P 101 (3 cr.) prerequisites for all courses
- PSY-P 102 (3 cr.) prerequisites for all courses
- PSY-P 211 (3 cr.) prerequisites for all 400-level laboratory courses
- PSY-K 300 (3 cr.) prerequisites for all 400-level laboratory courses

- Area A
- Select a minimum of 1 of the following
- PSY-P 325 (3 cr.)
- PSY-P 326 (3 cr.)
- PSY-P 327 (3 cr.)
- PSY-P 329 (3 cr.)
- PSY-P 335 (3 cr.)
- PSY-P 388 (3 cr.)
- PSY-P 407 (3 cr.)
- PSY-P 417 (3 cr.)

- Area B
- Select a minimum of 2 of the following
- PSY-P 303 (3 cr.)
- PSY-P 314 (3 cr.)
- PSY-P 316 (3 cr.)
- PSY-P 319 (3 cr.)
- PSY-P 320 (3 cr.)
- PSY-P 324 (3 cr.)
- PSY-P 336 (3 cr.)
- PSY-P 389 (3 cr.)
- PSY-P 425 (3 cr.)
- PSY-P 430 (3 cr.)

- Select 1 from the following Advanced Laboratory Courses which also satisfies the capstone requirement
- PSY-P 421 (3 cr.)
- PSY-P 424 (3 cr.)
- PSY-P 429 (3 cr.)
- PSY-P 435 (3 cr.)

- Select 2 Psychology courses focused on women's issues
- PSY-P 460 (3 cr.)
- PSY-P 432 (3 cr.)

- Select 1 Women's and Gender Studies core course
- WGS-W 200 (3 cr.)
- WGS-W 400 (3 cr.)

- Select 1 Practicum in Women's and Gender Studies of Psychology (if focus is on women's issues)
- WGS-W 480 (3 cr.)
- PSY-B 309 (3 cr.)

In addition to the preceding courses, the student is responsible for fulfilling the general requirements of the College of Arts and Sciences.

Postbaccalaureate Certificate in Drug and Alcohol Counseling

The Postbaccalaureate Certificate in Drug and Alcohol Counseling is designed for individuals interested in entering the demanding and rewarding field of alcohol and drug abuse counseling, as well as individuals who already work in the general field of drug and alcohol treatment in order to gain accreditation and advance in their professions.

The program provides comprehensive classroom instruction and practical field experience needed to succeed in the field. The program recognizes that drug and alcohol addiction and treatment are complex topics driven by an array of biological, genetic, neural, psychological, social, and cultural forces. The classroom instruction is designed to provide students with a basic understanding of many of these forces, an array of drug and alcohol treatment procedures, theories of drug use and abuse, the addiction process and its mental health connections, pharmacology, core counselor functions, strategies for addressing addiction, and ethical considerations. The in-field training is designed to enable students to apply this information and to practice all the core counselor functions including screening, intake, assessment, treatment planning, counseling, case management, crisis intervention, client education, and record keeping.

No new students will be admitted into this program after 2010. Students interested in addictions counseling should instead explore the Masters in Clinical Counseling specializing in Addictions also offered by the Department.

Student Consumer Information about this Program

Requirements - (27 cr.)

- Core Courses (9 cr.)
- PSY-P 324
- PSY-P 407
- PSY-P 390 Special Topics in Psychology: Professional Issues in Addictions Counseling

- Practica (9 cr.)
- PSY-B 309 (9 cr.)

- Electives (9 cr.)
- Select 3 from the following
- PHIL-P 393
- PSY-P 314
- PSY-P 326
- PSY-P 390
- PSY-P 401
- PSY-P 425
- PSY-P 430
- PSY-P 495
- SOC-S 420

Total (27 cr.)

Minor in Psychology Requirements

Students who elect to minor in psychology must complete the following

- PSY-P 101 (3 cr.)
- PSY-P 102 (3 cr.)
- Select 3 additional courses in psychology for which the student has the prerequisites (9 cr.)

Total (15 cr.)

Sociology and Anthropology

Sociology

The Department of Sociology and Anthropology offers its sociology curriculum to undergraduate students who want to pursue the systematic study of society from the microlevel (the individual in society) to the macrolevel (the study of institutions). The department offers its anthropology curriculum to undergraduate students who want to acquire a global perspective on the nature and origins of human cultural and biological diversity; different anthropology courses can be used as natural science, social science, or humanities electives. At the junior / senior level, some students may be eligible to enroll in independent study courses: (1) Individual Readings in Sociology and Anthropology (2) the Internship Program (where the student integrates a work experience with course work). Students graduating with a major in sociology or anthropology may enter graduate programs in sociology, anthropology, and social science; enter professional schools, such as law and social work; or enter careers requiring a bachelor's degree in the liberal arts. Both Sociology and Anthropology majors are encouraged to draw upon the resources of other departments in social and behavioral sciences, as well as the humanities and physical/natural sciences. Counseling on programs and career choices is available within the department.

The Department of Sociology and Anthropology maintains a chapter of Alpha Kappa Delta International Sociology Honor Society (Iota of Indiana Chapter). Students are selected on the basis of excellence in research.

Major in Sociology Four-year Program

Requirements - Majors (30 cr.)

- SOC S161 (3 cr.)
- SOC S215 (3 cr.)
- SOC S230 (3 cr.)
- SOC S261 (3 cr.)
- SOC S262 Methods (3 cr.) (quantitative)
- Select one course in deviance or in inequality from the following
- SOC S310 (3 cr.)
- SOC S317 (3 cr.)
- SOC S320 (3 cr.)
- SOC S325 (3 cr.)
- SOC S328 (3 cr.)
- SOC S331 (3 cr.)

- SOC S335 (3 cr.)
- SOC S337 (3 cr.)
- SOC S420 (3 cr.)
- Select one course in organization or in communication from the following
- SOC S309 (3 cr.)
- SOC S311 (3 cr.)
- SOC S313 (3 cr.)
- SOC S314 (3 cr.)
- SOC S315 (3 cr.)
- SOC S316 (3 cr.)
- SOC S410 (3 cr.)
- SOC S416 (3 cr.)
- SOC S418 (3 cr.)
- SOC S419 (3 cr.)
- SOC S431 (3 cr.)
- SOC S447 (3 cr.)
- SOC S340 (3 cr.) capstone requirement
- Select any two additional sociology courses to include (6 cr.)
- 300 or 400 level course

Courses in the major cannot be used to satisfy Group III distribution.

Students must also complete the general requirements of the College of Arts and Sciences.

Emphasis Areas for Sociology Majors

With careful planning, students may be able to select courses that concentrate in one of two general emphasis areas:

The **Sociology** emphasis would include SOC S262, SOC S340, and additional courses that emphasize a theme such as:

- **deviance or inequality** - including
 - several courses from above section as electives
- **social organization** - including
 - several courses from above section as electives
- **medical sociology** - including
 - SOC S314 (3 cr.)
 - SOC S331 (3 cr.)
 - SOC S362 Medical Anthropology (3 cr.)
- **gender** - including courses such as
 - SOC S164 (3 cr.)
 - SOC S310 (3 cr.)
 - SOC S337 (3 cr.)
 - topics courses on gender (3 cr.)
- **family studies** - including courses such as
 - SOC S164 (3 cr.)
 - SOC S316 (3 cr.)
 - SOC S416 (3 cr.)
- **social movements** - including courses such as
 - SOC S218 (3 cr.)
 - SOC S311 (3 cr.)

- SOC S418 (3 cr.)
 - SOC S419 (3 cr.)
 - **qualitative / ethnographic methods**
 - Select one or both of the following
 - SOC S254 (3 cr.)
 - SOC S262 (3 cr.)
 - SOC S431 (3 cr.)
 - Select one or both of the following
 - SOC S441 (3 cr.)
 - SOC S340 (3 cr.)
- Total (30 cr.)

Major in Sociology with Concentration in Women's and Gender Studies Requirements - Majors (30 cr.)

- Select four Basic Sociology courses
- SOC S161 (3 cr.)
- SOC S215 (3 cr.)
- SOC S230 (3 cr.)
- SOC S261 (3 cr.)
- SOC S262 Methods (3 cr.)
- Select one course from the following Deviance/Inequality courses
- SOC S337 Women and Crime (3 cr.)
- SOC S420 Topics in Deviance, when topic is women, such as Women and Deviance (3 cr.)
- Select one course from the following Organization courses
- SOC S310 Sociology of Women in America (3 cr.)
- SOC S410 Topics in Social Organization when topic is women, such as Women and Religion (3 cr.)
- Select one course from the following Theory courses
- SOC S340 SOC (3 cr.)
- SOC S441 Topics in Theory, Anthropology (3 cr.)
- Select electives in areas of Sociology / Anthropology Women's and Gender Studies
- Select two appropriate courses at the 300-400 level such as
- SOC S337 (3 cr.)
- SOC S420 (3 cr.)
- SOC S310 (3 cr.)
- SOC S410 (3 cr.)
- SOC S495 Individual Readings and Research when topic is women (3 cr.)
- SOC S398 Internship in Behavioral Sciences, when agency serves women, such as battered women's shelters, women's transitional houses, etc. (3 cr.)
- SOC S362 Native American Women (3 cr.)

Outside Electives

- WOST 200 Introduction to Women's and Gender Studies (3 cr.)
- Select one WOST W400 course from the following

- P460 / W400 Psychology of Women (3 cr.)
- P432 / W400 Women and Madness (3 cr.)
- Appropriate cross-listed courses from other disciplines (3 cr.)
- Students must also complete all the requirement for the regular B.A. in Sociology and College of Arts and Sciences B.A. general requirements.
- P432 / W400 Women and Madness (3 cr.)

Minor in Sociology

Requirements - Minors (15 cr.)

- SOC S161 (3 cr.)
- Select one from the following
- SOC S163 (3 cr.)
- SOC S164 (3 cr.)
- SOC S230 (3 cr.)
- Select two 300 or 400 level sociology courses (6 cr.)

Students pursuing a minor may wish to select courses that emphasize a theme such as

- **deviance or inequality** - including
- two or three courses from the above sections
- **social organization** - including
- several courses from above section as electives
- **medical sociology** - including
- SOC S314 (3 cr.)
- SOC S331 (3 cr.)
- **gender** - including two or three from
- SOC S164 (3 cr.)
- SOC S310 (3 cr.)
- SOC S337 (3 cr.)
- topics courses on gender (3 cr.)
- **family studies** - including two or three from
- SOC S164 (3 cr.)
- SOC S316 (3 cr.)
- SOC S416 (3 cr.)
- **social movements** - including two or three from
- SOC S218 (3 cr.)
- SOC S311 (3 cr.)
- SOC S418 (3 cr.)
- SOC S419 (3 cr.)

Total (15 cr.)

Anthropology

Anthropology gives students a holistic understanding of human existence in an ecological, evolutionary perspective. It studies the interrelationships of human biology and human behavior, particularly that behavior which we call culture, both in the past and in the present. In its four traditional subfields of cultural anthropology, physical anthropology, archaeology, and linguistics, anthropology covers all the aspects of being human, making use of almost all of human knowledge. Anthropology is also the only discipline that focuses on the study of the origin and nature of human

biological and cultural diversity. Courses in anthropology are thus of value to students in virtually all fields; they relate those disciplines to a broader view of humankind as a whole.

Major in Anthropology

Indiana University Northwest offers a joint B.A. Major in Anthropology in conjunction with Indiana University South Bend. The required classes are taught at both schools, so students can complete entirely at either campus. There is no requirement that students must take classes at both schools. At the same time, the faculty of each campus do have different specializations and offer different elective courses. Additionally the required classes may be offered in different semesters at the campuses. Students are free to take classes at both schools and apply them to the major.

Requirements - Majors (33 cr.)

- Select 1 of the following introductory anthropology courses
- ANTH A104 (3 cr.)
- Select 1 of the following
- ANTH A105 (3 cr.)
- E200 Cultural Anthro II (3 cr.)
- Select 1 each from at least two of these pairs
- ANTH B200 / ANTH B400 Bioanthropology (3 cr.)
- ANTH L200 / ANTH L300 Language and Culture (3 cr.)
- ANTH P200 / ANTH E400 Archaeology (3 cr.)
- Select 1 of the following Quantitative Methods
- SOC S262 (3 cr.)
- ANTH A360 capstone requirement (3 cr.)
- Select 1 400-level Seminar Experience course such as
- ANTH E400 (3 cr.)
- ANTH E445 (3 cr.)
- ANTH B400 (3 cr.)
- ANTH B466 (3 cr.)
- Or others to be offered
- Select any 3 elective courses in Anthropology (9 cr.)
- Any course can fulfill only one of the requirements listed above
- 15 credit hours of the courses taken in the major must be at the 300 level

Total (33 cr.)

Minor in Anthropology

Requirements - Minor (15 cr.)

Select 5 (3 cr.) courses including

- ANTH-A 104 (3 cr.)
- ANTH-A 105 (3 cr.)
- Select at least 1 course from the following:
- ANTH-B 200 (3 cr.)
- ANTH-E 200 (3 cr.)
- ANTH-L 200 (3 cr.) / ANTH-L 300 (3 cr.)
- ANTH-P 200 (3 cr.)

- Select at least one 300- or 400- level course in addition to any used to satisfy the above requirements. (3 cr.)

Women's and Gender Studies

About the Women's and Gender Studies Program

Women's and Gender Studies is an interdisciplinary program focusing on the importance of gender as a category of social analysis. Women's and Gender Studies courses consider gender systems across cultures, examining the way those systems develop, function, and change. Women's and Gender Studies draws upon a variety of academic disciplines.

A Women's Studies minor, Certificate in Women's and Gender Studies, or Bachelor of Arts degree with a major in Psychology or Sociology and a concentration in Women's and Gender Studies provides a valuable foundation for students entering the workforce. Women's and Gender Studies courses will benefit those who enter jobs in business, education, nursing, and public affairs, as well as those who study traditional fields such as history, sociology, psychology, the arts, and literature. Most of the courses in the program satisfy distribution requirements.

Minor in Women's Studies

Requirements - (15 cr.)

- Core Courses (6 cr.)
- Select one of the following
- WGS-W 200 Women in American Society (3 cr.) Social Sciences
- WGS-W 201 Women in American Culture (3 cr.) Humanities
- Select one of the following
- WGS-W 400 Topics in Women's and Gender Studies (3 cr.) Social Sciences
- WGS-W 401 Topics in Women's and Gender Studies (3 cr.) Humanities
- Women in Diverse Cultures (3 cr.)
- WGS-W 301 International Perspectives on Women (3 cr.)
- AFRO-A 210 Black Women in the Diaspora (3 cr.)
- AFRO-A 406 Literature by American Women of Color (3 cr.)
- AFRO-A 410 The Black Woman and the Afro-American Experience (3 cr.)
- CHRI-C 490 Topic: The Latino Woman (3 cr.)
- CMLT-C 340 Women in World Literature (3 cr.)
- SPAN-S 284 Women in Hispanic Culture (3 cr.)
- SPAN-S 470 Women in Hispanic Literature (3 cr.)
- Women in the Social Sciences (3 cr.)
- WGS-W 221 Native Uses of Herbs (3 cr.)
- WGS-W 480 Women's and Gender Studies Practicum (3 cr.)
- AFRO-A 210 Black Women in the Diaspora (3 cr.)
- AFRO-A 410 The Black Woman and the Afro-American Experience (3 cr.)
- ANTH-E 221 Native Uses of Herbs (1 cr.)
- CHRI-C 490 Topic: The Latino Woman (3 cr.)

- SPAN-S 470 Women in Hispanic Literature (3 cr.)
- LSTU-L 210 Workplace Discrimination and Fair Employment (3 cr.)
- LSTU-L 290 Topics in Labor Studies (1-3 cr.) LSTU L390 Women and Work (1-3 cr.)
- LSTU-L 385 Race, Class, Gender, and Work (3 cr.)
- PSY-P 432 Women and Madness (3 cr.)
- PSY-P 460 Women: A Psychological Perspective (3 cr.)
- SOC-S 310 The Sociology of Women in America (3 cr.)
- SOC-S 337 Women and Crime (3 cr.)
- SOC-S 431 Women, Religion, and Spirituality (3 cr.)
- SPCH-S 450 Gender and Communication (3 cr.)
- Women in the Humanities (3 cr.)
- WGS-W 207 Women in Literature (3 cr.)
- WGS-W 301 International Perspectives on Women (3 cr.)
- AFRO-A 406 Literature by American Women of Color (3 cr.)
- CMLT-C 340 Women in World Literature (3 cr.)
- ENG-L 201 Films by Women (3 cr.)
- ENG-L 207 Women in Literature (3 cr.)
- ENG-L 295 American Film Culture (3 cr.) (When topic is women)
- ENG-L 381 Recent Writing (3 cr.) (When topic is women)
- ENG-L 440 Seminar in English and America Literature (3 cr.) (When topic is women)
- SPAN-S 470 Women in Hispanic Literature (3 cr.)
- HIST-H 260 / HIST-H 425 History of Women in the U.S. (3 cr.) (Colonial to Nineteenth Century)
- HIST-H 262 / HIST-H 425 American Women's History: Twentieth Century

Total (15 cr.)

The course taken to fulfill the requirement of Women in Diverse Cultures cannot be used to fulfill the requirements in Women in the Social Sciences and Women in the Humanities.

Certificate in Women's and Gender Studies

The Certificate offers students a focused program in an interdisciplinary course of studies dealing with women's experiences, issues related to gender, gender identity, roles and relationships, and the impact of these elements on life and society. The Certificate is open to both degree-seeking and non-degree-seeking students. Many professionals in business, psychology, social services, medical, and legal professions find that training in Women's and Gender Studies enhances the practice of their profession.

Students may enter the program in two different ways. Degree-seeking and non-degree-seeking students should contact the WGS Director. They will then discuss the student's career goals and needs and select a set of courses that will best satisfy those goals. Degree-seeking students should be in good standing within the university and have a minimum GPA of 2.0.

Requirements - (18 cr.)

- Core Courses (6 cr.)
- Select courses across 3 categories (12 cr.)
- Women in Diverse Cultures (3 cr.)
- Women in the Social Sciences (3 cr.)
- Women in the Humanities (3 cr.)
- At least 9 credit hours of the certificate must be completed on the Indiana University Northwest campus.
- Students are required to obtain a grade of C or better for all courses used in the Certificate.
- Students may receive either a minor or Certificate in Women's and Gender Studies, but not both.

Bachelor of Arts in Psychology - Concentration in Women's and Gender Studies

Purpose

The Bachelor of Arts degree in psychology with a concentration in Women's and Gender Studies provides a solid background in applied and basic psychology along with a focus on and experiences in the psychology of women and women's issues.

Requirements (36 cr.) including the following classes

- PSY-P 101 (3 cr.) prerequisites for all courses
- PSY-P 102 (3 cr.) prerequisites for all courses
- PSY-P 211 (3 cr.) prerequisites for all 400-level laboratory courses
- PSY-K 300 (3 cr.) prerequisites for all 400-level laboratory courses
- Area A
- Select a minimum of 2 of the following
- PSY-P 325 (3 cr.)
- PSY-P 326 (3 cr.)
- PSY-P 327 (3 cr.)
- PSY-P 329 (3 cr.)
- PSY-P 335 (3 cr.)
- PSY-P 407 (3 cr.)
- PSY-P 417 (3 cr.)
- Area B
- Select a minimum of 2 of the following
- PSY-P 314 (3 cr.)
- PSY-P 316 (3 cr.)
- PSY-P 319 (3 cr.)
- PSY-P 320 (3 cr.)
- PSY-P 324 (3 cr.)
- PSY-P 336 (3 cr.)
- PSY-P 389 (3 cr.)
- PSY-P 425 (3 cr.)
- PSY-P 430 (3 cr.)
- Select 1 from the following Advanced Laboratory Courses which also satisfies the capstone requirement
- PSY-P 421 (3 cr.)
- PSY-P 424 (3 cr.)
- PSY-P 429 (3 cr.)

- PSY-P 435 (3 cr.)
- Select two psychology courses focused on women's issues
- PSY-P 460 (3 cr.)
- PSY-P 432 (3 cr.)
- Select one Women's and Gender Studies core course from the following
- WGS-W 200 (3 cr.)
- WGS-W 400 (3 cr.)
- Select one practicum in Women's and Gender Studies or psychology from the following
- WGS-W 480 (3 cr.)
- PSY-B 309 (3 cr.) (if focus is on women's issues)

Total (36 cr.)

In addition to the preceding courses, the student is responsible for fulfilling the general requirements of the B.A. degree as established by the College of Arts and Sciences.

Bachelor of Arts in Sociology - Concentration in Women's and Gender Studies

The Bachelor of Arts degree in sociology with a concentration in Women's and Gender Studies provides a solid background in sociology along with a focus on and experiences in the sociology of women and women's issues.

Requirements - (30 cr.)

- SOC S161
- SOC S215
- SOC S230
- SOC S261
- Select one Methods course from the following
- SOC-S 262
- SOC-S 254
- Select one Deviance / Inequality course from the following
- SOC-S 337 Women and Crime
- SOC-S 420 Topics in Deviance (when topic is women, such as Women and Deviance)
- Select one Organization course from the following
- SOC-S 310 Sociology of Women in America
- SOC-S 410 Topics in Social Organization (when topic is women, such as Women and Religion)
- Select one Theory course from the following
- SOC-S 340
- SOC-S 441 Topics in Theory, Anthropology
- Select elective courses in areas of sociology / anthropology / Women's and Gender Studies
- Select two appropriate additional courses at the 300-400 level from the following
- SOC S337
- SOC S420
- SOC S310
- SOC S410

- and / or any of S495 Individual Readings and Research when topic is women
- S398 Internship in Behavioral Sciences, when agency serves women, such as battered women's shelters, women's transitional houses, etc.
- S362 Native American Women

Total (30 cr.)

Outside Electives

- WGS-W 200 Introduction to Women's and Gender Studies
- Select one WGS-W 400 course such as
- PSY-P 460 / WGS-W 400 Psychology of Women
- PSY-P 432 / WGS-W 400 Women and Madness
- Appropriate cross-listed courses from other disciplines

Total (30 cr.)

In addition to the preceding courses, the student is responsible for fulfilling the general requirements of the B.A. degree as established by the College of Arts and Sciences.

Graduate

Administrative Officers

Mark S. Hoyert, Ph.D., *Dean*
 Nelson H. De Leon, Ph.D., *Associate Dean*
 Diane Robinson Sandidge, MPA, *Assistant to the Dean*
 Bob Mucci, Ph.D., *Director of MLS Program*
 Mary Ann Fischer, Ph.D. *Chair, Department of Psychology*

Website: www.iun.edu/~artsci/

Phone: (219) 980-6789

Overview

The College of Arts and Sciences offers two Masters degree programs: a Master of Liberal Studies (M.L.S.) and a Master of Science in Clinical Counseling with a Specialization in Drug and Alcohol Counseling (M.S.C.C.).

Master of Science in Clinical Counseling with Specialization in Drug and Alcohol Counseling

The Master of Science in Clinical Counseling with Specialization in Drug and Alcohol Counseling (M.S.C.C.) program is designed for students who wish to prepare for careers and licensure in the field of addictions treatment. Drug and alcohol addictions remain one of the most vexing problems facing the region, the state, and society in general. The extent of addiction is horrific. Substance abuse is the nation's number one health problem. One in ten adult in the U.S. is currently addicted to alcohol or drugs and almost one-third of all adults will struggle with addictions at some point in their lives. While addictions are powerful and can have harmful consequences, they respond well to treatment. Unfortunately, there exists a shortage of therapists who are prepared with graduate-level knowledge and skills in addictions treatment. The M.S.C.C. Program is designed to provide this background. Students will gain basic knowledge about pharmacology, abnormal psychology, theories of addictions, and treatment options. Students will develop and practice counseling skills and learn how to evaluate treatment

methods and techniques. Graduates will be able to work in this rewarding field and will be able to pursue licensure.

Master of Liberal Studies

The Master of Liberal Studies (M.L.S.) program is unique. It does not provide a rigid schedule of courses or focus on one particular specialty. It is inherently interdisciplinary. It is designed for students who love to learn new ideas and discuss them with others. It is designed for students who are curious about the world – about art, literature, science, politics, human nature and history. It is for people who want to explore new worlds and who enjoy meeting others who want to join the expedition. It is designed for students who wish to combine several academic areas into one tailored degree program. Students select a sequence of graduate level courses to create their own path of study. It allows students to explore questions of enduring concern and contemporary urgency in the arts, humanities, behavioral sciences, social sciences, life sciences, and physical sciences. In doing so, the program provides students with opportunities to engage their curiosity in an intellectual exploration of the world of ideas. The rewards of the pursuit of knowledge go beyond intellectual satisfaction. Students will gain fresh perspectives and will hone the creative, critical thinking, decision making, analytical, and communication skills that are so valued in today's workplace. Uniquely among graduate programs, the M.L.S. helps students understand the broader context of their ideas, path of study, and fields of work, learn to analyze problems from a variety of perspectives, will stimulate students to find connections between their studies and their personal and professional lives, and encourages a lifelong commitment to learning, free inquiry and the life of the mind.

Policies and Procedures

The general regulations and policies detailed in this bulletin apply to all students in the college's graduate and post-baccalaureate programs.

General Scholarship Rule

Any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the college to enroll in such courses designated by the college or other corrective actions as is necessary or desirable. The college may review a student's record at any time and take whatever actions seem necessary for the best interest of that student or the college. Any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the college.

Academic Regulations

Students must have their programs of study approved by the program director. Courses at the 300 or 400 level that are available to be taken for graduate credit as a graduate level class will include additional assignments beyond those required for undergraduate credit. Enrollment in such courses requires the approval of the instructor and of the program director. It is sometimes possible for a student to take a graduate level course at IUN or elsewhere that can count as an elective in the graduate program; permission for this must be given by the program director before the student registers. Students who have graduate course credits before they enroll in one

of the graduate programs may have some credits transferred into the program, but such transfers of credits will not be considered until the student has demonstrated satisfactory progress in their current program. Courses used for another degree or certificate cannot also be used to satisfy graduate program requirements.

An average grade of B (3.0) is required for graduation, and no course with a grade lower than B-(2.7) will be counted toward the degree. Students are required to retain good academic standing, i.e., to maintain a GPA of at least 2.7. Failure to maintain good standing may result in dismissal from the program. Students whose GPA falls below 3.0 are considered to be on probation; they must earn at least a B- in each of their next two classes with a 3.0 GPA in those two classes in order to continue in the program. Other academic regulations and policies are established by the Graduate Studies Committees of the College of Arts and Sciences. Students should consult their program director for further information.

Master of Science in Clinical Counseling Admission

Students are admitted to the Master of Clinical Counseling program by the MSCC Admissions Committee of the Psychology Department. To be considered for admission, students must hold a bachelor's degree from an accredited institution and an undergraduate grade point average of at least 3.0. GRE scores are recommended. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Students with a GPA slightly below 3.0 for a recent degree, or students with a slightly lower GPA who are returning to college with relevant work experience in a health or human services agency may be admitted on probation. Students admitted on probation must earn at least a B- in each of their first two classes and must maintain a GPA of 3.0 in order to continue in the program. The goal is to select applicants who can successfully complete graduate study and work successfully in the field of addictions counseling.

Curriculum

A. Drug and Alcohol Addictions Counseling Core Courses (12 cr.)

- Psychology - P535 Introduction to Addictions Counseling (3 cr.)
- Psychology - P510 Principles of Research in Psychology (3 cr.)
- Psychology - P667 Neuropsychopharmacology (3 cr.)
- Psychology - P624 Principles of Psychopathology (3 cr.)

B. Practica – must complete 9 credit hours

- Psychology - P691 Practicum in Applied Psychology. Experience in psychology-oriented work settings. Students will work with mental health and social service providers whose primary mission is drug and alcohol addictions treatment.

C. Electives – must complete 15 credit hours

- Psychology - P631 Intervention and Evaluation

- Psychology - P634 Advanced Survey of Community Psychology
- Psychology - P641 Assessment
- Psychology - P898 Master's Degree Research
- Philosophy - P694 Biomedical Ethics
- SPEA - H505 Health Program Design, Implementation, and Evaluation

Master of Liberal Studies Admission

Students are admitted to the Master of Liberal Studies program by the M.L.S. Committee of the College of Arts and Sciences. To be considered for admission, students must hold a bachelor's degree from an accredited institution and should have obtained an undergraduate grade point average of at least 3.0. Students with a GPA slightly below 3.0 for a recent degree may be admitted on probation, as well as students with a lower GPA who are returning to college after a long absence with a fresh motivation to learn. Students admitted on probation must earn at least a B- in each of their first two classes with a 3.0 GPA in order to continue in the program. The goal is to select applicants who can successfully complete graduate study and for whom the MLS program will prove to be enriching.

Academic Curriculum

The M.L.S. requires the completion of at least 11 courses (minimum of 33 credits). Early in their programs, students take a proseminar as introduction to graduate liberal studies and interdisciplinary methodology, and at least three core seminars, one each in the humanities, the sciences, and the social sciences. Seminars combine detailed study of a particular topic with a broad interdisciplinary examination of ways of understanding. The M.L.S. program draws on faculty with diverse expertise to explore topics through a multidisciplinary approach. The program is designed to allow students flexibility to fashion a course of study that blends their interests, talents and experience. Students, under guidance of their faculty advisor, may choose graduate courses and seminars in a variety of disciplines within the College of Arts and Sciences. If the student chooses, the program can culminate with a thesis or alternative project that will grow out of the information and methodologies acquired throughout the course work.

Proseminar (required)

- LIBS D510 Introduction to Graduate Liberal Studies (3 cr.)

Core Seminars (all three required)

Each of the core courses is a graduate seminar combining detailed study of particular topics with broad interdisciplinary perspectives. These courses give students the opportunity to explore the connections that exist among the diverse discipline and perspectives that define contemporary knowledge. Students may repeat core seminars (each may be taken up to two more times with a different topic).

- LIBS D501 Humanities Seminar Core Seminar (3 cr.)
- LIBS D502 Social Sciences Seminar Core Seminar (3 cr.)
- LIBS D503 Science Seminar Core Seminar (3 cr.)

Electives (no specific requirements)

Electives offer students a wide variety of choices with which to create programs of study suited to their individual interest. These elective courses may be selected to build support and background for the graduate project, or to enable students to more ably participate in the public intellectual, artistic, and cultural life of their communities.

- LIBS D511 M.L.S. Humanities Elective (3 cr.) may each be repeated (with different topics) as many times as needed to complete the students' goals
- LIBS D512 M.L.S. Social Science Elective (3 cr.) may each be repeated (with different topics) as many times as needed to complete the students' goals
- LIBS D513 M.L.S. Science Elective (3 cr.) may each be repeated (with different topics) as many times as needed to complete the students' goals
- LIBS D514 Graduate Liberal Studies Overseas Study (max 6 cr.)
- LIBS D594 Liberal Studies Directed Readings (max 6 cr.)
- LIBS D596 Liberal Studies Independent Research (max 6 cr.)
- M.L.S. students may take no more than a total of 6 credit hours of D594 and D596 combined.
- LIBS D501 Humanities Seminar Core Seminar (3 cr.)
- LIBS D502 Social Sciences Seminar Core Seminar (3 cr.)
- LIBS D503 Science Seminar Core Seminar (3 cr.)

Thesis Option: Independent Research / Creative Activity

The Independent Research/Creative Activity Option offers students the opportunity to work closely with a faculty committee and to complete a final project designed around their unique interests. Students must take 12 credits of electives and then successfully complete their program with a graduate project. The graduate project is an independent scholarly enterprise in which the student demonstrates mastery of a specific topic. Examples include a thesis, a computer program, a translation of a work of literature, or an artistic composition or performance.

Requirement

- LIBS D601 M.L.S. Project Proposal Seminar (3 cr.)
- LIBS D602 Graduate Project (3-6 cr.)

Public Intellectual Option

Upon completion of two additional core seminars and 12 credits of electives, the Public Intellectual Option offers students the opportunity to work within a learning community made up of other students and led by a faculty facilitator to explore the variety of genres through which public intellectuals communicate, and to create their own portfolio of public intellectual work to be submitted for completion of the M.L.S. degree.

Requirement

- LIBS D600 Public Intellectual Practicum (3 cr.)

Postbaccalaureate Certificates

The College of Arts and Sciences offers postbaccalaureate certificates in four areas: Community Development and Urban Studies (contact Department of Minority Studies at 219-980-6629), Computer Information Systems (contact Department of Computer Information Systems at 219-980-6638), Drug and Alcohol Counseling (contact Department of Psychology at 219-980-6680), and Race-Ethnic Studies (contact Department of Minority Studies at 219-980-6629). The certificates are designed for mature students seeking career changes, career development, or lifelong learning objectives. The postbaccalaureate certificate options are open to anyone holding a bachelor's degree from an accredited college or university. Students will receive instructions in the major certificate subject area and selected courses in Arts and Sciences related areas.

The complete range of academic counseling, career counseling, and placement services are available to postbaccalaureate certificate students (consult the *IU Northwest Undergraduate Bulletin* for details)

English Graduate Coursework

The selection of courses for graduate programs in English at Indiana University Northwest must be done with departmental graduate counselors in the School of Education.

College of Health and Human Services

Administrative Officers

Patrick Bankston Ph.D., Dean
Linda R. Delunas, Ph.D., R.N., C.N.E., Associate Dean

Website: www.iun.edu/~chhs/
Telephone: (219) 980-6555

Overview

The College of Health and Human Services at IU Northwest offers degree programs in a wide range of health-related fields. Detailed information is presented in the sections that follow. While every effort has been made to provide accurate information, students should seek academic advice from a faculty member of the specific program in which they are interested before making final decisions based on the program descriptions contained in this bulletin. Additionally, all programs in the College of Health and Human Services have program specific policies; program-specific information can be found in the appropriate section.

Contact Information

College of Health and Human Services
IU Northwest
Dunes Medical / Professional Building, Room 3003
3400 Broadway
Gary, Indiana 46408
(219) 980-6555

Contact the College of Health and Human Services for additional contact information.

Admission

Admission to most of the College of Health and Human Services programs requires a separate application and admission process. See program specific details.

The admission policies of individual programs within the College comply with the following standards:

- Prerequisite Course Work
- Grade Requirements
- Repeated Courses
- Ineligibility
- Students with Disabilities
- Essential Abilities
- Admissions Procedures
- Transfer Credit
- Correspondence Courses
- Disciplinary Probation

Prerequisite Course Work

Applicants must complete prerequisite courses at an accredited high school (or by GED equivalent), college, or university. Individual programs determine the specific courses and the minimum grade that must be achieved in any course (see specific program information). Each program must approve the completion of a prerequisite course with a Pass/Fail grade. Applicants should read the admission policies and program descriptions in this bulletin for specific admission requirements.

Grade Requirements

Without exception, applicants must have a cumulative grade point average of at least 2.0 on a 4.0 scale for *all* course work completed at Indiana University and/or any other college or university. Some programs have established a minimum grade point average higher than 2.0 on a 4.0 scale. Some programs also use a component of the overall grade point average (for example, math/ science grade point average). See specific program information. Only completed course work and the resultant grade point average are evaluated. Students may not be admitted to, hold a position in, or begin a program if they are on probation. Students are placed on probation when the cumulative and/or semester grade point average falls below a 2.00 on a 4.00 scale.

The applicant must also maintain the minimum grade point average as established by the program. The applicant's grade point average will be the major consideration. See specific program information.

Repeated Courses

Programs in the College of Health and Human Services have specific policies governing repeating of courses. See program specific information.

Ineligibility

Failure to successfully complete certain General Education courses may make a student ineligible for admission to College of Health and Human Services programs. A pattern of course withdrawals may reduce the student's chances of admission to a College of Health and Human Services program. See program specific information.

Individuals convicted of sexual crimes will be ineligible for admission to most College of Health and Human Services programs. Should such a situation occur during enrollment in the program, decisions related to dismissal will be addressed on a case-by-case basis.

Essential Abilities

Most academic programs in the College of Health and Human Services have specified essential nonacademic abilities critical to the success of students enrolled in that program. Once admitted to an academic program, students are expected to meet program standards for these essential abilities in order to participate in the educational program. Copies of each program's essential abilities are available upon request from the program office. Modifications in the learning environment to assist students in meeting these essential abilities and all other progression requirements will be made in accordance with federal and university guidelines and in consideration of individual needs. For more information contact the specific program office.

Admission Procedures

1. Individuals must read the program-specific sections in this bulletin for additional admission requirements and deadlines.
2. Individuals seeking admission to a professional program must submit a complete application prior to the program's application deadline. Admission to the professional program is competitive; application for admission to the university does not constitute automatic admission to a program.
3. Applicants who are not Indiana University students must also file an Indiana University application and pay the application fee prior to the program application deadline. Applications for admission to Indiana University can be obtained from the Office of Admissions on the campus of interest. Some campuses may have application deadlines.
4. The program's admission committee reviews all completed applications. The selection of a class is based on school and program admission criteria. All applicants receive written notification of their admission status.
5. Applicants may appeal any admission decision except the requirement of a grade point average of 2.0 on a 4.0 scale. Copies of the policies and procedures governing the appeals process are available on request from the programs' administrative offices.
6. Individuals interested in being admitted to one of the school's programs should contact the program of interest annually for an update of admission criteria.
7. Applicants must obtain an application for the year in which they wish to apply.
8. Applicants should check the current program application for the deadlines for submission.
9. Students who have a positive criminal history may be ineligible for admission, unable to be placed clinically (and thus unable to progress through the program), or unable to obtain appropriate credentials to practice in some disciplines. Contact the program director for further information.
10. A student whose name appears on the Sex Offenders List will not be allowed to pursue admission to any program in the College of Health and Human Services.

11. Programs may calculate the competitive grade point average utilizing grades earned in remedial courses differently. See the program-specific section.

Transfer Credit

The campus Office of Admissions will determine acceptance of credit from a regionally accredited college or university for transfer to Indiana University. Each program in the College of Health and Human Services retains the right to determine the acceptability of transfer credit to meet degree requirements.

While the grades from *all* course work completed at Indiana University and all other colleges and universities are used to calculate the *admission grade point average*, only grades of C or above will be considered for transfer. The university does not accept the transference of special credit by examination awarded by another college or university. The transfer of credit earned through a regionally accredited junior college or a community college is normally limited to the equivalent of two years of academic work toward a baccalaureate degree and one year of academic work toward an associate degree.

Correspondence Courses

All credit to be applied to a College of Health and Human Services degree earned through correspondence study, or other nontraditional methods must be validated and approved by the faculty of the program to which the student is applying.

Students with Disabilities

Persons who have physical, mental, or learning impairments are encouraged to work with academic counselors to plan how the applicant can be helped to meet essential program requirements. The person with disabilities must meet academic requirements and technical standards that are essential to the program of instruction or to any directly related licensing requirements. Modifications in the means by which academic requirements are met will be given individual consideration. Students can also contact the Office of Student Support Services, Hawthorn Hall at (219) 980-6941.

Disciplinary Probation

Disciplinary probation is administered according to the *Code of Student Rights, Responsibilities, and Conduct*.

Policies & Procedures

General Policies

Student Responsibility

Students in the College of Health and Human Services are responsible for planning their own programs, meeting degree requirements, and receiving academic advising from their respective program advisor each semester. Academic counselors, faculty, and administrators are available to assist students in understanding degree requirements. It is important for students to acquaint themselves with all regulations and to remain properly informed throughout their studies. All provisions of the bulletin are in effect for the year in which the student enters the major. Students interrupting their studies, pursuing part-time study, or full-time students taking more than one year to complete prerequisite

requirements are subject to policy and curriculum changes as they occur. Curriculum changes during the progress toward the degree may result in revision of degree requirements.

Drug-free Campus

Students are prohibited by Indiana University to use or possess alcoholic beverages, any drug or controlled substance, or drug paraphernalia on university property or in the course of a university activity or student organization activity. Students are responsible for acquainting themselves with this policy and the sanctions for violation of the policy.

Professional Liability Insurance

All students in the College of Health and Human Services having patient/client contact will be covered under the malpractice contract for Indiana University. This liability insurance will not extend to employment outside of course-related activities. The student should be aware that failure to pay course and other fees will result in non-coverage under the malpractice contract of Indiana University. Such non-coverage makes the student ineligible to attend clinical classes. Some programs may require additional professional liability insurance; see specific program policies.

Standards of Conduct

Students are subject to the standards of conduct as defined in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*. Stated due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Additionally, all students are expected to adhere to the College of Health and Human Services Honor Code. The CHHS Honor Code can be found at: <http://www.iun.edu/~chhs/>.

Dress Code

In clinical courses, students wear the designated uniform of the program. All students wear the designated photo identification badge when in a clinical agency. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence. See program information for program-specific policies.

Drug Screen

Clinical sites may require students to have a drug screen prior to attending clinical at their agency, or may require one on demand in certain situations. Failure to comply immediately will result in removal from the site and possible dismissal from the program. Additionally, a positive drug screen may prevent students from being able to be placed in a clinical agency. See program information for program-specific policies.

Health Requirements

Students in many College of Health and Human Services programs are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical

classes. See program information for program-specific policies.

Criminal History Check

Many of the clinical sites where College of Health and Human Services students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require verification of having undergone a criminal background check before students can be placed in their organizations. Failure to meet this requirement will make the student ineligible for clinical classes. It is possible that a positive criminal history may prevent students from progressing in a College of Health and Human Services program. See program information for program-specific policies.

Transportation

Students are to provide their own transportation for educational experiences requiring travel. Classes and clinical facilities are distributed in various locations throughout Northwest Indiana and the Chicago area, with limited public transportation. Students using cars for clinical must be able to show proof of auto insurance that is compliant with Indiana law. In addition, the student must show proof of a valid driver's license. Indiana University does not assume liability for individual incidents involving personal vehicles.

Policies & Procedures

Admission to the College of Health and Human Services programs requires a separate application and admission process. The admission policies of individual programs within the College comply with the following standards.

Disciplinary Probation

Disciplinary probation is administered according to the *Code of Student Rights, Responsibilities, and Conduct*.

Absences

Loss of time in any one clinical area may require that the student repeat the course. Faculty will distribute program-specific absence policies.

Audit Students

An audit student officially registers for a class and pays applicable credit hour rates. Upon completion, the course is entered on the permanent university record as one taken for no credit (NC). Check with your academic counselor for specific instructions. Required general education courses taken for NC will not apply toward completion of program requirements. Students may not audit any clinical course. The opportunity to audit a didactic course is dependent on the availability of space.

Class Standing

Within Indiana University, class standing is based on the total number of credit hours a student has earned. However, within a program, class standing is assigned according to a student's progress in the professional curriculum.

Completion of Degree Requirements

The program records specialist must receive removal of all Incomplete and Deferred grades, special credit, and Independent Study course grades no later than three weeks prior to the end of classes of the student's last semester before graduation.

Cumulative Grade Point Average

All work attempted at Indiana University is used to calculate the cumulative grade point average. Courses transferred from another institution are not included for calculation in the cumulative grade point average. However, the pre-program grade point average is calculated by including all (transfer and IU) courses used toward the degree.

Dismissal

Upon the recommendation of the faculty in the student's program, a student may be dismissed from the College of Health and Human Services. Dismissal is based on the failure to meet academic or professional standards. The student will be informed of the dismissal in writing by the dean of the College of Health and Human Services or the dean's representative.

A student in the College of Health and Human Services may be dismissed from the school when, in the judgment of the faculty, the student has ceased to make satisfactory progress toward a degree. When an undergraduate student fails to attain a C (2.0) grade point average in any two consecutive academic sessions, has a cumulative grade point average below C (2.0) for two consecutive sessions, or fails to earn higher than a D (1.0) grade point average in any one semester, the student is automatically considered to be making unsatisfactory progress toward a degree and is thereby eligible for dismissal.

In addition, a student who fails to meet program-specific academic requirements is considered not to be making satisfactory academic progress toward a degree and may be dismissed. At the time of initial enrollment, each student receives a copy of the program-specific academic requirements.

A student failing to meet the standards of professional and personal conduct may also be recommended for dismissal.

Programs have specific policies regarding reinstatement or reenrollment of students who have withdrawn or are dismissed. See program specific information.

Honors

The College of Health and Human Services offers the following honors to recognize superior student performances. In addition, see specific program information.

Degrees Awarded with Distinction

To graduate with academic distinction, degree candidates must rank within the highest 10 percent of the graduating class. Additionally, baccalaureate degree candidates must have completed a minimum of 60 credit hours at Indiana University. Academic distinction is conferred on graduates as follows:

- 3.83 - 4.00 Highest Distinction
- 3.66 - 3.82 High Distinction
- 3.50 - 3.65 Distinction

Distinction is based on course work completed at Indiana University, including the final semester.

Dean's List

Full time students who earned a 3.3 grade point average or higher for the semester and part time students who earned a 3.3 grade point average or higher carrying 12 credit hours

or more during the regular academic school year are placed on the Dean's List.

Intercampus Transfers

Students in good academic standing may seek intercampus transfer by petitioning the faculty on the campus of desired transfer at least one semester in advance of requested transfer. Intercampus transfer requests will be evaluated individually on the basis of student record review and the availability of course positions, faculty, and facilities to meet student needs and program objectives.

Probation

Upon the recommendation of the faculty in the student's program, a student is placed on probation. Probationary recommendations are made when the student does not meet standards of academic performance or professional behavior. A student will be placed on academic probation for the academic session following the one in which the student fails to attain a minimum C (2.0) cumulative and semester grade point average. Individual programs may have additional academic and professional standards. A student who fails to meet these program-specific standards may also be placed on probation. Students are informed of program-specific standards upon entering the program. A student will be removed from probation after satisfactorily completing the program's specified requirements. Students are notified in writing of probationary actions by the College of Health and Human Services dean or the dean's representative.

Residency Requirement

A minimum of 51 percent of the required courses must be completed at Indiana University. Courses assigned to the Indiana University transcript through the process of validation will not count toward meeting the residency requirement. The Indiana University campus on which the student met the residency requirement will award the degree.

Semester Load

To be considered a full-time student by the university, the student must register for a minimum of 12 credit hours each fall and spring semester and a total of 6 or more credit hours during a summer session. The maximum load is 18 credit hours. Students who want to carry more than 18 credits must obtain permission of the program director or dean. In addition, students should have a cumulative B (3.0) average or have earned a B (3.0) average in their last semester.

Students in Good Standing

Students must maintain a minimum cumulative grade point average of C (2.0) and a minimum grade point average of 2.0 for the most recent academic session and meet additional programmatic, academic, and professional standards in order to be considered in good standing. Students are informed of programmatic, academic, and professional standards during program orientation.

Withdrawals (Grade of W)

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal process is completed by the automatic withdrawal deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal process with the appropriate approval. After the automatic withdrawal deadline, the grade awarded will be an F or W as determined by the instructor. Withdrawal after the automatic deadline is not automatic and requires

approval of the College of Health and Human Services dean or the dean's representative; permission will be granted only in extraordinary circumstances. *W is an option after the withdrawal deadline only if the student is passing.* A grade of FN will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

Schools & Divisions

Dental Education

Administrative Officer

Juanita Robinson, M.S.Ed., L.D.H., C.D.A, E.F.D.A, *Clinical Assistant Professor of Dental Education, Program Director*

Web site: www.iun.edu/~dental/

Telephone: (219) 980-6770

About Dental Education

Dental Education offers an Associate of Science in Dental Hygiene and a Certificate in Dental Assisting. Detailed information is presented in the sections that follow. While every effort has been made to provide accurate information, students should seek academic advice from the Dental Education advisor before making final decisions based on the program descriptions contained in this bulletin.

Mission

The mission of the Dental Education department at Indiana University is to improve the public's total health by advancing the art and science of dental assisting and dental hygiene by increasing the awareness of and ensuring access to quality oral health care, promoting the highest standards of dental assisting and dental hygiene education, certification, licensure and practice, and representing and promoting the interest of dental assistants and dental hygienists.

Accreditation

The Dental Assisting and Dental Hygiene programs are accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL, 60611, phone: (800) 621-8099.

Student Dental Assisting and Student Dental Hygiene Association

Undergraduate students are eligible for student membership in the national, state, and local constituents of the American Dental Assistants' Association (ADAA) or the American Dental Hygienists' Association (ADHA). Sustaining membership is obtained by individuals attending an accredited program. The purpose of the organization is for the students to become active in their professional association. The students have the opportunity to take advantage of the tangible benefits and the intangible benefits that play a vital role in the security of the profession.

Admission Policies

Repeated Courses

Applicants whose grade point average is at least 2.0 on a 4.0 scale who have repeated courses will have their admission grade point average calculated by averaging the grades earned together. The FX policy of Indiana University is also utilized for repeated courses. The FX option is applied with the following restrictions: no more than three courses will be deleted, and the grade will be deleted no more than

once for a given course. If more than three courses are repeated, the applicant will determine which of the repeated courses are to be deleted.

Essential Abilities

A certificate in dental assisting or degree in dental hygiene attest to the mastery of knowledge and skills. Graduates must possess the essential knowledge and skills to function in a variety of clinical situations and render a wide spectrum of patient care in a safe and effective manner.

The Dental Education faculty has therefore specified non-academic criteria, Essential Abilities for Admission and Retention, which all applicants and students are expected to meet in order to participate in the dental assisting and dental hygiene programs. These criteria include the following five categories: observation; communication; motor function; intellectual-conceptual, integrative and qualitative abilities; and behavior and social attributes. All accepted students will be required to sign a statement certifying that they can meet the essential abilities that apply to the dental assisting and dental hygiene program.

Dental Assisting Admission Procedures

Candidates for admission to the program must be high school graduates with a 2.0 grade point average (on a 4.0 scale), or GED equivalent. High school courses in biology, chemistry, and computers are strongly recommended.

Each candidate must submit the following materials to the Dental Education Admissions Advisor prior to **July 15** for consideration for entry into the class beginning in the fall semester of that year. (Applications submitted beyond the **July 15** deadline will be considered based upon class availability.)

1. Applicants must first make application to IU Northwest if *not* previously admitted by an Indiana University campus. Please contact the IU Northwest Admissions Office for an application at (219) 980-6991.
2. Complete a Dental Assisting Program Application. This application is available online at www.iun.edu, in the Dental Education Department, Dunes Medical/Professional Building, Room 1180, or by calling (219) 980-6770. A separate application must be submitted to each campus the student is interested in attending.
3. Two IU Northwest Dental Education Recommendation Forms.
4. Official college and university transcripts, if applicable.

In August, upon receipt of all application materials, applicants are *required* to attend the Dental Assisting Applicant Open House. Applicants will be notified by mail concerning the date and time of the Open House.

Class size for the dental assisting program is limited. Therefore, each applicant is encouraged to schedule an appointment with the advisor of the dental assisting program and to apply early. The Dental Assisting Admissions Committee reviews all applicants without discrimination or favor of sex, age, race, religion or national origin.

Dental Assisting Career Options

Employment opportunities are available in private dental practice (general or specialty); hospitals; educational

institutions; business; and federal, state and community clinics.

Dental Assisting Curriculum

The dental assistant is a member of the dental health team and is concerned with the prevention of dental disease. The dental assistant is also trained to aid the dentist in the detection, care, and treatment of already present oral pathology.

Graduate dental assistants have completed a professional, accredited college program that entitles them to take a national certification examination administered by the Dental Assisting National Board. Upon successful passage of this examination, the assistant becomes a Certified Dental Assistant (CDA).

The trained dental assistant is qualified to seek employment in private practices, both general and specialized, as well as in local, state, or federal health and educational programs. Dental publishing companies and dental sales companies also offer job opportunities.

The dental assisting program is a 1-year, 36 credit hour certificate program. To be eligible to apply to the program, an applicant must be a high school graduate (or GED equivalent) with a minimum grade point average of 2.0 or a C average.

Student Consumer Information about this Program

IU Northwest offers an educational program that allows students to apply their credits toward an associate of science or a bachelor's degree, in another discipline, which is generally required for positions involving the responsibilities of education and/or administration.

Fall Semester

- DAST H214 Oral Anatomy (3 cr.)
- DAST A112 Medical/Dental Emergencies and Pharmacology (2 cr.)
- DAST AI21 Microbiology and Asepsis Techniques (2 cr.)
- DAST A171 Clinical Science I (5 cr.)

Total (12 cr.)

Spring Semester

- DAST A131 Dental Materials I (2 cr.)
- DAST A111 Oral Pathology, Physiology, and Anatomy I (2 cr.)
- DAST A113 Oral Pathology, Physiology, and Anatomy II (1 cr.)
- DAST A141 Preventive Dentistry (2 cr.)
- DAST A172 Clinical Science II (5 cr.)
- DAST H242 Introduction to Dentistry (1 cr.)
- DAST A161 Behavioral Science (1 cr.)
- DAST H303 Radiology I (2 cr.)
- DAST A132 Dental Materials II (2 cr.)
- DAST H242 Oral Histology and Embryology (1 cr.)
- DAST A162 Oral and Written Communications (2 cr.)
- DAST A182 Practice Management, Ethics and Jurisprudence (2 cr.)
- DAST A152 Radiology Clinic (1 cr.)

- Total (12 cr.)

Summer I

Total (6 cr.)

Summer II

Total (6 cr.)

Additional information may be obtained by writing to:

IU Northwest
Dental Assisting Program Advisor Dunes / Medical
Professional Building
3400 Broadway
Gary, IN 46408
Phone: (219) 980-6770

Dental Hygiene Admission Procedures Prerequisites

The dental hygiene program requires 35 credit hours of prescribed liberal arts courses. The 35 credit hours may be taken at any accredited college or university. Required courses should not be taken under the Pass/Fail option; the admissions committee must approve any exceptions. The student must maintain at least a 2.5 GPA on a 4.0 scale to be eligible for consideration. Courses taken at institutions other than Indiana University must show a grade of C or better to be accepted as transfer credit by Indiana University. All applicants must receive a minimum grade of C in each prerequisite course to be eligible for the program. Required courses include one semester of English composition, one semester of chemistry with a laboratory, one semester of psychology, one semester of sociology, one semester of public speaking, one semester of computer education, one semester of microbiology, two semesters of anatomy and physiology each with a laboratory, and one semester in arts and humanities (such as literature, history, philosophy, foreign language, music, art appreciation, or religion). Total credit hours are 35. All required courses must be completed for eligibility in the dental hygiene program.

Applications may be obtained on line at www.iun.edu, in the Dental Education Department, Dunes Medical/Professional Building, Room 1180 or by calling (219) 980-6770. The application must be returned by February 1 to be considered for acceptance in the fall semester of that year. A separate application must be submitted to each campus the student is interested in attending.

- Applicants must first make application to IU Northwest if *not* previously admitted by an Indiana University campus. (Courses cannot be transferred without making application to IU Northwest.)
- Applicants must complete and return the Dental Hygiene Application to the Department of Dental Education no later than *February 1* for entry into the class beginning in the fall semester of that year.
- Items that must be submitted to the Dental Hygiene Program Admission Committee by *February 1* include:
 - Official high school transcript
 - Official college and university transcripts (This includes transcripts to be sent for course work completed by February 1)
- Dental Hygiene Application

- Proof of IU Northwest acceptance (if not currently attending an Indiana University campus)

In February, upon receipt of the dental hygiene application and other supporting materials, applicants are *required* to attend the Dental Hygiene Applicant Open House. The applicant will be notified of the Open House by mail during February.

Class size for the dental hygiene program is limited and each year there are more qualified applicants than can be accepted. Therefore, applicants are encouraged to consult with a program advisor for pre-dental hygiene advising. The Dental Hygiene Admissions Committee reviews all applicants without discrimination or favor because of sex, age, race, religion, or national origin.

Selection of dental hygiene students is based upon, but is not limited to, satisfying prerequisites, number of college credit hours satisfactorily completed, overall college grade point average, prerequisite GPA, high school rank, applicant Open House attendance, and an individual appraisal of the applicant's established record and potential for development.

Seven-Year Limit

All credit to be applied to a dental education degree earned through Indiana University's Division of Extended Studies, correspondence study, or other nontraditional methods must be validated and approved by the director of the program to which the student is applying. Dental Education retains the right to determine the acceptability of transfer credit to meet degree requirements.

Dental Hygiene Career Options

Completion of an associate degree program and licensure are sufficient for the dental hygienist who wishes to practice in a private dental office, business, and/or private /public institution. Attainment of a baccalaureate degree is required to conduct research, teach and/or work in public or school health programs. Dental hygienists with masters or doctoral degrees may work as instructors and / or administrators in dental hygiene and dental assisting programs, public health agencies, or research.

Dental Hygiene Curriculum

The dental hygienist is a licensed member of the dental health team and is concerned with the prevention of diseases of the mouth. The dental hygienist completes a professional college program that entitles the graduate, upon successful passage of national and regional board examinations, to perform specific preventive treatments for children and adults; to take and process dental X rays; to assume duties in the dental office; and/or to participate as a dental health worker in federal, state, or local public health and educational programs.

IU Northwest offers a program that leads to an Associate of Science in Dental Hygiene degree, and other disciplines offer programs that lead to a Bachelor of Science degree. While the associate degree is adequate to prepare the dental hygienist to perform the tasks that may be assigned in the private dental office, additional knowledge and skills may be necessary for positions involving the responsibilities of public health, education, or administration. Because of increasing interest among dental hygienists in those opportunities, baccalaureate degree programs are offered at several

campuses. Students interested in pursuing a baccalaureate degree should consult the program advisor at IU Northwest.

Pre-dental Hygiene Curriculum

- ENG W131 English Composition (3 cr.)
- SOC 5161 Principles of Sociology (3 cr.)
- CHEM C101 Elementary Chemistry I (Lecture) (3 cr.)
- CHEM C121 Elementary Chemistry I (Lab) (2 cr.)
- Select one of the following (3 cr.)
- SPCH S121 Public Speaking
- SPCH S122 Interpersonal Communication
- Select one of the following (3 cr.)
- CSCI A106 Introduction to Computing
- CSCI C106 Introduction to Computers and Their Use
- EDUC W200 Microcomputing for Education: An Introduction
- Arts and Humanities Elective (3 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- PSY P101 Introductory Psychology I (3 cr.)
- BIOL M200 Microorganisms in Nature/Disease (4 cr.)

Total (35 cr.)

Dental Hygiene Curriculum

All students must receive a minimum grade of C or better in each course to be eligible for graduation.

First Year

Fall Semester

- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H303 Dental Radiology (2 cr.)
- DHYG H218 Fundamentals of Dental Hygiene (4 cr.)
- DHYG H205 Medical and Dental Emergencies (1 cr.)
- DHYG H217 Preventive Dentistry (2 cr.)
- DHYG H211 Head and Neck Anatomy (2 cr.)

Total (14 cr.)

Spring Semester

- DHYG H224 Oral Histology and Embryology (1 cr.)
- DHYG H308 Dental Materials (2 cr.)
- DHYG H219 Clinical Practice I (4 cr.)
- CHEM C102 Elementary Chemistry II (3 cr.)
- DHYG H305 Radiology Clinic I (1 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)

Total (12 cr.)

Summer I

- NURS B215 Nutrition for Health Professionals (3 cr.)
- DHYG H204 Periodontics (1 cr.)
- DHYG H215 Pharmacology and Therapeutics (2 cr.)
- DHYG H220 Summer Radiology Clinic (1 cr.)
- DHYG H221 Summer Clinic (3 cr.)

Total (10 cr.)

Second Year

Fall Semester

- DHYG H250 Local Anesthesia and Pain Control (2 cr.)

- DHYG H304 Oral Pathology (2 cr.)
- DHYG H311 Dental Health Education (2 cr.)
- DHYG H301 Clinical Practice II (5 cr.)
- DHYG H321 Periodontics (2 cr.)
- DHYG H306 Radiology Clinic II (1 cr.)

Total (14 cr.)

Spring Semester

- DHYG H320 Ethics, Jurisprudence, and Practice Management (2 cr.)
- DHYG H307 Radiology Clinic III (1 cr.)
- DHYG H302 Clinical Practice III (5 cr.)
- DHYG H344 Senior Hygiene Seminar (1 cr.)
- DHYG H347 Community Dental Hygiene (3 cr.)

Total (13 cr.)

Health Information Management Programs

Coding Specialist Certificate Program

Administrative Officers

Margaret A. Skurka, M.S., RHIA, CCS, FAHIMA, Professor of Health Information Management, Program Director
Linda Galocy, B.S., RHIA, Lecturer and Clinical Coordinator of Health Information Technology

Web site: www.iun.edu/~himnw/

Phone: (219) 980-6899

About the Coding Specialist Certificate Program

Website: www.iun.edu/~himnw/

Phone: (219)980-6899

Changing regulations for payment of health services issued by the government and other third-party payors continually create a need for qualified coders. This demand has created the need for an educational level that will produce skilled coders at a lesser level than an associate or bachelor's degree.

To ensure that quality training is available to persons interested in this field, IU Northwest offers a special training program that combines an understanding of medical terminology and of the disease process with ICD-9-CM and CPT coding principles and guidelines.

Career Opportunities

Coders are employed in hospitals, clinics, ambulatory surgery centers, insurance companies, and other settings where diagnostic and procedural data are coded in ICD-9-CM and CPT for reimbursement purposes.

Program graduates are immediately eligible to write the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association. Three exams are offered—one for the hospital-based coders and one for the physician-based coders at the advanced level and the entry level CCA exam referenced previously. Work experience is strongly suggested before writing the advanced certification exams.

Student Consumer Information about this Program

Curriculum

Curriculum

- HIM M195 Medical Terminology (3 cr.)
- HIM M190 ICD Coding (3 cr.)
- HIM M193 CPT (2 cr.)
- HIM M192 Intro to HIM and Reimbursement (3 cr.)
- HIM M191 Advanced Coding (3 cr.)
- Students may choose to take either of the science sequences:
 - Body Structure and Function I and II: HIM C150 and HIM C151 (6 cr.)
 - Human Anatomy and Physiology I and II: PHSL P261 and PHSL P262 (8 cr.)

Total (24-26 cr. depending on above option)

Associate of Science Degree Program About Health Information Technology

Affiliated with all Lake County hospitals and several others.

The health information technician is a professional skilled in the clinical data analysis, and reporting of health care data and provision of clinical data support to health care information systems operation.

The graduate health information technician generally works in the health information department of a hospital, ambulatory care facility, or other type of health care facility. Some of the functions are supervising within the health information department; compliance and risk management functions, coordinating flow of health information to all departments of the hospital; compiling statistics; analyzing health record data for electronic completeness and accuracy; coding and classifying diagnoses and procedures that impact facility reimbursement; assigning diagnosis-related groups (DRGs) or ambulatory payment classifications (APCs); operating a cancer registry; functioning as a privacy officer for the facility; preparing special studies and tabulating data for research; and performing quality, management and utilization management activities, and other performance improvement activities, and as an electronic health record coordinator assisting with implementations and workflow operations.

Graduates are eligible to apply to write the American Health Information Management Association National Certification exam. Upon passing this exam, they may use the initials RHIT, Registered Health Information Technician.

Educational Program

Length of the Program

The Health Information Technology Program is two years in length if the student attends on a full-time basis. Opportunities are available for progression through the program on a part-time basis.

Structure of the Professional Program

Health Information Technology core courses are offered primarily during the day. General-education courses are offered both day and evening. Some courses are offered online.

Design of the Professional Curriculum

Students accepted into the Health Information Technology Program typically begin the course of study in the fall semester. The curriculum consists of general-education courses, technical courses in health information technology, and clinical experience in health care facilities in the Lake County area. The Health Information Technology Program is designed to

- Provide educational experiences to prepare students for beginning a career as a health information technician.
- Provide concentrated clinical experiences by a rotation schedule through the hospitals and other health care institutions in the community.
- Provide the medical community with individuals qualified to effectively carry out the functions of the health information management discipline.
- Contribute to the liberal education of the students by providing a core of general education courses.
- Qualify students for progression to a baccalaureate degree in specific areas.
- Assist students in reaching their goals by providing academic, occupational, and personal guidance.

Location of Clinical Sites

The program utilizes all hospitals in Lake County, Indiana; one hospital in Porter County, Indiana; two hospitals in LaPorte County, Indiana; and two hospitals in Cook County, Illinois. Additional nonacute care facilities throughout the area are also utilized. The student is responsible for his/her own transportation to these clinical sites.

Additional Cost

In addition to regular university fees, students are responsible for the cost of a physical examination and completion of a criminal history background check before attending clinical sites. They are also responsible for any travel expenses incurred as part of the clinical experience.

Opportunity for Students to Work

Many students accept part-time employment in local health care facilities while completing the professional course work.

Program Facilities

The Health Information Technology Program offices and classrooms are located in the Dunes Medical building at IU Northwest.

Accreditation

The Health Information Technology Program of IU Northwest is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

Memberships

Students in the Health Information Management Technology program are strongly encouraged to join the American Health Information Management Association (AHIMA). Faculty frequently require students to access the AHIMA site in various courses. In addition, there are many member benefits that the AHIMA offers. A student member can also obtain a discount when applying to sit for the RHIT exam. For more information about Health Information Management, a prospective student may visit <http://himcareers.ahima.org>.

Admission

Admission to the program is competitive; therefore, completion of the corequisites does not guarantee admission to the program.

Criteria Used for Selection of Class

Students may apply for admission to the Health Information Technology Program after qualifying for regular admission to Indiana University. Admission to the program is based upon each applicant's high school and / or college grade point average, SAT scores, and a personal interview.

Class Size

24 students each fall semester.

Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures found at the beginning of the bulletin, the following admission policies apply to the Health Information Technology Program at IU Northwest.

Application Deadline

April 1 of the year of anticipated entry.

Total Number of Prerequisite Credit Hours

This is a direct high school entry program.

Minimum Cumulative Grade Point Average

C (2.0 on a 4.0 scale). Grades from remedial courses are not figured into the cumulative grade point average.

Distribution of Credit Hours in Specific Areas

Students must complete 26 credit hours in liberal arts as part of the degree requirements.

Limitations of Course Work

Remedial courses may not be counted as credit hours toward a degree. Courses completed in the former Division of General and Technical Studies do not count toward a degree.

Minimum Specific Grade Point Average

The program computes a selected course grade point average based on courses the student may have taken that are required by the program. Grades from remedial course are not included.

Interview

All qualified applicants must participate in an interview.

Essential Abilities

See College of Health and Human Services Essential Abilities policy.

Curriculum

Health Information Technology Curriculum (64 cr.)

Fall Semester

- ENG W131* Elementary Composition I (3 cr.)
- PHSL P261 Human Anatomy & Physiology I (4 cr.)

- HIM M195* Medical Terminology (3 cr.)
- CSCI A106 Introduction to Computers (3 cr.)
- HIM M100* Introduction to Health Care Delivery and Health Information Management (2 cr.)

Total (15 cr.)

Spring Semester

- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- HIM M101* Introduction to Health Records (4 cr.)
- HIM M107* Computer Applications in Health Information Technology (3 cr.)
- PSY P101 Introductory Psychology I (3 cr.)

Total (14 cr.)

Summer Session I

- HIM M102* Professional Practice Experience I (2 cr.)

Fall Semester

- HIM M201* Coding and Classification Systems (5 cr.)
- HIM M202* Professional Practice Experience II (5 cr.)
- HIM M245* Health Record Law (2 cr.)
- HIM M205* Pathology (3 cr.)
- SOC S161 Principles of Sociology (3 cr.)

Total (18 cr.)

Spring Semester

- HIM M200* Management in Health Information Technology (2 cr.)
- HIM M203* Health Care Delivery & Quality Management (3 cr.)
- HIM M204* Professional Practice Experience III (2 cr.)
- BUS Z302 Managing & Behavior in Organizations (3 cr.)
- SPCH S121 Public Speaking (3 cr.)
- HIM M206* Reimbursement Principles in Healthcare (2 cr.)

Total (15 cr.)

*Professional core course: A grade of C (2.0) or higher is required in order to take professional core courses that occur later in the course sequence for this major.

B.S. Health Information Administration

A BS in Health Information Administration will begin in the Fall of 2011. Additional information about that program including curriculum, faculty, and course descriptions will be published at a later time.

School of Nursing Administrator

Linda Rooda, Ph.D., R.N., Professor of Nursing and Dean

Web site: www.iun.edu/~nurse/

Phone: (219) 980-6600

About the School of Nursing

The School of Nursing offers the Bachelor of Science in Nursing. In addition, the B.A/B.S to B.S.N. Mobility Option

is an 18- month, full-time program, designed for individuals who have earned a bachelor's degree in a non—nursing field and have decided on a career in nursing.

Mission

The mission of the Indiana University Northwest School of Nursing is to form partnerships for preparing students for diverse professional nursing roles in the 21st century.

Value Statement

"Fostering health and human dignity while promoting professional integrity".

Code of Ethics for Nurses

Students who are preparing to enter the profession of nursing are expected to follow the *Code of Ethics for Nurses*. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 1960, 1968, 1976, and, most recently, 2001.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Accreditation

The Bachelor of Science in Nursing degree program is accredited by the Indiana State Board of Nursing, the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY, 10006, phone: (212)

989-9393 and the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle N.W., Suite 530, Washington, D.C., 20036-1120, phone: (202) 887-6791.

Memberships

The School of Nursing is an agency member of the Council of Baccalaureate and Higher Degree Programs, National League for Nursing, and the American Association of Colleges of Nursing.

Alumni Association

The School of Nursing Alumni Association is a constituent member of the Alumni Association of the university with representation on its executive council.

Sigma Theta Tau International

The Alpha Chapter of the international honor society of nursing was organized at Indiana University. Students may be admitted to membership when they have demonstrated excellence in their nursing programs and have shown superior academic and personal records. Qualified members of the nursing profession, upon demonstration of marked achievement in nursing, are also eligible for membership. Leadership, research, and scholarship constitute the purposes of Sigma Theta Tau.

Student Nurses' Association

Undergraduate students are eligible for membership in the National Student Nurses' Association, Indiana Association of Nursing Students, and IU Northwest's local chapter. Eligibility includes the students enrolled in the baccalaureate program, or the second degree option. The chief purpose of the organization is to aid in the preparation of students for the assumption of professional responsibilities.

Admission Requirements

National Background Check Policy

Most of the clinical sites where Indiana University Northwest School of Nursing students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require a national background check before students can be placed in their organization. Based on the requirements of these agencies, as well as state and federal regulations, all students in the School of Nursing must undergo a national background check prior to admission and annually thereafter. Indiana University Northwest School of Nursing has selected CertifiedBackground.com to complete these background checks. The background check includes the following: residency history for the past year and county/counties of residence criminal records. The results of a student's background check may impact his or her admission status in the School of Nursing, preclude students from attending clinical, and/or affect ability to obtain licensure as a registered nurse (RN) in the state of Indiana and other states.

Per the School of Nursing's clinical affiliations agreements, all background checks that are other than negative will be sent to the student's clinical agency/agencies for review. If a clinical agency refuses to allow a student to participate in a clinical at the agency, the student may not be allowed to progress in the nursing program.

If an incident occurs that would change your background check, you are required to notify the School of Nursing immediately. You may be required to pay for a background re-check.

Failure to adhere to the above policy will result in dismissal from the program.; The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred.; If clinical time is missed, the student is subject to the clinical absence policy.;

Health Requirements

All nursing students at IU Northwest must show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as health care provider CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical classes. Annual OSHA training related to blood-borne pathogens is required of all students. Students will be notified of training dates and times. The School of Nursing faculty and administrators strongly encourage students to carry personal health insurance. The school will not be liable for any health problems requiring medical treatment for students enrolled in programs.

Drug Screen Policy

Some clinical sites require a drug screen. In addition, faculty reserve the right to require a drug screen, at the student's expense, if the situation warrants. Failure to comply immediately will result in dismissal from the nursing program.

Dress Code

Nursing students wear the designated uniform of the school. All students wear the designated photo identification badge. For experience in community nursing, all students wear the uniform designated by agency policy. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence.

Application Ineligibility

A student shall be ineligible for the nursing program if, by the second completed attempt, he/she fails to earn a minimum grade of C (2.0) in any required general-education course. Students may repeat no more than three required general-education courses. Of the three courses, no more than two sciences may be repeated. A pattern of course withdrawals may reduce the student's chances of admission to the undergraduate nursing program. Students must meet minimum cumulative and pre-nursing GPA requirements.

Eligibility for Licensure

Any person who makes application for examination and registration as a registered nurse in the state of Indiana shall submit to the Indiana State Board of Nursing at the Indiana Professional Licensing Agency written evidence, verified by oath, that he

- has completed an approved high school course of study or the equivalent as approved by the appropriate educational agency;

- has completed the prescribed curriculum in a state-accredited school of nursing and holds a diploma or certificate there from; and
- has not been convicted of any act that would constitute a ground for disciplinary sanction under the state board rules and regulations or of any felony that has direct bearing on the individual's ability to practice competently. (*Note: Convictions include the possession and use of drugs or controlled substances.*)

Rules and regulations governing licensing in Indiana are available from the Indiana State Board of Nursing.

International students and graduates of schools of nursing that are outside the United States must meet the requirements of the Indiana State Board of Nursing for eligibility to sit for the licensing examination.

Application for National Council Licensure Examination (NCLEX)

The School of Nursing will make available the necessary forms to take the examination in Indiana. Those students taking the examination in other states are responsible for obtaining the appropriate forms from those states. It is the student's responsibility to complete the application process and meet the mailing and payment deadlines for taking the NCLEX (state board examination for licensure).

Academic Policies

School of Nursing Dean's List

Full-time undergraduate students in the School of Nursing will be placed on the School of Nursing Dean's List each semester that they receive a GPA of 3.5 or above. Part-time students will be honored after they have had consecutive fall and spring semesters (during the same academic year) on a part-time basis and they have accumulated 12 credit hours or more.

Satisfactory/Fail Grades

Satisfactory/Fail (S/F) grades are used by the School of Nursing for grading undergraduate clinical nursing courses. Grades are recorded as S or F. Students must demonstrate a satisfactory level of clinical competence and skill to receive a satisfactory grade in these courses. Satisfactory performance standards are stated in each course syllabus, and faculty evaluate the quality of student clinical performance by these standards. An S indicates a grade of A, B, or C (2.0 or higher). Inability to receive a grade of S constitutes failure.

Students cannot progress in their nursing program until this deficiency is corrected.

Pass/Fail Option

This option is offered to any student in good standing wishing to enroll in an elective course that is not considered a prerequisite to or part of the nursing curriculum. A maximum of 6 nonnursing elective credit hours taken under this option may be applied to the Bachelor of Science in Nursing degree.

About the Bachelor of Science in Nursing Philosophy

Baccalaureate nursing education provides a broad foundation in the sciences and liberal arts necessary for preparing professional nurses who are capable of practicing in a competent and responsible fashion as informed citizens in a dynamic and diverse society. Graduates of the baccalaureate nursing program are expected to demonstrate competencies consistent with being a critical thinker; a culturally competent person; a knowledgeable coordinator of community resources; a politically aware professional; a beginning practitioner whose actions are consistent with professional legal and ethical standards; an effective communicator; a competent provider of health care; and a person who exemplifies a positive image. Baccalaureate graduates assist individuals, families, and communities in attaining mutually established health goals and in facilitating the highest level of functioning for individuals, families, and communities toward the maximization of their health potential. Baccalaureate education must prepare graduates to be knowledgeable workers, to be processors of information, and to navigate complex health care systems using available technologies as they design and develop more efficient and effective approaches to the delivery of health care services independently or in conjunction with others.

Bachelor of Science Program Outcomes

- A critical thinker who is able to demonstrate intellectual curiosity, rational inquiry, problem-solving skills, and creativity in framing problems.
- A culturally competent person who provides holistic nursing care to a variety of individuals, families, and communities.
- A knowledgeable coordinator of community resources who facilitates individuals', families', and communities' access to resources necessary to meet health care needs.
- A politically aware individual who participates in the profession and practice of nursing with a global perspective.
- An individual who practices within an ethical and legal framework of the nursing profession.
- An effective communicator who is able to share accurate information.
- A competent provider of health care who assumes the multiple role dimension in structured and semistructured health care settings.
- A professional role model who promotes a positive public image of nursing.
- A responsible manager who balances human, fiscal, and material resources to achieve quality health care outcomes.

Admission Policies

Two categories of students are admitted to the baccalaureate program:

- Basic or traditional baccalaureate students pursuing initial preparation for nursing

- B.A./B.S. to B.S.N. (students who hold a bachelor's degree in fields other than nursing)

The traditional baccalaureate curriculum has one year of prerequisite courses followed by three years of nursing and other general education courses. Nursing courses are open only to students who have been certified into the nursing program. Prerequisite courses may be taken at any of the Indiana University campuses or may be accepted as transfer credits from other accredited institutions.

Direct all inquiries concerning the School of Nursing, counseling, and application to the program to the Coordinator of Student Services, School of Nursing, 3400 Broadway, Gary, IN 46408. Phone: (219) 980-6611.

Admission to the Baccalaureate Major for Traditional Undergraduate Students

Admission to the baccalaureate nursing major is highly selective and competitive.

Application and admission are valid only for the semester designated and will be considered when the following requirements are met:

1. Admission to Indiana University as a degree-seeking student.
2. Completion of 26-28 credit hours of prerequisite courses (including those listed below) with a grade of C (2.0) or above in each course by the second completed attempt and prior to fall semester admission. Students may repeat no more than three (3) required B.S.N. general-education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.
 - W131 English Composition
 - P261/P262 Anatomy & Physiology I and II
 - P101 or P102 Introduction to Psychology
 - S161 Principles of Sociology
 - M100 Elementary Algebra (or a higher level math course, excluding M110)
 - C110 The Chemistry of Life
3. Submission of the Application for Admission to the Baccalaureate Nursing Major by April 1 for fall semester. Applications are obtained from the School of Nursing website.
4. Achieve a minimum 2.5 cumulative grade point average and a minimum 2.7 prenursing grade point average. The cumulative grade point average (GPA) will be calculated according to the Indiana University Policy for FX Grading Option regardless of when the course was taken. The nursing GPA is calculated on all required courses for the nursing program. Students may exercise the grade replacement policy for a limit of three general education courses not to exceed 10 credit hours.
5. Return of the signed acceptance letter by the date indicated on the offer of admission.
6. Submission of an official transcript to the School of Nursing for all work being transferred from another university. To obtain an official transcript, the student must request an official transcript from the other institution(s) to be forwarded to the Office of Admissions, IU Northwest, for evaluation.

Applicants meeting the above criteria will be placed in rank order from high to low based upon the prenursing grade point average in the required prerequisite courses.

B.A./B.S. to B.S.N. Mobility Option for Graduates of a Bachelor's Degree Program in a Nonnursing Field

Admission to the B.A./B.S. to B.S.N. Mobility Option is competitive. Candidates for admission will have previously earned a bachelors degree in a nonnursing field with a graduation GPA of 2.5 or higher, have an IU GPA of 2.5, and a 3.0 on a 4.0 scale for all general-education course work counting toward the B.S.N. degree. All general education requirements must be met prior to program admission.

Academic Policies

Academic Standing/Progression Standards Students Admitted to the Nursing Major

The following policies apply to all students admitted to the baccalaureate major in the School of Nursing.

Good Standing

Students who maintain a C (2.0) or higher average in all courses, a grade of C (2.0) or higher in all courses required for the degree, and a grade of S in clinical nursing courses will be in good academic standing.

Academic Probation

A student will be placed on probation when any of the following conditions exist:

1. Cumulative grade point average is below 2.0.
2. Semester grade point average is below 2.0.
3. A grade below C has been earned in a required course.

Academic probation will be removed after the semester when the following conditions exist:

1. Cumulative grade point average is 2.0 or higher.
2. Semester average is 2.0 or higher.
3. A grade of C or above has been earned in the required course(s).
4. Remedial course work, if required, has been completed, and/or specified conditions have been met.

Dismissal

A student may be dismissed from the School when, in the judgment of the faculty, there is lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following, but is not limited to:

1. Failure to attain a cumulative grade point average of 2.0 in two semesters.
2. Failure to attain a grade of C (2.0) or above for didactic or S for clinical upon repeating a nursing course.
3. Failure to attain a grade of C (2.0) or above in two or more nursing courses.
4. Failure to meet probationary stipulations in the semester following the assignment of probation.
5. Failure to achieve a grade of C (2.0) or above in any required general education course upon the second attempt.

6. Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment; violation of patient/ client confidentiality resulting in denial of access to a clinical facility.

A student may be dismissed from the School of Nursing without being placed on probation when any of the above conditions exist.

The faculty reserves the right to request the withdrawal of any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for professional nursing. Dismissal is subject to the appeal process. The student can initiate the appeal through a letter sent to the coordinator of Student Services, who will forward it to the faculty.

Reentry

Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the student's program. Students who have so interrupted their programs are required to submit written notification of intent to reenter the program to the academic counselor. All requests for reentry will be evaluated on the basis of available resources. Students who reenter must adhere to the academic policies in effect at the time of reentry. Reentry of students who have interrupted their study, for any reason, is not guaranteed.

Graduation/Degree Requirements

Prospective students should study the requirements for admission to the School of Nursing, the specific curriculum requirements and sequences, and requirements for the degree. Students are responsible for meeting degree requirements and for making application for the degree. The deadlines for filing the application for a degree are September 1 for December graduation and May graduation. The School of Nursing is not responsible for certifying students for the degree if they do not file the application.

All candidates for the Bachelor of Science in Nursing degree must fulfill the following requirements:

1. Satisfactory completion of a minimum of 124 credit hours that apply to the degree.
2. Minimum cumulative grade point average of 2.0.
3. Minimum of a C (2.0) in each required course or equivalent.
4. Completion of the nursing major within six years of the first enrollment.
5. Residency requirements.

Policies Governing Baccalaureate Study Grade Point Average for Required Courses

Minimum of a C (2.0) grade is required in each required course. A grade of C- (1.7) is less than minimum.

S/F Grades for Clinical Nursing Courses

A student must receive a grade of S (satisfactory) in each clinical nursing course. Failure to receive a grade of S constitutes failure. An S indicates a grade of A, B, or C (2.0).

Repeat of Nursing Courses

A student who receives less than a C (2.0) in a nursing didactic course or less than an S in a clinical course may be permitted to repeat the course. A student will receive no more than two opportunities to successfully complete a given

nursing course. Failure to receive a C (2.0) upon repeating a nursing course or failure in two or more nursing didactic or clinical nursing courses will result in dismissal.

Repeat of Required General Education Courses

To qualify for admission and progression, a student must earn a grade of C (2.0) or higher in all required general-education courses (C— is not acceptable) by the second completed attempt. Students may repeat no more than three (3) required B.S.N. general- education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.

Satisfactory/Fail (S/F) grades are used by the School of Nursing for grading undergraduate clinical nursing courses. Grades are recorded as S or F. Students must demonstrate a satisfactory level of clinical competence and skill to receive a satisfactory grade in these courses. Satisfactory performance standards are stated in each course syllabus, and faculty evaluate the quality of student clinical performance by these standards. An S indicates a grade of A, B, or C (2.0 or higher). Inability to receive a grade of S constitutes failure.

Students cannot progress in their nursing program until this deficiency is corrected.

Pass/Fail Option

A maximum of 6 prerequisite elective credit hours taken under this option may be applied to the B.S.N. degree.

Correspondence Courses

Required and elective courses for the nursing major, except public speaking, currently available by correspondence at Indiana University may be taken for credit. Some courses, however, may not meet degree requirements. Students must contact the Coordinator of Nursing Student Services before enrollment. Nursing majors are required to have the academic counselor's signature for all correspondence courses. Final examinations in all correspondence courses must be taken no later than six weeks prior to the expected graduation date.

Courses Excluded from the Degree

Credits earned in remedial courses do not apply to the B.S.N. degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement for the degree. The second completed attempt will be counted toward the GPA.

Withdrawals

If a student withdraws from a didactic course, withdrawal from the co-requisite clinical course is required.

Seven-Year Limit

Anatomy and Physiology I and II, Microbiology, Chemistry C110, Statistics, and Life Span Development have a seven year age limit. Students may opt to (1) take the course again or (2) challenge the course by examination.

B.S.N. Curriculum Plans

General Education Requirements for the Bachelor of Science in Nursing (B.S.N.) (Applicable to Traditional Students Only)

The general education courses for the B.S.N. have been divided into six clusters. Some courses within the cluster may be required while others may be selected from a specific list of courses.

Cluster I Mathematical/Physical/Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- MATH M100 (4 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- PSY K300 Statistics (3 cr.)

Cluster II Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)

Cluster III Cultural and Historical Studies (6 credit hours required).

- Select 6 credit hours from the following (6 cr.)
- Anthropology
- History
- Humanities courses promoting cultural understanding
- Religious studies

Cluster IV Social Competence (6 credit hours required)

- SOC S161 Principles of Sociology (3 cr.)
- Select one of the following (3 cr.)
- PSY P101 Introductory Psychology I
- PSY P102 Introductory Psychology II

Cluster V Arts and Humanities (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

Cluster VI Open credit (total of 3 credit hours)

- This area is unspecified. The course taken can be nursing or nonnursing and should reflect the student's study goals and program outcomes. These courses could lead to a minor area of study (15-18 credit hours necessary for a minor).

Consult the student services coordinator for advice.

Curriculum Plan for Traditional B.S.N. Students

Freshman Year

- *Semester One*
- PHSL P130 Human Biology (4 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG W131 Elementary Composition (3 cr.)

- PSY P101 or P102 Introductory Psychology (3 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- *Semester Two*
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- MATH M100 (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)

Sophomore Year

- *Semester Three*
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- NURS B231 Communication for Health Care Professionals (3 cr.)
- NURS B232 Introduction to the Discipline of Nursing Theory, Practice and Research (3 cr.)
- NURS B244 Comprehensive Health Assessment (3 cr.)
- NURS B245 Comprehensive Health Assessment: Practicum (1 cr.)
- *Semester Four*
- PSY K300 Statistics (3 cr.)
- NURS B230 Developmental Issues and Health (4 cr.)
- NURS B233 Health and Wellness (3 cr.)
- NURS B248 Science and Technology of Nursing (3 cr.)
- NURS B249 Science and Technology of Nursing: Practicum (2 cr.)

Junior Year

- *Semester Five - Select from the following options*
- *Option 1*
- NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
- NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
- NURS H353 Alterations in Health I (3 cr.)
- NURS H354 Alterations in Health I: Practicum (2 cr.)
- NURS H365 Nursing Research (3 cr.)
- Cultural and Historical Studies (3 cr.)

- *Option 2*
- NURS H363 The Developing Family and Child (4 cr.)
- NURS H364 Developing Family and Child: Practicum (2 cr.)
- NURS H353 Alterations in Health I (3 cr.)
- NURS H354 Alterations in Health I: Practicum (2 cr.)
- Cultural and Historical Studies course (3 cr.)

- *Semester Six - Select from the following options*
- *Option 1*
- NURS H361 Alterations in Health II (3 cr.)
- NURS H362 Alterations in Health II: Practicum (2 cr.)
- NURS H363 The Developing Family and Child (4 cr.)

- NURS H364 Developing Family and Child: Practicum (2 cr.)
- Literature course (3 cr.)
- Option 2
- NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
- NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
- NURS H365 Nursing Research (3 cr.)
- PHIL P393 Biomedical Ethics (3 cr.)
- Literature course (3 cr.)

Senior Year

- *Semester Seven - Select from the following options*
- Option 1
- NURS S470 Restorative Health Related to Multi-System Failures (3 cr.)
- NURS S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
- NURS S472 A Multi-System Approach to the Health of the Community (3 cr.)
- NURS S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
- NURS S484 Research Utilization Seminar (1 cr.)
- Open elective (3 cr.)
- Option 2
- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management: Practicum (2 cr.)
- NURS S483 Clinical Nursing Practice Capstone (3 cr.)
- NURS S484 Research Utilization Seminar (1 cr.)
- Cultural and Historical Studies course (3 cr.)
- *Semester Eight - Select from the following options*
- Option 1
- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management: Practicum (2 cr.)
- NURS S483 Clinical Nursing Practice Capstone (3 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)
- Cultural and Historical Studies course (3 cr.)
- Option 2
- NURS S470 Restorative Health Related to Multi-System Failures (3 cr.)
- NURS S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
- NURS S472 A Multi-System Approach to the Health of the Community (3 cr.)
- NURS S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

General-Education Requirements for the B.A./B.S. to B.S.N. Mobility Option

Cluster I Mathematical, Physical, and Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- PSY K300 Statistics (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Cluster II

Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

Cluster III

Cultural and Historical Studies (6 credit hours required)

- Select from the following:
- Anthropology
- History
- Humanities courses promoting cultural understanding
- Religious studies
- Afro Studies
- Women's and Gender Studies
- Chicano Riqueno Studies

Cluster IV

Social Competence (9 credit hours required)

- SOC S161 Principles of Sociology
- PSY P101 or P102 Introductory Psychology
- EDUC P214 or PSY P216 Life Span Development

Cluster V

Humanistic Appreciation (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

Consult the Coordinator of Student Services for advice.

Curriculum Plan for B.A. / B.S. to B.S.N. Mobility Option

- *Summer Semester I*
- B231 Communication for Health Care Professionals (3 cr.)
- B232 Introduction to the Discipline of Nursing (3 cr.)
- B244 Comprehensive Health Assessment (3 cr.)
- B245 Comprehensive Health Assessment: Practicum (1 cr.)
- *Summer Semester II*
- B233 Health and Wellness (3 cr.)
- B248 Science and Technology of Nursing (3 cr.)
- B249 Science and Technology of Nursing: Practicum (2 cr.)
- *Fall Semester*
- Option 1
- NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
- NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
- NURS H353 Alterations in Health I (3 cr.)
- NURS H354 Alterations in Health I: Practicum (2 cr.)

- NURS H365 Nursing Research (3 cr.)
 - Option 2
 - NURS H363 The Developing Family and Child (4 cr.)
 - NURS H364 Developing Family and Child: Practicum (2 cr.)
 - NURS H353 Alterations in Health I (3 cr.)
 - NURS H354 Alterations in Health I: Practicum (2 cr.)
-
- *Spring Semester*
 - Option 1
 - NURS H361 Alterations in Health II (3 cr.)
 - NURS H362 Alterations in Health II: Practicum (2 cr.)
 - NURS H363 The Developing Family and Child (4 cr.)
 - NURS H364 Developing Family and Child: Practicum (2 cr.)
 - Option 2
 - NURS H361 Alterations in Health II (3 cr.)
 - NURS H362 Alterations in Health II: Practicum (2 cr.)
 - NURS H351 Alterations in Neuro-Psychological Health (3 cr.)
 - NURS H352 Alterations in Neuro-Psychological Health: Practicum (2 cr.)
 - NURS H365 Nursing Research (3 cr.)
-
- *Summer Semester I*
 - S472 A Multi-System Approach to the Health of the Community (3 cr.)
 - S473 A Multi-System Approach to the Health of the Community: Practicum (2 cr.)
-
- *Summer Semester II*
 - S470 Restorative Health Related to Multi-System Failures (3 cr.)
 - S471 Restorative Health Related to Multi-System Failures: Practicum (2 cr.)
 - S484 Research Utilization Seminar (1 cr.)
-
- *Fall Semester*
 - S481 Nursing Management (3 cr.)
 - S482 Nursing Management: Practicum (2 cr.)
 - S483 Clinical Nursing Practice Capstone (3 cr.)
 - S485 Professional Growth and Empowerment (3 cr.)

Minor in Public Health

The College of Health and Human Services, in collaboration with other schools and departments, offers courses leading to an interdisciplinary minor in Urban Public Health. This minor leads to a broad understanding of public health principles and their application in an urban context; exposure to issues such as environmental health and justice, public health preparedness, and healthcare structures and policy; as well as an understanding of the urban community in general. Students will be introduced to the roles and functions of public health science and practice.

Requirements (15 cr. hr.)

- PBHL P201 Introduction to Public Health in the Urban Environment (3 cr.)

- SPEA H322 Principles of Epidemiology (3 cr.)
- AFRO A206 The Urban Community (3 cr.)
- and 2 additional courses (6 credit hours) selected in consultation with a departmental advisor

School of Public and Environmental Affairs

Administrative Officer

Barbara Peat, Ph.D.,

Web site: www.iun.edu/~spearw/ **Phone:** (219) 980-6695

About the School of Public and Environmental Affairs

The Trustees of Indiana University established the School of Public and Environmental Affairs (SPEA) as a statewide program of the university in January 1972.

The School of Public and Environmental Affairs at IU Northwest offers academic programs at the associate, baccalaureate, and master's degree levels for both regular IU Northwest students and for individuals presently working in public affairs, criminal justice, health services, human services, or environmental affairs settings. The division also operates a unit designed to address a variety of public issues and problems, in particular those of northwest Indiana. The Great Lakes Center for Public Affairs and Administration conducts research on public problems, provides services to public agencies, and engages in educational programs designed to aid public officials and to inform the public on a variety of public issues.

Policies

The general regulations and policies detailed in this bulletin apply to all students in the division.

Correspondence Study

A limited amount of credit earned through correspondence study may be applied toward the Associate of Science and Bachelor of Science degrees, with permission of the student's faculty advisor.

Concentration Declaration

The student must declare a concentration prior to the beginning of the junior year for the baccalaureate degree and will be expected to meet the requirements for that concentration. The concentration selection may be changed at the beginning of any semester after that; however, the student is responsible for checking the concentration requirements and scheduled offerings when a concentration is changed late in a program.

Public Service Internship Program

The Public Service Internship Program involves participation by undergraduate students. Undergraduate students enroll in SPEA V380 Internship in Public Affairs or SPEA 1380 Internship in Criminal Justice. Full-time assignment in a public service internship for one semester is acknowledged up to 6 credit hours. Internship credit is recommended for preservice undergraduate students. In the undergraduate program, a maximum of 15 credit hours is allowed for participation in off-campus experiences.

Internship possibilities are developed by the school and involve specific job descriptions from public and private agencies willing to involve students in significant professional activities in public and environmental affairs. In all cases, specific job details and descriptions of supervisory capacity of the agencies must be filed before credit may be arranged. No off-campus experiences are approved for credit unless the necessary information is filed and approved before the assignment begins. Information can be obtained from the School of Public and Environmental Affairs at IU Northwest.

While the internship program is intended for students enrolled in the School of Public and Environmental Affairs, students in related disciplines who have an interest in the public sector and meet eligibility requirements may be considered for admission on a provisional basis.

Undergraduate Programs

Associate of Science in Criminal Justice

The Associate of Science in Criminal Justice is a 60 credit hour degree for students interested in criminal justice specifically. Flexibility within the program allows students with specialized interests in law enforcement, corrections, or other aspects of criminal justice to tailor the program to their needs. After receiving the associate degree, students are in an excellent position to continue in the Bachelor of Science in Criminal Justice degree program.

Degree Requirements

1. A minimum of 60 credit hours with a cumulative grade point average of at least 2.0 is required.
2. A grade point average of 2.3 (C+) must be attained in all courses taken to complete the public affairs core and/or the concentration depending on the specific associate degree program in which enrolled.
3. Credit work for these degree programs may be taken at any campus of Indiana University
4. Applicable course work completed in special student or nondegree status will be accepted toward meeting degree requirements.
5. Not more than 30 credit hours of appropriate transfer credit from another accredited institution may be applied toward this degree.
6. With permission of the School of Public and Environmental Affairs, credit earned through correspondence study in the Division of Independent Study of Indiana University and/or by special credit examination may be applied toward this degree.
7. Courses taken on the Pass/Fail option can be applied only as electives in meeting degree requirements. In no case can more than two Pass/Fail courses be applied toward this degree.
8. To avoid loss of credit and other problems, students must apply for admission to the associate degree program prior to completing 35 credit hours of course work creditable toward the degree (excluding ROTC credit awarded through military service).
9. Students must complete associate degree requirements before attaining senior status (86 credit hours) to be eligible for awarding of an associate degree.
10. All credit of candidates for the Associate of Science degree, except for the current semester, must be on record at least six weeks prior to the conferring of degrees.
11. Application for the Associate of Science degree must be filed with the division recorder.

Students are responsible for planning their own programs and for meeting degree requirements. It is the student's responsibility to understand fully, and to comply with, all the provisions of this publication.

Students admitted under previous requirements have the option of completing the degree under the requirements in effect at the time of their admission.

Curriculum

General Education Requirements

1. Communication (3 courses)

- ENG W131 Elementary Composition I (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- One course in speech (3 cr.)

2. Arts and Humanities (1 course). A course from one of the following subject areas (excluding courses used to satisfy other degree requirements): Afro-American studies, classical studies, comparative literature, English, fine arts, folklore, foreign languages and literatures, history (HIST H105 or HIST H106 recommended), musicology and music history, philosophy, religious studies, speech, theatre and drama.

3. Social and Behavioral Sciences (2 courses) One course each from two of the following subject areas (excluding courses used to satisfy other degree requirements): anthropology, economics, geography, journalism, linguistics, political science, psychology, sociology (PSY P101 and SOC S161 recommended).

4. Natural Sciences (1 course) One course from one of the following subject areas (excluding courses used to satisfy other degree requirements): physiology, astronomy, biology, botany, chemistry, geology, physics, zoology.

5. Quantitative Methods (1 course) One course from one of the following subject areas: computer science, statistics, mathematics (100 level or higher).

6. Public Affairs and Policy (1 course) SPEA V170 Introduction to Public Affairs (3 cr.)

7. Criminal Justice Concentration (6 courses)

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J102 Special Issues in the American Criminal Justice System (3 cr.)

Three of the following courses:

- SPEA J301 Substantive criminal Law (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)

One additional SPEA criminal justice courses (3 cr.) 8. General Electives: Sufficient additional courses beyond the general education, core, and concentration requirements are needed to meet the Associate of Science degree requirement of 60 credit hours.

Bachelor of Science in Criminal Justice

The Bachelor of Science in Criminal Justice provides preparation for students interested primarily in a career in criminal justice. The program includes four main areas:

general education, public affairs and policy, criminal justice, and general electives. A total of 120 credit hours with a 2.0 cumulative GPA and a minimum GPA of 2.3 in all courses in the public affairs and concentration areas are required.

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements, students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical consideration (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

ENG W131 Elementary Composition (3 cr.)
SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

MATH M100 Basic Mathematics (3 cr.)
MATH M118 Finite Mathematics (3 cr.)
MATH M119 Survey of Calculus I (3 cr.)
MATH M125 Precalculus Mathematics (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

BIOL L100 Humans and the Biological World (5)
CHEM C101 Elementary Chemistry I (3 cr.)
CHEM C121 Elementary Chemistry Laboratory I (2 cr.)
GEOL G101 Introduction to Earth Science (3 cr.)
GEOL G102 Introduction to Earth Science Laboratory I (1 cr.)

3. Intensive Writing Courses (6 cr.)

ENG W231 Professional Writing (3 cr.) Required

One of the following courses:

SPEA J275 Diversity Issues in Criminal Justice (3 cr.)
SPEA J439 Crime and Public Policy (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

SPEA J201 Theoretical Foundation of Criminal Justice (3 cr.)
SPEA J222 Murder: Causes and Consequences (3 cr.)
SPEA J312 White Collar Crime (3 cr.)
SPEA J370 Sex Crimes and Offenders (3 cr.)
SPEA J370 Serial Murders (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

One of the following courses:

SPEA K300 Statistical Techniques (3 cr.)

ECON E270 Introduction to Statistical Theory for Economics and Business (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

SPEA E272 Introduction to Environmental Science (3 cr.)
SPEA H322 Principles of Epidemiology (3 Cr.)
SPEA J215 Concepts of Forensic Science (3 cr.)

7. Information Literacy (3 cr.)

One of the following courses:

SPEA J202 Criminal Justice Data, Methods and Resources
SPEA V468 Research Methods in Applied Social Sciences (3 cr.)

8. Learning Technologies course (3 cr.)

SPEA V261 Computers in Public Affairs (3 cr.)

Principle 2 Breadth of Learning

1. Arts & Humanities (6 cr.)

Two of the following courses:

HIST H105 American History I (3 cr.)
HIST H106 American History II (3 cr.)
AFRO A150 Survey of the Culture of Black Americans (3 cr.)
AFRO A151 Minority People in the United States (3 cr.)
ANTH A104 Culture & Society (3 cr.)
PHIL P100 Introduction to Philosophy (3 cr.)
PHIL P140 Introduction to Ethics (3 cr.)
PHIL P150 Elementary Logic (3 cr.)
WOST W401 Topics in Women's and Gender Studies (3 cr.)

2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list* of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

SOC S161 Principles of Sociology (3 cr.)
SOC S163 Social Problems (3 cr.)
SOC S320 Deviant Behavior & social Control (3 cr.)
SOC S325 Criminology (3 cr.)

4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

SPEA J439 Crime and Public Policy (3 cr.)

Principle 4 Diversity (One Course)

SPEA J275 Diversity Issues in Criminal Justice

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

SPEA J202 Criminal Justice Data, Methods & Resources (3cr.)

SPEA V252 Career Development and Planning (3 cr.)

Public Affairs and Policy (4 courses)

Four courses from the following:

SPEA E272 Introduction to Environmental Science (3 cr.)

SPEA V170 Introduction to Public Affairs: National and International Issues and Analysis (3 cr.)

SPEA V263 Public Management (3 cr.)

SPEA V264 Urban Structure and Policy (3 cr.)

SPEA V348 Management Science (3 cr.)

SPEA V365 Urban Development and Planning (3 cr.)

SPEA V366 Managing Behavior in Public Organizations (3 cr.)

SPEA V372 Government Finance and Budgets (3 cr.)

SPEA V376 Law and Public Policy (3 cr.)

Other Public Affairs Courses (with advisor's consent)

Concentration (12 courses)

All of the following courses:

SPEA J101 American Criminal Justice System (3 cr.)

SPEA J102 Special Issues in the American Criminal Justice System (3 cr.)

SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)

SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)

SPEA J301 Substantive criminal Law (3 cr.)

SPEA J306 The Criminal Courts (3 cr.)

SPEA J321 American Policing (3 cr.)

SPEA J331 Corrections (3 cr.)

SPEA J439 Crime and Public Policy (3 cr.)

Three additional courses in criminal justice

General Electives (approximately 7 courses)

Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirements of 120 credit hours.

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

Bachelor of Science in Health Services Management

The Bachelor of Science in Health Services Management provides preparation for students interested primarily in careers in the health field. Students will be prepared for management positions within hospitals, nursing homes, healthcare facilities or nonprofit agencies.

Degree Requirements

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (Principle 1), a mastery of core

concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical considerations (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)
- MATH M215 Analytic Geometry and Calculus I (5 cr.)

2. Natural Science Class (4-6 cr.)

One course with a lab from biology or chemistry

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

- ENG W231 Professional Writing (3 cr.)
- SPEA V450 Health Disparities (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPCH S223 Business and Professional Speaking (3 cr.)
- SPCH S229 Discussion and Group Methods (3 cr.)
- SPEA V263 Public Management (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

- SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

- SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

One of the following courses:

- SPEA V450 Health Disparities (3 cr.)
- Approved Research Methods class (3 cr.)

8. Learning Technologies course (3 cr.)

- SPEA V261 Computers in Public Affairs (3 cr.)

Principle 2 Breadth of Learning

1. Arts & Humanities (6 cr.)

Both of the following:

- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)

2. Cultural & Historical Studies (6 cr.)

*Two classes from approved College of Arts and Science list of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following

- POLS Y103 Introduction to American Politics
- ECON E103 Introduction to Microeconomics
- ECON E104 Introduction to Macroeconomics

4. Mathematical, Physical and Life Sciences (3 cr.)

*One class from approved College of Arts and Sciences list of classes; in addition to the natural science class under Principle 1

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

- SPEA H474 Health Administration Seminar (3 cr.)

Principle 4 Diversity (One Course)

- SPEA H320 Introduction to Health Administration (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

- SPEA V450 Administrative Ethics (3 cr.)
- SPEA V450 Medical Ethics (3 cr.)
- SPEA H441 Legal Aspects of Health Care

Management Core (4 courses)

The following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)

Health Service Management Concentration (9 courses)

The following courses:

- SPEA H316 Environmental Health (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- SPEA H352 Health Finance and Budgeting (3 cr.)
- SPEA H371 Human Resource Management in Health Care Facilities (3 cr.)
- SPEA H402 Hospital Administration (3 cr.)
- SPEA H411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA H445 Topics in Public Health (3 cr.)

Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours.

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

Bachelor of Science in Public Affairs

The School of Public and Environmental Affairs at IU Northwest offers the Bachelor of Science in Public Affairs with concentrations in criminal justice, management, health services administration, environmental policy, and specialized public affairs.

A student who already has a bachelor's degree may be admitted to candidacy for a second bachelor's degree. Normally, the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study. In certain cases, however, a student who already has a bachelor's degree may be admitted to candidacy for an associate or a second bachelor's degree. When such admission is granted, the candidate must earn at least 30 additional credit hours as a student enrolled in SPEA and meet all the requirements of the SPEA degree (A.S. or B.S.) being sought.

Degree Requirements

The Bachelor of Science in Public Affairs degree provides the student with both a liberal education and professional orientation toward a specific career.

1. A minimum of 120 credit hours distributed to meet degree requirements with a cumulative grade point average of 2.0 (C) for all course work completed is required.

2. A grade point average of at least 2.3 (C+) must be attained in all course work completed to satisfy core and concentration requirements.

3. Applicable course work taken in a special student or nondegree status will be accepted toward meeting degree requirements.

4. Not more than 90 credit hours of transfer credit from another accredited institution may be applied toward this degree.

5. With permission of the School of Public and Environmental Affairs, credit earned through correspondence study in the Division of Independent Study of Indiana University and/or by special credit examination may be applied toward this degree.

6. Courses taken on the Pass/Fail option can only be applied as electives in meeting degree requirements. In no case can more than eight Pass/Fail courses be used in meeting degree requirements.

7. Credit work for this degree can be completed at any campus of Indiana University.

8. All credit of candidates for degrees, except for the current semester / summer session, must be on record at least six weeks prior to the conferring of degrees.

9. An application for the Bachelor of Science in Public Affairs degree must be filed with the division recorder, or appropriate program office, in accordance with specific campus graduation procedure where the degree is to be awarded.

Curriculum

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery

of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4) and ethical consideration (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

ENG W131 Elementary Composition (3 cr.)
SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

MATH M118 Finite Mathematics (3 cr.)
MATH M119 Survey of Calculus I (3 cr.)
MATH M125 Precalculus Mathematics (3 cr.)
MATH M215 Analytic Geometry and Calculus (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

One course with a lab from biology, chemistry, geology, or physics.

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

ENG W231 Professional Writing (3 cr.)
SPEA V368 Managing Government Operations (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

SPCH S223 Business and Professional Speaking (3 cr.)
SPCH S229 Discussion and Group Methods (3 cr.)
SPEA V373 Human Resources Management in the Public Sector (3 cr.)
SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

SPEA E272 Introduction to Environmental Science (3 cr.)
SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

One of the following courses:

SPEA J202 Criminal Justice Data, Methods and Resources (3 cr.)
Approved Research Methods class (3 cr.)

8. Learning Technologies course (3 cr.)

SPEA V261 Computers in Public Affairs (3 cr.)

Principle 2 Breadth of Learning (9 courses)

1. Arts & Humanities (6 cr.)

Both of the following:

HIST H105 American History I (3 cr.)
HIST H106 American History II (3 cr.)

2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

POLS Y103 Introduction to American Politics (3 cr.)
ECON E103 Introduction to Microeconomics (3 cr.)
ECON E104 Introduction to Macroeconomics (3 cr.)

4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

One of the following:

SPEA J439 Crime and Public Policy (3 cr.)
Other approved SPEA class (3 cr.)

Principle 4 Diversity (One Course)

One of the following:

SPEA E272 Introduction to Environmental Sciences (3 cr.)
SPEA V450 Health Services Utilization (3 cr.)
Other approved SPEA class (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

SPEA V450 Administrative Ethics (3cr.)
SPEA V450 Medical Ethics (3 cr.)
SPEA H441 Legal Aspects of Health Care (3 cr.)
SPEA J321 American Policing (3 cr.)

Public Affairs Core (6 courses)

SPEA E272 Introduction to Environmental Science. (3 cr.)
SPEA V170 Introduction to Public Affairs (3 cr.)
SPEA V263 Public Management (3 cr.)
SPEA V264 Urban Structure and Policy (3 cr.)
SPEA V372 Government Finance and Budgets (3 cr.)
SPEA V376 Law and Public Policy (3 cr.)

Concentrations

Criminal Justice Concentration (7 courses) Requirements

SPEA J101 The American Criminal Justice System (3 cr.)

The following courses:

SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)

SPEA J301 Substantive Criminal Law (3 cr.) or SPEA J302 Procedural Criminal Law (3 cr.)
SPEA J439 Crime and Public Policy (3 cr.)

Two of the following three courses:

SPEA J306 The Criminal Courts (3 cr.)
SPEA J321 American Policing (3 cr.)
SPEA J331 Corrections (3 cr.)

Management Concentration (6 courses) Requirements

Students will take the following courses:

SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
SPEA V366 Managing Behavior in Public Organizations (3 cr.)
SPEA V368 Managing Government Operations (3 cr.)

Any three SPEA courses selected with consent of advisor.

Health Services Administration Concentration (6 courses) Requirements

The following three courses:

SPEA H320 Health Systems Administration (3 cr.)
SPEA H352 Health Finance and Budgeting (3 cr.)
SPEA H441 Legal Aspects of Health Care Administration (3 cr.)

Three of the following courses with the consent of the advisor:

SPEA H316 Environmental Health (3 cr.)
SPEA H322 Principles of Epidemiology (3 cr.)
SPEA H371 Human Resource Management in Health Care (3 cr.)
SPEA V375 Emergency Services Administration (3 cr.)
SPEA H402 Hospital Administration (3 cr.)
SPEA H474 Issues in Public Health (3 cr.)

Specialized Public Affairs Concentration (6 courses) Requirements

A specialized concentration adaptable to the student's interest.

Four of the six courses in the concentration must be SPEA courses.

All courses in the concentration (SPEA and nonSPEA) must be at the 300 or 400 level.

*Students must have their advisor's approval for the concentration and the courses selected.

Environmental Policy Concentration (6 courses) Requirements

The following courses:

SPEA E400 Topics in Environmental Studies: Environmental Law
SPEA E400 Topics in Environmental Studies: Environmental Planning
SPEA H316 Environmental Health

Any other three SPEA courses selected with consent of the advisor.

Note: Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

Certificate in Public Health

The Certificate in Public Health is available to undergraduate students in all divisions of the university. The curriculum provides a basic understanding of environmental health issues, current health policies, the structure of the medical care delivery system, administration techniques used in health-related facilities, and methods of determining the significance of various factors on health.

Student Consumer Information about this Program

The Certificate in Public Health requires 18 credit hours, including three required courses and three courses from a list of health-related courses. To be eligible for the certificate, students must complete the following requirements in addition to all requirements for the baccalaureate degree program of their choice.

Requirements

All of the following three courses:

- SPEA H316 Environmental Health (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)

Three of the following:

- SPEA H342 Community Health Education (3 cr.)
- SPEA H416 Environmental Health Policy (3 cr.)
- SPEA H441 Legal Aspects of Hospital Health Care Administration (3 cr.)
- SPEA V450 Contemporary Issues in Public Affairs-Health Topics (3 cr.)
- SPEA E400 Topics in Environmental Studies (3 cr.)

Other approved planning, management, and policy courses related to health

Area Certificate in Public Affairs

The School of Public and Environmental Affairs offers the Area Certificate in Public Affairs to students wishing to study public policy, governmental organization, and public management skills in addition to the major area of their undergraduate programs. The program is interdisciplinary, and students from any department or school of Indiana University are eligible.

Student Consumer Information about this Program

The Area Certificate in Public Affairs requires a total of 27 credit hours, of which SPEA must teach at least 15 but no more than 21 credit hours. (Each course carries 3 credit hours.) To be eligible for a certificate, Indiana University students must complete the following requirements in addition to satisfying all degree requirements for the baccalaureate degree program of their choice:

Requirements

All of the following:

- SPEA-E 272 Introduction to Environmental Science (3 cr.)
- SPEA-V 170 Introduction to Public Affairs (3 cr.)
- SPEA-V 264 Urban Structure and Policy (3 cr.)

One course each from two of the following groups:

Organizational Behavior

- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-V 270 Survey of Administrative Techniques (3 cr.)
- BUS-Z 300 (or BUS-Z 301) Organizational Behavior and Leadership (3 cr.)
- POLS-Y 390 Micropolitics and Organizational Behavior (3 cr.)

Public Administration

- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)

Law

- SPEA-V 376 Law and Public Policy (3 cr.)
- POLS-Y 304 / POLS-Y 305 American Constitutional Law I and II (3/3 cr.)
- BUS-L 201 Legal Environment of Business (3 cr.)
- SPEA-J 301 Substantive criminal Law (3 cr.)

Four courses from one of the following categories:

School of Public and Environmental Affairs

- SPEA-V 260 Topics in Public Affairs (3 cr.)
- SPEA-V 346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA-V 348 Management Science (3 cr.)
- SPEA-V 365 Urban Development and Planning (3 cr.)
- SPEA-V 372 Government Finance and Budgets (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 442 Topics in Fiscal Management (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 449 Applied Policy Analysis (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)
- SPEA-V 472 Policy Processes in the U.S. (3 cr.)

Political Science

- POLS-Y 200 Citizen and the Courts (3 cr.) (This is a topics in political science course. The only acceptable topic is "Citizen and the Courts.")
- POLS-Y 302 Public Bureaucracy in Modern Society (3 cr.)
- POLS-Y 306 State Politics in the United States (3 cr.)
- POLS-Y 394 Public Policy Analysis (3 cr.)

Criminal Justice

- SPEA-J 101 American Criminal Justice System (3 cr.)
- SPEA-J 322 Introduction to Criminalistics (3 cr.)
- SPEA-J 370 Social Control Systems (3 cr.) (This is a seminar in criminal justice course. The only acceptable topic is "Social Control Systems.")

Sociology

- SOC-S 320 Deviance and Control (3 cr.)
- SOC-S 325 Criminology (3 cr.)
- SOC-S 461 Urban Sociology (3 cr.)
- SOC-S 424 Sociology of Law (3 cr.)

Certificate in Public Safety

The Certificate in Public Safety offers a broad overview of law enforcement and its relationship to the other elements in the criminal justice process. It is useful to sworn and nonsworn personnel, as well as to those seeking employment in law enforcement. The certificate also provides excellent transition into the Associate of Science in Criminal Justice and the Bachelor of Science in Criminal Justice degree programs.

Student Consumer Information about this Program

General Education (9 cr.)

- ENG-W 131 Elementary Composition I (3 cr.)
- SPCH-S 121 Public Speaking (3 cr.)
- PSY-P 101 Introduction to Psychology I (3 cr.) **OR** SOC-S 161 Principles of Sociology (3 cr.)

Criminal Justice (18 cr.)

- SPEA-J 101 American Criminal Justice System (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)
- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-J 321 American Policing (3 cr.)
- SPEA-J 320 Criminal Investigation (3 cr.) **OR** SPEA-J 322 Criminalistics (3 cr.)
- SPEA-J 370 Seminar in Criminal Justice (3 cr.)

Minors

Minor in Criminal Justice Requirements (Five courses)

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J102 Special Issues in the American Criminal Justice System (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)

Two of the following courses:

- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)

Minor in Environmental Science and Health Requirements (Five courses)

The following courses:

- SPEA-H 316 Environmental Health (3 cr.)
- SPEA-H 416 Environmental Health Policy (3 cr.)

Three additional courses in environmental science and health approved by a SPEA faculty advisor.

Minor in Health Systems Administration Requirements (Five courses)

- SPEA-H 320 Health Systems Administration (3 cr.)
- SPEA-H 371 Human Resources Management in Health Care (3 cr.) **OR** SPEA-V 373 Personnel Management in the Public Sector (3 cr.)

Three of the following courses:

- SPEA-H 352 Health Finance and Budgeting (3 cr.)
- SPEA-H 402 Hospital Administration (3 cr.)
- SPEA-H 411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA-H 441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA-H 455 Topics in Public Health (3 cr.)

Pre-law Minor

Interdisciplinary Minor in the College of Arts and Sciences (COAS), the School of Business and Economics, and the School of Public and Environmental Affairs (SPEA).

Admission to law schools requires a baccalaureate degree and a Law School Admission Test (LSAT) score. The degree may be in any discipline. Students preparing for law school are advised to take courses in logical thought, American history, American politics, business, and criminal and civil law. While no specific courses are required, IU Northwest offers an interdisciplinary prelaw minor for students interested in attending law school.

The minor includes six courses totaling 18 credits. Students in SPEA, the School of Business and Economics, and history majors in the College of Arts and Sciences could double-count courses that are required for their major or concentration, but they are required to take at least four courses or 12 credits outside of their major or concentration.

The structure of the minor is as follows:

- BUS L201 Legal Environment of Business
- HIST H106 American History II (Twentieth Century)
- PHIL P150 Elementary Logic
- POLS Y103 Introduction to American Politics
- SPEA J101 American Criminal Justice System
- One elective

Students may pick from the following courses for the elective:

- BUS A201 Introduction to Financial Accounting
- BUS L303 The Commercial Law
- ECON E103 Introduction to Microeconomics
- HIST A313 Origins of Modern America
- HIST A315 Recent U.S. History
- HIST H105 American History I
- SPEA H441 Legal Aspects of Health Care
- SPEA J301 Substantive Criminal Law
- SPEA J303 Evidence

The prelaw advisor can approve an elective that is not on the list if it meets the educational objectives.

The university provides prelaw counseling for interested students. Contact the prelaw advisor at (219) 980-6841 or (219) 980-6636.

Minor in Public and Environmental Affairs Requirements (Five courses)

- SPEA-V 170 Introduction to Public Affairs (3 cr.)

One of the following courses:

- SPEA-E 162 Environment and People (3 cr.)
- SPEA-E 272 Introduction to Environmental Science (3 cr.)

Three of the following courses:

- SPEA-E 400 Topics in Environmental Studies (3 cr.)
- SPEA-V 263 Public Management (3 cr.)
- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 376 Law and Public Policy (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)

Graduate Studies

Graduate Admission Admission to the M.P.A. Program

Application

The prospective student should complete and return an application for admission form available to the following address:

School of Public and Environmental Affairs
3400 Broadway
Indiana University Northwest
Gary, IN 46408

Application Fee

A nonrefundable application fee of \$25 is required of all applicants who have not previously attended Indiana University.

Baccalaureate Degree

Certification of a baccalaureate degree is required for entrance into the M.P.A. Program. Although the student may not have completed the undergraduate work at the time of application, a decision will be made on the strength of the student's work at the time of application. However, a final transcript, showing baccalaureate degree must become a part of the permanent record before the student can be formally admitted.

Application References

Students should ask three individuals who are familiar with their activities and potential to fill out an Application Reference Form. These forms will be provided with the application form.

Validity

Following notice of admission, an applicant has one calendar year in which to enroll. Supplementary transcripts of any academic work undertaken during that period are required, and the division may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be canceled. If the applicant fails to enroll within one year, a complete new application is required.

Examinations for Admission

For admission to the graduate program, either the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) is required.

Admission Committee

Each application, with accompanying transcripts and other documents, is considered carefully by the graduate program committee for the appropriate degree. Personal interviews are encouraged where possible. While the applicant's undergraduate scholastic performance is the most significant index of ability to do graduate work, the test scores, recommendations, and the student's statement can weigh heavily in the final decision of the admission committee. The aim is to select those applicants who can successfully complete graduate study and be effective in public affairs.

Master of Public Affairs Graduate Program

The graduate program of the Public and Environmental Affairs consists of the Master of Public Affairs Degree (M.P.A.).

The Master of Public Affairs (M.P.A.) program, which is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), is an integrated course of study that requires a minimum of 48 credit hours. The program provides knowledge and experience that can be used by the professional in various roles within a changing public sector. It is also an interdisciplinary, professional program drawing on diverse faculty talents and resources. The goal of the program is to equip the individual with the necessary skills and knowledge to enter local, state, or federal government or quasi-governmental service and to broaden comprehension of the economic, environmental, political, and social context in which the public servant works.

The curriculum of this program as contained in the core requirements encompasses preparation in a broad range of skills relevant to the operation of public agencies. It is, therefore, interdisciplinary, based on the academic disciplines, but not limited to any one; it is also problem-oriented, bringing the disciplines to bear on critical social, environmental, economic, and administrative conditions.

Although the environment of public service is diverse and changing, effectiveness in that environment requires the development of special skills attained through detailed study in a chosen field of concentration. The fields of concentration span the variety of professional specialties found in public service. Thus, the program provides both expertise in a specific concentration area and in the core requirements, and a general working knowledge of public affairs.

Transfer of Credit

Up to 9 credit hours of appropriate graduate course work can be transferred from schools other than Indiana University and applied toward the Master of Public Affairs degree when approved by the Dean. Credit transfers reduce the hours of Indiana University credits that must be earned. Requirement waivers, on the other hand, do not reduce credit hours to be earned but do increase the elective choices available in a student's program.

Graduation Requirements

It is the responsibility of students to be certain that their graduation or other academic requirements are met. The graduate office will keep a record of the student's progress and will aid in program planning.

Degree Requirements

The Master of Public Affairs program requires a minimum of 48 graduate credit hours and completion of (1) the foundation requirement, (2) the core requirement, (3) the experiential requirement, and (4) the concentration requirement. The foundation requirement ensures that each student has the requisite background in the areas of computing, economics, government, and mathematics to facilitate the mastery of core course material. No graduate credit is given for work done to satisfy this requirement.

The core requirement consists of 21 credit hours of work in six to seven courses, six of which are required of all students pursuing an M.P.A. degree. The experiential requirement ensures that each graduate of the M.P.A. program has gained insight into the world of public service by way of an experience outside the classroom involving contact with prospective peers. This experience may or may not involve the accumulation of credit hours toward the degree. Each student must also complete the requirements of one concentration, which consists of 18-21 credit hours of work. The remaining credit hours necessary for graduation, if any, are general electives that can be used to add breadth to a student's program; to further explore a field of concentration; or to enhance quantitative tools or administrative techniques.

Core Requirement

The M.P.A. core ensures that each student acquires both the prerequisite analytical skills and an understanding of policy issues and governmental processes that compose the environment within which graduates will pursue their careers.

The following seven courses are required:

- SPEA V500 Quantitative Tools for Public Affairs (3 cr.)
- SPEA V502 Public Management (3 cr.)
- SPEA V506 Statistical Analysis for Policy and Management (3 cr.)

- SPEA V517 Public Management Economics (3 cr.)
- SPEA V540 Law and Public Affairs (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)

Total (21 cr.)

Unusually well-prepared applicants may petition the program director to waive one or more of the core requirements on the basis of advanced work done elsewhere. Students may be exempted based on satisfactory equivalent course work or by an examination. Credit hours waived from the core will add to the electives a student may use. Students requesting course waivers should contact the appropriate program director for requirements and guidelines.

Concentration Requirement

The concentrations following are designed to give the student an educational experience in a substantive area of the student's interest. The student chooses a concentration in consultation with the director of the M.P.A. program, and the course of study in the concentration area is determined in conjunction with a concentration advisor. All concentrations require at least 18-21 credit hours of course work. Up to 3 credit hours of the concentration may be taken in SPEA V585 Practicum in Public Affairs, if the concentration advisor approves the field experience in advance. Concentration requirements may be waived on the same basis as core requirements.

Concentrations

Concentrations give the student a focused educational experience in a substantive area of interest. The concentration is selected in conjunction with the faculty advisor and appropriate SPEA administrator. Concentrations offered include criminal justice, health services administration, human services administration, and management of public affairs

Criminal Justice Concentration

The criminal justice concentration is for those interested in the issues, methods, and skills involved in the management of criminal justice or related agencies.

Requirements

- SPEA J501 Criminological Thought and Policy (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- Select one of the following (3 cr.)
- SPEA J502 Research Methods in Criminal Justice and Public Affairs (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.)
- Select one of the following (3 cr.)
- SPEA J682 Planning and Management for Criminal Justice and Public Safety (3 cr.)
- SPEA J666 Criminal Justice Policy and Evaluation (3 cr.)
- Select two from one of the following groups (6 cr.)
- **Group A:**

- SPEA J550 Topics in Criminal Justice and Public Safety (3 cr.)
- SPEA J582 Criminal Justice System (3 cr.)
- SPEA J587 Criminal Violation: Problems and Prospects (3 cr.)
- SPEA J588 Law and Control in Society (3 cr.)
- SPEA V580 Readings in Public Affairs: Criminal Justice Topic (3 cr.)
- SPEA V585 Practicum in Public Affairs: Criminal Justice (3 cr.)

Group B:

- SPEA J550 Topics in Criminal Justice and Public Safety (3 cr.)
- SPEA V504 Public Organizations (3 cr.)
- SPEA V512 Public Policy Process (3 cr.)
- SPEA V539 Management Science for Public Affairs (3 cr.)
- SPEA V561 Public Human Resource Management (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)

Total (18 cr.)

Health Services Administration Concentration

The health services administration concentration is for public administration students who plan to assume a managerial position in the health services field. This concentration affords the student the opportunity to study policy, issues, and programs related to the health services field.

Requirements

The following four courses:

- SPEA V504 Public Organizations (3 cr.)
- SPEA V543 Health Services Management (3 cr.)
- SPEA V545 The U.S. Health Care System (3 cr.)
- SPEA V546 Health Services Utilization (3 cr.)
- Select three of the following courses or another course approved by a concentration advisor (9 cr.)
- SPEA H514 Health Economics (3 cr.)
- SPEA H515 Health Policy Process (3 cr.)
- SPEA H601 Hospital Organization and Management (3 cr.)
- SPEA H604 Ambulatory Care and Managed Care Programs (3 cr.)
- SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)
- SPEA V550 Topics in Public Affairs: Health Topic (3 cr.)

Total (21 cr.)

Human Services Administration Concentration

This concentration prepares persons for management positions in federal, state, and local human resource agencies. Emphases include application of public management processes to human service organization; skills requisite to working with elected officials, administrative officials, and consumer groups;

and practices of comprehensive departments of human resources, interagency administrative units, and multiservice centers.

Requirements

- SPEA V504 Public Organizations (3 cr.)
- SPEA V545 The U.S. Health Care System (3 cr.)
- SPEA V554 Human Services Administration (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.)
- Select three of the following courses or another course approved by a concentration advisor (9 cr.)
- SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA V546 Health Services Utilization (3 cr.)
- SPEA V550 Topics in Public Affairs:Health Topic (3 cr.)
- SPEA V556 Topics in Human Services Administration (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)
- SPEA V563 The Planning Process (3 cr.)

Total (21 cr.)

Public Management Concentration

The Public Management Concentration consists of a structured program that facilitates the development of a managerial perspective. The intent of the curriculum is to ensure breadth of coverage across those areas essential to a managerial career.

Requirements

- SPEA V504 Public Organizations (3 cr.)
- SPEA V539 Management Science for Public Affairs (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)
- SPEA V566 Executive Leadership (3 cr.)
- Select three of the following courses or another course approved by a concentration advisor (9 cr.)
- SPEA V507 Data Analysis and Modeling for Public Affairs (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA V512 Public Policy Process (3 cr.)
- SPEA V562 Public Program Evaluation (3 cr.) SPEA V563 The Planning Process (3 cr.)
- SPEA V595 Managerial Decision Making (3 cr.)
- SPEA V639 Managing Government Operations (3 cr.)

Total (21 cr.)

Special Students

Nondegree candidates may be admitted to the School of Public and Environmental Affairs to take classes. This status is granted for one semester only.

Grading

The official grading system of the School of Public and Environmental Affairs is as follows: A—highest passing grade; B; C—lowest passing grade; D; F—failed; I—Incomplete; W—withdrawn; NR—no report; (+) or (-) may be attached to any of the grades A-D.

An Incomplete indicates that the work is satisfactory as of the end of the semester but has not yet been completed. This grade may be awarded only when the student's work is of passing quality and upon evidence that personal hardship would render it unjust to hold that student to the time limits previously fixed for the completion of the work. Normally, faculty members are reluctant to give the grade of Incomplete. One calendar year is allowed for the removal of an Incomplete unless the chairperson of the graduate program authorizes an adjustment of this period due to exceptional circumstances. If those procedures are not followed, the I is changed to F.

Grade Average, Provisional, and Probationary Status

Students may be admitted on a provisional basis for particular reasons, such as deficiencies in certain areas. The provisional status will be removed upon fulfillment of the stipulated conditions. A cumulative grade point average of 3.0 (A=4.0) or higher for all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation. Students whose cumulative grade point average falls below 3.0 will be placed on probation. To be removed from probation, students either placed on probation or admitted on a provisional basis are required to attain an average of at least 3.0 for all graduate work completed by the end of the next semester of full-time enrollment or its equivalent (12 credit hours). Failure to do so will be cause for dismissal.

Petitioning Procedures

A student may find it necessary to petition the Graduate Program Committee relative to such matters as dismissal, requirements, transfers, class load, etc. Such requests must be presented in writing to the Graduate Program Committee.

Midcareer Options

The purpose of the midcareer option of the Master of Public Affairs graduate program is to enhance the professional capabilities of those with previous training or experience in public service. It is a program capable of being specially designed to meet the educational and professional needs of the individual.

Some administrators are engaged in professional capacities requiring deeper understanding of certain specialties. Others with considerable experience in a specialization may wish to broaden their knowledge and perspectives. The midcareer option can accommodate those needs.

Credit waiver may be granted to midcareer option students for significant administrative or policy-level work experience. This work experience may be of a managerial nature or may be in program or policy development (which may or may not include experience in management, e.g., as a planner). The work experience need not necessarily be with a governmental agency. Many private and quasi-public organizations have significant governmental contacts. Furthermore, much management-level experience in the private sector is applicable to the public sector.

Students wishing to take full advantage of the midcareer option should apply as soon as regular admission to the program has been granted. The Graduate Program Committee makes a determination of Program eligibility for the midcareer option for each applicant. Students granted the midcareer option for more than 6 credit hours may not take SPEA V585 Practicum in Public Affairs for credit. Decisions about the midcareer option are made separately from decisions about transfer of credit. Under no circumstances will the midcareer option and the transfer of credit total more than 21 credit hours of the 48 credit hour degree requirement. Students receiving the midcareer option should carefully plan their programs in consultation with an advisor as early as possible. Certification of the plan of study by the advisor is necessary.

Previous Graduate Work Outside the School of Public and Environmental Affairs

Previous graduate credit from other schools at Indiana University or other universities may be accepted toward a degree in the Master of Public Affairs program up to a total of 9 credit hours. The particular courses to be awarded credit will be arranged with the director of the division. A Transfer-of-Credit Form must be completed, and approval must be granted for each course for which transfer credit is desired. This is true both for previous work at Indiana University, outside the Division of Public and Environmental Affairs and Political Science, and for graduate work at other institutions. Courses outside the division planned in conjunction with the chairperson of the graduate program for the student's course of study need not be petitioned.

Undergraduate course work that, in the judgment of the Graduate Committee, substantially duplicates degree requirements may be accepted in lieu of particular required courses, but the total number of credits required will not be reduced.

General Scholarship Rule

Any student who does not possess the necessary preliminary training or who lacks other qualifications may be required by the division to enroll in such courses as the division may designate or to take such other corrective action as is necessary or desirable. The division may review a student's record at any time and take whatever actions seem necessary for the best interest of that student or of the division.

Any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the division.

Certificate in Environmental Affairs

The Certificate in Environmental Affairs program is a 15 credit hour program of study in environmental affairs. The program is flexible enough to adapt to the needs of precareer or in-service persons and to individuals with varying degrees of experience. Individuals currently employed in industry, nonprofit organizations, and the public sector in environmentally related positions who have technical backgrounds but who see greater insight and formal education on economic, policy, and legal issues related to the critical environmental issues will find the program particularly beneficial.

Required Courses

- SPEA V517 Public Management Economics (3 cr.)
- SPEA V520 Environmental Policy (3 cr.)
- SPEA V645 Environmental Law (3 cr.)
- Two additional SPEA graduate public affairs courses that require class attendance, and have been approved by a faculty advisor (3 cr.).

Certificate in Nonprofit Management

The Nonprofit Management Certificate is a 15 credit hour program of study, designed to serve the needs of individuals who would like exposure to the nonprofit sector and nonprofit management issues but who do not wish or need to pursue a degree in nonprofit management. The certificate complements other courses of study or career experience in such areas as social work, library science, and parks and recreation. Students pursuing a nonprofit management certificate gain an understanding of how to work in and with nonprofit organizations.

Student Consumer Information about this Program

Required Courses

- SPEA V522 Human Resource Management in Nonprofits (3 cr.)
- SPEA V525 Management In The Nonprofit Management (3 cr.)
- SPEA V526 Financial Management for Nonprofits (3 cr.)
- Two additional SPEA graduate public affairs courses that require class attendance, and have been approved by a faculty advisor (6 cr.)

Total (15 cr.)

Note: Students must take V525 before V522.

Certificate in Public Management

The Certificate in Public Management is a focused 15 credit hour program of study in public management for those students interested in a less extensive course of study at the graduate level. The certificate program is flexible enough to be adapted to the needs of precareer and in-service individuals and can accommodate people interested in a wide variety of public careers ranging from social work to criminal justice to health administration.

The certificate is ideal for those persons in public and community organizations or agencies who wish to supplement their primary fields of professional or technical competence, persons who are changing from professional or technical roles to managerial roles in the public service, career employees of public and community agencies who are interested in studying a sequence of core courses in public management, or students who wish to explore the field of public management before committing themselves to an extended degree program.

Candidates with a bachelor's degree are admitted to the program from a variety of educational backgrounds. Credits earned for the certificate may later be applied toward the M.P.A. degree.

Student Consumer Information about this Program

Required Courses

Core (9 cr.)

- SPEA V502 Public Management (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V561 Public Human Resources Management (3 cr.)
- Two additional SPEA graduate public affairs courses that require class attendance, and have been approved by a faculty advisor (6 cr.)

Total (15 cr.)

Radiological Sciences Programs

Administrative Officers

Arlene M. Adler, M.Ed., R.T.(R), FAEIRS,

Robin J. Jones, M.S., R.T.(R),

Web site: www.iun.edu/~radnw/

Phone: (219) 980-6899

About the Radiological Sciences Programs

Within the Department of Radiologic Sciences, interested students can obtain an Associate of Science Degree in Radiography or a Bachelor of Science Degree in Radiologic Sciences. The AS Radiography Program prepares students to be radiographers in the health care environment. Radiographers are experts in the performance of examinations requiring the use of X-rays and highly complex machinery to produce a quality X-ray (radiograph) of the internal parts of the body for interpretation by a medical doctor (radiologist).

The BS degree in Radiologic Sciences offers individuals the opportunity to pursue three separate concentrations—an advanced clinical/health management concentration for the associate degree radiographer, diagnostic medical sonography, or radiation therapy. The diagnostic medical sonography and radiation therapy programs are open to individuals with either a health professional AS degree background or a non-health professions background.

Among the options for advanced clinical experience for the radiographer, are careers in cardiovascular interventional technology, computed tomography (CT) and magnetic resonance imaging (MRI). Cardiovascular interventional

technologists assist physicians in performing diagnostic and therapeutic procedures of the cardiovascular system. These procedures involve the injection of iodinated contrast media to demonstrate diseases of the heart and blood vessels. Computed tomography (CT) technologists produce images of selected planes of the body by combining the use of an X-ray beam and a computer. Magnetic resonance imaging (MRI) technologists utilize a magnetic field along with radio waves to create images of patients' anatomy for interpretation by a physician.

Diagnostic medical sonographers are concerned with the proper operation of the ultrasound equipment and preparation of patients for various types of diagnostic procedures. Upon request of a physician, they examine various parts of the body by using sound waves.

Radiation therapists use different forms of ionizing radiation for the treatment of benign and malignant tumors. They administer the prescribed dose of ionizing radiation to specific sites of the patient's body as directed by the physician.

Associate of Science in Radiography

About the A.S. in Radiography

Radiology is a science involving the medical use of X-rays, radium, and radioactive isotopes in the diagnosis and treatment of disease. Radiographers are essential members of the health care team. They are experts in the performance of examinations requiring the use of X-rays and highly complex machinery to produce a quality X-ray image (radiograph) of the internal parts of the body for interpretation by a medical doctor (radiologist).

Radiographers find employment possibilities in various medical settings ranging from doctors' offices to large medical centers. In addition, some seek employment in industry or in the marketing and sales of X-ray products.

Length of the Program

24 months beginning in May. Professional course work begins each July (summer session II).

Structure of the Program

The Radiography Program is a full-time day program involving classroom and laboratory experiences on campus and clinical experiences at local hospitals.

Design of the Professional Curriculum

The curriculum follows a pattern designed to train the student to become adept in the performance of diagnostic radiologic procedures. Courses in radiologic principles, radiographic procedures, clinical application of theory, and general education are included in the curriculum.

The Associate Degree Radiography Program offered by Indiana University Northwest is designed to prepare students for professional careers as radiographers in the medical field. By providing pertinent learning experiences, the program faculty strives to develop students' interests in lifelong learning through the professional societies and continuing education. The curriculum is designed in accordance with the guidelines established by the American Society of Radiologic Technologists.

The Radiography Program has set forth the following goals:

- To graduate radiographers who demonstrate
 - a. Clinical competence;
 - b. Effective communication skills;
 - c. Critical thinking and problem solving skills; and
 - d. Professional values.
- To provide the medical community with individuals qualified to perform radiographic procedures.
- To involve students in professional continuing education activities in an effort to instill a desire for life long learning.
- To involve the student in the community we serve.

Opportunities for Students to Work

Students often seek employment in part-time positions outside the program. These positions cannot interfere with clinical and class schedules and must be balanced with necessary study time.

Program Facilities

The Radiography Program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest.

Location of Clinicals

Clinical experiences occur in local hospitals, including the Community Hospital in Munster; LaPorte Hospital in LaPorte; Methodist Hospital of Gary, Inc., in Gary and Merrillville; Porter Hospital in Valparaiso; St. Anthony Medical Center in Crown Point; St. Anthony Memorial Health Centers in Michigan City; St. Margaret Mercy Healthcare Centers in Hammond; and St. Mary Medical Center in Hobart.

Additional Costs

In addition to regular university tuition and fees, students should expect to pay program-related expenses such as books, uniforms, physical examination, lead markers, and radiation monitoring.

Accreditation

The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone: (312) 704-5300; www.jrcert.org.

Admission Policies

Students may apply for admission to the Radiography Program after qualifying for regular admission to Indiana University. Admission to the professional program is competitive; therefore, completion of the application does not guarantee admission to the program.

Criteria Used for Class Selection

Admission to the program is based upon each applicant's high school and college course work and a personal interview.

Class Size

Approximately 40-45 students each May (beginning professional course work in summer session II).

Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures, the following apply to the Radiography Program at IU Northwest:

Application Deadline

February 1 of the year of anticipated entry.

Total Number of Prerequisite Credit Hours

To be eligible for admission, applicants should have completed high school courses in algebra, geometry, biology, and English. In addition, physics, chemistry, and computer science are recommended. Prior to beginning professional course work, all students must complete the program's math and English requirement with a C (2.0) or higher. In addition, students are encouraged to complete the Arts and Science course work required for the degree.

Limitations of Course Work

Remedial course work does not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

Minimum Cumulative Grade Point Average

A high school grade point average of 3.0 or a college grade point average of 2.0 on a 4.0 scale is required for admission into the Radiography Program. The college grade point average will be used if the applicant has completed a minimum of 12 credit hours with at least one math or science course on the transcript. The program admissions committee implements this requirement when the incoming class of students is selected from the applicant pool.

Interview

An interview is required for admission. However, if the number of applications to the program far exceeds the number of positions available, the program admissions committee reserves the right to limit the number of applicants interviewed. Interviews will be scheduled during the spring semester.

High School Applicants

Check with your school to see if you can earn college credit while in high school to complete the two prerequisite courses.

Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

Volunteer Experience

While volunteer experience is not required; it is very helpful in making a career choice.

Curriculum

Prerequisites

Prior to beginning professional course work, all students must complete the program's math and English requirement with a C (2.0) or better. Students may earn up to 6 hours of Indiana University credit by correspondence toward fulfilling the requirements for the associate degree. Students are encouraged to seek advising prior to enrolling in course work. The faculty retain the right to determine acceptability of course work taken by nontraditional methods outside of Indiana University to meet degree requirements.

Total Number of Prerequisite Credit Hours

To be eligible for admission, applicants should have completed high school courses in algebra, geometry, biology, and English. In addition, physics, chemistry, and computer science are recommended. Prior to beginning professional course work, all students must complete the program's math and English requirement with a C (2.0) or higher.

Professional Program

Courses in the professional program are sequential and, therefore, must be taken in the order specified by the program faculty.

Awards

The program faculty will recommend to the university graduating students with superior academic performance for degrees awarded with distinction. Also, the program may recognize students with outstanding academic and clinical achievement during their professional program at the time of graduation.

Scholarships

For information on scholarships and grants, students should contact the Financial Aid Office. Some hospitals offer financial assistance for students pursuing radiography. Contact the program faculty for further information.

Graduation Requirements

Satisfactory completion of 76/77 credit hours to include 23/24 credit hours of prerequisite and general education courses and 52 credit hours of professional courses. All course work must be completed in compliance with the program's and school's academic and professional policies. Upon successful completion of the program, students are eligible to take the examination of the American Registry of Radiologic Technologists (AART) (www.arrt.org).

Radiography Curriculum

Two-Year Semester Sequence

Summer Session I

- MATH M100 /M119 College Level Mathematics* (3-4 cr.)
- ENG W131 Elementary Composition* (3 cr.)

Total (6-7 cr.)

Summer Session II

- RADS R100 Orientation to Radiologic Technology* (2 cr.)
- RADS R103 Introduction to Clinical Radiography* (2 cr.)
- RADS R181 Clinical Experience I* (1 cr.)
- RADS R185 Medical Terminology* (1 cr.)

Total (6 cr.)

Fall Semester

- RADS R101 Radiographic Procedures* (3 cr.)
- RADS R102 Principles of Radiography I* (3 cr.)
- RADS R182 Clinical Experience II* (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)

Total (14 cr.)

Spring Semester

- RADS R201 Radiographic Procedures II* (3 cr.)
- RADS R202 Principles of Radiography II* (3 cr.)
- RADS R281 Clinical Experience III* (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)

Total (14 cr.)

Summer Sessions

- RADS R282 Clinical Experience IV* (4 cr.)

Total (4 cr.)

Fall Semester

- RADS R205 Radiographic Procedures III* (3 cr.)
- RADS R222 Principles of Radiography III* (3 cr.)
- RADS R250 Physics Applied to Radiology* (3 cr.)
- RADS R283 Clinical Experience V* (4 cr.)
- CSCI A106 Introduction to Computing (3 cr.)

Total (16 cr.)

Spring Semester

- RADS R260 Radiobiology and Protection* (3 cr.)
- RADS R200 Pathology* (3 cr.)
- RADS R290 Comprehensive Experience* (4 cr.)
- PSY P101 Introductory Psychology (3 cr.)
- SPCH S121 / SPCH S122 Oral Communication Requirement (3 cr.)

Total (16 cr.)

*Core Course requires a C (2.0) or better

Total Credit Hours (76 / 77 cr.)

Bachelor of Science - Radiological Sciences

About the Bachelor of Science - Radiological Sciences

The B.S. degree in Radiologic Sciences offers individuals the opportunity to pursue three separate concentrations—advanced clinical/health management concentration for the associate degree radiographer, diagnostic medical sonography, and radiation therapy. Diagnostic medical sonography and radiation therapy are open to individuals with either a health professional A.S. degree background or a non-health professions background.

Program Mission and Goals

The BS Program in Radiologic Sciences is designed to prepare graduates for professional careers in the medical field. The program has set forth the following goals:

1. To graduate professionals who demonstrate: a) clinical competence, b) effective communication skills, c) critical

thinking and problem solving skills, d) and professional values.

2. To provide the medical community with radiographers qualified to perform advanced procedures in cardiovascular interventional technology, computed tomography, magnetic resonance imaging technology and/or picture archiving and communication systems and individuals with entry level skills in diagnostic medical sonography and radiation therapy.

3. To involve students in professional continuing education activities in an effort to instill a desire for lifelong learning.

4. To involve the student in the community we serve.

Clinical / Health Management Concentration for Radiographers

Within the radiologic sciences profession there is a need for qualified radiographers with the advanced skills necessary to provide patient services in cardiovascular interventional technology, computed tomography, and magnetic resonance imaging. These professionals require unique skills specific to the specialty. Cardiovascular interventional technologists assist physicians in performing diagnostic and therapeutic procedures of the cardiovascular system. These procedures involve the injection of iodinated contrast media to demonstrate diseases of the heart and blood vessels. Computed tomography (CT) technologists image selected planes of the body by combining the use of an X-ray beam and a computer. Magnetic resonance imaging (MRI) technologists utilize a magnetic field along with radio waves to create images of patients' anatomy for interpretation by a physician.

The Bachelor of Science Program in Radiologic Sciences is designed to prepare qualified radiographers with the skills to provide patient services in cardiovascular interventional technology, computed tomography, and magnetic resonance imaging. Students receive a theoretical foundation in all these specialties and select a clinical/health management concentration.

Graduates of the Program

Graduates receive a Bachelor of Science degree and are eligible to take specialty examinations depending on their clinical concentration.

Credentials Required to Practice

R.T.(R) (ARRT) Registered Radiographer.

Indiana Certification Requirements

State certification is required to operate an X-ray machine. The state accepts the ARRT Registry for certification.

Length of the Program

A new class begins the professional course work in the fall semester and completes the professional year at the end of the following spring semester.

Structure of the Professional Program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site with most experience during normal daytime hours.

Design of the Professional Curriculum

Lectures and clinical experiences are integrated throughout the two semesters.

Opportunity for Students to Work

Students may be employed as radiographers at local area hospitals. Students may find full-time employment during the professional year difficult.

Description of Facilities

The radiologic sciences classroom and offices are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experience is provided at local area hospitals.

Admission Policies

General Information

Admission to the professional year is competitive. Students are selected based on their previous academic background, a personal interview, and evidence of registration or registration eligibility with the American Registry of Radiologic Technologists (ARRT). Students will need to select an area of clinical or health management concentrations. There are a limited number of spaces available in each clinical concentration.

Class Size

Class size is restricted by the number of clinical sites available. An attempt will be made to place all qualified applicants.

Specific Requirements

The following admission policies, in addition to the CHHS admission policies, apply to the Clinical/Health Management concentration.

Application Deadline

February 1 of the year the student wishes to begin the professional year.

Total Number of Prerequisite Credit Hours

92 credit hours.

Limitations of Course Work

Remedial course work will not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

Minimum Cumulative Grade Point Average

2.3 on a 4.0 scale at the time of the interview.

Minimum Grade Requirement in a Stated Prerequisite

C (2.0 on a 4.0 scale).

Interview

Qualified applicants may be asked to participate in an interview.

Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

Experience

While radiography experience beyond the initial radiography program is not required, it is recommended.

Concentration Course Work Options

The Clinical Concentration prepares qualified radiographers for advanced skills in 1) cardiovascular interventional technology, 2) computed tomography, and 3) magnetic resonance imaging technology. The Health Management Concentration helps prepare radiographers for supervisory roles within the health care environment.

Students receive a theoretical foundation in these advanced imaging specialties and then select a clinical concentration and / or a health management concentration. Clinical experience is obtained at local hospitals throughout northwest Indiana. Health management concentration course work is offered through the School of Public and Environmental Affairs (SPEA).

Students may select from any of the following courses to complete their 12 credit hours of concentration course work. Students interested in advanced clinical skills are encouraged to enroll in the Clinical Concentration courses. For every 1 credit hour of clinical course work, students spend 60 hours per semester in the clinical environment learning the advanced skills. Students interested in supervisory roles are encouraged to take 12 credit hours of the health management concentration course work. Students may elect to combine these two concentrations to equal 12 credit hours total.

Clinical Concentration Courses (0-12 Credit Hours Total)

- R481 Clinical Practicum: Vascular Imaging (1-12 cr.)
- R482 Clinical Practicum: Computed Tomography (1-12 cr.)
- R483 Clinical Practicum: Magnetic Resonance Imaging (1-12 cr.)

Curriculum Prerequisites

Prior to entering the program, students must complete the following minimum prerequisites (for a total of 92 cr.). Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the school's general-education requirements.

- Oral communication (G) (3 cr.) S121
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Social/Behavioral science elective (G) (3 cr.)

- Introductory psychology (G) (3 cr.)
- Computer science elective (3 cr.)
- College-level mathematics (G) (3-5 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G)(8 cr.)
- Professional radiography course work (40-48 cr.)

Special Credit/Transfer Policy

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org) should contact the program director for additional information and counseling.

Professional Program

The professional program consists of 30 credit hours of 400-level courses.

Courses in the professional senior year are sequential. Therefore, the following courses must be taken on a full-time basis in the order specified by the program faculty.

- Fall Semester
 - AHLT R404 Sectional Imaging Anatomy (3 cr.)
 - AHLT R405 Advanced Diagnostic Imaging I (3 cr.)
 - AHLT R408 Topics in Radiologic Sciences (3 cr.)
 - Concentration Course Work (6 cr.)
- Spring Semester
 - AHLT R406 Advanced Diagnostic Imaging II (3 cr.)
 - AHLT R414 Sectional Imaging Pathology (3 cr.)
 - AHLT R409 Senior Project in Medical Imaging Technology (3 cr.)
 - Concentration Course Work (6 cr.)

Total (30 cr.)

Graduation Requirements

Satisfactory completion of 122 credit hours to include 92 credit hours of prerequisite and general-education courses and 30 credit hours of professional courses. All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

Diagnostic Medical Sonography Concentration

Description of the Profession

Within the radiologic sciences profession, there is a need for qualified diagnostic medical sonographers. These professionals require unique skills specific to the field of ultrasonography. Under the direction of a radiologist, the diagnostic medical sonographer is concerned with the proper operation of the ultrasound equipment and preparation of patients for various types of diagnostic procedures.

Upon request of a physician, the diagnostic medical sonographer examines various parts of the body by using sound waves. This imaging technique may reveal evidence of disease, injury, or other significant medical information.

Graduates of the Program

Graduates receive a Bachelor of Science degree and are eligible to take the Sonography Principles and Instrumentation, Abdomen/Small Parts, and OB/Gyn exams offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

Length of the Program

A new class begins the professional course work in summer session II for non-health care students and in the fall semester for the health care student. This program will complete their professional portion at the end of the following fall semester.

Structure of the Professional Program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site and are also during normal daytime hours.

Design of the Professional Curriculum

Lectures, lab, and clinical experiences are integrated throughout the program.

Opportunity for Students to Work

Students may find full-time employment during the professional year difficult.

Description of Facilities

The classroom and offices of the Radiologic Sciences—DMS Concentration Program are located in the Dunes Medical/Professional Building at IU Northwest. Clinical experience is provided at local hospitals.

Admission Policies

Admission to the professional year is competitive. Students are selected based on their previous academic background, a personal interview, and evidence of registration if applying under the health care professional background.

Class Size

Class size is restricted by the number of clinical sites available.

Specific Requirements

The following admission policies apply to the Diagnostic Medical Sonography Program, in addition to the CHHS admission policies.

Application Deadline

February 1 of the year the student wishes to begin the professional year.

Total Number of Prerequisite Credit Hours

72 credit hours

Limitations of Course Work

Remedial course work will not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

Minimum Cumulative Grade Point Average

2.3 on a 4.0 scale at the time of the interview.

Minimum Grade Requirement in a Stated Prerequisite

C (2.0 on a 4.0 scale)

Interview

All qualified applicants must participate in an interview. Interviews are held in May.

Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course work.

Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

Curriculum

Prerequisites

Prior to entering the program, students must complete the following minimum prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the campus general-education requirements.

- Oral communication (G) (3 cr.) (S121)
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Introductory psychology (G) (3 cr.)
- Social/Behavioral science elective (3 cr.)
- Computer science elective (G) (3 cr.)
- College-level mathematics (G) (3-4 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G) (8 cr.)
- General or radiologic physics (3 cr.)
- Health Professions course work or electives

Total minimum number of credit hours - 72

Diagnostic Medical Sonography Curriculum

Summer Semester II (Non-Health Professionals Only)

RADS R100 Orientation to Radiologic Technology (2 cr.)
RADS R185 Medical Terminology (1 cr.)

Total 3 cr.

Fall Semester

RADS R404 Sectional Imaging Anatomy (3 cr.)
RADS R408 Topics in Radiologic Sciences (3 cr.)
RADS R490 Fundamentals of Ultrasound (4 cr.)

Total 10 cr.

Spring Semester

RADS R491 DMS Imaging-Abdomen/Sm Pts (5 cr.)
 RADS R492 DMS Imaging-OB/Gyne (5 cr.)
 RADS R494 DMS Clinical Practicum I (6 cr.)

Total 16 cr.

Summer Semester

RADS R495 DMS Clinical Practicum II (6 cr.)

Total 6 cr.

Fall Semester

RADS R409 Senior Project in Medical Imaging Tech. (3 cr.)
 RADS R493 Ultrasound Physics (4 cr.)
 RADS R496 DMS Clinical Practicum III (8 cr.)

Total 15 cr.

TOTAL 50 cr.

Graduation Requirements

Satisfactory Completion of 122 credit hours to include 72 credit hours of prerequisite and general-education courses and 50 credit hours of professional courses. All professional courses must be completed in compliance with the program's and school's academic and professional policies.

Radiation Therapy Concentration

The educational program in radiation therapy accepts students every other year (odd years).

Description of the Profession

Radiation therapy involves the use of different forms of ionizing radiation for the treatment of benign and malignant tumors. Radiation therapists administer the prescribed dose of ionizing radiation to specific sites of the patient's body as directed by the physician. They operate varied types of equipment, including high energy linear accelerators, and work with radioactive materials. In addition, radiation therapists observe the clinical progress of the patient undergoing radiation therapy.

Graduates of the Program

The Radiation Therapy Program is designed to prepare graduates to meet the scope of practice standards for radiation therapy. Upon completion of the program, graduates are eligible to take the radiation therapy certification examination given by the American Registry of Radiologic Technologists (ARRT). Having successfully passed this exam, certificate holders are classified as registered radiation therapists, R.T.(T) (ARRT). State certification is required to operate radiation therapy equipment. The state accepts the ARRT Registry for certification.

Length of the Program

The radiation therapy program is a four-year baccalaureate degree program composed of 54 credit hours of prerequisite and general education requirements and a professional core in the junior and senior years of 68 credit hours.

Design of the Professional Curriculum

The curriculum follows a pattern that trains the student to become skilled in the performance of radiation therapy procedures. Courses in radiologic principles, technical courses in radiation therapy, clinical application of theory, and general education are included in the curriculum. Lectures, lab, and clinical experiences are integrated throughout the program.

Structure of the Professional program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site with experience during normal daytime hours.

Opportunity for Students to Work

Students may find full-time employment during the professional program difficult.

Description of Facilities

The Radiation Therapy Program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experiences have been planned in local hospitals, including the Community Hospital in Munster; Ingalls Hospital in Harvey, Illinois; LaPorte Hospital and Health Services in LaPorte; Memorial Hospital in South Bend; Methodist Hospital of Gary, Inc., in Merrillville; and St. Margaret Mercy Healthcare Center in Hammond.

Accreditation

The Radiation Therapy Program is approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-3182; phone (312) 704-5300; www.jrcert.org.

Admission Policies

General Information

Students may apply for admission to the Radiation Therapy Program after qualifying for regular admission to Indiana University.

Criteria Used for Selection of Class

Admission to the program is based upon each applicant's high school or college course work and a personal interview.

Class Size

Class size is restricted by the number of clinical sites available.

Specific Requirements

The following admission policies apply to the Radiation Therapy Program, in addition to the CHHS admissions policies.

Application Deadline

February 1 of the year the student wishes to begin the professional year.

Total number of Prerequisite Credit Hours

54 credit hours

Limitations of Course Work

Remedial course work will not count as credit hours toward the degree or for the purposes of calculation of a grade point average during the admission process.

Minimum Cumulative Grade Point Average

2.3 on a 4.0 scale. This requirement is applied at the time of interview.

Minimum Grade Requirement in a stated Prerequisite

C (2.0 on a 4.0 scale)

Interview

A personal interview is required. If, however, the number of applications to the program far exceeds the number of positions available, the program's admission committee

reserves the right to limit the number of applicants to be interviewed to two times the number of positions available in the class.

Essential Abilities

Students must meet the list of essential abilities (technical standards) for admission to the program. The list of essential abilities is mailed to all program applicants.

Health Requirements

Students are required to show proof that they have met the immunization, physical examination and laboratory examination requirements for the program as well as CPR certification. Specific information is provided to all accepted students prior to enrolling in clinical course.

Criminal History Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work.

Drug Screening Policy

Students may be required to have a drug screen prior to attending clinical experience or it may be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

Volunteer Experience

The student is encouraged to observe in a radiation oncology facility prior to the interview.

Curriculum

Prerequisites

Prior to entering the program, students must complete the following minimum prerequisites. Prerequisites may be taken at any accredited college or university. The code (G) indicates a course that meets the school's general-education requirements.

- Oral communication (G) (3 cr.) (S121)
- Written communication (G) (6 cr.) (W131 and second intensive writing course)
- Arts and Humanities electives (G) (6 cr.)
- Cultural and Historical Studies electives (G) (6 cr.)
- Social/Behavioral science elective (G) (3 cr.)
- Introductory psychology (G) (3 cr.)
- Computer science elective (3 cr.)
- College-level mathematics (G) (3-4 cr.)
- Statistics course (G) (3 cr.)
- Human anatomy and physiology with lab (G) (8 cr.)
- Professional radiography course work (40-48 cr.)

Total minimum number of credit hours - 54 cr.

Special Credit/Transfer Policy

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org) should contact the program director for additional information and advising.

Radiation Therapy Curriculum

Summer Session II (for Non-Radiographers only)

RADS R100 Orientation to Radiologic Technology (2 cr.)
RADS R185 Medical Terminology (1 cr.)

RADS R181 Clinical Experience in Radiography I (1 cr.)
Total 4 cr.

Fall Semester

RADS R250 Physics Applied to Radiology (3 cr.)
RADS J205 Medical Imaging Anatomy (2 cr.)
RADS J301 Orientation to Radiation Oncology (4 cr.)
RADS J304 Radiation Oncology Patient Care (2 cr.)
RADS J350 Clinical Experience I (4 cr.)
Total 15 cr.

Spring Semester

RADS R200 Pathology (3 cr.)
RADS R260 Radiation Biology and Protection (3 cr.)
RADS J302 Radiation Oncology Techniques (3 cr.)
RADS J351 Clinical Practicum II (4 cr.)
Total 13 cr.

Summer Semester

RADS J402 Radiation Oncology Techniques II (3 cr.)
RADS J450 Clinical Practicum III (4 cr.)
Total 7 cr.

Fall Semester

RADS J303 Clinical Oncology I (3 cr.)
RADS J305 Clinical Dosimetry (3 cr.)
RADS J400 Physics of Radiation Oncology (3 cr.)
RADS J451 Clinical Practicum IV (4 cr.)
Total 13 cr.

Spring Semester

RADS J401 Physics of Radiation Oncology II (3 cr.)
RADS J403 Clinical Oncology II (3 cr.)
RADS J404 Quality Management in Radiation Oncology* (3 cr.)
RADS J409 Senior Project in Radiation Oncology (3 cr.)
RADS J452 Clinical Practicum V (4 cr.)
Total 16 cr.

Total Credit Hours for Concentration - 68 cr.

Graduation Requirements

Satisfactory completion of 122 credit hours to include 54 credit hours of prerequisite and general-education courses and 68 credit hours of professional courses. All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

Division of Social Work

Administrative Officer

Darlene Lynch, Ph.D., LCSW.

Web site: www.iun.edu/~socialwk/

Phone: (219) 980-7111

About the Division of Social Work

In recognition of the time and geographic constraints of many students who seek professional social work education, the Indiana University School of Social Work offers several programs of study leading to the 60 credit hour M.S.W. degree. On the Indiana University Northwest campus both a three year part time evening program and a two year part time advanced standing programs are available. (The advanced standing is designed for students with a strong

academic record who have earned a Bachelor of Social Work (B.S.W.) degree from a program accredited by the Council on Social Work Education.) Students must complete their M.S.W. within five years of their B.S.W. graduation. Various full time, Saturday, and part time day M.S.W. programs are also available on other Indiana University campuses (Indianapolis, Richmond, South Bend, Fort Wayne).

The general goal of the programs is preparation for advanced social work practice. In addition to generalist knowledge and skills, the programs provide an opportunity for development of special competence in child welfare, health, leadership, and mental health and addictions, and school social work. Educational resources for students in the program include a substantial library, an audiovisual center, student computer modules, and diversified field instruction settings throughout the state.

General Information

The Division of Social Work is a collaborative effort of the Indiana University School of Social Work and Indiana University Northwest. As part of the School of Social Work, the IUN program is accredited by the Council on Social Work Education. The division offers the Master of Social Work on a three-year or four-year part-time schedule designed to meet the needs of working professionals in Northwest Indiana.

Vision

The MSW Program of the Indiana University School of Social Work aspires to become an *data informed, continuously learning community* where students, community members, professionals from diverse disciplines, and faculty engage independently and collaboratively in education, service, and research activities intended to enhance the quality of health care and social services to the people of Indiana, the United States, and throughout the world.

Mission of the MSW Program

The primary mission of the Indiana University School of Social Work MSW program is to educate students to be critical thinking, research informed, continuously learning, ethical, and effective social workers prepared for practice.

Policy on Nondiscrimination

Based on the tradition of the social work profession and consistent with Indiana University's Equal Opportunity Policy, the Indiana University School of Social Work affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, and political or sexual orientation.

The School of Social Work has a strong commitment to diversity and nondiscrimination. Indeed, diversity is celebrated as a strength. This perspective is demonstrated by the composition of its faculty and student body, curriculum content, and recruitment and retention activities; by participation in university committees dealing with oppressed populations; numerous service activities, including advocacy on behalf of the disadvantaged; the selection of field practicum sites; and school policies related to promotion and tenure of its faculty.

Educational Requirements

Students are admitted on the assumption that they have the potential academic ability and personal suitability for completing the professional program in which they are enrolled. All students in the M.S.W. program are expected to maintain the standards established by the School of Social Work and those held by the social work profession. In order to detect possible problems, the School of Social Work reviews students' performance periodically.

The Master of Social Work degree is recommended by the school and conferred by the university. Students must successfully complete 60 credit hours of required and elective courses carrying graduate credit. Each student is expected to follow the university and school schedules and dates for completion of requirements, including completion of all work within five calendar years from the time of first enrollment.

Liability Insurance

Students are required to carry professional liability insurance. Under the school's blanket policy, the cost of insurance is included in the student's practicum course fee.

Credit for Life Experience

Academic credit for life experience and previous work experience is not given in whole or part toward the social work degree.

Bachelor of Science in Social Work

A limited number of undergraduate social work courses have been offered on the Indiana University Northwest campus. The Division of Social Work anticipates approval of its proposal to offer the undergraduate social work major sometime during the fall of 2010. The Bachelor of Social Work (B.S.W.) program once offered will be accredited through the Indiana University School of Social Work by the Council on Social Work Education.

For more information regarding the BSW degree contact:

Division of Social Work
IU Northwest
3400 Broadway
Gary, IN 46408-1197

Telephone: (219) 980-7111 **Web:** www.iun.edu/~socialwk

Master of Social Work

The M.S.W. program was brought to the Indiana University Northwest campus in 1996 and graduated its first class in 2000. Graduates of the Division of Social Work move into a broad variety of social service settings. These include those concerned with aging, family and child welfare, corrections, mental and physical health, communities, political change and analysis, and school adjustment. In anticipation of such professional activities, the school provides field instruction placements throughout northwest Indiana where students engage in services to individuals, groups, families, and communities or function in planning and management roles.

The Council on Social Work Education (CSWE) accredits both the Bachelor of Social Work and Master of Social Work Programs. The school/division is a member of the International Association of Schools of Social Work. The school/division's administrators are active participants in the National Association of Deans and Directors of Schools of

Social Work, the Association of Baccalaureate Social Work Program Directors and the Group for the Advancement of Doctoral Education, among others.

Part Time Evening Program

The part time evening program at Indiana University Northwest enables students to complete the foundation and intermediate curriculum (the first 30 credit hours of the program) over two calendar years. Students begin the program in late August. Part time evening students are required to complete the concentration Curriculum (the final 30 credit hours of the program) with most classes and internships held during the week (usually Monday through Thursday). The complete program requires at least three calendar years, although students may elect to extend course work and internships up to four years.

Advanced Standing Program

Students holding undergraduate social work degrees may be eligible for this program, which begins at various times based on the cohort chosen. The following are specific requirements for consideration for admission to the advanced standing program:

1. Graduation within five years from a baccalaureate social work program accredited (or admitted to candidacy for accreditation) by the Council on Social Work Education.
2. Successful completion of a statistics course.
3. A cumulative grade point average of at least 3.0 on a 4.0 scale.
4. A cumulative grade point average of at least 3.0 in all social work courses taken prior to admissions committee action. Accordingly, applicants to the advanced standing program must provide the admissions committee with an official transcript. Senior B.S.W. students must provide a transcript including the fall semester (or winter quarter) grades of their senior year.
5. Evidence of characteristics and/or potentials required for competent social work practice as defined in the mission statement of the school. Such evidence may be derived from application materials, letters of reference, and/or pertinent work or volunteer experience.
6. A reference letter is required from a full-time faculty member of the applicant's undergraduate program.

Indiana Partnership for Social Work Education in Child Welfare (Title IV-E)

The Title IV-E Program is offered to students involved in the Indiana Partnership for Social Work Education in Child Welfare, funded in part by Title IV-E, and enables students to complete the Foundation and Intermediate Curriculum (the first 30 credit hours of the program) over two calendar years. Eligibility for the Title IV-E program is typically limited to current employees of the Indiana Division of Family and Children. Classroom courses are offered on weekdays. Students begin the program by enrolling in their first courses during the fall semester. Students are allowed to apply for one of the other IUPUI cohorts and request IV-E status and funding. The schedule will then match the identified cohort.

Master of Social Work Admission

Professional social work education requires students at the master's level to undertake a rigorous program of classroom and practice work. The Indiana University School of Social Work seeks to admit individuals who have demonstrated competency through previous academic work, professional achievements, and volunteer commitments. A strong commitment to social justice and service to others should be evident in the application.

Admission information for the M.S.W. program at Indiana University Northwest may be obtained from:

Division of Social Work
IU Northwest
3400 Broadway
Gary, IN 46408-1197
Phone: (219) 980-7111
Web site: www.iun.edu/~socialwk

Admission information for all other Indiana University M.S.W. programs may be obtained from:

M.S.W. Admissions
IUPUI School of Social Work
Education/Social Work Building 4134
902 W. New York Street
Indianapolis, IN 46202-5154
Telephone: (317) 274-6705
Web: www.socialwork.iu.edu
E-mail: taldavis@iupui.edu

Enrollment in the M.S.W. program requires official admission to the Indiana University School of Social Work. A limited number of students are admitted each year. The following items are the minimum requirements for consideration for admission:

- An earned bachelor's degree from an accredited college or university
- Evidence of course work in liberal arts
- Successful completion of a minimum of six courses in social or behavioral sciences, as defined in the application packet
- Successful completion of a course in statistics
- An earned cumulative undergraduate grade point average (GPA) of at least 3.0 on a 4.0 scale for the final 60 credit hours of the degree
- An undergraduate or graduate statistics course
- Submission of the completed application packet

Applications are available in early fall of the year preceding admission. Information pertaining to the deadlines, requirements, and program details can be found in the application packet. Applicants applying to the Indiana University Northwest program cannot apply to other Indiana University M.S.W. programs of the School of Social Work. All applicants are encouraged to submit applications as soon as possible and well before the final application priority date. The M.S.W. admissions committee will make all decisions and notify students in early spring. Applications are evaluated on the basis of the six criteria outlined above. Admission is competitive and the instructional resources of the school determine total enrollment.

International Students/International Degrees

Applicants who are not citizens of the United States should apply as early as possible preceding the fall in which they wish to enter. They must fill out the international application and the Indiana University School of Social Work application by the posted deadlines. They also must provide proof of their ability to pay fees and support themselves adequately during the period of their study and, through examinations designated by the school, must demonstrate an ability to comprehend, write, and speak English at an acceptable level.

International students or any person holding a degree obtained outside of the United States should request an international application from the following address:

International Affairs
IUPUI
902 W. New York Street, ES2126
Indianapolis, IN 46202-5154
Telephone: (317) 274-7000
E-mail: oia@iupui.edu

Transfer Students

A limited number of transfer students from other accredited M.S.W. programs may be accepted each year. Master of Social Work students interested in transferring to Indiana University must complete an application for admission to the program. Applicants must submit a reference letter from the previous MSW program director stating that the student left the program in good standing and verifying the student's competence in the field of social work. Upon receipt of the completed application, the division director will review the materials and decide if the applicant may be accepted in the program. If accepted, the division director will analyze the student's transcript and course syllabi to determine which credits earned in another accredited social work program will transfer to Indiana University. In all circumstances, however, transfer students must complete all required courses in their chosen Concentration Curriculum.

Academic Regulations and Policies
Phi Alpha National Social Work Honor Society

The purpose of Phi Alpha National Social Work Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Information on selection processes is available from the Director of the Division of Social Work.

Students' Rights and Responsibilities

IUSSW students in social work programs have a right to participate in decision-making activities about the school. Students regularly contribute to the continued development and growth of our programs. Indeed, the school values students' input in several critical areas: faculty and course evaluations, school committee work, student field placements and others.

All students enrolled at the School of Social Work have an opportunity each semester to evaluate their courses and instructors. At the end of each course, students are given standardized faculty evaluation forms to complete. These evaluations are confidential, and the results are computer

generated. The evaluations are returned to the faculty to use for strengthening content, teaching, and learning methods to improve instruction.

Through their elected and/or volunteer representatives, students provide input to and learn from program committees and various others that might be convened throughout the year. Student representatives are viewed as valuable members of these committees.

Each student has the opportunity to have input into the selection of his or her field practicum assignments. The Division field practicum coordinator works closely with students to negotiate suitable placements.

Students have the right to provide feedback about school policies and procedures as well as the behavior of faculty and staff members. In providing either positive or critical feedback, students are expected to follow professional social work norms, values, and ethics. For example, students who believe that a faculty or staff member's behavior is discourteous or ineffective should discuss the concern directly with the person or people in question. Students who have reason to believe addressing the person directly would place them in some jeopardy should register the concern with the director of the program, who will address and respond to the issue.

Students, who believe that they have been treated unfairly or unprofessionally by a faculty or staff member, or that a policy or procedure is unjust or unwise, may submit in writing a formal grievance petition to the dean of the school. Grievance petitions are reserved for those issues or incidences that warrant formal investigation and full exploration. Such petitions should be submitted in a professional manner, consistent with social work norms, values, and ethics.

Student complaints regarding discrimination, sexual harassment, racial harassment, and harassment on the basis of sexual orientation have established complaint procedures available in the Indiana University *Code of Student Rights, Responsibilities, and Conduct*.

Academic and Scholarly Guidelines

Students admitted to the Indiana University School of Social Work have already demonstrated potential for superior academic work. Most students are therefore very familiar and comfortable with high academic and scholarly standards. Obviously, students are expected to attend face-to-face, online, and classroom and practicum course meetings. Regular attendance is viewed as the responsibility of each social work student. Active participation in course activities is the expected norm. In participating, it is expected that students reflect interest in, and respect for, their colleagues in a manner that is congruent with the values, ethics, and skills of the profession, and those of the Student Code of Conduct.

In written assignments, students are expected to prepare documents in a scholarly and professional manner. Submissions should be typewritten in double-spaced format and carefully edited for spelling and grammar. All direct quotations, paraphrases, empirical research findings, and other restatements of the research, scholarship, or creative work of others must be appropriately annotated using the standard bibliographic citation methods set out in the most

recent edition of the *Publication Manual of the American Psychological Association (APA)*. The APA manual serves as the guide for style and format of all papers submitted in the School of Social Work.

Social work graduates require well-developed and refined communication skills, including the use of the written word. Writing well helps graduates communicate information accurately and concisely. For this reason, formal writing assignments in social work courses are evaluated on the basis of both the quality of the scholarly content and the quality of its presentation.

Electronic Communication

Students are expected to follow appropriate e-mail etiquette when communicating with faculty, staff, and peers. Correct grammar is expected at all times. Inappropriate use of e-mail will be grounds for student review. For specific guidelines, please visit informationpolicy.iu.edu/policies/.

Academic Misconduct

Indiana University School of Social Work and/or the university may discipline a student for academic misconduct defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, the following:

1. Cheating

- a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized such assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
- b. A student must not use another person as a substitute in the taking of an examination or quiz.
- c. A student must not steal examinations or other course materials.
- d. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- e. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's own individual work.
- f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- h. A student must not alter a grade or score in any way.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

4. Interference

- a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules

A student must not violate course rules as contained in a course syllabus or other information provided to the student.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Human Subjects in Scholarly Research

Any student involved in research with human subjects must adhere to the policies and procedures set forth by the Indiana University Human Research Protection Program (HRPP). As stated on its website, "the overarching mission of the Human Research Protection Program (HRPP) at Indiana University is to protect the rights and welfare of human research participants recruited to participate in research conducted under the auspices of Indiana University. Rather than ensuring mere compliance with the federal regulations, IU's HRPP strives to adhere to the highest ethical standards in its protection of human research participants and seeks to further develop the methods and mechanisms for protecting human research participants. The Human Subjects Office ensures that each human subject receives respect, beneficence, and justice during their involvement in research." Students should access relevant information at <http://researchadmin.iu.edu/cs-humsub.html>.

In their foundation research course, SWK 502, students typically have the experience of completing the IU Protection of Human Subjects Web-based tutorial and passing the examination on ethics in research.

Academic Requirements

For continuation in and graduation from the program, students are required to:

1. earn at least a "C" in each Social Work course;

2. maintain a minimum 3.0 cumulative GPA in graduate Social Work courses;
3. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete);
4. earn a grade of "Satisfactory" in any practicum course (S555, S651 & S652).

Professional Requirements

Students are expected to behave in a manner consistent with the *Indiana University Code of Student Rights, Responsibilities, and Conduct Handbook*, the *Code of Ethics of the National Association of Social Workers*, and other professional guidelines established in the Handbook. Refer to the section below that outlines some examples of conduct that violates professional and ethical standards.

Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses. Master of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosure does not pre-empt an admissions decisions, admitted students must realize that a criminal history may affect their eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or matriculation into the BSW, MSW or PhD programs. Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the MSW degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action. This policy and the right of appeal is discussed further in the section on Students' Rights and Responsibilities.

Master of Social Work Curriculum

Social work is a dynamic profession concerned with the changing needs of people and society. To respond to such needs, the curriculum of the School of Social Work undergoes continuing review by the faculty with the participation of students, members of the practice community, and others. Students must complete 60 credit hours of graduate-level course work in order to meet the minimum requirements for the Master of Social Work degree. All students complete a common 15 credit Foundation Curriculum and 15 credit Intermediate Curriculum that emphasize a generalist perspective for social work practice. The Intermediate Curriculum includes a one-semester practicum of a minimum of 320 clock hours. Following that, students complete a Concentration Curriculum that prepares them for advanced practice in health, mental health and addictions, or school social work. The Concentration Practicum of a minimum of 640 clock hours is usually completed over two semesters. All Foundation Intermediate Curriculum course work must be completed before students are eligible to enroll in any required courses in the Concentration Curriculum.

The overall objectives of the Foundation and Intermediate Curricula of the M.S.W program include development of:

1. Basic, generalist competence applicable to a broad range of social work practice
2. Basic competence at all levels: individual, family, groups, communities, and organizations;
3. Basic competence for practice in social service delivery systems

The overall objectives of the Concentration Year include development of special competence in a concentration area.

Typical course arrangements for students admitted to the M.S.W. program are shown as below.

Foundation Curriculum

- SWK S501 Professional Social Work at the Master's Level: An Immersion (3 cr.)
- SWK S502 Research I (3 cr.)
- SWK S503 Human Behavior and the Social Environment I (3 cr.)
- SWK S504 Professional Practice Skills I (3 cr.)
- SWK S505 Social Policy Analysis and Practice (3 cr.)

Intermediate Curriculum

- SWK S513 Human Behavior in the Social Environment II (3 cr.)
- SWK S514 Practice with Individuals and Families I (3 cr.)
- SWK S516 Social Work Macro Practice (3 cr.)
- SWK S517 Assessment in Mental Health and Addictions (3 cr.)
- SWK S555 Social Work Practicum I (3 cr.)

Concentration Curriculum Health

Students, who elect to practice in the health arena, apply the knowledge and skills of advanced social work practice to build and work effectively with multi-disciplinary teams that include physicians, nurses, dentists, psychiatrists and other health care professionals. They learn the medical terminology to conduct bio-psycho-social assessments based on myriad disease entities and patient dynamics. As social workers, they understand how healthcare is financed in the United States, analyze how financial resources for healthcare affect individual patient care, and advocate for change that improves access for all individuals regardless of race, ethnicity, gender, age, sexual orientation or other factors.

- SWK S618 Social Policy and Services II: Health (3 cr.)
- SWK S623 Practice Research Integrative Seminar I (3 cr.)
- SWK S651 Social Work Practicum II **AND** S652 Social Work Practicum III (9 cr.)
- SWK S661 Executive Leadership Practice (3 cr.)
- SWK S692 Health Care Practice I (3 cr.)
- SWK S693 Health Care Practice II (3 cr.)
- SWK S694 Social Work Practice with Older Adults **OR** S600 Loss Grief, Death & Bereavement (3 cr.)
- 3 credit hours of other 600-level courses

Total (30 cr.)

Mental Health and Addictions

Students in the MH&A concentration assess mental health and addictions issues from person-in-environment, consumer focused, strengths-based, recovery-oriented, and other relevant perspectives. They formulate intervention, prevention, or support and maintenance plans collaboratively with clients. They prepare to serve as case managers, counselors, clinicians, and advocates for and with mental health and addictions consumers. Also, they are able to seek, discover, and evaluate relevant research studies and apply findings in evidence-based social work practice. Within the context of their practice, they conduct empirical evaluations of the effectiveness of interventions and services.

- SWK S618 Social Policy & Services: Mental Health and Addictions (3 cr.)
- SWK S623 Practice Research Integrative Seminar I (3 cr.)
- SWK S651 Social Work Practicum II and S652 Social Work Practicum III (9 cr.)
- SWK S661 Executive Leadership Practice (3 cr.)
- SWK S683 Community-Based Practice in Mental Health / Addictions* (3 cr.)
- SWK S685 Mental Health and Addictions Practice with Individuals and Families* (3 cr.)
- SWK S686 Social Work Practice: Addictions* (3 cr.)
- SWK S687 Mental Health and Addictions Practice with Groups* (3 cr.)

3 credit hours of other 600-level courses (or a fourth starred mental health course above)

Total (30 cr.)

School Social Work

Social workers in school systems function in an environment where the primary purpose is education and socialization. When primary and secondary school students exhibit behaviors and problems that impede their academic and social progress, they may benefit from interventions that social workers are prepared to deliver. The commitment to utilizing social workers in school settings ebbs and flows, often dictated by fiscal resources for education in general. Nonetheless, preparation of students to enter this field of practice remains a priority for the School of Social Work. Students who enter this field are prepared with clinical skills for working with children and adolescents and their families; with team-building skills for working with school administrators and teachers; and, community skills to garner the resources necessary for to promote a safe, secure environment for those served in the school system.

- SWK S618 Social Policy & Services: Schools (3 cr.)
- SWK S623 Practice Research Integrative Seminar I (3 cr.)
- SWK S651 Social Work Practicum II and S652 Social Work Practicum III (9 cr.)
- SWK S661 Executive Leadership Practice (3 cr.)
- SWK S616 Social Work Practice in Schools (3 cr.)
- SWK S619 Social Work Practice with Children & Adolescents (3 cr.)
- SWK S632 Child Welfare Practice I (3 cr.)
- 3 credit hours of other 600-level courses

Total (30 cr.)

IU School of Medicine - Northwest

Administrative Officers

D. Craig Brater, M.D., Dean of the School of Medicine, Director of the Indiana Statewide Medical Education System, and Director of Indiana University Medical Center

Patrick Bankston, Ph.D., Assistant Dean and Director of the School of Medicine—Northwest Campus, and Dean, College of Health and Human Services

Carl Marfurt, Ph.D., Associate Director for Research of the School of Medicine-Northwest Campus

Ernest Talarico, Ph.D., Assistant Director of Education of the School of Medicine-Northwest Campus

Web site: iusm-nw.medicine.iu.edu

Phone: (219) 980-6550

About the IU School of Medicine - Northwest Location and Facilities

Indiana University School of Medicine-Northwest is located on the Indiana University Northwest campus in the Glen Park area of the city of Gary and occupies approximately 35,000 square feet of a new building on the southwest corner of the campus. The safe and attractive campus is bounded on three sides by the Little Calumet River, the well-kept residential community of Glen Park, and the Gleason Golf Course. Students have 24-hour access to the building and all its facilities. The new building includes a student lounge with a small kitchen area and refrigerator for personal food storage and preparation. Locker rooms and showers provide students with a place to freshen up after exercise or sessions in the gross anatomy laboratory.

The current undergraduate enrollment at the IU Northwest campus is approximately 5,000 students. IU Northwest has a student union complex with gymnasium and fitness center available for medical student exercise and a cafeteria with low-priced food. Cultural activities on campus are numerous, including an IUN-sponsored local drama group, the Northwest Theater, and the Northwest Indiana Symphony Orchestra. In addition, the numerous sports events, museums, ethnic neighborhoods, restaurants, and cultural attractions of Chicago are less than an hour's drive from the campus. For those who prefer an escape to the out-of-doors, the Hoosier Prairie and the Indiana Dunes National Lakeshore, in addition to numerous parks in Lake, Porter, and LaPorte Counties, are outstanding areas for hiking, swimming, picnics, and cross-country skiing.

Housing

Northwest Indiana offers a variety of housing opportunities within easy driving distance of the campus. IUN is a commuter campus and, as such, has no dormitories or other student housing. However, IU School of Medicine-Northwest maintains two apartment buildings directly across from the medical building with a limited number of apartments for reasonable rent to medical students. Arrangement to see the apartments is strictly by appointment only with Dawn Ilgenfritz, director of operations and finance, Indiana University School of Medicine-Northwest, phone (219) 980-6551, dilgenfr@iun.edu. Unscheduled visits cannot be accommodated.

Patient-Centered Learning Program

The academic program at the Northwest Campus is designed around the principle that the learning of essential basic science information should occur in the context of patient interaction, patient case studies, and practice of clinical skills. To that end, the faculty of the Northwest Campus have dedicated themselves to a student-centered and patient-centered approach that involves their widely acclaimed Problem Based Learning Curriculum, the unique History and Physical Learning Center, the Steven C. Beering Library, externship opportunities with local physicians and hospitals, and the participation of 132 volunteer community physicians.

The Northwest campus Patient-Centered Learning Program provides an unique opportunity within the Indiana system for students to experience a different, and we think excellent, approach to medical student learning.

We welcome visits from prospective students who would like to learn more about our Patient-Centered Learning Program and to participate with our first or second year medical students in one of the case-based learning sessions described below. Please contact Dr. Pat Bankston, assistant dean and director, pbanks@iun.edu, to schedule a visit.

Problem-Based (Case-Based) Learning Approach

For 19 years after its founding in 1972, Indiana University School of Medicine-Northwest offered a traditional first and second year medical curriculum. Beginning with the 1989-1990 academic year, the Northwest Campus introduced an innovative curriculum with heavy emphasis on problem solving and active learning. The highlights of this new curriculum include: (a) Problem-based learning (PBL) sessions, where small groups of five to seven students meet three times a week for two hours to discuss and analyze patient cases in the presence of a faculty moderator. During these student-directed PBL sessions, students set learning objectives, generate and test hypotheses, share learned information, and apply knowledge of basic science principles to the care of patients. (b) Small numbers of lectures presented by experienced faculty supplementing the PBL sessions by providing helpful overviews of key concepts; (c) Organization of the first- and second-year curricula into seven sequential "steps" or units, allowing students to concentrate all their studies to one subject at a time; (c) Basic science laboratories in Gross Anatomy, Histology, Neuroscience, and Pathology, providing active-learning experiences that reinforce and expand the knowledge base attained during PBL sessions and lectures; and (e) PBL sessions, lectures, and laboratories end by noon each day, allowing ample time for independent study and one or more afternoons per week for other patient based activities.

Curriculum

The seven steps (courses) of the IU School of Medicine-Northwest PBL curriculum are:

First Year

Step 1 The Molecular Basis of Medicine (6 weeks) (Biochemistry, Molecular Biology)

Step 2 Human Structure (11 weeks)(Gross Anatomy, Histology, Cell Biology)

Step 3 Systemic Function and Drug Action (6 weeks)(Physiology)

Step 4 Neural Control and Disease (6 weeks) (Neuroscience)

Step 5 Medications and Disease (6 weeks) (Pharmacology)

Doctor-Patient Relationship (dispersed throughout the first-year)

Second Year

Step 6 Invasion and Defense(11 weeks)(General Pathology, Microbiology, Immunology)

Step 7 Pathophysiology and Advanced (24 weeks) **Problem Solving** (Introduction to Medicine, Systemic Pathology, Advanced Doctor / Patient Relationship)

Noncredit Activities

Basic Science Seminars

Invited scientists and clinicians present advanced topics and results of their research. Local physicians and Indiana University Northwest faculty and students are invited to attend these weekly presentations.

Third-Year Clerkships and Fourth-Year Courses and Electives

A full complement of third-year clinical experiences required for third-year medical students is offered at the Northwest Campus. The clinical years are what all medical students anticipate, a time when lectures and laboratories translate into patient care. The IU School of Medicine - Northwest students have wide access to a variety of clinical settings in Northwest Indiana. Numerous hospitals and outpatient facilities in Northwest Indiana and throughout the state provide students with valuable clinical experiences as they rotate throughout their electives. Fourth-year students have the unique opportunity to pursue electives for seven months — a large amount of time compared to with many other U.S. medical schools.

Year 3 is organized into three blocks of 16 weeks in duration that can be given in any order. One block is composed of clerkships in Surgery, Obstetrics and Gynecology, and Surgical Subspecialties (and Anesthesia). The third is composed of Family Medicine, Pediatrics, and a vacation month.

Year 4 has three required courses of one month in duration and 28 weeks of elective courses. The required courses are Radiology, Emergency Medicine, and Medicine Sub-Internships.

Fourth-Year Electives

(Instructors and credit units to be arranged.)

Physicians of northwest Indiana participate in offering fourth-year elective courses at St. Catherine, St. Margaret\Mercy Healthcare Centers, Methodist (Northlake and Southlake), St. Mary Medical Center, St. Anthony Medical Center and Porter Memorial hospitals, and Our Lady of Mercy hospitals in collaboration with the School of Medicine—Northwest Campus and the Indiana University School of Medicine. Those courses cover medical subspecialties including internal medicine, inhalation therapy, cardiac catheterization, clinical nephrology, obstetrics and

gynecology, ophthalmology, pathology, psychiatry, radiology, surgery, and general emergency care.

Graduate Programs

(Instructors, courses of study, and credit hours to be arranged.)

Since the School of Medicine-Northwest Campus faculty also hold appointments in the University Graduate School, graduate programs for the M.S. or the Ph.D. degree are offered in cooperation with the basic science departments of the Indiana University School of Medicine. Most course work and all research leading to an advanced degree can be completed on this campus. Graduate students select courses from the medical school curriculum and/or advanced graduate courses offered by the respective basic science departments. Interested students are encouraged to contact the office of the director.

School of Business and Economics

Administrative Officers

Anna S. Rominger, J.D., *Dean*

William B. Nelson, Ph.D., *Associate Dean*

John A. Gibson, M.B.A., *Director for the Center for Economic Education and Director of Undergraduate and Graduate Programs*

Helen Marie Harmon, M.A.L.S., *Assistant to the Director*

Web site: www.iun.edu/~busnw

Telephone: (219) 980-6552

Overview

Instructional Programs

The majority of the school's resources are committed to instructional activities, and, of these, the bulk is devoted to the degree programs. But an adequate summary of the total work of the school must also give attention to the other forms of instruction, in which it engages, to activities that support the instructional enterprise, and to research and publication programs.

The School of Business and Economics at IU Northwest offers two degree programs. The undergraduate degree is the Bachelor of Science in Business, and the graduate degree is the Master of Business Administration (M.B.A.). The school also offers an Associate of Science in Business degree and a Postbaccalaureate Certificate in Accounting. Additionally, holders of a baccalaureate degree who want to gain expertise in a specific functional area of business may be able to enroll in course work that will allow them to do so.

Objectives

Indiana University's educational mission is to provide high-quality bachelor's and master's business and economics programs in major urban areas within the state. Established in 1966, the School of Business and Economics at IU Northwest endeavors to offer high levels of teaching, research, and services consistent with Indiana University's overall objectives.

The IU Northwest School of Business and Economics will (1) offer students a high-quality business program that meets the standards of professional accreditation; (2) offer students a well-balanced curriculum that requires students to use behavioral, functional, and technological tools to solve business problems; (3) develop student leadership and teamwork skills; (4) provide students with opportunities for relevant professional experience to meet the current challenges of business; (5) expand knowledge by producing quality business and economics research; and (6) provide professional service to alumni, businesses, and other employers in our seven-county area of Northwest Indiana.

Accreditation

In 2010, the School of Business and Economics received reaffirmation of accreditation by the Association to Advance Collegiate Schools of Business (AACSB International), an organization promoting high standards in professional education for business. Accreditation is based upon the qualifications of the faculty; the success of the school in meeting its mission; and the assurance of student learning.

Accreditation by AACSB International is the most prestigious accreditation a business school may achieve, with only 5% of business schools world-wide who are accredited.

Instructional Programs

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Standards of Professional Conduct Shared Values

The School of Business and Economics functions as both a learning environment and an academic community with the central functions of learning, teaching, and scholarship characterized by reasoned discourse, intellectual honesty, and mutual respect. The School of Business and Economics also supports *The Shared Vision* of Indiana University Northwest.

- *All members* of the School of Business and Economics community – students, faculty, staff - are expected to be courteous to one another in all oral and written interactions and to be considerate in their treatment towards each other.
- *All members* of this community are expected to show tolerance and respect for diversity, as defined by *The Shared Vision*. This also includes the understanding

that there may be viewpoints, ideas, and opinions that differ from theirs and it's acceptable to 'agree to disagree.'

- *All members* of this community will honor the confidentiality and privacy of others.
- *All members* of this community will respect University property, as well as the physical and intellectual property of all others, when engaged in university-related activities.
- *All members* of this community are expected to refrain from harming others.
- *All members* of this community, when representing the School of Business and Economics, will do so in a positive manner with integrity, trustworthiness, honesty, and professional demeanor.

Governing Codes and Procedures

The rights, responsibilities, and conduct of students are defined and regulated by the *Indiana University Code of Student Rights, Responsibilities, and Conduct*.

The faculty in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Academic Handbook*, specifically under the section entitled "Code of Academic Ethics."

The professional staff and the bi-weekly staff in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Personnel Policies for Appointed Non-Union Support and Service Staff and Professional Staff*.

Contact Information

School of Business and Economics
IU Northwest
Dunes Medical / Professional Building, Room 1106
3400 Broadway
Gary, IN 46408
(219) 980-6552

Contact the School of Business and Economics for additional contact information.

Centers & Institutes

Assessment Center

Our award-winning Assessment Center in the School of Business and Economics offers a very exciting opportunity for our students and has two primary goals. First, we want to ensure that students who leave Indiana University Northwest are able to succeed in their chosen fields. We want them to be able to find employment and perform well in their jobs. Second, we want to ensure that our program is functioning effectively at the university level. We want to ensure that students are successful in school and that our courses are effective in correcting students' deficits. To achieve these goals we have chosen competencies that we have identified as being highly sought by employers as well as important to academic success, including critical thinking, teamwork, leadership, delegation, ethics, and conflict management.

Students will complete the Assessment Center (as a course requirement) in both their freshman and senior years, as we help students identify their developmental needs with respect to certain life skills that are helpful to students as they progress through college and enter the workforce. We place students into work related simulations that allow them to see what it is like to be in the workplace. Their performance is then evaluated by business leaders from the community.

This approach is going to benefit students in several ways. First, students will be introduced to key skills that employers look for in applicants. Second, students will be able to spend their time at Indiana University Northwest improving deficits identified in the Assessment Center. Students will prepare a development plan based on the feedback from the Assessment Center. The development plan will establish goals for improving deficits using coursework and other Indiana University Northwest activities. Lastly, Indiana University Northwest will use the Assessment Center data to modify its curriculum to further benefit the students and better prepare them for the workplace.

Center for Economic Education

The school's award-winning Center for Economic Education has been Northwest Indiana's leader in economic education and financial literacy for more than 20 years. The center is nationally accredited by the National Council on Economic Education (NCEE) and at the state level by the Indiana Council for Economic Education (ICEE). Each summer the center offers graduate courses in economics for credit for elementary, middle school, and high school teachers. Additionally, noncredit workshops in economics and personal finance are offered to the educational community during the academic year.

The Center for Economic Education at IU Northwest is part of a network of 10 Centers for Economic Education in the state.

Center for Management Development

The Center for Management Development provides customized, executive development and consulting services to various organizations. We partner with the business, government, and not-for-profit communities to develop and promote effective organizations. The center is committed to providing dependable, high-quality, cost-effective services.

We draw upon the full resources of IU Northwest to meet the needs of a number of clients located throughout the United States. We provide four distinct kinds of services. The first includes a wide variety of training activities that fall within two broad categories: management development and workforce development. The second encompasses a number of consultation services. Some of these services are developmental in nature (e.g., total quality management, human resources, project management, etc.). Others consist of more discrete packages of services (e.g., quality assurance, performance monitoring, process control, survey work, focus groups, etc.). Our third broad category of activity includes facilitation and mediation services. Finally, the Center for Management Development contracts with firms to perform certain kinds of project work (e.g., the development of job descriptions and compensation systems, job search, etc.).

If you would like additional information, call the Center for Management Development at (219) 981-4257.

Small Business Institute

The Small Business Institute (SBI) is a program in the School of Business and Economics of IU Northwest. This program provides confidential, intensive, high-quality consulting services to small businesses in northwest Indiana. These services are provided by high-caliber seniors in the undergraduate business program of the university under the direct supervision of a faculty member. The seniors are formed into teams of three to five people and assigned to a small business for a semester. While assigned to the business, the team does an industry and competitive analysis for the firm, a financial overview of the firm, and then tackles one or more problems specific to the firm.

IU Northwest is proud to be a member of this elite group of schools that have been carefully approved to manage an SBI program by the Small Business Institute Directors Association.

Distinctions & Opportunities

The School of Business and Economics identifies students graduating with the Bachelor of Science in Business with three levels of academic distinction: highest distinction, high distinction, and distinction. The minimum cumulative GPA to receive degrees with distinction are highest distinction, a minimum GPA of 3.85; high distinction, a minimum GPA of 3.70; Distinction, a minimum GPA of 3.55. No more than 10 percent of the students receiving the Bachelor of Science in Business in any academic year may receive a degree with distinction. Graduates receiving degrees with distinction have the appropriate level of distinction noted on their diplomas and in the Commencement program; these graduates may wear the cream and crimson fourragere at Commencement. Graduate students do not qualify for the various levels of distinction.

Guidance & Counseling Services

Students in the School of Business and Economics are responsible for planning their own programs and for meeting degree requirements. It is their responsibility to understand fully and to comply with all the provisions of this bulletin.

An important portion of total faculty time is devoted to assisting students in making proper program and career choices. Degree candidates will be assigned a faculty advisor in their field of major interest who will aid their program planning, follow their progress, and be available for general counseling. Students may, in addition, turn to a member of the faculty specializing in the curricular area in which they are taking course work or contemplating study. They may obtain additional counseling from the Office of Counseling and Student Records.

The director and assistant to the director are available to meet any student, whether on a day or evening schedule. The office maintains a complete record of each student's accomplishments and progress to aid students in reaching their goals most effectively.

Student Organizations

The faculty of the School of Business and Economics recognizes that student organizations may contribute greatly to the total development of all students. A number of student organizations exist at IU Northwest, and it is recommended that each student take advantage of extracurricular activities

and opportunities provided by those organizations. Some organizations are purpose oriented and attempt to develop and improve a student's understanding of the business environment. Other organizations are honorary.

Accounting and Business Student Organization (ABSO) Club

The IU Northwest ABSO maintains a close relationship with accounting and business students, alumni, faculty, and business professionals. Meetings include speakers from prominent businesses and accounting firms. Membership is open to all students.

Beta Gamma Sigma

Membership in Beta Gamma Sigma is the highest recognition a business student can receive in a baccalaureate or postbaccalaureate (master's) program at a school accredited by AACSB International. To be eligible for membership, the academic ranking of those being considered must place them in the upper 10 percent of the junior or senior class; or the upper 20 percent of the graduating master's class.

Scholarships & Awards

Students in the School of Business and Economics are eligible for awards and scholarships including the following: Lloyd Buckwell Scholarship, Albert and Margaret Gallagher Scholarship, Strack Family Scholarship, Indiana Association of Certified Public Accountants Award, Wanda Dudzik Scholarship, *Wall Street Journal* Award, and School of Business and Economics Scholarship.

The Office of Financial Aid and Scholarships has more information about these scholarships and others on their website.

Undergraduate Programs

Undergraduate studies provide opportunities for breadth of education as well as for specialization. IU Northwest subscribes to the principle that a significant portion of a student's academic program should be in general education subjects. The general education aspects of the program are then complemented by study in the basic areas of business administration.

In addition, all undergraduate study programs include courses that ensure a basic understanding of management principles and practices in the dynamic economic, social, and political environment of today. Consideration is also given to basic trends or developments that are likely to shape the pattern of the world in the years ahead.

Degree Programs

Associate of Science in Business

The School of Business and Economics offers a two-year Associate of Science in Business degree.

Bachelor of Science in Business

The undergraduate program typically occupies the three final undergraduate years and leads to the Bachelor of Science in Business degree. This professional degree has extensive arts, science, and humanities content.

The Bachelor of Science in Business degree is awarded when a student has successfully completed (1) a core of general education courses, (2) a core of prescribed business courses, (3) a group of courses in a concentration, and (4) elective courses to meet distributional and total credit hour requirements. Courses are available to meet the general education core, the business core, elective requirements, and the requirements of two concentrations: accounting/financial information systems and business administration.

Bachelor of Arts in Economics

Consult the College of Arts and Sciences section of this bulletin for the degree requirements for a bachelor of arts in economics.

Consult with your economics faculty advisor for the degree requirements for the concentration in financial economics.

Minors

The School of Business and Economics offers any non-business undergraduate majors the opportunity to minor in business administration or accounting.

Policies & Procedures

Students admitted to IU Northwest who declare a business administration or accounting/financial information systems concentration will be admitted directly into the School of Business and Economics.

Enrollment Restriction

Students pursuing degrees in academic divisions other than Business and Economics are permitted to enroll in a maximum of 30 credit hours of business courses. All students are required to meet all prerequisites and must obtain school authorization to enroll in any junior- or senior- level business and economics course prior to registration.

Students who intend to transfer to Bloomington or other IU campuses and apply for admission to the undergraduate programs in business must understand that the admission requirements for business vary among the IU campuses. Students should consult the IU bulletin for the campus to which they seek admission for specific requirements of the business program.

Degree Applications

Candidates for the Bachelor of Science and Associate of Science degrees *must* file a degree application during registration the semester before they intend to graduate. This allows time for the student's academic record to be audited for degree certification. Without the audit, the student cannot be recommended for the conferral of the degree.

Credit Hours Requirement

The minimum number of credit hours required for the baccalaureate degree is 124 in courses meeting the various requirements stated in this bulletin. Of these, a minimum of 65 credit hours must be in business and economics courses, and at least 59 credit hours must be in courses other than business and economics. The School of Business and Economics requires that at least 50 percent of the business credit hours required for the degree be earned at IU Northwest or one of the Indiana University campuses.

No credit is given toward a degree in business for courses taken throughout the university with a prefix of 0, or for courses taken from the Division of General and Technical Studies, or for other non-college-level courses.

Senior Residence Requirement

The senior year (the last 30 credit hours of work) must be completed in residence on one of the Indiana University campuses offering a four-year program. Students will be certified for graduation by the campus at which they complete the last semester (12 credit hours or more). Registration for a minimum of two semesters in the School of Business and Economics is required.

Permission to take credit during the senior year at another institution or by correspondence study courses may be procured to a maximum of 6 credits by petitioning the assistant to the director.

Junior College, Community College, and Correspondence Study Credits

Credits earned through junior and community colleges are limited to a maximum of 60 credit hours. Correspondence study is limited to 6 credit hours.

Within the above limitations, correspondence study courses may be taken through the Division of Independent Study of the School of Continuing Studies. Because of their basic nature in a student's program, no business or economics courses may be taken by correspondence to count toward degree requirements.

For a complete listing of courses available through independent study by correspondence at Indiana University, consult the School of Continuing Studies Bulletin.

Credit by Self-Acquired Competency

The School of Business and Economics does not award credit on the basis of self-acquired competency.

The school will not accept transfer of credit from other institutions for business courses if the credit was awarded on the basis of self-acquired competency.

For nonbusiness courses, the school will accept course-specific credit awarded on the basis of self-acquired competency by other baccalaureate-granting divisions/schools of Indiana University and by other institutions accredited by the North Central Association of Colleges or comparable regional associations.

The school will not accept general (non—course specific) self-acquired competency credit awarded by other divisions/schools of Indiana University or by other institutions.

Transfer Credit Policy

Courses that were taken at other institutions and that appear similar in either title or objective to the 300- or 400-level (junior and senior) courses offered by the School of Business and Economics will be transferred as undistributed electives and will not be regarded as equivalent unless at least one of the following validation processes has been performed.

1. Completion of a course review with documented evaluation of the content, level, method of instruction, objectives, etc., used in the course(s) being validated. The evaluation must be performed by an appropriate member of the school's faculty; or

2. Successful completion of an examination based upon the material covered in that course offered by the school; or
3. Satisfactory completion and documentation of a subsequent course offered by the school, provided that a significant prerequisite relationship between the courses can be demonstrated.

Courses in advanced business subjects, not open to freshmen and sophomores, which have been taken at two-year institutions in the freshman and sophomore years, will not be accepted as equivalents of the courses offered at Indiana University. Consult with the assistant to the director for appropriate validation processes. Only credits earned at Indiana University will count toward a student's grade point average.

School Grade Requirements

To be certified for graduation, a student must have a minimum average of C (2.0) in all course work, a minimum average of C (2.0) in all courses taken toward the degree, a minimum average of C (2.0) for all courses taken in the basic business and economics core, and a minimum average of C (2.0) in the area of concentration. A student must also have completed ENG-W 131 Elementary Composition and CSCI-A 106 Introduction to Computing with a minimum grade of C (2.0) in each course. Any course with a number beginning with a zero will not be counted toward graduation requirements.

Probation

Students are automatically placed on probation whenever their cumulative grade point averages are below 2.0.

Dismissal

In the School of Business and Economics, at the discretion of the Graduate-Undergraduate Committee, a student may be dismissed from the school if the student has consistently failed to make progress toward meeting general education, business core, or concentration requirements. Generally, a student on probation will be dismissed if the student is 15 credit points below a 2.0 grade point average, or, if in two consecutive subsequent enrollments the student fails to make a 2.0 in those two enrollments considered as a unit and adds 10 credit points to the deficiency record.

Furthermore, upon the recommendation of the Graduate-Undergraduate Committee and with the approval of the dean of the School of Business and Economics, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the school.

Pass-Fail Option

Business students may elect to take one course each semester with a grade of P (Pass) or F (Fail), with a maximum of two such courses each school year, including summer sessions. The student must exercise the election of this option within the first three weeks of the semester. Limitations on use of the Pass/Fail policy are as follows. School of Business and Economics students may not take any business or economics course Pass/Fail. Also, the Pass/Fail option cannot be used for courses that satisfy the general education requirements (I—VIII), which include the 12 credit hours required for general education electives. The option can be used only for courses that are pure electives taken outside the School of Business and Economics. A

grade of P is not counted in the cumulative grade point average, but a grade of F is included. A grade of P cannot subsequently be changed to a grade of A, B, C, or D.

Concentration Declaration

Students may declare a concentration before the beginning of a semester. Any student who has not selected a concentration will be classified as a business administration major and will be expected to follow the program of that concentration.

Business and economics students may choose no more than two concentrations. They must meet all the requirements for both concentrations. Only one course may be used to satisfy the requirements for both concentrations.

Credit Deadline

All credit of candidates for degrees, except that for the work of the current semester, should be on record at least one month prior to the conferring of the degrees.

Requirements for a Second Bachelor's Degree

The School of Business and Economics offers to holders of a bachelor's degree in fields other than business a second bachelor's degree in business. The requirements are identical to the requirements for the bachelor's degree in business (see succeeding pages).

The candidate may, of course, be exempted from any of those requirements already fulfilled in acquiring the first bachelor's degree.

Normally, the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study. In certain cases, however, a student may be admitted to candidacy for a second bachelor's degree. When such admission is granted, candidates must earn at least 30 additional credit hours in residence and meet the requirements of the School of Business and Economics and of the concentration in which they are candidates.

At least 50 percent of the business courses required for a business degree must be earned at Indiana University. Students who have been awarded the B.S. in Business degree at Indiana University may register as special students to meet the requirements of another concentration but cannot be certified for the degree a second time.

Statute of Limitations

Students who are candidates for the Bachelor of Science in Business degree have the right to complete degree requirements specified by the bulletin in effect at the time they matriculated at Indiana University, provided (1) that the necessary courses are available and (2) that no more than 10 calendar years have elapsed since matriculation.

In the event that courses are not available or more than 10 years have elapsed, students must apply to the school to update their programs to the bulletin currently in effect.

Bachelor of Science in Business Curriculum

Proper enrollment is the individual responsibility of each student. There are always level prerequisites, and there are frequently course prerequisites for the courses in all business

programs. Improper enrollments may be cancelled by the School of Business and Economics at any time, and, if credit is earned in such an enrollment, the school may refuse to apply that credit to a degree program or may require enrollment in an additional course.

Course Requirements

Before there can be a proper enrollment in any course having prerequisites, *the prerequisites must be successfully completed*. Concurrent enrollment is not permissible unless specifically stated otherwise.

The undergraduate curriculum in the School of Business and Economics consists of four parts:

1. the general education core,
2. the basic business core,
3. the professional courses for a concentration, and
4. electives to meet distributional and total hours requirements.

Level Requirements

Courses numbered 200-299 are open only to students who have completed 24 or more hours of credit applicable toward a degree. Courses numbered 300-499 are open only to students who have completed 56 or more hours of credit applicable toward a degree.

General Education Core Requirements

(59 credit hours)

I. Communications (12 cr.)

ENG-W 131 Elementary Composition (3 cr.)
 ENG-W 231 Professional Writing Skills (3 cr.)
 SPCH-S 121 Public Speaking (3 cr.)

SPCH-S 223 Business and Professional Speaking (3 cr.)

II. Mathematics and Science (7-8 cr.)

MATH-M 118 Finite Mathematics (3 cr.)
 Natural science elective with lab (4-5 cr.)

III. Social/Behavioral Sciences (6 cr.)

PSY-P 102 Introductory Psychology II (3 cr.)
 SPCH-S 122 Interpersonal Communication (3 cr.)

IV. Computer Science (6 cr.)

CSCI-A 106 Introduction to Computing (3 cr.)
 CSCI-A 285 Advanced Microcomputer Applications (3 cr.)

V. Arts and Humanities (6 cr.)

PHIL-P 150 Elementary Logic (3 cr.)
 PHIL-P 306 Business Ethics (3 cr.)

VI. Career Planning (4 cr.)

BUS-X 220 Career Perspectives (2 cr.)
 BUS-X 255 Diversity and Inclusion in the Workplace (1 cr.)
 BUS-X 410 Business Career Planning and Placement (1 cr.)

VII. Cultural and Historical Studies (6 cr.)

ECON-E 111 Economic History (3 cr.)

Select one from the following:

Afro-American Studies (*excluding*: A343, A384, A488, A495)
 Anthropology (A104, P210)
 Canadian Studies (C101)
 Comparative Literature (C190, C253, C261, C340, C460)
 English (L364, L370, L382)
 Fine Arts (A383)
 French (F100, F150, F200, F250)
 German (G100, G150, G200, G250)
 History (A314, A315, A317, A318, A382, H105, H106, H113, H114, H207, H220, H228, H232, H260)
 Italian (M100, M150, M200, M250)
 Latino Studies (C101, C151, C213, C290, C301, C351, C352, C446)
 Philosophy (P140, P201, P393)
 Spanish (S100, S150, S200, S250, S260, S284, S290)
 Women's and Gender Studies (W200, W201, W301, W401)

VIII. General Education Electives (12 cr.)

BUS-F 260: Personal Finance (3 cr.)

An Additional 9 cr. Courses chosen from throughout the university but excluding the Division of General and Technical Studies courses and School of Business & Economics courses (with the exception of those listed below). Additionally, any courses considered remedial or developmental (such as those beginning with a O or X) will not be counted in this group or for any credit toward the business degree. Only a maximum of 3 credit hours may be taken in HPER (Physical Education - 1 cr. hr.) courses and counted in this group and applied toward the business degree requirements.

Allowable B&E courses for General Education:

BUS-A 206: Uses of Financial Accounting Data (3 cr.)
 BUS-F 261: Personal Investing (3 cr.)
 BUS-M 200: Marketing and Society (3 cr.)

Basic Business and Economics Core Functional Skills

- BUS W100 Business Administration Introduction (3 cr.)
- ECON E103 Introduction to Microeconomics (3 cr.)
- ECON E104 Introduction to Macroeconomics (3 cr.)
- ECON E270 Introduction to Statistical Theory for Economics and Business (3 cr.)
- BUS A201 Introduction to Financial Accounting (3 cr.)
- BUS A202 Introduction to Managerial Accounting (3 cr.)
- BUS L201 Legal Environment of Business (3 cr.)
- BUS F301 Financial Management (3 cr.)
- BUS M301 Introduction to Marketing Management (3 cr.)
- BUS P301 Operations Management (3 cr.)
- BUS D301 International Business Environment (3 cr.)

Teamwork and Leadership

- BUS Z302 Managing and Behavior in Organization (3 cr.)
- BUS Z442 Leading and Motivating Individuals and Teams (3 cr.)
- BUS W402 Simulation of Business Enterprise (1 cr.)
- BUS J403 Management Capstone (4 cr.)

Technological Skills

- BUS K221 Introduction to Information Systems for Business (3 cr.)
- BUS K321 Management and Information Systems (3 cr.)

* Students who entered IU Northwest prior to 2010-2012 should refer to the bulletin of the year they entered the university for the graduation requirements applicable to them.

Curriculum Concentrations

The undergraduate curriculum in which complete four-year degree programs are offered at IU Northwest is outlined on the following pages and includes (1) business administration and (2) accounting/financial information systems.

Most courses in the School of Business and Economics award 3 credit hours. Full-time students typically enroll in five 3 credit courses per semester; part-time students enroll in two 3 credit courses per semester.

Business Administration

For students who wish to pursue a broad general program, the business administration curriculum provides a vehicle for organizing their studies. The integrating focus is the responsibility for administering the multiple operations of the business firm as a subsystem within a rapidly changing environmental system. Emphasis is on the processes involved in setting goals for corporate effort, coordinating and controlling multiple programs, and regulating human and material inputs and outputs with varied environments.

Objectives at the undergraduate level are to provide a broad liberal education as a base and to develop proficiency in understanding and solving interrelated business problems.

Course Requirements

Junior and Senior Years

Required courses are BUS Z440; BUS M450; one 3 credit 300- or 400-level international business elective; and two additional 3 credit 300- or 400-level business and economics courses. These courses allow additional opportunities to gain specialized knowledge in such fields as accounting, economics, finance, management, or marketing. Students are encouraged to consult with faculty in these areas to best meet their professional and educational objectives.

Accounting/Financial Information Systems

The curriculum prepares students for positions as accountants, auditors, controllers, income tax accountants, financial statement analysts, cost accountants, budget officers, and governmental or institutional accountants. In addition, it equips the prospective business executive with a tool for intelligent analysis, prediction, decision making, and control.

Financial information systems graduates are encouraged to pursue professional certification as accountants in one or more of the several certification programs available. The CPA designation authorizing an accountant to practice public accounting is the oldest and most widely recognized. The State Board of Public Accountancy of each state administers

the Uniform Certified Public Accounting examination. The CIA (Certified Internal Auditor), CMA (Certified Management Accountant), and CFM (Corporate Financial Management) examinations are administered by their respective professional societies. Further details may be obtained from the School.

At the present time, Indiana, as well as 39 other states, has enacted laws requiring 150 hours of college course work to sit for the CPA examination. Graduates of the financial information systems program can satisfy these requirements by taking additional undergraduate course work beyond their degree or by taking a combination of undergraduate and graduate work and obtaining their M.B.A.

Course Requirements

Junior and Senior Years

- BUS F494, BUS A311 and BUS F420
- One course from: BUS A312, BUS A325, BUS A328, or BUS A335
- One 3 credit 300- or 400-level accounting or finance course.

B.S. in Business Degree Requirements

Table of requirements found in Appendix in printed copy of bulletin

Minors in Business Areas

The School of Business and Economics offers the following minors for non—business undergraduate students.

Accounting Minor

This minor is for non-business majors. The requirements are BUS-A 201, BUS-A 202, BUS-A 311, BUS-A 312, BUS-A 325.

Business Administration Minor

This minor is for non-business majors. The requirements are BUS-A 201, BUS-A 202, BUS-L 201, BUS-F 260 or BUS-M 200, BUS-W 100 and BUS-Z 302.

The prerequisite and academic policies of the School of Business and Economics will be enforced. A student must have a C (2.0) cumulative grade point average in the courses required in any minor. Non—business students must notify the recorder for the division in which their records are located, as well as the assistant to the director in the School of Business and Economics, that they are pursuing one of these business minors. Correspondence courses will not be accepted for credit toward any minor. Successful completion of a minor will be indicated on the student's official academic transcript. No more than half of the required courses for either minor may be transfer credit from another institution.

Associate of Science in Business Curriculum

A program for which students may earn an Associate of Science in Business is offered by the School of Business and Economics in the field of business studies. This program is for those students desiring less than a four-year university education but who, upon completion of two years of university

work, will seek greater opportunities than those open to individuals having lesser educational attainments.

The general requirements for the degree program include (1) admission as a regular student to IU Northwest and completion of all orientation test requirements; (2) completion of a minimum of 60 credit hours with at least 30 credit hours completed at Indiana University and with at least 15 credit hours at one campus (correspondence study courses do not satisfy these requirements); (3) a cumulative grade point average of C (2.0) or higher. Since the courses required in the degree program are standard university credit courses, students may apply those credits toward an appropriate four-year degree program.

To be certified for graduation, a student must have a minimum of a 2.0 cumulative grade point average in all course work, a minimum average of C (2.0) in all courses taken toward the degree, and a minimum average of C (2.0) for all courses taken in the business core. A student must also have completed ENG-W 131 Elementary Composition and CSCI-A 106 Introduction to Computing with a minimum grade of C (2.0) in each course. Any course with a number beginning with zero will not be counted toward degree requirements.

For the Associate of Science in Business, the following general education and area concentration courses are minimally required with specifics obtained from the School of Business and Economics.

- BUS-X 220 Career Perspectives (2 cr.)
- ENG-W 131 Communications (3 cr.)
- Arts and humanities (6 cr.)
- Social sciences (3 cr.)
- Natural sciences (3 cr.)
- PSY-P 102 Behavioral sciences (3 cr.)
- MATH-M 118 Finite Mathematics (3 cr.)
- CSCI-A 106 Introduction to Computing (2 cr.)
- BUS-W 100 Introduction to Business Administration (3 cr.)
- BUS-A 201, BUS-A 202 Accounting I, II (3 cr.)
- ECON-E 103, ECON-E 104 Economics (6 cr.)
- BUS-L 201 Business Law (3 cr.)
- ECON-E 270 Statistics (3 cr.)
- BUS-F 260 Personal Finance (3 cr.)
- BUS-K 221 Introduction to Information Systems for Business (3 cr.)
- Electives (sufficient to make a total of 60 credit hours) (7 cr.)*

* Business and economics courses taken are subject to prerequisites specified in the course listings in this bulletin.

Master of Business Administration

Background

The School of Business and Economics initiated graduate education in business with the establishment of the M.S.B.A. degree in 1969 and succeeded it in 1988 with the M.B.A. The program is for individuals who are employed in positions of responsibility within the business community and who are pursuing a graduate education concurrently with their

employment. To serve these students, all graduate courses are offered in the evening. From its inception, the program has enjoyed a broad base of support and participation from the Northwestern Indiana business community.

Purpose

The M.B.A. program focuses on teamwork and leadership and provides a professional education in business for students who possess the baccalaureate degree in any discipline. For most students, the M.B.A. is a terminal professional degree designed to enhance their performance in present and future managerial positions. Increasingly, individuals employed in non-business fields have used the M.B.A. program to broaden their academic training and enhance their prospects for a career in business.

Objectives

The general program objectives are (1) to further the initiative and creativity of each candidate and thereby develop the individual's potentialities to the highest level and (2) to enhance the candidate's mobility within the corporate environment.

Specific program objectives:

- To provide a broad foundation in both the theory and tools required for modern managerial decision making.
- To develop within the student a better understanding of business and the environment in which managerial decisions are operational.
- To enhance the student's ability to effectively lead and manage teams.
- To create an awareness of and to provide the background for analyzing and controlling the complex interrelationships in administrative policy decisions.
- To afford the student an opportunity to develop in-depth knowledge in subject matter beyond the minimum level of competence.

Graduate Admissions to the School of Business and Economics

Admission to the M.B.A. program is limited to students of demonstrated aptitude, ability, and scholarship. The decision is based upon a composite evaluation of the applicant's

- Undergraduate academic performance as measured by the cumulative grade point average; and
- Scores earned on the Graduate Management Admissions Test (GMAT).

Admission Test

All applicants to the M.B.A. program are required to submit their Graduate Management Admissions Test scores. This aptitude test, which does not unduly benefit individuals with previous business experience or training, is prepared by the Graduate Management Admission Council. The test is administered by Pearson throughout the United States. Students must take the GMAT at least one month before the application deadline for the semester of application. Information on the GMAT is contained in the application packet available from the Office of Graduate Studies in Business, Indiana University Northwest. This packet may be obtained by writing the address listed below or calling the indicated phone number.

School of Business and Economics Graduate Programs
IU Northwest
Dunes Medical / Professional Building, Room 1103
3400 Broadway
Gary, IN 46408
(219) 980-6635

Contact the School of Business and Economics Graduate Programs for additional contact information.

Application Deadline

Candidates may enter the program at the beginning of the fall, spring, or summer semesters. The application deadline is one month before classes start. A completed application and all supporting documents must be submitted to the Office of Graduate Studies in Business and Economics by the established deadline date. An official transcript from each college attended is required as part of the application. Applicants to the M.B.A. program who received their baccalaureate degree in from any IU campus must request an official copy of their undergraduate transcript from the Office of the Registrar, Indiana University Northwest, Gary, IN 46408.

Prerequisites

Prior to enrolling in graduate courses in the M.B.A. program, students should meet minimum proficiencies in math and computer skills. Students should have a minimum of a college-level finite mathematics class. The Indiana University course equivalent is MATH M118 Finite Mathematics. Students are also expected to be proficient in Microsoft Word, Excel, Access, and PowerPoint. Candidates who are deficient in any of these areas should speak with the director of Undergraduate and Graduate Programs to review the different options available to them to satisfy the prerequisites.

Students must complete all the foundation courses before taking core classes. Some core classes also have specific course prerequisites. They will be stated in the schedule of classes.

Proper enrollment is the individual responsibility of each student. The School of Business and Economics may cancel improper enrollment at any time, and if credit is earned in such an enrollment, the school may refuse to apply that credit toward a degree or may require enrollment in an additional class.

Policies & Procedures

Students with exceptional circumstances in regard to the policies stated in this bulletin should contact the director for advising.

Course Load

Since most M.B.A. students are employed full time, they normally carry a course load of 6 to 9 credit hours (two to three courses) per semester.

Students should understand graduate courses require more time dedicated to study outside of the classroom. Students should expect to spend 12-15 hours in study outside of class for every three hours in class.

Time Allowed for Completion of Degree

A maximum of six years is allowed for completion of the program. The six-year period begins with the first semester of course work following the granting of admission status into the program. For those students entering with no undergraduate business training, the program can be completed in approximately three years. Students with an undergraduate degree in business may qualify to enter directly into the 36 credit hour M.B.A. core that can be finished on a part-time basis in 20-24 months.

Continuation in Good Standing

The 3.0 grade point average required for the awarding of the M.B.A. degree requires close monitoring of the graduate student's academic progress.

Students who are placed on probation will be permitted to enroll in an additional 6 credit hours (four courses). Students on probation must raise their GPA to a 3.0 within those six hours or they will be dismissed from the M.B.A. program.

Students who receive a grade of F will be automatically dismissed from the program. A student who receives three grades of C will be automatically dismissed from the program. If you receive a grade of C— or below, you must repeat the course. Both grades will be included in your GPA.

Dismissal

A student on probation will be dismissed if the student is below a 3.0 GPA after 12 credit hours of graduate coursework.

A grade of 'F' in any graduate course is ground for immediate dismissal from the MBA program.

Upon the recommendation of the Graduate/Undergraduate Committee and with the approval of the Dean of the School of Business & Economics, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the School. This includes violations of the School's Standard's of Professional Conduct contained within this bulletin.

Students should be familiar with the Indiana University Code of Student Rights, Responsibilities and Conduct, particularly in areas of academic misconduct. *Academic misconduct may involve human, hard-copy, or electronic resources.* Students should understand dismissal can occur if *any activity is deemed to undermine the academic integrity of the institution.*

Waivers

If a student has completed course work encompassing material included in the foundation of the program, certain waivers may be granted. Students are permitted waivers for foundation courses only. No waivers for core classes are permitted. *Students can be considered for waivers if they have taken equivalent undergraduate course work with a grade of B or better (B— does not count) from an AACSB Accredited school within the past five (5) years.* The student will be notified as to waivers granted when the application for admission is formally approved. Contact the Director for more information.

Non-Degree Status

Prospective students who may require foundation courses can begin the program as a non-degree student. Students with a non-degree status may only take up to 12 credit hours of M.B.A. foundation courses. M.B.A. Core courses are not open to non-degree students.

Students can be considered for foundation course waivers if they have taken equivalent undergraduate course work with a grade of B or better (B- does not count) within the past five years from an AACSB accredited business school. See the director for approval details.

Additionally, students who require all five M.B.A. foundation courses may complete the Graduate Certificate in Management and take all 15 credit hours of M.B.A. foundation course before the need to meet full admission requirements.

Students who do not require foundation courses must enter the program fully admitted.

Students Transferring from Another M.B.A. Program

An applicant who is admitted who has attended an M.B.A. program at another institution must take at minimum the 36 credit hour core of which no more than 6 credit hours can be transferred in. Their graduate and undergraduate coursework can be used to waive the foundation courses. Students can be considered for foundation course waivers if they have taken equivalent undergraduate course work with a grade of B or better (B- does not count) within the past five years from an AACSB accredited business school. See the director for approval details.

Transfer Credit

A total of 6 credit hours of graduate-level work may be transferred from other accredited institutions or other accredited programs at Indiana University. *All course work must be preapproved by the Graduate/Undergraduate Faculty Committee, and students must obtain a grade of B or better to qualify for transfer.* See the director of graduate studies for details.

Grade of Incomplete

A grade of Incomplete (I) may be given only when the work in the course is substantially completed and when the student's work is of passing quality. An Incomplete must be changed to a letter grade within one year from the date of its recording. The student must meet with the professor and complete all work required by him/her and submit it well in advance of the one-year deadline. Students who receive a grade of I are not to re-enroll in the same class.

Independent Study

Students are permitted to engage in up to 6 credit hours of approved Independent Study. These credits can be used to fulfill electives and may not be used to complete a required foundation or core class.

Students must submit the completed proposal form, approved by the sponsoring professor, to the director, by the date specified within the printed Schedule of Classes.

Withdrawals

Students are permitted to drop a class up to the Automatic Withdrawal deadline. *Students may not withdraw from a class after the automatic withdrawal deadline except under extreme circumstances.* If a student seeks to drop a class after the deadline, the student must submit a request explaining the extreme circumstances that support the withdrawal. A poor or failing grade is *not* a legitimate reason to request permission to withdraw after the deadline. The student request is submitted to the director, who will submit the request to the dean to approve or deny the request.

Students in the Weekend M.B.A. program are not subject to published withdrawal deadlines. Please contact the Director for more information.

Applying for Graduation

Students can pick up the application for graduation in the main office of the business school or ask to have one faxed to them. Students must submit applications the semester prior to finishing their degree requirements so that the graduate director has time to audit student files. The Office of the Registrar requires a tentative list of graduates at the beginning of each semester.

Students who wish to sit for the Indiana CPA exam must meet these requirements and may require additional courses. Consultation with the director is strongly advised to ensure meeting these requirements.

Degree Requirements

Each M.B.A. candidate is required to complete a *minimum* of 30 credit hours in the M.B.A. core. For students who have no waivers from the foundation courses, a total of 51 credit hours will be required for completion of the M.B.A. degree. A cumulative grade point average of 3.0 (4.0 = A) or higher in all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation.

During the first semester of enrollment in the M.B.A. program, every student will be required to prepare and file a program of study with the director of graduate studies in business. The program will provide the candidate with the opportunity to chart the time period during which the degree requirements will be met.

All students must complete a minimum of the 36 credit hours in the M.B.A. core, of which no more than 6 credit hours are transferred from another institution, and meet additional requirements as stated upon admission. Students must have at least a 3.0 cumulative GPA in all classes counted toward the M.B.A. degree. If a student repeated a course, both grades count in the degree GPA. Degree requirements must be completed within six years from the date of the first semester enrolled. Enrollment as a guest/non-degree/certificate student counts in the six years.

Students must file an application for graduation the semester before they expect to complete degree requirements. Failure to file this application will result in the student's name not appearing on the graduation list for the semester in which the course work is being completed.

Foundation Courses - 15 credit hours

BUNW A512 Statistical Tools for Management (3 cr.)
 BUNW A514 Economics for Managers (3 cr.)
 BUNW A513 Accounting for Decision Making (3 cr.)
 BUNW B511 Marketing Management (3 cr.)
 BUNW B512 Financial Management (3 cr.)

Total (15 cr.)

Core Courses - 36 credit hours

BUNW A516 Management Information Systems (3 cr.)
 BUNW A 523 Managing Accounting Information (3 cr.)
 BUNW B513 Operations Management (3 cr.)
 BUNW B514 Legal, Ethical and Social Environment of Business (3 cr.)
 BUNW B 515 Introduction to International Business (3 cr.)
 BUNW C512 Managing In a Team Based Organization (3 cr.)
 BUNW C515 Advanced Marketing Management (3 cr.)
 BUNW C517 Financial Management Analysis (3 cr.)
 BUNW G502 Managerial Economics (3 cr.)
 BUNW G514 Human Resource Management (3 cr.)
 BUNW Z506 Leadership
 BUNW D511 Strategic Management (3 cr.)

Total (36 cr.)

Total with no waivers (51 cr.)

Certificates

In 1974 the School of Business and Economics instituted a unique program for adults desiring to secure training for a career in the expanding field of accounting. The Post Baccalaureate Certificate in Accounting (PBCA) is geared for mature students whose positions or occupations lack opportunity or challenge or whose talents are being underutilized. The program is open to anyone holding a bachelor's degree from an accredited college or university. Students will receive instruction in the major areas of accounting and selected courses in the basic business core.

Indiana University Northwest's Graduate Certificate in Management (GCM) is a 15 credit hour program of study in management designed for individual who works full-time but wants to enhance their current management skills or add a graduate certificate to an existing undergraduate degree. This 15 credit hour Certificate can be finished on a part-time basis in as little as 9-12 months. This program is intended for someone with an undergraduate degree in a field other than business who may not wish to pursue a full Masters degree just yet.

The complete range of counseling and placement services of the school is available to certificate students. (Consult the *IU Northwest Undergraduate Bulletin* for details)

Postbaccalaureate Certificate in Accounting

The Postbaccalaureate Certificate in Accounting program is intended to provide students with concentrated training in accounting and closely related fields and is designed for those who want to develop proficiency in accounting, an area where there is likely to be an adequate market demand for the next several years.

The program is open to anyone who possesses a bachelor's degree in any field from an accredited college or university. The only requirements for entry are an application and official

transcript for all undergraduate work must be submitted to the School of Business and Economics. The program is keyed to the needs of a broad spectrum of individuals who wish to move into a field that is both challenging and rewarding. The age range of the participants in the program is higher than that of typical students, running from the early twenties to forties. Enrollment may be either full time or part time. The length of time required to complete this program depends on undergraduate courses already completed. The full range of counseling and placement services of the school is available to certificate students.

Student Consumer Information about this Program

Admissions

Students must have a bachelor's degree in any field from an accredited college or university. An application and application fee plus an official transcript of all undergraduate work must be submitted to the director of the School of Business and Economics.

A complete review of undergraduate work will determine the student's plan of study.

Personal Computer Prerequisites

Students must demonstrate competency in the use of personal computers, particularly in spreadsheet use. Students who do not have these minimum skills will be required to take CSCI A106 Introduction to Computing.

Transfer Credits

Up to 6 credit hours can be granted for courses taken at other accredited colleges and universities, provided that the student submits evidence (for example, catalog descriptions of courses) that the courses are equivalent to those specified in the Postbaccalaureate Certificate in Accounting program. A student who has already successfully completed, whether as an undergraduate or graduate student, any course specified in the program can, at his or her option, repeat the course or take another approved course

The specific requirements are as follows.

Accounting (24 cr.)

- BUS A201 Introduction to Financial Accounting (3 cr.)
- BUS A202 Introduction to Managerial Accounting (3 cr.)
- BUS A311 Intermediate Accounting I (3 cr.)
- BUS A312 Intermediate Accounting II (3 cr.)
- BUS A325 Cost Accounting (3 cr.)
- BUS A328 Introduction to Taxation (3 cr.)
- BUS A424 Auditing (3 cr.)
- Additional accounting (3 cr.)

Total (24 cr.)

Basic Business and Economics Core (6 cr.)

- BUS F301 Financial Management (3 cr.)
- Select one of the following
- BUS F420 Investments (3 cr.)
- BUS F494 International Finance (3 cr.)

Total (6 cr.)

No more than 6 credit hours in business law and no more than 6 credit hours in computer science.

Students who wish to sit for the Indiana CPA exam must meet these requirements. Consultation with the director is strongly advised to ensure meeting these requirements.

Graduate Certificate in Management

This program is intended for someone with an undergraduate degree in a field other than business who may not wish to pursue a full Masters degree just yet. All five courses will apply towards the Masters in Business Administration (M.B.A.) if a student wishes to continue their studies.

Admission

Students should submit a completed application, application fee and official transcripts showing their undergraduate degree.

Certificate students must meet the M.B.A. admissions requirements as stated in this bulletin if they wish to apply Certificate courses to their M.B.A. program.

For students who need computer training, we suggest you take advantage of the self-tutorials available online, on CD-ROM at our bookstore or enroll in several of the free computer training seminars offered on campus. New students will be advised of their options when they meet with the Graduate Director once they have been admitted.

School of Education

Administrative Officers

Stanley E. Wigle, Ph.D., *Dean of Education*
 Kenneth J. Schoon, Ph.D., *Associate Dean of Education*
 Tim Mitchell, M.S., *Director of Student Teaching and Field Experiences*
 Jane Nelson, M.S., *Director of Education Student Services*
 Kelly Zieba, B. S., *Assistant Director of Education Student Services*

Web site: www.iun.edu/~edu/ **Telephone:** (219) 980-6510

Overview

Degrees Offered

Bachelor's degree in elementary education
 Bachelor's degree in secondary education
 Master's degree in elementary education
 Master's degree in secondary education
 Master's degree in educational leadership

The Student's Responsibility

Advisors and directors assist students in planning a program of study to satisfy requirements, but each student assumes final responsibility for meeting all deadlines and completing all requirements.

Contact Information

School of Education
 IU Northwest
 Hawthorn Hall, Room 354
 3400 Broadway
 Gary, Indiana 46408

(219) 980-6510

Contact the School of Education for additional contact information.

Mission

The School of Education (SOE) supports and facilitates the shared vision of IU Northwest by collaborating and cooperating with other educational institutions, external partners, and surrounding communities to further excellence in educational processes and enhance the overall quality of life in those communities.

In light of these commitments, the mission of the SOE at IU Northwest is to prepare professional educators who have the knowledge, skills, and dispositions essential for becoming reflective professionals and lead teachers.

Reflective professionals are those who, in light of current research and best practice, exercise reasoned judgment to:

- critically examine their professional practices
- make informed decisions
- effectively facilitate the learning of their students

Lead teachers are those who incorporate a rich understanding of content knowledge and best professional practices to renew themselves and their professional practice through inquiry and leadership.

Accreditation

The National Council for Accreditation of Teacher Education and the North Central Association of Colleges and Secondary Schools fully accredit IU Northwest. The Indiana Professional Standards Board has approved all IU Northwest SOE programs for teacher and administrative licensing through the bachelor's and master's levels.

Services

Academic Advisement

This service helps students plan a complete program of studies leading to a degree and/or teacher licensing. Students must consult their advisors before registering for classes each semester.

Ombudsperson

Each academic year one faculty member is designated to be the ombudsperson for the students in the School of Education. The function of the ombudsperson is to meet with students to resolve their problems. There are no restrictions placed on students concerning any problems and/or ideas discussed. The discussions will be handled strictly on a *confidential* basis. The name of the current ombudsperson is available in the Office of Education Student Services.

Licensure

The School of Education provides services for obtaining teaching licenses. Additional information is available in the Office of Education Student Services.

Licensing Programs

The following licensing programs are offered at IU Northwest through the SOE.

Graduate Licensing Programs in the SOE

To be admitted to a graduate licensure program, students must have a bachelor's degree. The Transition to Teaching program requires a 3.0 undergraduate grade point average. All other licensure programs require a 2.5 grade point average. Admission to all programs also requires the passing of specific Praxis I and Praxis II exams. Students are advised to visit the Office of Education Student Services to see which exams are required in their specific areas. All programs leading to a new license have portfolio requirements based on the Conceptual Framework for Initial Programs.

These programs focus on helping students acquire the knowledge and skills necessary to become a reflective professional teacher. This program is based upon the School of Education's Reflective Professional model. The research-based conceptual framework for this model contains nine program outcome areas. They are:

- Communications Skills
- Higher-Order Thinking Skills
- Instructional Media Services and Technology
- Learning and Development
- School Culture and Diversity
- Instructional Design and Delivery
- Classroom Management
- Assessment and Evaluation
- Professional Development

A valid extended criminal background check is required of all students in these programs. Student portfolios must contain at least one artifact for each of the outcomes listed above. Each artifact must be scored at a 3 or better on a 4 point scale.

Rules 2002 and REPA Licenses

- Elementary Education (Transition to Teaching)
- Elementary and Special Education (Teaching All Learners undergraduate program)
- Special Education: Mild Interventions (P-12)
- Visual Arts (K-12)
- Secondary Education (Urban Teacher Education Program and Transition to Teaching)
- Language Arts (English and Speech)
- Mathematics
- Science (Earth Science, Chemistry, and/ or Life Science)
- Social Studies (Economics, Government, Historical Perspectives, Psychology, and/ or Sociology)
- Visual Arts
- French
- Spanish
- Building Level Administration

License Additions for teachers already holding Rules 46/47 and Rules 2002 licenses

- Elementary
- Kindergarten Endorsement
- Junior High/Middle School in Language Arts Endorsement

- Junior High/Middle School in Mathematics Endorsement
- Junior High/Middle School in Science Endorsement
- Junior High/Middle School in Social Studies Endorsement
- Reading Minor
- Senior High/Junior High/Middle School:
 - English: Major, Minor
 - French: Major, Minor
 - Spanish: Major, Minor
 - Mathematics: Major, Minor
 - Reading Minor
- Science
 - Biology: Primary Area, Supporting Area, Minor
 - Chemistry: Primary Area, Supporting Area, Minor
 - Earth Space Science: Primary Area, Supporting Area, Minor
 - General Science: Primary Area, Supporting Area, Minor
 - Physical Science: Primary Area, Supporting Area, Minor
- Social Studies
 - Economics: Primary Area, Supporting Area, Minor
 - Government: Primary Area, Supporting Area, Minor
 - Psychology: Primary Area, Supporting Area, Minor
 - Sociology: Primary Area, Supporting Area, Minor
 - United States History: Primary Area, Supporting Area, Minor
 - World Civilization: Primary Area, Supporting Area, Minor

Undergraduate Licensing Programs in the SOE

The following licensing programs are offered at IU Northwest through the SOE.

- Bachelor's degree in elementary education
- Bachelor's degree in secondary education

Licensing Programs Rules 2002 Licenses

- Elementary/Reading/Special Education: Teaching All Learners
- K-12: Visual Arts
- Secondary (Middle and High School)
- Foreign Language (Spanish, French)
- Language Arts (English and Speech)
- Mathematics
- Science (Earth Science, Chemistry, Life Science)
- Social Studies (Economics, Government, Historical Perspectives, Psychology, Sociology)

Rules 46/47 License Additions

Elementary

- Kindergarten Endorsement
- Reading Minor
- Junior High/Middle School in French or Spanish Endorsement

- Junior High/Middle School in Language Arts Endorsement
- Junior High/Middle School in Mathematics Endorsement
- Junior High/Middle School in Science Endorsement
- Junior High/Middle School in Social Studies Endorsement

Senior High/Junior High/Middle School

- English: Major, Minor
- Foreign Language Licensure areas in French and Spanish
- Mathematics: Major, Minor
- Reading Minor
- Science
- Biology
- Earth/space science
- Chemistry
- Social Studies
- American history
- World civilization
- Government
- Economics
- Psychology
- Sociology

Urban Teacher Education Program - Option II

The Urban Teacher Education Program (UTEP) is a program leading toward licensing in selected areas. UTEP functions at two academic levels: Option I (undergraduate) and Option II (graduate).

Option II

Option II is designed to attract the best and brightest non-education majors who desire to be urban teachers. Successful completion of the program (licensure) will be obtained by demonstrating successful functioning in an urban classroom; receiving a satisfactory evaluation of performance by a mentor, university supervisor, and building administrator; passing Praxis I and Praxis II exams; and completing required course and portfolio requirements.

Requirements

- EDUC S508: Content Area Methods in the Urban Classroom. Separate sections for English/Speech/Mathematics/ Science/Social Studies (3 cr.)
- EDUC S510 Methods of Teaching in Secondary Urban Schools (3 cr.)
- EDUC K505 Introduction to Special Education (3 cr.)
- EDUC J511 Methods of Individualized Instruction (3 cr.)
- EDUC L517 Advanced Study in the Teaching of Reading in the Junior High and Secondary Schools (3 cr.)
- EDUC T550 Cultural/ Community Forces and the School (3 cr.)
- EDUC M501 Field Experience in Urban Classrooms (3 cr.)

- EDUC S508 Content Area Methods in the Urban Classroom. Separate sections for English/Speech/Mathematics/ Science/Social Studies (3 cr.)
- EDUC P507 Testing in the Classroom (3 cr.)
- EDUC M550 Student Teaching (12 weeks) (3 cr.)

Transition to Teaching

The Transition to Teaching Programs are for persons with a bachelor's degree who have a cumulative grade point average of 3.0 or higher, or have a cumulative grade point average of 2.5 or higher and five years' professional experience in an education- related field. Secondary majors may apply who have a master's degree in the area of the desired teaching license. Applicants must pass the required Praxis I and Praxis II exams and must meet all the content-area (e.g., biology, history, English) standards required by the Indiana Division of Professional Standards.

Elementary Transition to Teaching Program - Requirements

- EDUC M501 Qualifying Fall Seminar (0 cr.)
- EDUC E541 Instruction in Elementary School Mathematics (3 cr.)
- EDUC EMS Advanced Study in the Teaching of Reading in the Elementary School (3 cr.)
- EDUC E547 Elementary Social Studies Curriculum (3 cr.)
- EDUC M500 Integrated Professional Seminar I/Field Experience including art and music (1 cr.)
- EDUC P510 Psychology of Teaching (3 cr.)
- EDUC E549 Advanced Study in the Teaching of Language Arts (3 cr.)
- EDUC E516 Instruction in Elementary School Science (3 cr.)
- EDUC K505 Introduction to Special Education (3 cr.)
- EDUC M500 Integrated Professional Seminar II / Field Experience including health and physical education (1 cr.)
- EDUC M500 Integrated Professional Seminar III / Student Teaching (1 cr.)

Secondary Transition to Teaching Program - Requirements

- EDUC M501 Qualifying Fall Seminar (0 cr.)
- EDUC 5508 Reading in the Content Area (3 cr.)
- EDUC 5508 Content Area Methods I: Separate sections for English / Speech / Mathematics / Science / Social Studies (3 cr.)
- EDUC M500 Integrated Professional Seminar I— middle school field experience (1 cr.)
- EDUC P510 Psychology of Teaching (3 cr.)
- EDUC M500 Integrated Professional Seminar II (1 cr.)
- EDUC K505 Introduction to Special Education
- EDUC 5508 Content Area Methods II: Separate sections for English / Speech / Mathematics / Science / Social Studies (3 cr.)
- EDUC M500 Integrated Professional Seminar III— high school field experience (1 cr.)

Initial License in Exceptional Needs - Mild Interventions (P-12)

Only EDUC K505 and K555 may be taken by students before passing the Praxis I exams.

Course Requirements (all courses are 3 credits):

- EDUC K505 Introduction to Special Education
- EDUC K555 Reading Assessment and Instruction for Special Education
- EDUC K501 Adaptive Computers for Special Education
- EDUC K520 Introduction to Emotional Disabilities
- EDUC K525 Introduction to Mild Disabilities
- EDUC K535 Assessment and Remediation of Mild Disabilities I
- EDUC K536 Assessment and Remediation of Mild Disabilities II
- EDUC K543 Education of Students with Emotional Disturbances
- EDUC M501 Field Experience in Special Education: Mild Disabilities
- EDUC M501 Field Experience in Special Education: Emotional Disabilities
- EDUC P519 Psychological Assessment of Exceptional Children
- One approved elective

One of the following two 15-week practicum experiences:

- EDUC K588 Student Teaching in Special Education—for students not on an emergency permit
- EDUC K595 Practicum in Special Education—for students who are either on an emergency permit or are mild interventions teachers

Prerequisites to Student Teaching or the Practicum in Special Education are completion of all other courses required for this program with a C or better, a cumulative grade point average of 3.0 for these program courses, and passing scores on the Praxis II exams.

Endorsements for Rules 46/47 Licenses

Teachers may still add endorsements on their Indiana Rules 46/47 teacher's license. Requirements can be obtained at the Office of Education Student Services.

Endorsements are available for kindergarten, reading, middle school English, Social Studies, Mathematics, Science, and Mild Disabilities.

Building-Level Administrator License

Teachers may earn a building-level administrator's license through the Master's degree in Educational Leadership.

Conversion of a Standard Teaching License to a Professional Teaching License

If a teacher has a Rules 46/47 standard Indiana teacher's license, it can be converted into a professional license by completing an appropriate master's degree, completing graduate content courses (secondary only), filing an official form, verifying five years of teaching experience after the establishment of the standard license, and submitting an appropriate result from the limited criminal background check. At the time of completion of these requirements, the teacher will be issued a professional license for a 10-year period. After this period, the individual must renew the professional

license, by taking 6 credit hours for each 5-year renewal. Each successive 5-year renewal needs 6 additional credit hours of academic work.

Certification Only / Undergraduate Programs

Indiana University Northwest welcomes students with bachelor's degrees who wish to obtain teacher certification but do not qualify for or wish to enroll in any of the graduate programs. Requirements for these programs are the same as for undergraduates, do not carry graduate credit, and can be found in the IU Northwest *Undergraduate Bulletin*. In some circumstances a student may earn a second bachelor's degree.

Bachelor of Science in Education

The School of Education at IU Northwest offers bachelor's degrees in elementary education and secondary education.

Admission

Teacher Education Program (TEP)

The Teacher Education Program (TEP) begins in the sophomore year for Teaching All Learners/elementary education students and in the junior year for secondary and visual arts education students and focuses on helping students acquire the knowledge and skills necessary to become a reflective professional teacher. This program is based upon the SOE's Reflective Professional Model. The research-based conceptual framework for this model contains nine program outcome areas:

- Communications Skills
- Higher-Order Thinking Skills
- Instructional Media Services and Technology
- Learning and Development
- School Culture and Diversity
- Instructional Design and Delivery
- Classroom Management
- Assessment and Evaluation
- Professional Development

Student Portfolio

The student portfolio shall consist of artifacts, scoresheets and reflexions created by the student that demonstrate the acquisition of the knowledge and skills within each of the nine initial program outcomes. The student will begin to create the portfolio prior to entering the TEP Specific portfolio checkpoints have been established in both the elementary and secondary programs. The portfolio must be completed prior to student teaching.

Admission to the Teacher Education Program

- Application for admission to the Teacher Education Program must be filed prior to the beginning of the semester in which students plan to start.
- Students must have successfully completed at least 26 credit hours with a cumulative grade point average of at least 2.50 and have submitted an Extended Criminal Background Check.
- Students must have successfully completed with a grade of C or higher ENG W131 Elementary Composition (3 cr.), SPCH S121 Public Speaking (3 cr.), EDUC W200 Microcomputing for Education: An

Introduction (3 cr.), EDUC F200 Examining Self as Teacher (3 cr.), EDUC K205 Introduction to Exceptional Children, and EDUC P250 Educational Psychology (3 cr.).

- Students must have passed all parts of the Praxis I Exam (reading, writing, and mathematics). The cutoff scores are available in the Office of Education Student Services.
- Requests for exceptions are handled by the Admissions and Reinstatement Committee, which shall be the sole judge as to whether the students have met the requirements for admission to, continuing in, or completion of the Teacher Education Program.

Student Teaching Program

In the Student Teaching Program, the student assumes all or part of the responsibility for teaching in an elementary, special education, or secondary classroom.

Admission Requirements

- File an application for admission to the Student Teaching Program at least six calendar months before the beginning of the student teaching semester.
- Complete at least 30 of the last 60 credit hours of academic work at IU Northwest, including the professional methods courses.
- Have at least a 2.50 cumulative grade point average with grades of C or higher in all required cognate and education courses.
- Be at least a first-semester senior. Normally, this will mean that the student has satisfactorily completed at least 86 credit hours of academic work.
- In the case of elementary education majors, complete required work in the areas of language arts, mathematics, science, and social studies.
- In the case of SH/JH /MS education majors, complete at least 85 percent of the major teaching area requirements and 75 percent of the minor teaching area requirements.
- Complete all required professional methods courses within three years prior to enrolling in student teaching.
- Pass the prestudent teaching portfolio check.
- Pass the Praxis I and Praxis II exams.
- If an interview is requested by the cooperating institution, the student must participate in an interview with a representative of the institute or agency in which the student teaching will be completed and obtain a favorable recommendation.

Students are discouraged from taking additional academic work during the same semester of enrollment in student teaching.

The Director of Student Teaching and Field Experiences shall be the sole judge as to whether the student has met the requirements for admission to, and continuing in, the Student Teaching Program.

Completion of the Student Teaching Program and Application for a Teaching License

- Obtain a satisfactory recommendation from the Director of Student Teaching and Field Experiences
- Pass the final portfolio checkpoint.

The student will be eligible for a teaching license when the baccalaureate degree has been granted, the Praxis tests have been passed, an extended criminal background check shows no negative activity, and fees required by the Indiana Department of Education have been paid.

The necessary application forms for a teaching license may be obtained from the web at <http://www.iun.edu/~fieldnw>. When these forms have been completed, along with other required materials, they should be returned to the office for processing and submission to the Division of Professional Standards. This work often takes six to eight weeks.

Policies & Procedures

Undergraduate Admission

Admission to the School of Education expires upon receipt of a degree, upon completion of special admission work, or when no work has been completed on this campus in a period of two calendar years. Students must then reapply for admission to the school.

Admission and Reinstatement Appeals

A student whose enrollment was terminated by the SOE may petition for reinstatement to the Education Admission and Reinstatement Committee.

Correspondence Courses

Undergraduate students in residence carrying regular academic work in the SOE may take academic correspondence work through the Independent Study Division of the School of Continuing Studies only in exceptional cases and with the permission of the director of Education Student Services. If a correspondence course is to apply toward graduation requirements during the same semester, it must be successfully completed at least 15 days prior to the close of regular classes at IU Northwest.

Students will not be given credit toward a teaching license or the Bachelor of Science degree in education for more than 18 credit hours of academic work through correspondence. Of these credit hours, only a maximum of 9 credit hours in a major subject area and 6 credit hours in a minor subject area may be used. *Professional education courses may not be taken by correspondence.*

Credit Transfer Policy for Baccalaureate Degrees

Undergraduate students wishing to transfer from other institutions should first call or write the admissions office at IU Northwest for information concerning admission and transfer of credit. Even though credit hours are transferred through the admissions office, they may or may not be applicable to degree programs in the SOE. The SOE determines the acceptance of transferred credit.

Two major concerns underlie this policy: program integrity and fairness. The SOE ensures program integrity through counseling and mentoring by faculty. Fairness is ensured through collaborative planning by the student and his/her faculty mentor.

Credit transfer is administered by the IU Northwest admissions office and the academic advisor of the SOE with the advice of appropriate faculty, including the student's faculty advisor. Formal appeals of decisions and the consideration of requests for exceptions to existing policy

are provided for by a standing committee of the faculty of the SOE.

Credit transfers for a course must not be confused with performance criteria for a degree, certificate, or license. Most programs of the SOE require performance criteria that are evidenced by portfolio artifacts. Course completion or credit transfer does not, by itself, constitute meeting performance criteria. While it may be possible to include work done apart from courses taken at IU Northwest within a required portfolio, performance criteria required for degrees, certificates, or licenses awarded by the SOE must be demonstrated after acceptance into the school.

Academic work from a regionally accredited college or university that is certified by the state of Indiana, or a body of similar stature, to offer teacher education and for which a student grade is at or above the level of C, may be transferred for credit but will be transferred for program requirements subject to the following conditions.

- Undergraduate or graduate students who have successfully completed any course at any other Indiana University campus that is part of a program at IU Northwest will receive full credit for that course. Products or performances that are required for any academic objective at IU Northwest must however still be demonstrated. Assistance toward meeting performance criteria at IU Northwest is provided, in part, through enrolling and completing credit courses. A student who has transferred such course credit will be given assistance as may be needed toward meeting performance criteria by being allowed to attend the course at IU Northwest without having to re-enroll or pay tuition for it. Similar arrangements may be possible for other transfer students. These will be considered on a case-by-case basis.
- The last 30 credit hours of any undergraduate degree program to be awarded by IU Northwest must be completed after being admitted to the SOE at IU Northwest.
- Acceptance into a degree, certificate, license, or endorsement program must be accompanied with an approved program of studies that has been validated by appropriate faculty and certification advisors within the SOE at IU Northwest.

Electives

Free electives for Senior High / Junior High / Middle School majors are those courses applied toward the required credit hour total, but not applied to the area of general education, professional education, subject major, or subject minor. Courses numbered 100 or higher may be used as free electives. No College of Arts and Sciences with a J prefix and no courses without a departmental prefix may be used as electives.

Field Experiences

When applying for admission to an undergraduate education program, students should know that each semester of the education sequence has a field experience course.

Good Standing

To maintain good standing within the SOE, undergraduate students must keep a cumulative grade point average of at

least 2.5. Students whose GPA falls below 2.5 will be placed on probation. Students whose GPA remains below 2.5 a third semester will be placed on strict academic probation.

Students on strict academic probation whose GPA does not rise above 2.5 will be dismissed from the SOE.

Semester Load

A full-time undergraduate student is expected to carry 12-17 credit hours of academic work per semester. If students have made a cumulative grade point average of at least B (3.0) in all work taken at Indiana University, they may receive permission from the dean or director of Education Student Services to carry 18 credit hours or more in a semester. Education students are encouraged not to enroll in more than 6 credit hours of academic work during either Summer Session. It is recommended that a person who is employed full time take no more than 6 credit hours of academic work.

Bachelor of Science in Education Degree Requirements

- Regular matriculation requirements of the university.
- Admission to the Teacher Education Program.
- Admission to the Student Teaching Program.
- A cumulative grade point average of at least 2.5.
- Successful completion of 35 credit hours of junior- and senior-level courses (courses numbered higher than 299).
- Successful completion of at least 30 of the last 60 credit hours of academic work, including the teaching methods courses, in residence at IU Northwest preceding admission to student teaching.
- Successful completion of at least 120 credit hours of appropriately distributed academic credit hours within seven calendar years of the intended date of receipt of the degree. Any work completed seven or more calendar years prior to that date will be subject to review to determine its acceptability toward the degree. Methods courses three or more calendar years old and student teaching two or more years old will also be subject to review.
- Successful completion of all required courses and a grade of C or better in all education courses and all teaching subject courses.
- Successful completion of all program checkpoint requirements.
- Demonstration of specific knowledge, performances, and dispositions as required by the Indiana Division of Professional Standards.

Application for Degree

When students register at IU Northwest the last time before completing the requirements for a degree in the School of Education, they should file an application for the degree with the Office of Education Student Services. Students completing work for degrees in the SOE in absentia must notify the same office at least two months prior to the time when the degree is to be granted.

Elementary / Special Education Initial Program

General Education Requirements

Teaching All Learners: Elementary / Special Education Initial Program

The School of Education prepares students in the Teaching All Learners: Elementary Education Initial Program (TAL) for careers teaching in self-contained and special education classrooms grades K-6.

Candidates who complete this program will receive a Bachelor of Science degree in Elementary Education and are eligible for the Early and Middle Childhood Generalist (K-6), Exceptional Needs—Mild Interventions, and the Reading Licenses.

General Education Requirement (59 cr.)

Language Arts (15 cr.)

- ENG W131 Elementary Composition (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG L390 Children's Literature (3 cr.)

Social Studies (12 cr.)

- GEOG G110 Introduction to Human Geography (3 cr.)
- HIST A363 Indiana History (3 cr.)
- Approved Minority Studies elective (3 cr.)
- EDU H340 (3 cr.)
- Select one of the following (3 cr.)
- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)

Mathematics (9 cr.)

- MATH T101 Mathematics for Elementary Teachers I (3 cr.)
- Select one of the following
- MATH T102 Mathematics for Elementary Teachers II (3 cr.)
- EDUC F401 Conceptual Understanding of Mathematical Concepts I (3 cr.)
- Select one of the following
- MATH T103 Mathematics for Elementary Teachers III (3 cr.)
- EDUC F401 Conceptual Understanding of Mathematical Concepts II (3 cr.)

Science (12 cr. minimum)

- Biology (with lab) (4 cr.)
- Geology (with lab) (4 cr.)
- Chemistry or Physics (with lab) (4 cr.)

Health, Physical Education and Recreation (5 cr.)

- HPER P290 Movement Experiences for Preschool and Elementary School Children (2 cr.)
- HPER H414 Health Education in Grades K-8 (3 cr.)

Fine Arts

- EDUC M323 Teaching Music in the Elementary Schools (3 cr.)
- EDUC M333 Art Experiences for the Elementary Teacher (3 cr.)
- EDUC H340 Education and American Culture (recommended for the third block) (3 cr.)

Total (59 cr.)

Educational Foundation Requirements

- EDUC F200 Examining Self as Teacher (3 cr.)
- EDUC W200 Microcomputing for Education: An Introduction (3 cr.)
- EDUC P250 Educational Psychology (3 cr.)
- EDUC K205 Introduction to Exceptional Children (3 cr.)

Total (12 cr.)

Checkpoint #1

Teacher Education Requirements

Professional Education

The required education courses are sequenced into five blocks. The courses listed in Blocks 1, 2, 3, and 4 must be completed in this order. Each of these courses must be completed with a grade of C or higher before a student can continue in the program. The professional education courses listed as follows may be taken only after admission into the Teacher Education Program.

The second, third, and fourth blocks of the elementary sequence have specific methods courses with general education prerequisites. The prerequisite for EDUC E325 Social Studies in the Elementary Schools is Geography G110 Introduction to Human Geography plus one-half of the other required social studies courses. The prerequisites for EDUC E343 Mathematics in the Elementary Schools are (1) MATH T101 Mathematics for Elementary Teachers I and (2) MATH T102 Mathematics for Elementary Teachers II. The prerequisite for EDUC E339 Methods of Teaching Language Arts is ENG L390 Children's Literature. The prerequisite for EDUC E328 Science in the Elementary Schools is two-thirds of the required science classes. Teacher Education Program (58 cr.)

Candidates may begin the Teacher Education Program only when they have completed the requirements listed earlier in this bulletin.

First Block (12 cr.)

- EDUC M310 General Methods (3 cr.)
- EDUC K343 Education of the Socially and Emotionally Disturbed I (3 cr.)
- EDUC K370 Introduction to Learning Disabilities (3 cr.)
- EDUC E335 Education of Young Children (3 cr.)

Second Block (12 cr.)

- EDUC E339 Methods of Teaching Language Arts (3 cr.)
- EDUC E340 Methods of Teaching Reading I (3 cr.)
- EDUC E325 Social Studies in the Elementary Schools (3 cr.)
- EDUC M301 Field Experience (3 cr.)

Third Block (12 cr.)

- EDUC E341 Methods of Teaching Reading II (3 cr.)
- EDUC K344 Education of the Socially and Emotionally Disturbed II (3 cr.)
- EDUC K352 Education of Children with Learning Problems (3 cr.)
- EDUC K495 Practicum in Special Education (3 cr.)

Fourth Block (12 cr.)

- EDUC E328 Science in the Elementary Schools (3 cr.)
- EDUC E343 Mathematics in the Elementary Schools (3 cr.)
- EDUC P345 Academic and Behavioral Assessment of the Mild Handicapped Child (3 cr.)
- EDUC M304 Field Experience (3 cr.)

(Checkpoint #2)

Fifth Block (24 cr.)

- Student Teaching (12 cr.)
- EDUC M425 Student Teaching: Elementary (6 cr.)
- EDUC K480 Student Teaching: Special Education (6 cr.)

(Checkpoint #3)

Urban Teacher Education Program Option I - Provides fourth-block field experiences and student teaching in urban schools.

Secondary and K-12 Visual Arts Education Program

Required General Education Courses

Secondary education majors must check with the Office of Education Student Services for changes in requirements.

The general education courses required for this program provide a liberal education regardless of teaching major.

Language Arts (12 cr.)

- o ENG-W 131 Elementary Composition (3 cr.)
- o ENG-W 231 Professional Writing Skills (3 cr.)
- o SPCH-S 121 Public Speaking (3 cr.)

Physical and Life Sciences (minimum 6 cr.) from two or more of the following departments

- o biology
- o astronomy
- o geology
- o chemistry
- o physics

Science majors should check with their advisors and take the most appropriate courses.

Social and Behavioral Sciences

- (6 cr.) must be successfully completed from minority studies and one of the following departments: anthropology, geography, public and environmental affairs, sociology, economics, history, political science, and psychology.

Social studies majors must take HIST-H 105 and AFRO-A 355 to meet this requirement.

Science majors must take GEOG-G 315 plus the minority studies elective.

Mathematics

- o Non mathematics or chemistry majors
+ MATH K200
- o Mathematics majors
+ MATH M118
+ MATH M126
- o Chemistry majors
+ MATH M215

Arts and Humanities (6 cr.)

Total (30 cr.)

Educational Foundation Courses

- Educational Foundation Courses (15 cr.)
- EDUC F200 Examining Self as Teacher (3 cr.)
- EDUC W200 Microcomputing for Education: An Introduction (3 cr.)
- EDUC P250 Educational Psychology (3 cr.)
- EDUC K205 Introduction to Exceptional Children (3 cr.)
- EDUC H340 Education and American Culture (3 cr.)
- (Portfolio Checkpoint #1)

Total (15 cr.)

Professional Education Courses

The required education courses are sequenced into four blocks. The courses listed in Blocks 1, 2, and 3 must be completed in this order. Each of these courses must be completed with a grade of C or better before a student can continue in the program. The professional education courses listed as follows may only be taken after admission into the Teacher Education Program.

First Block

- EDUC M314 General Methods: Senior High/Junior High/Middle School Teachers (3 cr.)
- EDUC K306 (3 cr.)

• **Second Block** - The second block requires that 70 percent of content courses be completed and the following courses be taken concurrently

- EDUC M464 Methods of Teaching Reading (3 cr.)
- EDUC M301 Field Experience (3 cr.)
- The appropriate methods course for each specific teaching major.
- EDUC M330 Foundations of Art Education and Methods I (3 cr.)
- EDUC M437 Teaching Science 5-12 (3 cr.)
- EDUC M441 Methods of Teaching SH /JH/ MS Social Studies (3 cr.)
- EDUC M452 Methods of Teaching SH /JH/ MS English (3 cr.)

- EDUC M457 Methods of Teaching SH /JH/ MS Mathematics (3 cr.)
- **Third Block** - To be eligible to enroll in the third semester of the education sequence, which deals with specific methods, the student must have successfully completed at least 85 percent of the teaching major. The third block requires the following courses to be taken concurrently:
 - EDUC P407 Psychological Measurement in the Schools (3 cr.)
 - EDUC M304 Laboratory/Field Experience (3 cr.) The appropriate methods course for each specific teaching major.
 - EDUC M430 Foundations of Art Education and Methods II (3 cr.)
 - EDUC M446 Methods of Teaching SH /JH/ MS Science (3 cr.)
 - EDUC M483 Teaching Social Studies 5-12 (3 cr.)
 - EDUC M469 Content Area Literacy (3 cr.)
 - EDUC M459 Teaching Mathematics 5-12 (3 cr.)
 - EDUC M478 Methods of Teaching High School Speech
- Urban Teaching Education Program Option I - Provides third-block field experiences and student teaching in urban schools.

Portfolio Checkpoint #2

- **Fourth Block**
- EDUC M480 Student Teaching in the Secondary School (12 cr.)

Portfolio Checkpoint #3

- **Teaching Majors Available** - Credit for at least 36 credit hours must be obtained in each subject area (not including the methods). Some majors require more than 36 credit hours. To have a science major, students must select one licensure area. To have a social studies major, students must select two licensure areas in addition to historical perspectives.
 - English
 - Mathematics
 - Science with licensure areas in
 - Life Science Chemistry
 - Earth Space Science
 - Social Studies with licensure areas in
 - Historical Perspectives (required)
 - Economics
 - Government (Political Science)
 - Psychology
 - Sociology

Required Courses for English Major English

- Select one of the following (3 cr.)
- ENG W301 Writing Fiction (3 cr.)
- ENG W303 Writing Poetry (3 cr.)
- Select one of the following (3 cr.)

- ENG W233 Intermediate Expository Writing (3 cr.)
- ENG W490 Writing Seminar (3 cr.)
- ENG W350 Advanced Expository Writing (3 cr.)
- ENG G205 Introduction to the English Language (3 cr.)
- ENG G207 Grammar and Usage (3 cr.)
- ENG L315 Major Plays of Shakespeare (3 cr.)
- Two courses (200- or 300-level) of English Literature (6 cr.)
- ENG L391 Literature for Young Adults (3 cr.)
- Two courses (300-level) of American Literature (6 cr.)
- One course (300- or 400-level) of Minority or Multicultural Literature (3 cr.)
- Three courses in speech, communication, or theatre (9 cr.)

Required Courses for Mathematics Major Mathematics

- MATH M118 Finite Mathematics (3 cr.)
- MATH M126 Trigonometric Functions (2 cr.)
- MATH M215 Analytic Geometry and Calculus II (5 cr.)
- MATH M216 Analytic Geometry and Calculus II (5 cr.)
- MATHM311 Calculus III (3 cr.)
- MATH M301 Applied Linear Algebra (3 cr.)
- MATH M360 Elements of Probability (3 cr.)
- Select one of the following (3 cr.)
- MATH M391 Foundations of the Number System (3 cr.)
- MATH M393 Bridge to Abstract Mathematics (3 cr.)
- MATH M366 Elements of Statistical Inference (3 cr.)
- MATH T336 Topics in Euclidean Geometry (3 cr.)
- MATH M447 Mathematics Models and Applications I (3 cr.)
- Two approved mathematics electives (6 cr.)

Required Courses for Science Major

- Science
- Candidates must select at least one licensure area from the following:
 - life science, chemistry, and earth space science
- Candidates must complete all core courses as well as all courses in their chosen licensure area.
- Core Courses
- BIOL L101 Introduction to the Biological Sciences (4 cr.)
- CHEM C105 Principles of Chemistry (3 cr.)
- CHEM C125 Experimental Chemistry (2 cr.)
- Select one of the following (4-5 cr.)
- PHYS P101 Physics in the Modern World (4 cr.)
- PHYS P221 General Physics I (for chemistry majors) (5 cr.)
- GEOL G101 Introduction to Earth Science: Lecture (3 cr.)
- GEOL G102 Introduction to Earth Science: Laboratory (1 cr.)
- Core Courses

- BIOL L101 Introduction to the Biological Sciences (4 cr.)
- CHEM C105 Principles of Chemistry (3 cr.)
- CHEM C125 Experimental Chemistry (2 cr.)
- Select one of the following (4-5 cr.)
- PHYS P101 Physics in the Modern World (4 cr.)
- PHYS P221 General Physics I (for chemistry majors) (5 cr.)
- GEOL G101 Introduction to Earth Science: Lecture (3 cr.)
- GEOL G102 Introduction to Earth Science: Laboratory (1 cr.)
- Life Science
- CHEM C106 Principles of Chemistry II (3 cr.)
- CHEM C126 Experimental Chemistry II (2 cr.)
- BIOL L102 Introduction to the Biological Sciences II (4 cr.)
- BIOL L211 Molecular Biology (3 cr.)
- BIOL L311 Genetics (4 cr.)
- BIOL M310 Microbiology (4 cr.)
- BIOL L473 Ecology (3 cr.)
- Select one of the following (4 cr.)
- BIOL B300 Vascular Plants (4 cr.) or
- BIOL B355 Plant Diversity (4 cr.)
- Select one of the following (4 cr.)
- BIOL Z374 Invertebrate Zoology (4 cr.)
- BIOL Z406 Vertebrate Zoology (4 cr.)
- Chemistry
- CHEM C106 Principles of Chemistry II (3 cr.)
- CHEM C126 Experimental Chemistry II (2 cr.)
- CHEM C303 Environmental Chemistry (3 cr.)
- CHEM C341 Organic Chemistry I (3 cr.)
- CHEM C343 Organic Chemistry Laboratory I (2 cr.)
- CHEM C483 Biological Chemistry (3 cr.)
- PHYS P222 General Physics II (5 cr.)
- Select one of the following (3-5 cr.)
- CHEM C310 Analytical Chemistry (5 cr.)
- CHEM C342 Organic Chemistry II (3 cr.)
- CHEM C430 Inorganic Chemistry (3 cr.)
- Earth / Space Science
- GEOL G107 Environmental Geology (3 cr.)
- GEOL G209 History of Earth (3 cr.)
- GEOL G210 Oceanography (3 cr.)
- GEOL G221 Introductory Mineralogy (4 cr.)
- GEOL G222 Introductory Petrology (4 cr.)
- GEOL G317 Field and Laboratory Techniques (3-5 cr.)
- GEOL G334 Principles of Sedimentology and Stratigraphy (4 cr.)
- GEOL G415 Geomorphology (3 cr.)
- GEOG G304 Meteorology and Physical Climatology (3 cr.)
- One course not used for general education (3 cr.)
- Select One of the following
- AST A100 The Solar System (3 cr.)
- AST A105 Stellar Astronomy (3 cr.)

Required Courses for Social Studies Major Social Studies

Candidates must take the required courses in three licensure areas: historical perspectives and two from government (political science), psychology, and sociology.

- Licensure Areas
- Economics
- ECON E103 Introduction to Microeconomics (3 cr.)
- ECON E104 Introduction to Macroeconomics (3 cr.)
- Select one of the following (3 cr.)
- ECON E350 Money and Banking (3 cr.)
- BUS G300 Introduction to Managerial Economics (3 cr.)
- Advanced Economics Electives (300-400 level) (3 cr.)
- Government
- POLS Y103 Introduction to American Politics (3 cr.)
- Select one of the following (3 cr.)
- POLS Y360 United States Foreign Policy (3 cr.)
- POLS Y372 The Analysis of International Politics (3 cr.)
- Select one of the following (3 cr.)
- POLS Y307 Indiana State Government and Politics (3 cr.)
- POLS Y308 Urban Politics (3 cr.)
- Select one of the following (3 cr.)
- POLS Y318 The American Presidency (3 cr.)
- POLS Y319 The United States Congress (3 cr.)
- Psychology
- PSY P101 Introductory Psychology I (3 cr.)
- PSY P102 Introductory Psychology II (3 cr.)
- Select two approved psychology electives (6 cr.)
- Sociology
- SOC S161 Principles of Sociology (3 cr.)
- SOC S163 Social Problems (3 cr.)
- SOC S362 World Societies and Cultures (3 cr.)
- One approved sociology elective (3 cr.)
- Historical Perspectives
- A student who can demonstrate sufficient general knowledge of history may, with a history department recommendation to the education-licensing advisor, be allowed to substitute higher-level history courses for HIST H105 and HIST H106.
- GEOG G110 Introduction to Human Geography (3 cr.)
- HIST H106 American History II (3 cr.)
- HIST A363 Survey of Indiana History (3 cr.)
- One approved American History elective (3 cr.)
- HIST H113 History of Western Civilization I (3 cr.)
- HIST H114 History of Western Civilization II (3 cr.)
- One course in Latin American or Middle Eastern history
- One course (200-level or higher) in Asian/African History

Secondary and K-12 Visual Arts Education Program

Visual Arts Education Program

The visual arts education program is similar to the secondary education program. The general education requirements are identical although visual arts majors are required to take FINA F100 and FINA F101 for their fine arts requirements. The preprofessional education requirements are identical to those described previously.

In the Teacher Education Program, students must take EDUC K343 Education of the Socially and Emotionally Disturbed I (3 cr.) and EDUC K344 Education of the Socially and Emotionally Disturbed II (3 cr.). As their methods courses in Blocks 2 and 3, respectively, students must take EDUC M330 Foundations of Art Education and Methods I (3 cr.) and EDUC M430 Foundations of Art Education and Methods II (3 cr.). Field experiences will be in elementary, middle, and high schools. Student teaching requirement is EDUC M425 Student Teaching: Elementary (8 cr.) and EDUC M480 Student Teaching in the Secondary School (8 cr.).

Secondary and K-12 Visual Arts Education Program Degree Requirements

Visual Arts Majors Requirement (42 cr.)

- Foundations (9 cr.)
- FINA A101 Ancient and Medieval Art (3 cr.)
- FINA A102 Renaissance through Modern Art (3 cr.)
- FINA F102 Fundamental Studio-2D (3 cr.)
- Studio Courses (18 cr.)
- FINA S200 Drawing I (3 cr.)
- FINA S230 Painting I (3 cr.)
- FINA S240 Basic Printmaking Media (3 cr.)
- FINA S250 Graphic Design I (3 cr.)
- FINA S260 Ceramics I (3 cr.)
- FINA S270 Sculpture I (3 cr.)
- Breadth and Depth (15 cr.)
- FINA A342 Twentieth Century Art (3 cr.)
- Non-Western art elective (3 cr.)
- Computer graphics elective (3 cr.)
- 3 upper-level studio courses (9 cr.)

Total (42 cr.)

Urban Teacher Education Program

The Urban Teacher Education Program (UTEP) is experience-rich, field-based, and leads to teacher licensing in selected areas through undergraduate and graduate programs, Option I and Option II, respectively.

- Option I is designed for undergraduates and offers a unique opportunity for those enrolled in the SOE to do a yearlong experience in an urban professional development school and obtain certification in elementary or secondary education.
- Option II is designed for graduate students who have obtained degrees from accredited institutions in subjects other than education. This option offers the opportunity for graduate students to do a yearlong

internship in both urban middle and high school settings and obtain certification in a secondary education field.

UTEP is committed to the development of "star" urban teachers as supported by the research on effective teaching in urban schools. The program ensures that preservice teachers are exposed to "best practice" in urban teaching, through the collaborative mentorship of school-based and university-based faculty members.

Graduates of the program are given "first consideration" in hiring by the urban districts of East Chicago, Gary, and Hammond.

M.S. in Education

The Graduate Program is divided into the following categories:

- *Advanced Programs:*
 - Master of Science in Elementary Education
 - Master of Science in Secondary Education
 - Master of Science in Educational Leadership
- *Graduate Licensure Programs:*
 - UTEP—Option II: Secondary Education majors
 - Special Education: Mild Interventions (P-12)
 - Transition to Teaching
 - Elementary Program
 - Secondary Program
- Adding new content areas to K-12 licenses

A student with a bachelor's degree is considered to be a graduate student. Graduate students who are working toward a master's degree must maintain at least a 3.0 (B) cumulative grade point average. Students who are working toward an initial teaching license must maintain at least a 2.5 cumulative grade point average.

Graduate Study—General Information

The advanced programs at the School of Education are built on two models: The *Lead Teacher* and the *Professional Leader*. Both models have research-based conceptual frameworks.

The Lead Teacher model has five program outcomes:

- Teacher effectiveness
- Information technologies
- Curriculum design and delivery
- Education equity
- Leadership

The Professional Leader model has six program outcomes:

- A Vision of Learning;
- School Culture and Instructional Program;
- Management;
- Collaboration with Families and Community;
- Integrity, Fairness, and Ethical Behavior;
- Political, Social, Economic, Legal, and Cultural Context

Before completing either program, each student shall complete a portfolio demonstrating mastery of the program outcomes.

Portfolios consist of required artifacts. In order to successfully complete portfolio requirements, each artifact must have received a passing score.

Admission

Admission to Graduate Study

Students interested in graduate study should obtain the application materials from the Office of Education Student Services. All official transcripts required for application purposes must be sent directly from the originating institution to the Office of Education Student Services. Indiana University students need not provide a transcript. Admission to all graduate licensure programs also require the passing of specific Praxis I and/or Praxis II exams. See the Office of Education Student Services for the names and code numbers of the required exams in specific areas of study.

Foreign students and students with non—U.S. institutional degrees must contact the Office of Admissions at Indiana University Northwest.

Students may be able to transfer some courses taken at other campuses or universities. The school transfer policy appears earlier in this bulletin.

Admission to the School of Education expires upon receipt of a degree, the completion of special admission work, or when no work has been completed on this campus in a period of seven calendar years. Students must then reapply for admission.

Admission to graduate study does not necessarily imply admission to a degree program. If a student is admitted to a degree program, this will be specifically indicated. 3.0 in those courses required for the degree.

Requirements

To be admitted into the program for the Master of Science degree in elementary or secondary education at Indiana University Northwest, the candidate must successfully meet multiple criteria for demonstrating preparedness for study. While graduates may enroll in graduate-level education courses before being formally admitted into the master's program, no more than 12 such credit hours of appropriate graduate course work may be applied to the master's degree program except in the special programs outlined later in this bulletin.

Candidates for admission to the master's degrees in education must:

- Have graduated from an accredited institution of higher education with a grade point average of 2.5 or higher and provide transcripts to that affect.
- Hold a valid teacher's license.
- Submit two letters of reference from K-12 school officials.

Semester Load

Full-time work generally consists of 6 credit hours each semester. The maximum load for either summer session is 9 credit hours. It is recommended that a person who is

employed full time take no more than 6 credit hours of academic work during any regular semester.

Good Standing

Graduate students not accepted into graduate-level programs must maintain a cumulative GPA of at least 2.5, while those who are working toward a license or master's degree must maintain at least a 3.0 (B) cumulative grade point average in those graduate courses leading to the license or degree. No course with a grade of C- or lower may be used for meeting the requirements of a new license, license addition, or a master's degree.

Probation

Students who do not maintain good standing are placed on academic probation and remain on probation until their grade point average returns to the good standing level. Students on probation when they complete program or degree requirements will not be recommended for that program or degree.

If students fail to make progress in the removal of academic deficiencies during the following semester, their eligibility to enroll in any additional course work through the School of Education shall be terminated. If terminated, the students are placed on the all-university checklist. They are then not eligible to enroll in courses through the School of Education.

Licensing

Completion of requirements for master's degrees does not necessarily imply that students have met requirements for state licensing. If students want both the degree and licensing, they should contact the graduate advisor to have an appropriate program of study prepared.

Credit Transfer Policies

Credit transfer is administered by the graduate advisor with the advice of appropriate faculty, including the student's faculty advisor. Formal appeals of decisions and the consideration of requests for exceptions to existing policy are provided for by a standing committee of the faculty of the SOE.

Credit transfers for a course must not be confused with performance criteria for a degree, certificate, license or endorsement. Most programs of the SOE require performance criteria that are evidenced by a portfolio. Course completion or credit transfer does not, by itself, constitute meeting performance criteria. Performance criteria (portfolio artifacts) required for certificates, licenses or endorsements must be demonstrated after acceptance into the school. Academic work from a regionally accredited college or university for which a student grade is at or above the level of C may be transferred for credit but will be transferred for program requirements subject to the following conditions.

- Undergraduate or graduate students who have successfully completed any course at any other Indiana University campus that is part of a program at IUN will receive full credit for that course. Products or performances that are required for any academic objective at IUN must however still be demonstrated. Assistance toward meeting performance criteria at IUN is provided, in part, through enrolling and completing credit courses. A student who has

transferred such course credit will be given assistance as may be needed toward meeting performance criteria by being allowed to attend the course at IUN without having to re-enroll or pay tuition for it. Similar arrangements may be possible for other transfer students. These will be considered on a case-by-case basis.

- Except as noted below, two-thirds of the credits for any graduate degree, license or certificate program but including all related student teaching or other required practicums must be completed after being formally admitted to that program within the SOE at IUN. Graduate students in good standing from another IU campus who have been formally admitted to a degree, license or certificate program that is also available at IUN may transfer in all but one-fourth of the same or similar program credit requirements at IUN before being awarded the degree, license or certificate. However, the transferred credit may not include student teaching or other required practicum, and performance criteria required at IUN must still be demonstrated.
- Acceptance into a degree, certificate, license, or endorsement program must be accompanied with an approved program of studies that has been validated by appropriate faculty and certification advisors within the SOE at IUN.
- Guest students, or students who are seeking personal, short-term objectives such as license renewal or self-development, are not normally affected by transfer of credit issues at IUN. The Student Admission and Reinstatement Committee of the SOE will consider any such cases on a case-by-case basis. However, the transferability of any IUN course or other experience to a program at another institution, within or outside of the Indiana University School of Education, is entirely the responsibility of the guest or short-term student.

Exit Requirements

An application for a graduate degree should be completed and filed in the Office of Education Student Services one semester before the degree is to be granted. Application forms are available from that office.

Candidates for the Master of Science degree in elementary or secondary education must satisfactorily complete a portfolio consisting of at least one artifact for each of the program outcomes.

- The student must have been admitted unconditionally to the master's degree program, or, if allowed to enter conditionally, must have removed the conditions satisfactorily.
- The student must complete a minimum of 33 credit hours of graduate courses that are appropriate to the particular master's degree program. All work to be applied toward the degree must be completed within six calendar years from the date when the grade is received in the first course that is to be used toward the degree.
- Credit acquired in courses taken by correspondence will not apply toward degree requirements unless approved by the Director of Education Student Services and the student's graduate advisor.

- The student must have a cumulative grade point average of at least a 3.0 in those courses required for the degree.

Major Requirements

Master of Science in Education with Major in Elementary or Secondary Education

Master of Science in Education with Major in Elementary or Secondary Education

Course Requirements

- EDUC A510 School/Community Relations (3 cr.)
- EDUC A512 Curriculum for K-12 Educational Leaders (3 cr.)
- EDUC A530 Statistical Data for Educational Leaders (3 cr.)
- EDUC H637 Race, Class, and Gender Issues in Education (3 cr.)
- EDUC J511 Methods of Individualizing Instruction (3 cr.)
- EDUC P570 Managing Classroom Behavior (3 cr.)
- EDUC R503 Application of Instructional Media and Technology (3 cr.)
- EDUC Y520 Strategies for Educational Inquiry (3 cr.)
- EDUC W505 Masters Portfolio Preparation (3 cr.)
- Two advisor-approved electives (3 cr.)

Secondary Education: Urban Option

Completers of Option II of the Urban Teacher Education Program, when accepted into this program, may apply 24 credits of graduate courses from that program toward their degree requirements.

In addition, the students must then take:

Course Requirements

- EDUC A530 Statistical Data for Educational Leaders (3 cr.)
- EDUC Y520 Strategies for Educational Inquiry (3 cr.)
- EDUC R503 Application of Instructional Media and Technology (3 cr.)
- EDUC W505 Capstone Seminar (3 cr.)

Transition to Teaching Option

Completers of the Transition to Teaching Program, when accepted into this program, may apply their graduate courses from that program toward this degree's requirements.

In addition, the students must then take:

Course Requirements

Masters of Science in Elementary Education: Transition to Teaching

- EDUC A512 Kindergarten through 12th Grade Curriculum (3 cr.)
- EDUC Y520 Strategies for Educational Inquiry (3 cr.)
- EDUC W505 Master's Capstone Seminar (3 cr.)

Masters of Science in Secondary Education: Transition to Teaching

- EDUC J511 Methods of Individualizing Instruction (3 cr.)
- EDUC R503 Application of Instructional Media and Technology (3 cr.)
- EDUC P570 Managing Classroom Behavior (3 cr.)
- EDUC Y520 Strategies for Educational Inquiry (3 cr.)
- EDUC W505 Master's Capstone Seminar (3 cr.)

Elementary or Secondary Education: Special Education Focus

This option is not limited to completers of the graduate Special Education Program (described later in this bulletin), but those students, when accepted into this program, may apply graduate courses taken in that program toward degree requirements in this program.

Course Requirements

27 credit hours from the following courses as approved by your faculty advisor

- EDUC K501 Adaptive Computers for Special Education (3 cr.)
- EDUC K505 Introduction to Special Education (3 cr.)
- EDUC K520 Introduction to Emotional Disabilities (3 cr.)
- EDUC K525 Introduction to Mild Disabilities (3 cr.)
- EDUC K555 Reading Assessment and Instruction in Special Education (3 cr.)
- EDUC A510 School/Community Relations (3 cr.)
- EDUC H637 Race, Class, and Gender Issues in Education (3 cr.)
- EDUC P570 Managing Classroom Behavior (3 cr.)
- EDUC A530 Statistical Data for Educational Leaders (3 cr.)
- EDUC R503 Application of Instructional Media and Technology (3 cr.)
- EDUC A512 Curriculum for K-12 Educational Leaders (3 cr.)
- EDUC K535 Assessment and Remediation of Mild Disabilities I (3 cr.)
- EDUC K543 Education of the Socially and Emotionally Disturbed (3 cr.)
- EDUC P519 Psychological Assessment of Exceptional Children (3 cr.)
- EDUC K536 Assessment and Remediation of Mild Disabilities II (3 cr.)
- EDUC J511 Methods of Individualizing Instruction (3 cr.)
- EDUC R503 Application of Instructional Media and Technology (3 cr.)
- EDUC P570 Managing Classroom Behavior (3 cr.)

And the following two courses

- EDUC Y520 Strategies for Educational Inquiry (3 cr.)
- EDUC W505 Masters Portfolio Preparation (3 cr.)

Master of Science in Educational Leadership

This master's degree is recommended for licensed classroom teachers who wish to earn a building-level administrator's license. All required courses must be completed with a grade of B or higher.

Course Requirements

- EDUC A500 School Administration (3 cr.)
- EDUC A510 School/Community Relations (3 cr.)
- EDUC A512 Curriculum for K-12 Educational Leaders (3 cr.)
- EDUC A530 Statistical Data for Educational Leaders (3 cr.)
- EDUC A540 Elementary and Secondary School Administration (3 cr.)
- EDUC A608 Legal Perspectives in Education (3 cr.)
- EDUC A670 Supervision of School Instruction (3 cr.)
- EDUC A675 Elementary and Secondary School Administration (3 cr.)
- EDUC P514 Life Span Development (3 cr.)

Total (27 cr.)

Capstone Experience:

- EDUC A695 Practicum in School Administration— Fall Semester
- EDUC A695 Practicum in School Administration— Spring Semester

The School Leaders Licensure Assessment must be taken and passed before students may begin the second semester of EDUC A695.

Division of Continuing Studies

Administrative Officers

Daniel J. Callison, Ed.D., *Dean of the School of Continuing Studies*

Thomas Swirski, M.B.A., *Interim Director*

Joan F. Wolter, B.G.S., *Assistant Director*

Georgia Kontos, B.A., *Project Coordinator*

Linda Szalmasagi, M.S., *Program Manager*

Garrett L. Cope, M.A., *Coordinator of Outreach*

Charlie Brooks, *Swingshift Coordinator*

Web site: www.iun.edu/~contstud **Telephone:** (219) 980-6828

Overview

Objectives

The Division of Continuing Studies assists the university in fulfilling its obligations to the nontraditional student. The division has the following broad objectives:

- To serve the higher education needs of students who cannot take full advantage of the traditional academic programs generally available on campus.
- To provide courses and programs that enable individuals to enrich their personal lives for social and cultural reasons.
- To provide opportunities for individuals to develop and maintain their vocational or professional competence.

Contact Information

Division of Continuing Studies
IU Northwest
3400 Broadway
Sycamore Hall, Room 300

Gary, Indiana 46408
(219) 980-6829

Noncredit Programs

The various divisions of IU Northwest provide a variety of noncredit learning opportunities. The Adult Education Program includes seminars, workshops, special interest programs, and conferences that provide the opportunity for the people of northwest Indiana to work toward their personal, vocational, or professional goals. Kids College is an enrichment program for youth ages 7 through 163 years. Through a variety of classes taught by outstanding educators, children are encouraged to expand their creativity and intellectual curiosity. Specific inquiries about noncredit programming should be directed to the division sponsoring the programming. General inquiries may be directed to the following location:

Division of Continuing Studies
IU Northwest
3400 Broadway
Gary, IN 46408
Phone: (219) 980-6828

General Studies Program

The Division of Continuing Studies at IU Northwest, as a part of the Indiana University School of Continuing Studies, provides the opportunity for study leading to a general studies degree. The division offers the Certificate in General Studies, the Associate of Arts in General Studies (A.A.G.S.), and the Bachelor of General Studies (B.G.S.) degree programs. The certificate and the A.A.G.S. and B.G.S. degrees consist of two parts: (1) course work that must be done in broad categories, called "required areas of learning," and (2) course work that can be done in any school, division, or program of the university, called "elective credit." The three required areas of learning are arts and humanities, science and mathematics, and social and behavioral sciences. They provide students with a broad exposure to the humanities and the sciences. Electives permit students to explore other areas of interest and to tailor the degree to their individual needs. NOTE: The 2011 class will be the final admission into the Associate of Arts in General Studies (A.A.G.S.) program at IU Northwest.

General studies degree programs provide higher education alternatives for nontraditional students. Those students may have work or home schedules that are uncertain, or may simply desire flexibility in program planning and scheduling that is not generally available in traditional programs. Many of our students began a program some time ago and now wish to continue their education in a way that builds upon prior academic achievements and present personal realities.

It is possible to design an academic program that fits you. It is possible to complete your studies in a variety of ways. Some students work entirely through correspondence courses; however, most use a variety of scheduling and study options. Credit options for general studies students include traditional on-campus courses, weekend or evening classes, telecourses, self-paced independent study courses, credit-by-examination, and self-acquired competency (SAC) evaluation.

Admission

General Admission Requirements

The general studies degree programs are open to all qualified high school graduates or individuals with the appropriate General Educational Development (GED) certificate.

Application Procedures

Persons interested in applying for admission to the general studies degree program should comply with the following procedures:

- All applicants must complete the application form available from the Division of Continuing Studies. Citizens of other countries, including those in the United States on immigration visas, must complete the International Application for Admission form in addition to the regular application form. The International Application for Admission form is available from the Office of Admissions, Indiana University, Bloomington, IN 47405.
- If the applicant has previously attended college, the applicant should direct the college or university to forward a transcript to the Division of Continuing Studies.
- All applicants who have not previously attended Indiana University must submit a copy of their high school transcript or evidence of having completed the GED certificate. Applicants over 21 years of age without a high school diploma or GED certificate should attach a letter explaining how their experience has prepared them for college-level work.
- All of the preceding information and supporting materials should be sent to the Division of Continuing Studies, IU Northwest, Gary, IN 46408.

Academic Standards

Degrees Awarded with Distinction

The School of Continuing Studies recognizes outstanding performance in course work by awarding degrees with three levels of distinction: distinction, high distinction, and highest distinction. In order to graduate with distinction, students must have 30 graded IU credit hours for the A.A.G.S. degree and 60 graded IU credit hours for the B.G.S. degree. (Pass/fail and self-acquired competency credits and courses not applicable to the degrees [e.g., remedial courses] are not counted in calculating the number of credit hours.) Courses with S grades (not self-acquired competency) are counted in these 30/60 hours.

The levels of distinction, which are printed on both the student's transcript and IU diploma, are determined by the overall cumulative grade point average of each graduating class and generally approximates the following GPAs:

- 3.50-3.74 distinction
- 3.75-3.89 high distinction
- 3.90-4.00 highest distinction

Required Areas of Learning Areas

- Arts and Humanities

- Capstone Experience
- Electives
- Science and Mathematics
- Social and Behavioral Sciences

Each degree program requires completion of course work in three required areas of learning. To fulfill the requirements, students may choose from within each area of learning.

In each degree program, a student must demonstrate competency in each of the following areas: written communication, oral communication, mathematics, and computer literacy. For B.G.S., students are required to take an additional writing course and a diversity course (see advisor for details) Students should discuss with their academic advisors the appropriate ways to establish competency, e.g., specific courses, credit by examination, or self-acquired competencies.

The subject fields grouped under the three areas of learning follow. Similar subject fields from other colleges and universities may be applied toward fulfilling the area requirements.

Science and Mathematics

- Anatomy and physiology
- Astronomy
- Biology
- Chemistry
- Computer science
- Data processing and information systems
- Geology
- Mathematics
- Microbiology
- Physics
- Plant sciences
- Zoology

Arts and Humanities

- Classical studies
- Comparative literature English
- Fine arts
- Folklore
- History
- History and philosophy of science
- Language courses
- Minority studies
- Musicology and music history
- Philosophy
- Religious studies
- Speech and communication
- Theatre and drama

Social and Behavioral Sciences

- Anthropology
- Economics
- Geography
- Linguistics
- Political science
- Psychology
- Sociology

Electives

Students may select any of the courses offered by Indiana University or other schools to fulfill elective requirements. Students are encouraged to consult with their advisors and to concentrate their elective course work in subject fields related to their primary academic interest, a second area of expertise, and personal interests. Students are also encouraged to focus their learning by selecting minors available from the College of Arts and Sciences, the School of Business and Economics, and the School of Public and Environmental Affairs.

Capstone Experience

The General Studies Degree Program offers course work leading to a capstone experience that is available both on campus and at a distance. Completing a capstone experience enables you to demonstrate accomplishments in undergraduate education. It allows you to apply both academic and real-world experience to the principles of undergraduate learning, thereby enabling you to understand the educational philosophy of a multidisciplinary education. The capstone experience will help you make constructive decisions for academic and career planning. Contact your general studies advisor or program director for details.

For any changes to the degree requirements that may have occurred since the publication of this bulletin, contact your general studies advisor or program director.

Degree Requirements

Associate of Arts in General Studies (A.A.G.S.) Requirements

- A minimum of 12 credit hours in *each* of the three required areas of learning. (The credit hours required in each area must be taken in at least two academic departments.)
- Arts and humanities (12 cr.)
- Science and mathematics (12 cr.)
- Social and behavioral sciences (12 cr.)
- Electives (24 cr.)

Total (60 cr.)

Other requirements:

- No more than 15 credit hours in any academic department may be applied to the A.A.G.S. degree.
- At least 15 credit hours of course work (excluding self-acquired competency credit) of the required 60 credit hours must be taken at the Indiana University campuses.
- At least 10 credit hours of course work (excluding self-acquired competency credit) applied to the A.A.G.S. degree must be taken after the student is admitted to the School of Continuing Studies. These should be IU credit hours.
- In order to apply courses to the three required areas, a grade of C– or higher must be achieved in IU courses.
- In order to graduate, a student must have a School of Continuing Studies and Indiana University grade point average of at least 2.0.

Bachelor of General Studies (B.G.S.) Requirements

- A minimum of 12 credit hours in *each* of the three required areas of learning. (The credit hours required in each area must be taken in at least two academic departments.)
- Arts and humanities (12 cr.)
- Science and mathematics (12 cr.)
- Social and behavioral sciences (12 cr.)
- A minimum of 18 additional credit hours in one of the preceding areas with courses from at least two academic departments (18 cr.)
- Electives (66 cr.)

Total (120 cr.)

Certificate in General Studies Requirements

- A minimum of 6 credit hours in *each* of the three required areas of learning. (The credit hours required in each area must be taken in at least two academic departments.)
- Arts and humanities (6 cr.)
- Science and mathematics (6 cr.)
- Social and behavioral sciences (6 cr.)
- Electives (12 cr.)

Total (30 cr.)

Other Requirements

- No more than three sequential courses (not to exceed 10 credit hours) in any one academic department may be applied to the 30 credits.
- Students must successfully complete at least 8 credit hours of course work at Indiana University or through the IU Independent Study program. Earning credit through an academic department examination at Indiana University is the equivalent of having completed the course at IU. Credits earned by self-acquired competency (SAC) and Defense Activity for Non-Traditional Education Support (DANTES) cannot be applied to the 8 credit hour requirement. The campus director must approve exceptions.
- The Certificate in General Studies is available to students admitted to the School of Continuing Studies who have 24 credits or fewer applicable to the General Studies Program.
- Students must complete at least 6 credit hours after admission to the General Studies Degree Program. This must be Indiana University course work. Credits for SAC and DANTES cannot be applied to this 6 credit hour requirement.
- Students must earn a minimum cumulative grade point average of 2.0 on all courses considered for the certificate and on all courses completed after admissions to the School of Continuing Studies. The minimum grade for any course completed to satisfy non-elective requirements must be a C–.
- Students must be admitted according to the standards for admission to the general studies degrees.
- Students are required to meet the oral and written communication fundamental skills requirements of the general studies degrees.

Student Consumer Information about this Program

Requirements for a Second Bachelor's Degree

Normally, the holder of a baccalaureate degree who wishes to pursue a further educational goal is encouraged to become qualified for admission to a graduate degree program. In certain cases, however, a student may be admitted to candidacy for the B.G.S. degree or for an A.A.G.S. degree.

After admission to the General Studies Degree Program of the School of Continuing Studies, bachelor's degree candidates must earn

- At least 30 credit hours of the required 120 from Indiana University if they have not previously earned credit from the Indiana University system
- A minimum of 20 credit hours acceptable for the B.G.S. degree after admission to the General Studies Degree Program
- All requirements for the Bachelor of General Studies degree

Recognition of Previously Earned Credit

Many students in the General Studies Degree Program have previously earned academic credit at Indiana University or at other institutions. They may also be eligible for credit by examination or for the award of credit for college-level learning gained through life experiences (self-acquired competency). Such credit is applied to the degree requirements of the B.G.S. or A.A.G.S. degrees within the following guidelines.

Credits from Indiana University

A maximum of 50 hours of credit previously earned at Indiana University can be applied to the A.A.G.S. degree, and a maximum of 100 hours of credit can be applied to the B.G.S. degree, provided that the grades earned were D or higher. *Exception:* Credit for the grade of D will be granted only for elective courses, not those required for the distribution requirements of the degree.

Students with academic deficiencies (cumulative grade point average below 2.0 or below a C average) in course work done within the Indiana University system may be admitted to the General Studies Degree Program on "probation." All students must achieve at least a 2.0 grade point average for all courses applied to the degree at Indiana University after admission to the General Studies Degree Program in order to obtain a degree. Students who have been dismissed from another academic unit of Indiana University and whose cumulative GPA is below 2.0 may not be admitted to the General Studies Degree Program until at least one calendar year has passed since the date of dismissal.

Upon the successful completion (GPA of 2.0 or higher) of 12 credit hours in the General Studies Degree Program, the following policies take effect:

Grades of D or F earned in the Indiana University system five years or more before admission to the General Studies Degree Program may be deleted from School of Continuing Studies records at the option of the student; a student may request forgiveness of an unsatisfactory semester at Indiana University if that semester is within a five-year period of the

student's admission to the program. Although all Indiana University course work remains on the student's permanent record, the General Studies Degree Program can exclude the grades and credit earned during this unsatisfactory semester when computing the student's grade point average. Students should note that the School of Continuing Studies removes all grades and credit earned during this unsatisfactory semester from the grade point average; therefore, students are advised to consult with their advisors about the advisability of this procedure.

The program is designed to avoid placing an excessive burden on students who have made an unsatisfactory start at Indiana University in the past. The program 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.

Credits Eligible for Transfer from Institutions Other than Indiana University

A maximum of 45 credit hours at an institution other than Indiana University can be applied to the A.A.G.S. degree, and a maximum of 90 credit hours to the B.G.S. degree, provided that grades are at least C. In order for transfer credit to be applied to any of the required areas of learning, courses taken must be equivalent in nature to those offered by Indiana University in these areas. Courses taken at another institution in which the student received the grade of C– or below will not be transferable for credit. In addition, there is a 64 credit hour maximum for courses applied toward the B.G.S. degree from community/associate's colleges.

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

University regulations require that the admissions office indicate on the credit transfer report any deficiencies in grade point average (grade point average below 2.0 on a 4.0 scale) at another institution.

Credit by Examination at Indiana University

Students who wish to pursue credit by examination at Indiana University should consult with their General Studies Degree Program counselor and with the appropriate departments at their local Indiana University campus.

Credit by Examination at Other Institutions

If the transcript indicates credit by examination, and if students do not enroll in sequential courses to validate their knowledge in the subject matter, credit will be granted only on the basis of review by the appropriate academic department of Indiana University.

Credits Awarded through Nondepartmental Examinations

Indiana University awards credit for such programs as Advanced Placement Examinations on the basis of scores determined by the Indiana University faculty. For more information, consult your advisor.

Credits Awarded for Educational Programs in Noncollegiate Organizations

Where relevant to the academic program sponsored by the General Studies Degree Program, the School of Continuing Studies will consider the evaluation and credit recommendations of the two publications below as a guide in awarding credit to persons who have successfully completed noncollegiate or in-company sponsored instruction:

- American Council on Education, *The National Guide to Educational Credit for Training Programs*
- University of the State of New York, *A Guide to Educational Programs in Noncollegiate Organizations*

Credit for Self-Acquired Competencies (SAC)

The General Studies Degree Program recognizes that students do gain college-level knowledge and understanding through various life experiences that are equivalent to the subject matter of specific courses in the university curriculum or that may be recognized as general elective credit. Students who believe themselves eligible for such credit are encouraged to accelerate their college programs by discussing their background in detail with the General Studies Degree Program advisor.

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

- A student must be admitted to the School of Continuing Studies, have completed 12 credit hours, and be in good standing before any credit for self-acquired competency is awarded.
- A maximum of 15 hours of self-acquired competencies credit may be applied to the A.A.G.S. degree and a maximum of 30 credit hours to the B.G.S. degree.
- Students seeking either general-elective or specific course credit for self-acquired competencies should first consult their General Studies Degree Program advisors about the feasibility of their applications for credit.
- General credit is awarded as elective credit for college-level knowledge that cannot be equated to any specific course. The general self-acquired competency credit awarded is recorded as School of Continuing Studies SCS G299 or SCS G499 credit and is applied only in the fulfillment of the elective credits to be earned for a degree. In other words, the Continuing Studies Self-Acquired Competency Committee awards this general credit only if the learning of the student cannot be credited as a specific course, or courses, by other schools, divisions, or departments.
- The student requesting credit for self-acquired competency will always do so in consultation with the General Studies Degree Program advisor and the chairperson of the campus SAC committee. Details on procedures to be followed will be furnished at the time the advisor and the student begin fitting the SAC activities into the student's plan of study.

Transfer of Self-Acquired Competencies Credit within the Indiana University System

Self-acquired competencies credit awarded by the faculty of one Indiana University campus is recorded and explained on the permanent record of the student in the system-wide

office. The School of Continuing Studies on any other Indiana University campus to which the student may transfer in order to complete the associate or bachelor's degree will honor such credit. The student should be aware, however, that such credit would not necessarily be honored by other degree programs of Indiana University or by other institutions.

Transfer of Self-Acquired Competencies Credit from Other Institutions

Up to 8 hours of the possible credit toward the A.A.G.S. degree and up to 15 hours of the possible credit toward the B.G.S. degree will be awarded for self-acquired competencies previously recognized by other accredited postsecondary institutions. Additional hours of self-acquired competencies credit from other institutions must be reviewed in the same manner as other Indiana University self-acquired competencies credit. The total amount (transfer and IU) of SCS G299-SCS G499 credit applicable to the A.A.G.S. is 15 credit hours, and to the B.G.S., 30 credit hours.

Military Service and Law Enforcement Credit

Veterans of military service and military and law enforcement personnel on active duty are eligible for academic credit as a result of their training and experience. The General Studies Degree Program of the School of Continuing Studies follows the provisions of the American Council on Education's *Guide to Evaluation of Educational Experiences in the Armed Services* in granting credit. Copies of official discharge, separation papers, certificates of completion (in-service schools), or transcripts must be submitted as a basis for granting credit. For more information, write to the admissions office on the IU campus to which you are applying or to the systemwide office of the General Studies Degree Program in Indianapolis.

Distance Education

Learners who are unable to attend traditional campus classes can receive instruction from Indiana University because it makes course work available at home, in the workplace, and at other off-campus sites. Distance learners can take advantage of hundreds of courses available through independent study by correspondence and through a variety of video, audio, and computer technologies. It gives all students an opportunity to be more directly responsible for their learning activities, whether those activities take place at home or on campus, and whether students are pursuing a degree or certificate through the General Studies Degree Programs or personal, professional, or vocational enrichment. Such experience is invaluable, for it is essential that people learn to become successful self-learners if they are going to be the lifelong learners our complex society now requires for economic survival. IU's participation in the Indiana Partnership for Statewide Education continues a long tradition of service to learners throughout the state. Check with the division to review distance education offerings.

Weekend College

Weekend College is IU Northwest's program offering a broad selection of courses on Saturdays. The focus is on accessibility and convenience. A student's weekday schedule may be too restrictive; employment and/or family obligations may limit enrollment during the week. Weekend College provides the student with options: courses may be taken alone or may supplement courses taken during the week;

students may enroll in courses leading to a degree program or may attend for personal interest only.

School of Library and Information Science (SLIS) Bulletin

Administrative Officer

Timothy Sutherland, *Director of the Library*

Web site: www.iun.edu/~lib/library_science/

Telephone: (219) 980-6946

The School of Library and Information Science (SLIS) located on the Indianapolis campus offers courses at Indiana University Northwest through distributed education. The courses available are listed with course descriptions. Please see the SLIS website at IUPUI for additional information.

Library
IU Northwest
Library, Room 140B
3400 Broadway
Gary, Indiana 46408

Division of Labor Studies

Web site: www.iun.edu/~labornw

Phone: (219) 980-6825

Associate of Science in Labor Studies

The requirements for the Associate of Science degree program with a major in labor studies are as follows:

- Social and behavioral science (9 cr.)
- Arts and humanities (12 cr.)
- Required: ENG W131 (3 cr.)
- One additional writing course (3 cr.)
- Science and mathematics (6 cr.)
- Select One of the following
- Required: one economics course
- LSTU L230 Labor and the Economy

- Recommended:
- one course in computer science, taken through any academic division, including Labor Studies

Total credit hours required in the major areas of learning (27 cr.)

The credit hours required in each area must be distributed over at least two subject fields in each area. A minimum of 27 credit hours from the list of labor studies courses; five must be core courses.

- 100- and 200-level courses are considered "core." LSTU L290, however, is not (27 cr.)
- Electives in any area including labor studies (6 cr.)

Total credit hours required for the degree program (60 cr.)
Other requirements and limitations:

1. A minimum of 12 credit hours of the required 60 credit hours must be taken within the Indiana University system.

2. A minimum of 10 credit hours of course work accepted for the A.S. degree must be taken after the student has been admitted to Indiana University.
3. No more than 15 credit hours can be taken within a single subject other than labor studies.

Bachelor of Science, Major in Labor Studies

The requirements for the Bachelor of Science degree program with a major in labor studies are as follows:

- Social and behavioral sciences (12 cr.)
 - Arts and humanities (12 cr.)
 - Required: ENG W131 (3 cr.)
 - One additional writing course (3 cr.)
 - Science and mathematics (15 cr.)
 - Computer competency (3 cr.)
 - Economics (3 cr.)
 - Select one of the following
 - LSTU L230 (3 cr.)
 - any economics course (3 cr.)
- A minimum of 12 credit hours in one of the above areas (12 cr.)

Total credit hours required in the major areas of learning (39 cr.)

The credit hours required in each of the above areas must be distributed over at least two of the subject fields in each area.

A minimum of 42 credit hours in labor studies courses; five must be core courses (42 cr.)

Electives, including additional labor studies courses (27 cr.)

Total credit hours required for the degree program (120 cr.)

Other requirements and limitations:

- A minimum of 24 credit hours of the required 120 credit hours must be taken within the Indiana University system.
- A minimum of 20 credit hours of course work accepted for the B.S. degree must be taken after the student has been admitted to Indiana University.
- A minimum of 30 credit hours of the required 120 credit hours must be in 300-400 level courses, at least 12 cr. of the 30 cr. in labor studies.
- A maximum of 21 credit hours toward a major or concentration (other than the concentration in labor studies) will be accepted toward the B.S.

Minor in Labor Studies

For a minor in Labor Studies, a student must take 15 credits in the discipline. At least 6 credits must be taken in 300-400 level courses.

Certificate in Labor Studies

Student Consumer Information about this Program

The requirements for the Certificate in Labor Studies are as follows:

- A minimum of 3 credit hours in two of the required areas of learning and a minimum of 6 credit hours in the third major area (12 cr.)
- Required: one economics course or LSTU L230 Labor and the Economy
- Recommended: one course in computer science, taken through any academic division, including Labor Studies
- Arts and humanities (3 cr.)
- Social and behavioral sciences (3 cr.)
- Science and mathematics (3 cr.)
- Elective in any of the above areas (3 cr.)

A total of 18 credit hours from the labor studies course list; five must be core courses (18 cr.)

Total credit hours required for the Certificate in Labor Studies program (30 cr.)

Union Education Program

The Union Education Program (UEP) offers credit-free university-level programs for workers as members of and leaders in employee organizations throughout the state. IU Northwest's Division of Labor Studies develops programs with the assistance of the advisory committees.

Using resources at IU Northwest, as well as other public and private institutions in Lake and Porter Counties, the UEP is available on both an open and contracted basis.

The UEP offers a four-course sequence of classes that may be completed in one year for a special Union Achievement Certificate. These classes are recommended to union members who wish to pursue leadership roles in their unions.

Each person who successfully completes 150 classroom hours in the credit-free UEP will be awarded a Certificate of Recognition by Indiana University. Upon completion of 300 classroom hours in the UEP, the participant will be awarded a Certificate of Recognition and a plaque. Successfully completed courses can be repeated, but will count only once toward the Certificate of Recognition. *There are no entrance requirements, exams, or grades.*

Information concerning these programs can be obtained by contacting the Labor Studies Program on the campus of IU Northwest, 3400 Broadway, Gary, IN 46408, telephone: (219) 980-6825.

Among the noncredit programs offered are the following:

- Collective Bargaining Grievance Handling
- Effective Leadership Labor Law
- Preparation for Grievance Arbitration
- Labor and Politics Workplace Health and Safety
- Workplace Discrimination

Specialized courses and conferences on topics such as labor and the economy, civil rights issues, workers' compensation, labor's legislative programs, the Americans with Disabilities Act, and the Employee Retirement Income Security Act are also available.

Faculty & Staff

The IU Northwest resident faculty numbers 177 men and women. They are assisted in their teaching responsibilities by associate faculty drawn from neighboring academic

institutions, area businesses, local government, and not-for-profit agencies.

All resident faculty at IU Northwest have academic appointments from Indiana University. Their conditions of employment, rank, salary, fringe benefits, teaching and research expectations, and promotion are the same as their colleagues in respective departments at all Indiana University campuses.

The faculty of IU Northwest has its own organization, based upon a constitution written from principles embodied in the *Indiana University Academic Handbook*. Committees established by this faculty organization guide the conduct of the academic program at IU Northwest in a tradition that encourages individual faculty members to recommend policy in all areas affecting their interests and those of their students.

Resident Faculty

- Abiona, Olatunde, PhD. (*Obafemi Awolowo University, Nigeria, 2005*), Assistant Professor of Computer Information Systems
- Adler, Arlene, M.Ed. (*University of Illinois, 1981*), Professor of Radiologic Sciences and Director of the Radiologic Sciences Program
- Allegrezza, William J., Ph.D. (*Louisiana State University and A & M College, 2003*), Senior Lecturer in English
- Anderson, Jennifer J., M.S.W. (*Southern Illinois University- Carbondale, 1997*), Clinical Assistant Professor of Social Work
- Anderson, W. Marshall, Ph.D. (*Wake Forest University, 1972*), Associate Director for Education, School of Medicine-Northwest Campus, Professor of Biochemistry and Molecular Biology
- Ansolver, Nicole L., Ph.D. (*University of Kansas, 2007*), Assistant Professor of History
- Arfken, Katherine, M.F.A. (*Brandeis University, 2000*), Assistant Professor of Theatre
- Argyilan, Erin P., Ph.D. (*University of Illinois at Chicago, 1998*), Associate Professor of Geosciences
- Arshanapalli, Bala, Ph.D. (*Northern Illinois University, 1988*), Professor of Finance
- Arshanapalli, Vidya, M.A. (*Osmania University, 1981*), Senior Lecturer in Computer Information Systems
- Assibey-Mensah, George O., Ph.D. (*Virginia Polytechnic Institute and State University, 1993*), Associate Professor of Public and Environmental Affairs
- Avis, Peter, PhD. (*University of Minnesota, 2003*), Assistant Professor of Biology
- Bae, Taeok, Ph.D. (*University of Minnesota, 2001*), Assistant Professor of Microbiology and Immunology
- Balac, Vesna, B.S. (*Indiana University, 2006*), Lecturer in Radiologic Sciences
- Balay, Anne, Ph.D. (*University of Chicago, 1994*), Assistant Professor in English and Adjunct Assistant Professor and Director of Women's and Gender Studies
- Bandyopadhyay, Subir K., Ph.D. (*University of Cincinnati, 1994*), Professor of Marketing
- Bankston, Patrick W., Ph.D. (*University of Chicago, 1973*), Assistant Dean and Director of the School of Medicine-Northwest Campus, Professor of Anatomy, Cell Biology, and Pathology, and Dean of the College of Health and Human Services
- Barr, Alan P., Ph.D. (*University of Rochester, 1963*), Professor of English and Adjunct Professor of Women's and Gender Studies
- Becker, Jon, M.S. (*IU Northwest, 1996*), Senior Lecturer in Mathematics, Director of Developmental Mathematics
- Bertram, Karen, M.S.N., (*Valparaiso University, 2006*), Lecturer in Nursing
- Blohm, Paul J., Ph.D. (*University of Wisconsin, 1978*), Professor of Education
- Bloom, Jack M., Ph.D. (*University of California, Berkeley, 1980*), Associate Professor of Sociology and Adjunct Associate Professor of Minority Studies and History
- Bodmer, George R., Ph.D. (*Indiana University, 1978*), Professor of English and Chairperson, Department of English
- Booker, Latrice R., M.L.S. (*Indiana University, 2006*), Assistant Librarian, Coordinator of Library Instruction
- Briggs, Jonathyne Ph.D. (*Emory University, 2006*), Assistant Professor of History
- Brock, Rochelle, Ph.D. (*Pennsylvania State University, 1999*) Assistant Professor of Education and Executive Director of UTEP
- Buckler, Patricia, Ph.D. (*University of Louisville, 1986*), Assistant Professor of English and Adjunct Assistant Professor of Women's and Gender Studies
- Buckley, William K., Ph.D. (*Miami University of Ohio, 1980*), Professor of English
- Castaneda, Carol L., Ph.D. (*Northwestern University, 1993*), Associate Professor of Biology
- Caucci, Frank, Doctorat (de Me Cycle) (*Sorbonne, 1981*), Associate Professor of Social Work and Adjunct Associate Professor of Women's and Gender Studies
- Cerbin, L. Kathleen, M.S.N., R.N., (*Walden University, 2010*), Lecturer in Nursing
- Chen Lin, Xiaoqing Diana, Ph.D. (*University of Chicago, 1993*), Associate Professor of History
- Coffin, Donald A., Ph.D. (*West Virginia University, 1979*), Associate Professor of Economics
- Contreras, Raoul, Ph.D. (*University of California, Los Angeles, 1993*), Associate Professor of Latino Studies and Chairperson, Department of Minority Studies
- Cope, Garrett L., M.A. (*Indiana University, 1950*), Associate Professor of Theatre and Coordinator of Outreach
- Cortwright, Spencer A., Ph.D. (*Indiana University, 1987*), Associate Professor of Biology and Chairperson, Department of Biology
- Cotten, Christopher, Ph.D. (*University of Illinois at Chicago, 2006*), Assistant Professor of Social Work
- Daniel, Frances K., Ph.D. (*University of Illinois at Chicago, 2009*), Assistant Professor of Psychology
- DeLeon, Nelson H., Ph.D. (*Columbia University, 1981*), Associate Professor of Chemistry and Associate Dean, College of Arts and Sciences
- DeLuna, Rosalinda, M.S.N. (*Purdue University, 2000*), Lecturer in Nursing

- Delunas, Linda, Ph.D. (*University of Illinois, Chicago, 1997*), Professor of Nursing, Associate Dean of the College of Health and Human Services
- Dexter-Brown, Glenda, M.S.N. (*Indiana University, 1990*), Lecturer in Nursing
- Di Muzio, Gianluca, Ph.D. (*University of Virginia, 2000*), Associate Professor of Philosophy and Chairperson, Department of History, Philosophy, Political Science and Religious Studies
- Dodson, Dana, Ed.D. (*University of Houston, 1993*), Assistant Professor of Education
- Dorin, William, Ph.D. (*Purdue University, 1990*), Professor of Computer Information Systems and Chairperson, Department of Computer Information Systems
- Dunphy, Steven M., Ph.D. (*Indiana University, 1990*), Associate Professor of Management
- Dziarski, Roman, Ph.D. (*National Institute of Hygiene, Warsaw, Poland, 1977*), Professor of Microbiology and Immunology
- Echtenkamp, Stephen F., Ph.D. (*University of Nebraska Medical Center, 1980*), Associate Professor of Cellular and Integrative Physiology
- Eisenstein, Marie A., Ph.D. (*Purdue University, 2004*), Associate Professor of Political Science
- Evans, Karen G., Ph.D. (*Virginia Polytechnic Institute and State University, 1998*), Associate Professor of Public and Environmental Affairs
- Fischer, Mary Ann, Ph.D. (*State University of New York, 1979*), Associate Professor of Psychology and Chairperson, Department of Psychology
- Flint, Samuel S., Ph.D. (*University of Chicago, 1987*), Assistant Professor and Associate Director of Public and Environmental Affairs
- Foltz, Tanice G., Ph.D. (*University of California at San Diego, 1985*), Associate Professor of Sociology and Adjunct Associate Professor of Women's and Gender Studies
- Gallmeier, Charles, Ph.D. (*University of California at San Diego, 1985*), Professor of Sociology and Chairperson, Department of Sociology and Anthropology
- Galocy, Linda, B.S. (*Indiana University, 1994*), Lecturer in Health Information Technology
- Garcia, Adrian M., Ph.D. (*Indiana University, 1998*), Associate Professor of Spanish, and Adjunct Associate Professor of Women's and Gender Studies and Chairperson, Department of Modern Languages, Comparative Literature, and Linguistics
- Goodman, Neil, M.F.A. (*Tyler School of Art, 1979*), Professor of Fine Arts and Chairperson, Department of Fine Arts
- Goolik, Mary, M.S.N. (*Purdue University, 1986*), Lecturer in Nursing
- Gossett, Evalyn, M.S.N. (*Lewis University, 1993*), Lecturer in Nursing
- Greenburg, Jennifer, M.F.A. (*University of Chicago, 2001*), Assistant Professor of Fine Arts
- Griffin, Andrea E.C., Ph.D. (*Texas A&M University, 2003*), Assistant Professor of Management
- Grskovic, Janice, Ph.D. (*Purdue University, 2000*), Associate Professor of Education
- Gupta, Dipika, Ph.D. (*Clemson University, 1990*), Associate Professor of Biochemistry and Molecular Biology
- Guzik, Joseph, M.P.A. (*Indiana University, 1992*), Lecturer in Public and Environmental Affairs
- Harstad-Hennessy, Ellen, M.S.N. (*Valparaiso, University, 1999*), Lecturer in Nursing
- Hobson, Charles J., Ph.D. (*Purdue University, 1981*), Professor of Management
- Hoyert, Mark, Ph.D. (*Emory University, 1988*), Professor of Psychology and Dean, College of Arts and Sciences
- Hozo, Iztok, Ph.D. (*University of Michigan, 1993*), Professor of Mathematics
- Huey, Jacqueline F., Ph.D. (*Florida State University, 1994*), Assistant Professor of Public and Environmental Affairs
- Hug, Richard, Ph.D. (*Syracuse University, 1984*), Associate Professor of Public and Environmental Affairs
- Huysken, Kristin, Ph.D. (*Michigan State University, 1996*), Associate Professor of Geology and Chairperson, Department of Geosciences
- Ige, Dorothy W. K., Ph.D. (*The Ohio State University, 1980*), Professor of Communication, and Adjunct Professor of Afro-American Studies and Women's and Gender Studies
- Iverson, M. Thandabantu, Ph.D. (*Clark Atlanta University, 2006*), Assistant Professor of Labor Studies
- Jablon, Rita, M.L.S. (*Indiana University South Bend, 2007*), Clinical Assistant Professor in Dental Education
- Jiang, Ling, Ph.D. (*Virginia Commonwealth University, 2006*), Assistant Professor of Accounting
- Jones, Earl R., Ph.D. (*University of North Carolina, Chapel Hill, 1980*), Associate Professor of Afro-American Studies and Adjunct Associate Professor of Public and Environmental Affairs
- Jones, Regina V., Ph.D. (*Michigan State University, 2003*), Assistant Professor of Minority Studies and Adjunct Assistant Professor of English and Women's and Gender Studies
- Jones, Robin, M.S. (*Purdue University, 1995*), Clinical Associate Professor in Radiologic Sciences and Clinical Coordinator of the Radiologic Sciences Programs
- Karabel, Lou Ann, M.A. (*Southern Illinois University, 1977*), Senior Lecturer in English and Coordinator of Developmental Writing
- Keinath, Annemarie, Ph.D. (*Michigan State University, 1989*), Associate Professor of Accounting
- Kennedy, Brian, Ph.D. (*Washington University, 1978*), Associate Professor of Cellular and Integrative Physiology
- Kennedy, Kevin J., M.S. (*Purdue University, 1995*), Lecturer in Biology
- Kilibarda, Vesna, Ph.D. (*University of Nebraska at Lincoln, 1994*), Associate Professor of Mathematics
- Kilibarda, Zoran, Ph.D. (*University of Nebraska at Lincoln, 1994*), Associate Professor of Geology
- Kini, Ranjan B., Ph.D. (*Texas Tech University, 1985*), Professor of Management

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- Klamen, David W, M.F.A. (*School of the Art Institute of Chicago, 1985*), Professor of Fine Arts
- Knaga, Kelly E., M.F.A. (*The School of the Art Institute of Chicago, 2002*), Lecturer in Fine Arts
- Kochman, Adrienne, Ph.D. (*University of Chicago, 1997*), Associate Professor of Fine Arts
- Kostrominova, Tatiana, Ph.D. (*Institute of Cytology Russian Academy of Sciences, 1991*), Assistant Professor of Anatomy and Cell Biology
- Krause, Donna, M.P.A. (*Indiana University, 1992*), Clinical Assistant Professor in Dental Education
- Lake, Taylor S., Ph.D. (*University of Iowa, 2002*), Assistant Professor of Communication and Adjunct Assistant Professor of Women's and Gender Studies
- Lakia, Sharon, M.S. (*Indiana University, 2008*), Lecturer in Radiologic Sciences
- LaPointe, Michael S., Ph.D. (*University of Illinois at Chicago, 1988*), Associate Professor of Biology and Pre-Health Professions Co-Director
- Larson, Diane, M.S. (*Purdue University, 1989*), Senior Lecturer in Computer Information Systems
- Lauzon, Glenn, Ph.D. (*Indiana University, 2007*), Assistant Professor of Education
- Lin, Tin-Chun, Ph.D. (*Pennsylvania State University, 2001*), Associate Professor of Economics
- Lindmark, Alan F., Ph.D. (*Cornell University, 1975*), Professor of Chemistry
- Long, Clifford T., M.A. (*Western Illinois University, 1987*), Lecturer in Communication
- Lowe, William J., Ph.D. (*University of Dublin, Trinity College, 1974*), Professor of History and Chancellor
- Lynch, Darlene, Ph.D., L.C.S.W. (*University of Illinois, 1985*), Professor of Social Work and Director, Division of Social Work
- Malik, David J., Ph.D. (*University of California, San Diego, 1976*), Chancellor's Professor of Chemistry and Chemical Biology at IUPUI and Interim Executive Vice Chancellor of Academic Affairs
- Mangini, Nancy, Ph.D., (*Washington University, 1978*), Professor of Anatomy and Cell Biology
- Marfurt, Carl F., Ph.D. (*Temple University School of Medicine, 1980*), Associate Director for Research, School of Medicine-Northwest Campus, Professor of Anatomy and Cell Biology
- Matwijkiw, Anja, Ph.D. (*Cambridge University, 1997*), Associate Professor of Philosophy
- McElmurry, Kevin, Ph.D. (*University of Missouri, 2009*), Assistant Professor of Sociology
- McShane, Stephen, M.A.L.S. (*Indiana University, 1989*), Librarian, Archivist and Curator, Adjunct Professor of History
- Mendieta, Eva, Ph.D. (*State University of New York at Albany, 1992*), Professor of Spanish, and Adjunct Professor of Women's and Gender Studies
- Milbourne, Constance C., Ph.D. (*University of Tennessee, 1992*), Assistant Professor of Marketing, Business Statistics, and Communication
- Miller, Catherine Lazo, M.S.N. (*Purdue University, 1988*), Lecturer in Nursing
- Mitchell, Tim, M.S. (*Purdue University Calumet, 2000*), Clinical Lecturer in Education and Director of Field Experiences
- Montalbano, Lori, Ph.D. (*Southern Illinois University, 1995*), Associate Professor of Communication, Adjunct Associate Professor of Women's and Gender Studies and Chairperson, Department of Performing Arts
- Morris, John R., Ph.D. (*Arizona State University, 1978*), Professor of Physics
- Mucci, Robert J., Ph.D. (*University of Illinois at Chicago, 1992*), Associate Professor of Anthropology and Director of Master of Liberal Studies
- Needleman, Ruth, Ph.D. (*Harvard University, 1972*), Professor of Labor Studies, Adjunct Professor of Women's and Gender Studies and Director, Labor Studies
- Nelson, Jane, M.S. (*Purdue University, 1996*), Clinical Lecturer in Education, Director of Student Services and Licensure Officer
- Nelson, Karl G., Ph.D. (*University of Hawaii, 2003*), Associate Professor of Psychology
- Nelson, William B., Ph.D. (*Rice University, 1974*), Professor of Finance and Associate Dean of the School of Business and Economics
- Newman, JoAnna, M.S.N. (*Purdue University, 1997*), Lecturer in Nursing
- O'Camb, Brian T., Ph.D. (*University of Wisconsin, 2009*), Assistant Professor of English
- Odefey, William, M.A. (*Indiana University, 1974*), Lecturer in Mathematics
- O'Dell, Cynthia D., Ph.D. (*Emory University, 1993*), Professor of Psychology and Women's and Gender Studies and Executive Associate Vice Chancellor of Academic Affairs
- O'Donnell, Timothy J., M.F.A. (*University of Memphis, 1996*), Production Manager and Technical Director, Performing Arts
- Olivey, Harold, Ph.D. (*Vanderbilt University, 2003*), Assistant Professor of Biology
- Osan, Ana, Ph.D. (*University of Chicago, 2000*), Associate Professor of Spanish and Adjunct Associate Professor and Director of Women's and Gender Studies
- Park, Ju W., Ph.D. (*University of Florida, 2006*), Assistant Professor of Education
- Peat, Barbara, Ph.D. (*New Mexico State University, 1977*), Associate Professor and Director, School of Public and Environmental Affairs
- Pegram, Scooter, Ph.D. (*Louisiana State University and A & M College, 2001*), Associate Professor of French and Adjunct Associate Professor of Minority Studies and Women's and Gender Studies
- Peller, Julie R., Ph.D. (*University of Notre Dame, 2003*), Associate Professor of Chemistry
- Pellicciotti, Joseph, J.D. (*Gonzaga University, 1976*), Professor of Public and Environmental Affairs and Associate Vice Chancellor for Enrollment Management
- Pierce, Jerry B., Ph.D. (*University of Arizona, 2004*), Assistant Professor of History
- Poulard, Jean Victor, Ph.D. (*University of Chicago, 1976*), Professor of Political Science
- Pudar-Hozo, Stela, M.A. (*Indiana University, 2000*), Senior Lecturer in Mathematics

- Rao, Surekha, Ph.D. (*University of New England, 1981*), Associate Professor of Economics and Associate Adjunct Professor of Women's and Gender Studies
- Rasheed, Saleem, Ph.D. (*Southern Illinois University, 2005*), Assistant Professor of Education
- Reed, Charlotte, Ed.D. (*University of Virginia, 1980*), Professor of Urban Education and Executive Director, Center for Excellence in Teaching and Learning, and Interim Executive Director of the Institute for Innovative Leadership
- Robinson, Juanita, M.S.Ed. (*Indiana University, 1993*), Clinical Assistant Professor in Dental Education, Director, Dental Education
- Rominger, Anna S., J.D. (*Boston University, 1972*), Associate Professor of Business Administration and Dean of the School of Business and Economics
- Rooda, Linda Ann, Ph.D. (*Purdue University, 1990*), Professor of Nursing and Dean, School of Nursing
- Rosselli, Nicholas, M.L.S. (*Indiana University, 1986*), Assistant Librarian, Reference and Library Systems
- Rossin-Halaschak, Arlene, M.S.N. (*Regis University, 2007*), Lecturer in Nursing
- Rouse, Susan M., Ph.D. (*Walden University, 2006*), Assistant Professor of Nursing
- Ruckman, Peggy L., M.S. (*Ball State University, 1967*), Lecturer in Biology
- Rytczak, Dorothy, B.S. (*Roosevelt University, 1998*), Lecturer in Radiologic Sciences
- Sandberg, Scott, M.L.I.S. (*University of Wisconsin, Milwaukee, 2008*), Visiting Librarian, Government/Data Publications
- Schoon, Kenneth J., Ph.D. (*Loyola University, 1989*), Professor of Education, Associate Dean of Education
- Schulze-Halberg, Axel, Ph.D. (*Swiss Federal Institute of Technology ETH Zurich, 2003*), Assistant Professor of Mathematics
- Selladurai, Rajan S., Ph.D. (*Texas A&M University, 1993*), Associate Professor of Production Operations Management
- Sengupta, Elizabeth, M.D. (*Indiana University, 1984*), Assistant Professor of Pathology and Laboratory Medicine
- Shanks-Meile, Stephanie L., Ph.D. (*University of Nebraska, 1986*), Professor of Sociology and Adjunct Professor of Women's and Gender Studies
- Sheffer, Richard D., Ph.D. (*University of Hawaii, 1974*), Associate Professor of Biology
- Sivam, Subbiah, Ph.D. (*All India Institute of Medical Sciences, 1980*), Professor of Pharmacology and Toxicology
- Skurka, Margaret A., M.S. (*Purdue University, 1979*), Professor and Director of Health Information Management Programs
- Smith, Stephanie H., Ph.D. (*University of Kansas, 1978*), Professor of Psychology
- Smith, Vernon, Ed.D. (*Indiana University, 1978*), Associate Professor of Education
- Sperling, Sandy, M.S. (*Wayne State University, 1999*), Lecturer in Nursing
- Stevens, Arena, M.A.L.S. (*University of Michigan, 1974*), Assistant Librarian, Coordinator of Reference Services
- Stokely, Michelle, Ph.D. (*University of Oklahoma, 2003*), Assistant Professor of Anthropology
- Strupeck, C. David, Ph.D. (*Southern Illinois University, 1981*), Associate Professor of Accounting
- Sutherland, Timothy L., M.S.L. (*Western Michigan University, 1977*), Associate Librarian, Government Publications and Director of Library Services
- Swartz, Douglas J., Ph.D. (*Loyola University of Chicago, 1991*), Senior Lecturer in English and Director of the Writing Program
- Swirski, Thomas, M.B.A. (*Indiana University, 2008*), Visiting Lecturer of Accounting and Interim Director of Continuing Studies
- Szabo, Jennifer, M.S.N. (*Valparaiso University, 2000*), Lecturer in Nursing
- Szarleta, Ellen J., Ph.D. (*University of Iowa, 1995*), Assistant Professor of Public and Environmental Affairs
- Szymanski, Cynthia M., M.A.E. (*Ball State University, 1984*), Associate Librarian, Technical Services
- Talarico, Ernest F., Ph.D. (*Indiana University, 2004*), Assistant Professor of Anatomy and Cell Biology and Assistant Director for Education, School of Medicine-Northwest Campus
- Tamburro, Andrea, Ed.D. (*Simon Fraser University, 2010*), Assistant Professor of Social Work
- Taylor, Jerry, M.A. (*Ball State University, 1971*), Associate Professor of Theatre
- Thomas, James, M.B.A. (*Northern Illinois University, 1977*), Lecturer in Accounting
- Thomas, Mark D., Ph.D. (*University of Illinois at Chicago, 2005*), Assistant Professor of Social Work
- Tolhuizen, James H., Ph.D. (*University of Denver, 1977*), Associate Professor of Communication and Chairperson, Department of Communication
- Trzcinka, Sheila Marie, Ph.D. (*State University at Buffalo, 1996*), Assistant Professor of Education
- Tsolakos, John, M.P.A. (*Indiana University, 1993*), Lecturer in Public and Environmental Affairs
- Tuncay, Atilla, Ph.D. (*Western Michigan University, 1976*), Professor of Chemistry, and Pre-Health Professions Director
- Vanden Berge, James C., Ph.D. (*Washington State University, 1966*), Associate Professor of Anatomy
- Vasquez, Marilyn E., J.D. (*Valparaiso University, 1988*), Associate Professor of Business Administration
- Vinodgopal, Kizhanipuram, Ph.D. (*University of Vermont, 1985*), Professor of Chemistry
- Walter, Derek P., M.F.A. (*School of the Art Institute of Chicago, 2001*), Assistant Professor of Fine Arts
- Wang, Jie, Ph.D. (*University of Kentucky, 2007*), Assistant Professor of Computer Information Systems
- Wang, Xiao Feng, Ph.D. (*West Virginia University, 2009*), Assistant Professor of Mathematics
- Wagle, Stanley E., Ph.D. (*Kansas State University, 1983*), Professor of Education and Dean of the School of Education
- Wiley, Lynne, M.S. Ed. (*Indiana University Northwest, 2007*), Clinical Assistant Professor of Dental Education
- Wilk, Gary Steven, M.F.A. (*School of the Art Institute of Chicago, 1979*), Associate Professor of Fine Arts
- Wozniowski, Linda, M.A.T. (*Indiana University, 1998*), Lecturer in Chemistry/Physics/Astronomy

- Wright, Alicia, M.A. (*Purdue University, 1992*), Lecturer in Communication
- Wyzinski, Henry, Ph.D. (*Illinois Institute of Technology, 1987*), Associate Professor of Mathematics and Chairperson, Department of Mathematics and Actuarial Science
- Yan, Ruiliang, Ph.D. (*University of Wisconsin, Milwaukee, 2006*), Assistant Professor of Marketing
- Yelavarthi, Krishna, Ph.D. (*Osmania University, 1984*), Clinical Associate Professor of Medicine and Molecular Genetics
- Young, Christopher, Ph.D. (*University of Illinois at Chicago, 2001*), Assistant Professor of History
- Zinner, Susan E., J. D. (*Washington University, 1992*), Associate Professor of Public and Environmental Affairs
- Zurich, Janice, M.D. (*The Ohio State University, 1978*), Clinical Associate Professor of Medical Genetics
- Kern, Paul B., Ph.D. (*University of Chicago, 1970*), Professor Emeritus of History
- Komenich, Angeline Prado, Ph.D. (*University of Chicago, 1968*), Professor Emerita of Spanish
- Kroepfl, John J., Ph.D. (*University of Notre Dame, 1966*), Associate Professor Emeritus of Physics and Dean Emeritus of the College of Arts and Sciences
- Lane, James B., Ph.D. (*University of Maryland, 1970*), Professor Emeritus of History, Co-Director of the Calumet Regional Archives
- Lorentzen, Keith E., Ph.D. (*Pennsylvania State University, 1951*), Associate Professor Emeritus of Chemistry
- Lundberg, Patricia Lorimer, Ph.D. (*Loyola University Chicago, 1989*), Professor Emerita of English and Women's and Gender Studies
- Maicher, Margaret, M.S.N., F.N.P. (*Indiana University, 1982*), Clinical Assistant Professor Emerita of Nursing
- Malone, Cora H., M.A.L.S. (*Valparaiso University, 1970*), Associate Professor Emerita of Nursing and Associate Dean Emerita of Nursing Student Services
- Meade, Mary Ellen, M.S. (*Indiana University, 1969*), Associate Professor Emerita of Nursing
- Moran, Robert F., M.B.A. (*University of Chicago, 1976*), M.S.L.S. (*Catholic University of America, 1965*), Librarian Emeritus
- Neil, William M., Ph.D. (*University of Chicago, 1951*), Professor Emeritus of History
- Newman, James E., Ph.D. (*University of Chicago, 1970*), Associate Professor Emeritus of History
- Nicksic, Esther, M.S. (*DePaul University, 1968*), Professor Emerita of Nursing
- Pati, Gopal C., Ph.D. (*Illinois Institute of Technology, 1970*), Professor Emeritus of Business Administration
- Reich, Richard B., M.S.L.S. (*Case Western Reserve University, 1952*), Associate Librarian Emeritus and Head, Government Documents
- Reilly, Charles W., J.D. (*University of Iowa, 1953*), Associate Professor Emeritus of Business Administration
- Reshkin, Mark, Ph.D. (*Indiana University, 1963*), Professor Emeritus of Public and Environmental Affairs, Professor Emeritus of Geology
- Richards, Hilda, Ed.D. (*Columbia University, 1976*), Chancellor Emerita and Professor Emerita of Nursing
- Roberts, George C., Ph.D. (*Indiana University, 1962*), Professor Emeritus of Political Science
- Roth, Eva M., M.S. (*Indiana University, 1961*), Associate Professor Emerita of Nursing
- Rowe, Lloyd A., Ph.D. (*University of Pennsylvania, 1965*), Professor Emeritus of Political Science, Professor Emeritus of Public and Environmental Affairs
- Russell, Donna Brown, M.S.N. (*Indiana University, 1964*), Associate Professor Emerita of Nursing
- Russell, Mary Harris, Ph.D. (*University of California, Berkeley, 1970*), Professor Emerita of English and Adjunct Professor Emerita of Women's and Gender Studies
- Schenck, William, M.S.A. (*University of Notre Dame, 1979*), Lecturer Emeritus in Public and Environmental Affairs

Faculty Emeriti

- Allen, Nancy, M.A. (*Columbia University, 1962*), Associate Professor Emerita of Nursing
- Ban, John R., Ed.D. (*Indiana University, 1969*), Professor Emeritus of Education
- Bhatia, Shyam, Ph.D. (*Indiana University, 1976*), Professor Emeritus of Economics
- Bhattacharya, Pradeep K., Ph.D. (*University of Saskatchewan, 1966*), Professor Emeritus of Biology
- Blaney, Doris R., Ed.D. (*Indiana University, 1973*), Professor Emerita of Nursing and Dean Emerita of Nursing
- Boland, James M., Ed.D. (*Ball State University, 1972*), Associate Professor Emeritus of Education
- Brock, Kenneth, Ph.D. (*Stanford University, 1970*), Professor Emeritus of Geology
- Buckwell, Lloyd J., Jr., Ph.D. (*University of Minnesota, 1969*), Professor Emeritus of Business Administration
- Ciminillo, Lewis M., Ed.D. (*Indiana University, 1966*), Professor Emeritus of Education
- Cohen, Ronald D., Ph.D. (*University of Minnesota, 1967*), Professor Emeritus of History and Co-director of the Calumet Regional Archives
- d'Ouille, Edmond L., Ph.D. (*University of Illinois, 1987*), Associate Professor Emeritus of Accounting
- Feldman, Herman, Ph.D. (*University of Nebraska, 1955*), Professor Emeritus of Psychology
- Feldman, Sidney P., D.B.A. (*Indiana University, 1960*), Professor Emeritus of Marketing
- Foor, Robert G., M.A. (*Indiana University, 1953*), Associate Professor Emeritus of Theatre
- Gruenenfelder, John B., Ph.D. (*University of Notre Dame, 1961*), Professor Emeritus of Philosophy
- Hull, Richard J., Ph.D. (*University of Washington, 1975*), Associate Professor Emeritus of English
- Johnston, Barrance V., Ph.D. (*University of Notre Dame, 1973*), Professor Emeritus of Sociology
- Kamen, Joseph M., Ph.D. (*University of Illinois, 1955*), Professor Emeritus of Marketing
- Knapp, Judith A., M.B.A. (*Indiana University, 1967*), Associate Professor Emerita of Computer Information Systems

- Schiefelbusch, Lary R., Ph.D. (*University of Chicago, 1971*), Associate Professor Emeritus of Mathematics
- Scott, Cuthbert L., III, Ph.D. (*University of Oregon, 1975*), Associate Professor Emeritus of Business Administration
- Siek, Wayne H., Ph.D. (*University of Chicago, 1974*), Associate Professor Emeritus of English
- Stabler, Timothy A., Ph.D. (*University of Vermont, 1968*), Associate Professor Emeritus of Biology
- Synowiec, John, Ph.D. (*Illinois Institute of Technology, 1964*), Associate Professor Emeritus of Mathematics
- Votaw, Robert B., Ph.D. (*The Ohio State University, 1971*), Associate Professor Emeritus of Geology
- Wiles, Clyde A., Ph.D. (*University of Wisconsin, 1973*), Associate Professor Emeritus of Education
- Willoughby, Theodore C., Ph.D. (*University of Minnesota, 1971*), Professor Emeritus of Business Administration
- Zneimer, John N., Ph.D. (*University of Wisconsin, 1966*), Associate Professor Emeritus of English
- Zusman, Marty E., Ph.D. (*Indiana University, 1973*), Professor Emeritus of Sociology
- Emory-Gamble, Tameeka, M.B.A. (*Keller Graduate School of Management, DeVry, 2008*), Internship Coordinator, Office of Career Services
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- Fritz, Ann, B.A. (*Indiana University, 1998*), Gallery Director
- Fulk, Scott T., B.A. (*Indiana University, 1994*), Coordinator of Student Life Programs
- Gary, Charles, Ph.D. (*Purdue University, 2008*), Director, Student Life and Athletics
- Gibson, John, M.B.A. (*Indiana University, 2003*), Director for the Center for Economic Education and Director of Undergraduate and Graduate Programs, School of Business and Economics
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