

Division of Continuing Studies

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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

- Academic Standards
- Admission
- Degree Requirements
- Recognition of Previously Earned Credit
- Required Areas of Learning

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

Areas

- Certificate in General Studies Requirement
- Associate of Arts in General Studies (A.A.G.S.) Requirements
- Bachelor of General Studies (B.G.S.) Requirements
- Requirements for a Second Bachelor's Degree

Associate of Arts in General Studies (A.A.G.S.) Requirements

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

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

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.

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 system-wide 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.