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Thank you for selecting Indiana University East for your undergraduate studies. This catalog will provide information about programs, courses, policies, faculty and services.

Information in the catalog will help you make important choices regarding your education and familiarize you with the services we offer to assist you along your educational journey.

When you enter a degree or certificate program, you will be required to fulfill the requirements published in the catalog under which you entered. Therefore, it is important that you retain a personal copy of this publication throughout your duration at the university.

**IU East Mission**

IU East is a regional campus of Indiana University, serving residents of east-central Indiana and west-central Ohio seeking baccalaureate degrees, selected associate and graduate degrees, and opportunities for lifelong learning. Indiana University East focuses on student success by challenging students to grow intellectually and interpersonally in a supportive and scholarly environment. Indiana University East is committed to achieving the goal of full diversity among its students, faculty and staff and to creating an environment which supports that diversity. Through its commitment to student success and the wise use of its human and other resources, Indiana University East promotes the economic development and the educational and cultural well-being of the communities we serve.

*Approved by Indiana University East Faculty Senate, May 3, 2005; pending approval by the Indiana University Board of Trustees.*

**Statement of Student Responsibilities**

IU East is a learning environment in which students are afforded the opportunity to grow intellectually and socially, and to obtain a level of competence in a chosen field. In order for all students to fully realize their potential, the institution expects students to assume responsibility for their own academic success and to adhere to a high standard of civil behavior in and out of the classroom.

This responsibility includes regular class attendance; effective communication with faculty, students, and others involved in class activities; and fulfillment of the objectives contained in the class syllabus. Students are expected to participate fully in the learning experiences designed by the faculty to promote free inquiry, to broaden perspectives, to share knowledge, to think critically, to accept and appreciate constructive criticism, and to accept and appreciate diverse thoughts and feelings. It is the full responsibility of each student to know information appearing in the official Catalog and class schedules. Students must accept responsibility for becoming familiar with the *Code of Student Rights, Responsibilities, and Conduct*. The Code contains information relative to expectations of conduct on and off university property and consequences of inappropriate behavior. This code, which is available in the Dean of Students office and distributed at each new student orientation session, protects the personal rights of students, faculty and staff by fostering a collective commitment to mutual respect.

To ensure that students have all the support necessary to make timely progress toward the achievement of the educational objectives, IU East provides a wide array of advising and instructional support services. The responsible student will take full advantage of these services to achieve his or her goals with the best possible academic and personal results.

To that end, the university pledges an environment conducive to learning; excellence in teaching and scholarship; a sense of community in our interactions on and off campus; and accountability as an institution which serves and is supported by the citizens of the state of Indiana.

Inquiries are to be directed to the Dean of Students Office, 765-973-8252.

*Approved 5/00*
Student Learning Objectives

The faculty of IU East have identified a set of seven learning objectives that describe the expectations for skills, knowledge and attitudes that they hold for all students at IU East. The curriculum of each academic program is designed to assist students in meeting these expectations. In some way, every course you take at IU East is intended to help you in achieving one or more of these learning objectives. Each faculty member should tell you, through the course syllabus, the relationship between that particular course and the campus learning objectives. A variety of methods are used to assess achievement of these learning objectives throughout a student’s tenure at IU East. Information obtained through this process is then used by the faculty to change the curriculum of particular academic programs in order to better support students’ achievement of the seven learning objectives.

The seven learning objectives for all students at IU East are:

1. Educated persons should be exposed to a broad variety of academic fields traditionally known as the liberal arts (humanities, fine arts, social sciences, natural sciences) in order to develop a critical appreciation of diversity of ideas and creative expression.

2. Educated persons should have achieved depth in some field of knowledge. A sequential accumulation of knowledge and skills in an academic discipline is essential for focused personal and professional development.

3. Educated persons should be able to express themselves clearly, completely and accurately. Effective communication entails sharing ideas through a variety of techniques, including reading, writing, speaking and technology.

4. Educated persons should be able to relate computational skills to all fields so that they are able to think with numbers. At a minimum, students should be able to carry out basic arithmetical and algebraic functions; they should have a working concept of simple statistics; and they should be able to interpret and use data in various forms.

5. Educated persons should have the ability to develop informed opinions; to comprehend, formulate, and critically evaluate ideas; and to identify problems and find solutions to those problems. Effective problem solving involves a variety of skills including research, analysis, interpretation and creativity.

6. Educated persons should develop the skills to understand, accept, and relate to people of different backgrounds and beliefs. In a pluralistic world one should not be provincial or ignorant of other cultures; one’s life is experienced within the context of other races, religions, languages, nationalities and value systems.

7. Educated persons should be expected to have some understanding of and experience in thinking about moral and ethical problems. A significant quality in educated persons is the ability to question and clarify personal and cultural values, and thus be able to make discriminating moral and ethical choices.

Revised by IU East Faculty Senate in May 1998

Institutional Program Requirements for Degree Programs

In order to assist students in meeting the seven campus learning objectives adopted by the campus, IU East has established minimum standards and program requirements for all degrees awarded at IU East. Students should familiarize themselves with these degree requirements as soon as possible in order to choose appropriate courses. All degree programs at IU East have the following requirements. In addition, students must meet requirements established by each degree program.

1. A grade of C (2.0) or above is necessary in all English composition courses required for a degree. Students must take W131 or the equivalent within the first 25 credit hours for which they are enrolled. Students entering with high SAT, ACT or AP scores may qualify for an exemption.

2. Students must complete a second writing course with a C (2.0) or better within the first 50 credit hours for which they are enrolled. This course should prepare students for writing research papers and include at least one method of widely-accepted documentation, and instruct students in library research skills. This can be a course offered by the English Department (e.g., W132 Elementary Composition II, W231 Professional Writing Skills) or a degree-related course requiring extensive writing (e.g., C204 Business Communication). For a baccalaureate degree all students must also complete a culminating writing experience in their major.
IU East Requirements, Policies and Academic Standards

Writing Across the Curriculum Requirements

IU East is committed to helping students learn to write better and to help students learn better through writing. Through the “Writing Across the Curriculum” program, students learn to write better and they learn the particular style of writing appropriate to their major. Writing is also a way of learning the content of a discipline. Students learn to think and analyze in a field, as they learn to write about topics and content indigenous to it. Written discourse is essential both to a university education and to success in a professional career. The responsibility for the quality of student communication is, therefore, campus-wide. To complete the “Writing Across the Curriculum” requirements, students should:

- Complete W131. This composition course, or its equivalent, is required of all degree seeking students and is to be completed with a grade of C (2.0) or better within the first 25 semester credit hours.

- Complete a research writing course. The appropriate research writing course is to be completed with the first 50 semester credit hours. English W132 and W231 satisfy this requirement. Students should check with their advisor for specific requirements in their majors.

- The overall goal of the “Writing Across the Curriculum” program is to have writing become an integral part of the curriculum. Accomplishment of this goal consists of an increased emphasis on writing to learn, combined with

3. A minimum cumulative GPA of 2.0 (C) is required for all courses taken toward a degree.

4. No course with a grade below 2.0 will be accepted in the field of concentration.

5. For an associate degree a minimum of 15 credit hours must be completed at IU East. For a bachelor’s degree a minimum of 30 hours of upper division courses (200 level or above) must be completed at IU East.

6. For an associate degree at least 9 hours in the field of concentration must be completed at IU East. For a bachelor degree at least 15 hours in the field of concentration must be completed at IU East.

7. A maximum of 60 hours of credit may be transferred from a junior or community college (2 year college). Note: Exceptions are granted for transfer of credit covered under articulation agreements and, with prior approval, courses taken as a part of an off-campus bachelor’s degree completion program.

8. Courses in the field of concentration may not be used to satisfy distribution requirements. Courses specifically required for the degree may not be used to satisfy distribution requirements.

9. Students must demonstrate competency in using technology to communicate, find, retrieve, store, manage, evaluate, process and present information. This may be done by completing 3 credit hours of computer literacy (e.g., CSCI-A110), or another method as determined by specific degree programs (e.g., EDUC-W200).

10. Students must demonstrate mathematical competence by completing a 3 credit hour math course at the 100 level or higher with a C (2.0) or better. This can be a course offered by the math department (e.g., MATH M110, M118) or a degree-related course requiring mathematical competence. (e.g., A110 Drug Dosages, T101 Mathematics for Elementary Teachers). Students entering with high SAT, ACT, AP or placement test scores may qualify for an exemption.* MATH M117 cannot be used to satisfy this requirement.

11. Students must demonstrate oral communication skills by passing with a C (2.0) or better a speech course (S121 or equivalent).

12. Requests to deviate from any of the above requirements must be approved by the student’s advisor, the appropriate department or division faculty, and the vice chancellor for academic affairs. Written documentation of the final decision will be placed in the student’s file. Forms for filing such requests are available in the registrar’s office. Appeals of waiver decisions will be acted upon by the Admissions and Academic Affairs Committee whose decision will be final.

Reformatted copy of the revised policy passed by Faculty Senate April 3, 2001.
continued instruction on learning to write. The objective is to encourage development and practice of writing skills across the curriculum, including courses that meet distribution, major and/or elective credit. Advisors use information about the writing requirements of divisional courses to help students plan their semester course schedules.

- Complete a culminating writing requirement for baccalaureate degree programs. Students are expected to research and carry out one or more significant writing projects in their discipline or program. The objective of this requirement is to further develop students' professional writing skills. This writing requirement may coincide with a capstone experience or take place within an upper-level course or independent study in the student's major, if the division or program wishes.

**IU System Residency Policy**

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 took effect February 1, 1974; provided that no person properly classified as a resident student before February 1, 1974, was adversely affected by those rules if he or she attended the university before that date and while he or she remained continuously enrolled in the university.

1. “Residence” as the term, or any of its variations (e.g., “resided”), 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 interest 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), 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) in the following:

   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. Invocation of this provision requires appropriate legal documentation.

   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. This rule applies only to unemancipated persons under 21 years of age.

   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.” This rule applies only to unemancipated persons under 21 years of age.

   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 nonresident status; 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. 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.

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 nonexistence 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 site 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 students 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 outside of Indiana.
o. The facts/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 hereintofore 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 those 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 the committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. The 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 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 law.

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

Indiana University East Policies
Academic Standards

Good Standing
The minimum standard for academic good standing at IU East is a cumulative grade point average of 2.0, or a C average.

Chancellor’s List
The Chancellor’s List is tabulated each fall and spring semester and includes the following:
Full-time: Any student in good standing at the conclusion of the semester, who took at least twelve credit hours and who attained a grade point average of 4.0 in that semester.
Part-time: Any student in good standing at the conclusion of the semester, who took six to eleven credit hours and who attained a grade point average of 4.0 in that semester. (Passed Faculty Senate February 3, 2004)

Dean’s List
The Dean’s List is tabulated each fall and spring semester and includes the following:
Full-time: Any student in good standing at the conclusion of the semester, who took at least twelve credit hours and who attained a grade point average of at least 3.5 in that semester and who does not qualify for the chancellor’s list.
Part-time: Any student in good standing at the conclusion of the semester, who took six to eleven credit hours and who attained a grade point average of at least 3.5 in that semester and who does not qualify for the chancellor’s list. (Passed Faculty Senate February 3, 2004)

Academic Probation
A student whose cumulative grade point average at the beginning of a semester is below 2.0 will be placed on probation. The student will remain on academic probation until the cumulative grade point average is 2.0 or above. (Passed Faculty Senate March 4, 2003)

Academic Suspension
A student whose cumulative grade point average is below 2.0 and who has completed at least 12 credit hours of graded course work while continuously on probation will be suspended. (Passed Faculty Senate March 4, 2003)

Appeal of Suspension
Students may appeal their suspension to the Admissions and Academic Affairs Committee. Any appeal of suspension must be made in writing and prior to the beginning of the semester in which the student wishes to enroll, according to a schedule established by the vice chancellor for enrollment services/dean of students. The appeal should explain any extenuating circumstances that may have hindered academic performance and must offer a clear explanation for further study and schedule plans. The Admissions and Academic Affairs Committee determines the conditions under which the student may re-enroll, depending on the severity of the student’s academic deficiency. Students who obtain permission to re-enroll will continue to be on probation. Sanctions may range from affirmation of the suspension to permission to re-enroll. The decision of the Admissions and Academic Affairs Committee is final. (Passed Faculty Senate March 4, 2003, amended EFS February 3, 2004)

Reinstatement
A suspended student may petition to be reinstated after at least one spring or fall semester has passed. The petition for reinstatement must be made in writing and prior to the beginning of the semester in which the student wishes to enroll, according to a schedule established by the vice chancellor for enrollment services/dean of students. The petition should explain any extenuating circumstances that may have hindered academic performance and must offer a clear explanation of further study and schedule plans. The Admissions and Academic Affairs Committee determines the conditions under which the student is reinstated, depending on the severity of the student’s academic deficiency. Sanctions may range from affirmation of the suspension to permission to be reinstated. The decision of the Admissions and Academic Affairs Committee is final. A student who is reinstated will continue to be on probation. (Passed Faculty Senate March 4, 2003, amended EFS February 3, 2004)
FERPA Policy (Confidentiality of Records)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), post-secondary students enrolled at IU East are hereby notified of their rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, division head, vice chancellor or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana University East to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW Washington, DC 20202-4605.

FERPA further provides that certain information, designated as “public information,” concerning the student may be released by the university unless the student has informed the university that such information should not be released. Public information is limited to name, address, phone, e-mail address, major field of study, dates of attendance, admission or enrollment status, campus, school, college, division, class standing, degrees, awards, activities, sports and athletic information.

Such public information shall be released freely unless the student files the appropriate “non-disclosure” form requesting certain public information not be released. This form is available from the registrar’s office.

Second Degrees

The vice chancellor for academic affairs may admit the holder of or candidate for a baccalaureate or associate degree to candidacy for a second degree at the same level. For baccalaureate students, a minimum of 30 additional hours in residency beyond the previous degree requirements is required for each additional baccalaureate degree. For associate students, a minimum of 15 additional hours in residency beyond the previous degree’s requirements is required for each additional associate degree. In either case, you must also meet the requirements of the department or division in which you are a candidate since it has final approval for the applicability for cross-listed courses. You should check with the individual departments or divisions for more information.

Accreditation

Indiana University East is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; 1-800-621-7440.
Campus Policies

IU Does Not Discriminate

Indiana University does not discriminate on the basis of sex, age, race, religion, ethnic origin, veteran status, disability, or limited English proficiency in its education, programs, or activities. This statement is published, in part, to fulfill requirements of Section 86.9 of Title 45, Code of Federal Regulations, which implements Title IX of the Educational Amendments of 1972. Inquiries about the policy may be directed to the Campus Affirmative Action Office.

The Alcohol-Free and Drug-Free Campus Policy

Indiana University intends to maintain a drug-free campus and each campus maintains a program to prevent the use of illicit drugs and the abuse of alcohol.

a. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the Federal Controlled Substances Act) is prohibited on university property.

b. The use or possession of alcohol by students on university property, or in the course of a university activity or student organization activity contrary to law, is prohibited.

c. Indiana University may impose sanctions on a student for violation of these policies. The sanctions imposed may include reprimand with a warning, discipline, probation, restitution, participation in a specific program, provision of a specific service, suspension or expulsion.

IU East, a regional campus of IU, is committed to fostering excellence in its students and to meeting the interests and needs of the citizens of east central Indiana, thereby enabling students and other citizens to develop their full potential as individuals. The abuse of alcohol and/or other drugs represents a serious threat to this process, and therefore, IU East has devoted a significant effort to educational prevention of abuse and related problems.

Through the Center for Health Promotion, IU East offers a wide array of services and opportunities to address these issues and to create a healthier learning and social environment. These services include assessment and referral, educational programs, campus peer liaisons, a resource center and special campus and community events.

The Student Assistance Program (SAP) is part of a continuing effort by the Center for Health Promotion to provide education, referral, and clinical support services to students who are having emotional, interpersonal, familial, or alcohol and/or other drug problems.

The SAP is open and available to all IU East students, full and/or part-time. Faculty or staff may recommend the services of the Center for Health Promotion to a student. Students can also call directly with a referral.

Weapons Possession

The unapproved possession, use, or sale of firearms, ammunition, fireworks, major or minor explosives or any lethal weapons on the IU East campus is forbidden and subject to university discipline as well as criminal sanctions.

Sexual Harassment Policy

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Indiana University does not tolerate sexual harassment. The university investigates and responds promptly to every complaint. When a complaint is found to be valid, corrective action to stop the harassment, up to and including discharge, will be taken through the appropriate channels of the university.

Employees and students have the right to raise the issue of sexual harassment. Complainants and anyone who participates in an investigation of a complaint are protected from retaliation. Sexual harassment is a critical matter, one that all members of IU should take seriously. It can have serious and far-reaching effects on the careers and lives of the individuals. It is your responsibility to follow the university policy on sexual harassment.

Sexual harassment can be reported to a supervisor, an academic or student services dean or official, the Office of Affirmative Action, Commission on the Status of Women, the Dean of Faculties, or the human resources department.

All complaints are handled in confidence and follow these principles:

• Information regarding incidents of sexual harassment will be shared only with those who need to know.

• The Office of Affirmative Action serves as a resource to interpret sexual harassment guidelines. That office, or its agent, advises and consults with either or both parties involved in the complaint.

• If conducting a formal investigation of a complaint is necessary, then the campus affirmative action office will ensure that the investigation follows proper complaint procedures.

• Investigations are conducted as quickly as possible. Results are reported to both parties involved.

• If the Office of Affirmative Action finds a complaint to be valid, they take action through the appropriate channels of the university. This action is intended to rectify the situation,
assuring that such incidents do not occur in the future. Both parties can appeal a complaint by following the university grievance procedure.

6. The university does not intend to seek confidential information from personal physicians. It will hold in confidence health information it obtains about any member of the university community to the extent permitted by law and consistent with the obligation of the university.

Information resources include:
- AIDS Information - Indiana State Board of Health, 765-633-0851
- AIDS Hotline - U.S. Public Health Service, 800-342-AIDS
- National Gay Task Force, 800-221-7044
- Wayne County Health Department, 765-973-9294, ext. 748

AIDS Guidelines for IU East
AIDS (Acquired Immune Deficiency Syndrome) infection is not a serious risk in the university environment. It is only likely to occur if persons who have been exposed to the virus are engaged in needle-sharing or sexual activity. Current information indicates that an infected person does not endanger others by remaining in class, laboratories or work environments.

The issues and decisions related to this disease on campus may be managed in many of the same ways as for other chronic illnesses. In all cases, the individual needs of the infected person should be considered.

The following guidelines are based upon recommendations consistent with those of the Indiana State Board of Health, the American College Health Association and the Centers for Disease Control.

1. The participation of persons infected with HIV in various aspects of campus life, including classes and employment, should be determined on an individual basis, utilizing the latest available information from the Indiana State Board of Health, the American College Health Association and the Center for Disease Control.

2. Situations that place an infected member of the university community at risk for his or her own health will be considered individually. Action compatible with university student policies may be taken to protect the individual.

3. The chancellor will be responsible for decisions that relate to the compatibility of an infected person with campus life. All decisions will be made in consultation with the student's physician(s) or hospital. Any case will be considered individually and in consultation with the patient's primary physician.

4. The university does not intend to require HIV antibody testing of individual students unless it is required by law, the Indiana State Board of Health, or by presently unforeseen, but exceptional, circumstances.

5. All persons diagnosed as having AIDS or AIDS-related disorders are encouraged to be monitored by an individual's physician and/or hospital. The purpose of this is to shelter such information in confidential medical records and to assist with any special on-campus needs of the patient.
**Admissions**

If planning to take classes at Indiana University East, you will need to complete an application for admission. If you have been a student at any Indiana University campus before, you may not need to submit an application to IU East; check with the Office of Admissions and Financial Aid to be sure. First time applicants to the university should do the following:

- submit an application
- include your $25 application fee
- provide official transcripts from high school or GED testing center
- request official college transcripts if you have attended other colleges or universities

All official transcripts must be mailed directly from the previous institution to the Office of Admissions and Financial Aid. If you wish to enter an undergraduate certificate, associate or bachelor’s degree program, apply as a degree-seeking student (even if you are unsure of which degree program.) You will apply as either a beginning degree-seeking student or a transfer degree-seeking student.

**Admission Standards**

IU has adopted the following admissions policy in order to ensure that undergraduate degree-seeking students are properly prepared for college work. These standards seek to ensure either adequate academic preparation in high school or evidence of unusual motivation on the part of each student admitted to the university. For a degree seeking applicant to be considered for regular admission, you will need to be prepared as follows:

**Beginning Degree-Seeking Students**

- Graduation from a commissioned Indiana high school, comparable out-of-state institution or home school, successful completion of a Core 40 curriculum for Indiana residents or the equivalent for out-of-state residents which includes; eight semesters of English, four semesters of social science (economics, government, history, psychology, or sociology), four semesters of algebra and two semesters of geometry, two semesters of laboratory science (biology, chemistry, or physics), and eight semesters in some combination of foreign language, additional mathematics, laboratory science, or social science, computer science and other college preparatory courses.

- Rank in the upper half of your high school graduating class.

- ACT or SAT scores must be submitted for admission. If you have been out of high school for three or more years, scores are not required unless required for admission to specific programs. Students who have taken the ACT or SAT I within the last three years may be exempt from taking all or a portion of the ACT COMPASS test. Effective January 1, 2006, IU East will require the writing portion of the SAT or ACT. If students have taken the SAT or ACT and did not take the writing test, they will be required to take the ACT COMPASS writing test administered through the Office of Admissions and Financial Aid to be considered for admission.

- If you have not completed high school, you must submit GED scores in lieu of a high school transcript.

IU East encourages Indiana high school students to pursue a Core 40 curriculum. If you are a high school student with a completed Core 40 curriculum, you will automatically meet all the admission requirements to IU East pending placement test results.

**Beginning Degree-Seeking Transfer Student**

- You must submit official transcripts from all institutions previously attended.

- The required cumulative grade point average for regular admission is at least a 2.0 for Indiana residents and out-of-state residents who are covered by the reciprocity agreements that are in effect at the time of application. A 2.5 is required for all other applicants.

- Your credentials will be evaluated on an individual basis.

Some academic programs require specific qualifications in addition to those mentioned in this policy.

**Assessment of Basic Academic Skills**

If you are a degree-seeking student at IU East, you may be required to take the computerized ACT COMPASS skills assessment test. The assessment package is provided so you, your advisor and instructors may know your level of skills in three important areas: mathematics, reading and English. This assessment must be taken
before you register for math or English courses. You are advised to take courses that match your skill level. Placement test results may have an impact on the admission decision. For additional information, contact the Office of Admissions and Financial Aid.

You may retake part or all of the assessment test, which gives you the opportunity to improve your scores. The higher score will determine the level of placement. You may retake any of the assessment test components one time at no charge, however you will be required to wait 24 hours before re-testing. You may not need to take the ACT Compass if you have prior college credit in English and mathematics. To qualify for this exemption you must provide transcripts indicating the completion of college-level course work in mathematics and/or English composition with a grade of C or better. All transcripts will be evaluated on an individual basis.

Special Admission—Non-Degree-Seeking Students
Applicants to IU East may also be admitted to one of several special categories.

Adult Non-Degree
Applicants who are over 24 years of age and have earned a high school diploma or GED may apply for admission as a non-degree student. Applicants must submit the regular application for admission and the nonrefundable $25 application fee.

Graduate Non-Degree
Applicants who have previously completed a bachelor’s degree may apply for admission as a graduate non-degree student by submitting the regular application for admission and the nonrefundable $25 application fee. Graduate non-degree students are not admitted to an advanced degree program.

Visiting
Individuals who have previously attended or have been admitted to another college or university and who plan to enroll for a limited period of time before returning to their home institution may apply for admission as visiting students. Please request the visiting student application from the IU East Office of Admissions and Financial Aid. No application fee is required.

High School
Applicants who are currently in high school and who have successfully completed their junior year may apply for admission by submitting the regular application for admission, an official high school transcript, and written permission from their high school principal or guidance counselor. Applicants who have not completed their junior year should contact the IU East Office of Admissions and Financial Aid.

International Students
If you are without United States citizenship or permanent residence, including those in the United States on immigration visas, you must complete the international application for admission instead of the Indiana University East Application for Admission. To obtain and/or return an international application, contact:

International Admissions
Indiana University
300 North Jordan Ave.
Bloomington, IN USA 47405-7700

Fundamental Skill Requirement in Writing
Three credit hours in Elementary Composition may be necessary as part of your program requirements. This part of the writing requirement may be fulfilled in any one of the following ways:

• Exemption without credit. Students scoring 670 or above on the SAT Verbal Examination, 32 or above on the ACT English Composition section, or 4 to 5 on the Advanced Placement English Composition section are exempt from taking W131 Elementary Composition I.

• Completion of English W131, Elementary Composition I with a grade of C- or better.

Note: Many degree programs require 6 credit hours in writing courses. Work closely with your advisor to determine the courses that best fit your program of study.

Fundamental Skill Requirement in Mathematics
Students must demonstrate mathematical competency by completing a 3 credit hour math course at the 100-level or higher with a C (2.0) or better. This can be a course offered by the math department (e.g., MATH-M118), or a degree-related course requiring mathematical competence (e.g., A110 – Drug Dosages). Students entering with high SAT or ACT scores may qualify for an exemption.

Advanced Placement
Opportunities for advanced placement are available through participation in the College Entrance Examination Board (CEEB) Achievement Tests, the College Board Advanced Placement (AP) Program, and the CEEB College Level Examination Program (CLEP). Information on acceptable examinations and minimum scores for advanced placement is available from the Office of Admissions and Financial Aid.

Dual Enrollment
Dual Enrollment is an opportunity for high school students, who have completed their junior year, to earn credit for both high school and college while enrolling in
and attending one IU East course. For example, students successfully completing a college-level English composition course at IU East would earn 3 college credits as well as earning credit for a high school senior English course. Students must have their high school guidance counselor’s permission to enroll in university classes. An application, authorization to release transcripts and placement test are required for admission into the dual enrollment program.

Credit for Military Experience and Education
If you are a veteran of military service, you may be eligible for academic credit as a result of your military training and experience. The Office of Admissions and Financial Aid follows the guidelines of the American Council of Education’s Guide to the Evaluation of Educational Experience in the Armed Services in awarding academic credit. You should submit a copy of your discharge papers (DD214), certificates for military schooling and other requested documentation to the Office of Admissions and Financial Aid for evaluation.

Foreign Language
All IU East students who have previously taken a foreign language in high school or have previous experience in the foreign languages are eligible to take this placement test. The scores on the Foreign Language Placement test indicate which IU East language course students are qualified to take. Students are strongly advised to sign up for the class they test into. It is possible to earn college credit for foreign language classes that students have placed out of due to the results of this test. For additional opportunities, contact your academic advisor.

Transfer of Credit
If transferring, you must request official transcripts from the previous colleges and universities which you have attended. Transcripts must be mailed directly from the former institution in order for the Office of Admissions and Financial Aid to complete an official transfer credit report. The acceptance of transfer credit involves at least four considerations:

- The educational quality of the institution from which you transfer.
- The comparability of the nature, content and level of credit earned to that offered by IU East.
- The appropriateness and applicability of the credit earned to the programs offered by IU East in terms of your educational goals.
- The grade equivalent of each transferred course must be at least a “C.” Upon completion of an evaluation of prior course work, a copy of the evaluation will be sent to you and your advisor. It is recommended that you then contact your academic advisor to discuss the applicability of the course work with your degree objective at IU East.

Articulation Agreements
IU East has developed articulation agreements with various two-year institutions so that students completing their associate degree at the following institutions, in the following programs, can transfer into IU East for baccalaureate degree completion.

**Edison Community College**
- Associate of Arts in Business to a Bachelor of Science in Business Administration with majors in Accounting, Economics, Finance, General Business, International Business, Management, Marketing or Management Information Systems
- Associate of Science in Nursing to a Bachelor of Science in Nursing

**Ivy Tech State College**
- Associate of Science in Nursing to a Bachelor of Science in Nursing
- Associate of Applied Science in Business Administration with a specialty in Marketing, Management, HR Management or Financial Services to a Bachelor of Science in Business Administration with a concentration in General Business
- Associate of Science in Computer Information Systems to a Bachelor of Science in Management Information Systems
- Associate of Science in Business Administration to a Bachelor of Science in Business Administration with a concentration in General Business
- Associate of Applied Science in Accounting to a Bachelor of Science in Business Administration with a concentration in Accounting
- Associate of Computer Science to a Bachelor of Science in Management Information Systems
- Associate of Applied Science with a specialty in Computer Information Systems or Programmer/Analyst to a Bachelor of Science in Business Administration with a concentration in General Business
- Associate of Applied Science with a specialty in Computer Information Systems, PC Support or Administration to a Bachelor of Science in Business
Admissions with a concentration in General Business

- Associate of Applied Science with a specialty in Computer Information Systems and Web Management to a Bachelor of Science in Business Administration with a concentration in General Business

- Associate of Applied Science with a specialty in Computer Information Systems and Network Specialty to a Bachelor of Science in Business Administration with a concentration in General Business

Sinclair Community College
- Associate of Arts in Education and Associate of Science in Education to a Bachelor of Science in Elementary or Secondary Education
- Associate of Science in Nursing to a Bachelor of Science in Nursing

Miami University Hamilton and Middletown
- Associate of Arts–Pre Business to a Bachelor of Science Business in Administration

Residency Status
You must be an Indiana resident for 12 months in order to qualify as a resident student for fee purposes. The initial determination of resident or nonresident status at IU East is made by the Office of Admissions and Financial Aid based on information provided by you on your application for admission. This determination may be appealed through Student Records, Whitewater Hall 116.

Ohio Tuition Reciprocity
The Indiana Commission for Higher Education and the Ohio Board of Regents signed a tuition reciprocity agreement effective July 1, 2004. The purpose of the agreement is to expand postsecondary educational opportunities in western Ohio and eastern Indiana. The agreement also serves to limit the cost of expansion for taxpayers in Ohio and Indiana through collaboration among public institutions of higher education. This tuition reciprocity agreement allows any resident of Butler, Darke, Mercer, Preble, Shelby and Van Wert counties of Ohio to qualify for Indiana resident tuition rates at participating Indiana institutions. This agreement is subject to change. For more information and details concerning the tuition reciprocity agreement, please contact the Office of Admissions and Financial Aid.

Previous Criminal and Disciplinary History
When you apply to Indiana University, you will be asked to indicate whether you have a previous criminal history, and in the case of transfer students, a prior disciplinary history at any of the other postsecondary educational institutions you have previously attended. In instances where serious problems of this nature appear, IU reserves the right to deny admission or to admit such students with conditions that could limit their access to campus facilities and events. Each campus of IU has enacted a prescribed set of procedures that determine how admission decisions for students who have indicated that they have a previous criminal or disciplinary history at another campus will be reviewed and made.

Affirmative Action
IU East supports and complies with Affirmative Action regulations. Admission to the university will be evaluated without regard to gender, age, race, religion, ethnic origin, sexual orientation, veteran status, disability or limited English proficiency. English proficiency is not a barrier to admission to or participation at IU East.

For further admission information, contact the Office of Admissions and Financial Aid, Whitewater Hall 116, 765-973-8208.
Fees and Financial Aid

Fees
Fees are paid at the time of registration each semester. Credit hour and special fees listed here were approved by the Trustees of Indiana University for 2005-2006 and are subject to change by action of the trustees at any time.

Method of Payment
Student bills may be paid by mail, on OneStart or in person in the Office of Student Accounts. Commonly accepted payment methods are cash, check, money order and charge. Because paying in person may involve waiting in line, you are encouraged to pay by mail, OneStart or the bursar’s drop box. Mailing your payment at least five business days prior to the due date will help ensure receipt of payment by the due date. Be aware that non-payment of your bill will result in additional fees and may jeopardize your enrollment. Arrange for payment on your account early.

Cash or Traveler’s Check Payments
• All payments must be United States currency.
• Do not place cash in the bursar drop box.
• Traveler’s check payments must be in U.S. dollars and drawn on a U.S. bank.
• All cash or traveler’s check payments must be transacted at the Office of Student Accounts, between 8 am and 7 pm, Monday - Thursday and 8 am until 5 pm on Friday.

Check or Money Order Payments
• Checks or money orders must be made payable to Indiana University East.
• Checks or money orders must be payable in U.S. dollars and drawn on a U.S. bank.
• Postdated checks are not accepted.
• Counter checks may not be accepted.
• Two-party checks (i.e. checks made payable to an individual, company, or institution other than IU East) are not accepted.
• If payment is made by check any resulting or future credit balance will be refunded by check.
• Any personal checks may be returned if the account indicates “No personal checks accepted”.

Credit Cards
You may use Visa, Mastercard or Discover/Novus for the payment of university fees. If you prefer, payment may be made on the Web via OneStart by check or credit card. Payment will be credited directly to your account. You will receive confirmation at the time the charge/check payment is authorized by your bank and the payment will be applied immediately to your bursar account.

Mail-In Payments
If you register before final registration, you may complete the following transactions by mail. Do not mail cash.
• Fees paid in full with:
  a. Check or money order for United States dollars, drawn on a United States bank, and made payable to IU East. The cancelled check will be payment receipt.
  b. Charge card: Visa, Mastercard, or Discover/Novus. The charge card billing statement will be payment receipt.
• Three-pay installment plan (personal deferment).
• Sponsor authorizations.

Any personal checks may be returned if your account requires guaranteed funds.

Three Payment Installment Plan
(Personal Deferment Option)
If you register during the priority registration period, you may pay the minimum payment amount as indicated on the Account Statement. This amount includes 100% of prior-term charges, if any; 40% of credit hour, course related and mandatory fees; and the personal deferment service charge.
• The minimum payment will be calculated and listed on the statement.
• If you make schedule adjustments prior to the due date, the minimum amount must be recalculated by the student accounts office (if you wish to use this option.)
• The second payment of the installment plan will be due approximately three weeks after the official start of classes. The final payment of the installment plan will be due one month from the second payment. If payments are not received on each due date, a late fee will be assessed to your account.
• A payment received that is equal to or greater than the required down payment and less than the total amount due, will be treated as an installment payment. The service charge will be applied to the account. A nonrefundable service charge is assessed for taking this option.
Sponsoring Agencies or Companies
Sponsoring agency or company authorizations must be on an official form or letterhead and should state exactly what type of fees and in what amounts the agency or company intends to pay. This form must be received prior to or at the time of registration.

Returned Checks
The bank will send a check through twice before returning it to the university. Once the check is returned a letter will be sent to you advising you to respond within ten days. If you do not respond, your account will be turned over to the prosecuting attorney for collection.

Auditing Courses
Applicable full credit hour fees will be assessed. You do not receive a grade for audited courses.

Credit by Examination and Special Fee Structure
This credit is awarded as the result of an examination and: (a) during the first or second consecutive semester of matriculation, there is no charge; (b) if you are a first semester transfer student there is a $10 per credit hour charge; (c) if you are neither (a) nor (b), then you will pay the standard per semester fee at the appropriate resident or nonresident rate.

Refunds
Refund Policy/Schedule
Whenever registration in a course is deemed insufficient, the university reserves the right to cancel the course and refund all fees. Extended Learning course refunds will not be made after the first class meeting. Tuition and course-related fees are refundable upon proper withdrawal from coursework. To be eligible for a refund, you must notify the student records office at the time of withdrawal.

Note: After the refund period has ended, there are no refunds given even if you are adding a course of equal or greater value at the same time. You will be assessed the full fees for the added course.

Refund Procedure
You must obtain a change of course form from the student records office. (See drop/add procedure.) The date the completed change of course form is received in the Student Records Office is the date used to determine the amount of refund due. Refund checks may be mailed to you or directly deposited to your bank account.

Dropped Courses
Refund amounts will be determined by the date the drop activity is processed by student records office. To receive credit for a dropped course, the DROP/ADD FORM MUST BE TURNED IN TO THE STUDENT RECORDS OFFICE. (See refund schedule for exact refund percentages.) Accounts will be periodically reviewed, and refunds of any credit balances will be issued to you in the form of a check, mailed to the address indicated at the time of registration. Note: Students who are financial aid recipients and who drop a course must see the Office of Admissions and Financial Aid before refunds are granted.

Direct Deposit of Refunds
Direct Deposit funds for dropped classes, financial aid or any other refundable credits can come directly to you and bypass our preparation, printing and mailing of a paper refund check. We will authorize a refund for you and transfer the money directly to your checking account. This means quicker delivery of your funds.

If you don’t have access to a checking account or haven’t yet applied for your direct deposit account, we will continue to issue your refunds by producing a paper check. However, paper check processing does take more time and also adds time needed to deliver your refund through the U.S. Postal Service. If you would like to apply for direct deposit, please go to OneStart and fill out your account information online.

Direct deposit works regardless of address changes and will also follow you to other IU campuses, so you don’t need to re-apply if you move from one IU campus to another. If you do change banks, let the university know by changing your bank information online at OneStart and we’ll direct any new refunds to your new checking account.

Refunds for courses scheduled 9-16 weeks in length
For withdrawal during: Refund amount
First week of semester 100%
Second week of semester 75%
Third week of semester 50%
Fourth week of semester 25%
Fifth week of semester 0%

Refunds for courses scheduled 5-8 weeks in length
For withdrawal during: Refund amount
First week of semester 100%
Second week of semester 50%
Third week of semester 0%
Refunds for courses scheduled 2-4 weeks in length

For withdrawal during: Refund amount
1st and 2nd day of classes 100%
3rd and 4th day of classes 50%
5th day of classes 0%

Late Fees
University policy requires timely payment for all charges owed to IU, including but not limited to: tuition, fees and fines (library and parking). Failure to make payments on time will subject you to an additional charge. Any payment to the university not received by the due date is subject to a late payment charge of $20.

Timely payment of your account (with approved financial aid, personal check (unless restricted), credit card, or cash) will ensure that you avoid the late fee assessment and keep your account in good standing.

For more information contact the student accounts office, Whitewater Hall, 101L, 765-973-8345.

Rate Per Credit Hour

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<th>Nonresident</th>
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<tr>
<td>Graduate</td>
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Special Fees (in addition to basic fees)

Application fee $25 (non-refundable)
Special examination $10
Audit Applicable credit hour rate applies
Laboratory $35
Education field experience $40
Education practicum $130
Education student teaching $168
Nursing clinical (per contact hour) $18
Nursing NCLEX fee $56
Transcript fee $5
Applied music fee $100
Late payment fee $20
Late registration fee $17
Personal deferment $15

Technology fee $56 (1-5 hrs)
$86 (6-1 hrs)
$116.90 (12 and over)
Telecommunication fee $15
Parking $12 (0-8 cr hrs)
$22.50 (9 or more cr hrs)
Student activity fee $4.05 (per cr hr - maximum is $46.80)

Dishonored check $20 or 5 % of the returned item, whichever is greater, with a $250 maximum
Studio art lab fee $20
Social Work placement fee $25
Continuing education (noncredit) fees vary-see specific listings
Education transition to teach $2,400

Financial Aid

Financial aid at IU East is available to you based upon financial need, enrollment status, and/or scholastic ability. The Office of Admissions and Financial Aid administers federal, state, university and private funds. Funds are available in the form of scholarships, grants, fee remissions, loans and part-time employment.

The scholarship and financial aid program at IU East is designed to serve you. In awarding assistance, the Office of Admissions and Financial Aid recognizes two distinct criteria—scholastic ability and financial need. Some aid programs stipulate a combination of these criteria, while others concentrate on either ability or need. Scholarships are reserved for undergraduate students and are awarded on the basis of scholastic achievement and/or financial aid. Other types of financial aid, such as grants (undergraduates only), loans and part-time employment are available to students who have demonstrated financial need. IU East recognizes that each student and family situation is unique, so each financial aid application is carefully reviewed. In all cases, complete confidentiality is provided to persons supplying financial information.

Eligibility Requirements

In addition to the specific requirements for individual programs and awards, you must meet the following general eligibility requirements:
- Be a U.S. citizen, national, or permanent resident
- Be regularly admitted to or enrolled in a degree-granting program
• Be making satisfactory academic progress toward a degree, as defined by the IU East Satisfactory Academic Progress Policy. A copy of the policy is available in the Office of Admissions and Financial Aid.

How to Apply
You must submit the following two forms each year in order to be considered for assistance from the IU East Office of Admissions and Financial Aid:
• Free Application for Federal Student Aid (FAFSA)
• IU East Scholarship Application

Application forms are available from the Office of Financial Aid and must be submitted no later than March 1 in order to receive priority consideration.

Types of Assistance
Several types of assistance may be offered as a financial aid package combining scholarships, grants, loans and part-time employment. In keeping with our position that no qualified student should be deprived of educational opportunity because of financial status, the Office of Admissions and Financial Aid will attempt to arrange a combination of aid in a manner that will be most beneficial to you.

Scholarships
Scholarships are awarded on the basis of scholastic achievement and/or financial need. They do not have to be repaid. Through the generosity of many alumni and friends, there are more than 60 privately funded scholarships that are awarded annually. Scholarships are available for freshmen as well as continuing students, depending on the specific criteria of the scholarship.

Grants
These awards are generally based on financial need. They do not have to be repaid. The most common types of grants are the federal Pell Grant and the Indiana Higher Education Award. You must complete the Free Application for Federal Student Aid to be considered for these awards.

Loans
Loans are borrowed money that must be repaid with interest. A subsidized loan is awarded on the basis of financial need. You are not charged interest before repayment begins or during authorized periods of deferment. The federal government subsidizes the interest during these periods. An unsubsidized loan is not awarded on the basis of financial need. Interest will be charged from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The interest rate on both of these loans does not exceed 8.25 percent during repayment.

• Carl D. Perkins National Student Loans
Awarded on the basis of financial need, these loans do not bear interest while you are attending school (at least half time) and carry a low, federally subsidized interest rate during repayment. Repayment begins after you graduate, drop below half-time status, or complete military service. Availability of this loan is determined by annual funding levels.

• Federal Family Education Loan (FFEL) Program
FFEL loans (Stafford Loans) are either subsidized or unsubsidized.

• Federal Family Education Loan (FFEL) PLUS Loan
PLUS Loans enable parents with good credit histories to borrow money to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The interest rate is variable. There is no grace period for these loans and payment must begin within 60 days after the final disbursement for the academic year.

Other types of financial assistance include:
• Educational Benefits for Veterans, Military Personnel, and Eligible Dependents
The Office of Admissions and Financial Aid also serves as the IU East Office of Veterans Affairs. If you have questions regarding the various educational benefit programs available to veterans and their dependents, you should contact the Office of Admissions and Financial Aid for further details.

• Indiana Vocational Rehabilitation Benefits
If you are a disabled student seeking financial assistance, you should contact the Indiana Rehabilitation Services Office in your home town. Please note that a copy of the Free Application for Federal Student Aid (FAFSA) must be received by the Department of Education before eligibility for these benefits can be determined.

• Student Employment Federal Work-Study Program
The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay for educational expenses. The program encourages community service work and work related to a student’s course of study.
• Child of Disabled Veteran or Vietnam POW/MIA Awards; Child of Deceased Indiana State Police or Other Law Enforcement Officer Awards; Child of Firefighter Killed in Line of Duty Award

Indiana residents who submit appropriate proof of eligibility from the Veterans Administration or other agencies are eligible for a full remission of mandatory fees for up to 124 credit hours of enrollment if qualified. Recipients must adhere to the Financial Aid Satisfactory Academic Progress Policy.

Repayment of Financial Aid Funds

In order for you to remain eligible for financial aid you may have received, you must complete the classes for which you received the financial aid. The Department of Education has instituted a policy concerning repayment of unearned financial aid funds. Financial aid recipients who stop attending classes or formally withdraw from all classes must repay the amount of unearned financial aid funds. The formula used to determine the repayment amount is available to the public in the Office of Admissions and Financial Aid upon request. The formula is based on the percent of the semester you attended classes. This policy was effective beginning with the fall 2000 semester.

Authorization to Pay Prior Year Charges

Students may authorize the Office of Student Accounts to allow current term aid to be applied to prior year charges. There are two stipulations that must be met:

• The current term aid must be enough to completely pay both prior year and current term charges, bringing the student’s account balance to zero.
• Students must sign a statement authorizing the Office of Student Accounts to apply current term financial aid to prior year charges.

In cases where a student has a prior term balance and is attempting to register for a subsequent term, this policy is NOT a substitute for making the required payment prior to registration. In addition, this policy does not preclude a student from having their registration cancelled due to non-payment. For more information on this policy, please contact the Office of Student Accounts or the Office of Admissions and Financial Aid.

Financial Aid Consequences For Non Attendance

In order for you to maintain financial aid eligibility, you must attend the classes for which aid was awarded. IU East has a strict attendance policy and instructors are required to take regular attendance. If you have either never attended or stopped attending one or more of your classes, the instructor is required to report that information to the Office of the Registrar. This information is also provided to the Office of Admissions and Financial Aid. As a result of non-attendance, your financial aid awards may be reduced or cancelled. In addition to having your awards reduced or cancelled, you will receive a grade of F for the applicable classes. Additionally, if the Office of Admissions and Financial Aid discovers that you have either never attended or stopped attending any class during a consecutive semester, your financial aid eligibility will be terminated. If you cannot attend a class, you must formally drop the class to avoid a grade of F. During the process of dropping a class, you will receive a detailed explanation of how the drop will affect your financial aid eligibility.

Financial Aid Policies and Procedures

It is the students’ responsibility to make themselves familiar with all financial aid policies and procedures that may be applicable to their individual situation. Information regarding financial aid policies and procedures are printed on the university Web site, posted on university bulletin boards and available at the Office of Admissions and Financial Aid.

Additionally, students are encouraged to continually check their IU East assigned e-mail account for any notices of required materials and/or important financial aid announcements.

For any additional assistance or questions contact the Office of Admissions and Financial Aid, Whitewater Hall 116, 765-973-8206.
Student Records
The Office of Student Records, under the direction of the registrar, is responsible for the maintenance of permanent student record files and academic transcripts, class registration and schedule adjustment procedures, and the certification of student status to internal departments and external agencies.

Student Identification Number
In its continuing efforts to maintain the privacy of students, the university is no longer using the Social Security Number as the primary means of identification. As such, all students have been assigned a randomly selected ten-digit student identification number through the university’s student information system. The Social Security Number will continue to be collected by the Office of Admissions and Financial Aid for the purposes of processing aid requests through the Department of Education.

Official Transcripts
If you have been enrolled at any Indiana University campus, you may obtain a copy of your academic record. Forms for requesting official transcripts are available in student records office. You may also request an official transcript by writing to:

Indiana University East
Office of Student Records
2325 Chester Boulevard,
Richmond, IN 47374-1289

You must sign all requests. If you have a financial encumbrance, you will be denied an official transcript until all monies have been paid. Copies of transcripts are $5 each (subject to change without advance notice). Payment must accompany each request. Make checks payable to Indiana University East. Please allow at least one working day for the request to be filled. You are entitled to one certified copy of your record free of charge upon completion of each degree, unless there is a financial encumbrance. This free copy is mailed to your permanent address four to six weeks after a degree is conferred. Students may view their unofficial transcript on the Web at OneStart.iu.edu.

Graduation Dates
If you are receiving a degree from IU East, you should file an Application for Graduation with the Office of Student Records at the time of registration. Deadlines for applications are as follows:

**Application Deadline**
- November 15: December graduates
- February 1: May graduates & commencement participants
- May 15: June graduates
- July 15: August graduates

If you wish to participate in May commencement, you must apply by February 1.

OneStart
IU provides access to your student records on line either through the computers found in the computing laboratories or through your own home computer. Set your bookmark for http://OneStart.iu.edu and access:

- a list of course offerings
- on line registration
- on line drops/adds
- view your class schedule
- your final grades
- holds on your record
- your unofficial transcript
- change your address
- your bursar account
- your financial aid

First time IU students need to be admitted. Individuals who have never attended IU East or any other IU campus need to apply for admission. The earlier they apply, the earlier they will be able to register for classes. Please visit the Office of Admissions in Whitewater Hall 116 or contact an admissions representative at 1-800-959-3278/765-973-8208 or e-mail at iueadmit@indiana.edu. You may apply to IU East on the Web at www.iue.edu/admissions/onlineapp.htm?id=iueeaa. New students are required to attend orientation.

An Active IU Network ID and Password are Required
If you currently use OneStart, Oncourse, IU e-mail, or any of the computers at IU East, then you already have an active Network ID and password. If you do not have a network ID and password, contact the IT Help Desk in Hayes Hall 169 or visit https://onestart.iu.edu/ and click on starter kit (User Account Creation). Students and/or alumni who have forgotten their IU network ID or password should contact the IT Help Desk for assistance.
Access the IU OneStart Portal
Navigate to www.OneStart.iu.edu/ and take the OneStart tutorial and familiarize yourself with all the self-service features. Under registration services check to see if there are any holds placed on your record. Holds must be cleared before you can register. Each hold should give you information on whom to contact for additional assistance.

Determine Date and Time to Register
Early registration for students continuing at IU East, begins in March for the summer and fall terms, and in late October or early November for the spring term. Students should verify their enrollment appointment date and time on OneStart Registration Services. Early registration runs for four days, with enrollment appointments scheduled as follows:
• Monday-Seniors and post-baccalaureate students (86+ credit hours)
• Tuesday-Juniors (56-85 credit hours)
• Wednesday-Sophomores (26-55 credit hours)
• Thursday-Freshmen (00-25 credit hours)

Open registration for all admitted students (who have completed orientation) begins on the Friday following early registration and continues up through the day before the semester begins.

Pay Your Fees
Students are responsible for paying their fees prior to the published deadlines. Failure to pay their fees does not remove them from their classes. Students who decide not to attend are responsible for dropping those classes. Failure to do so could result in the student being held responsible for all applicable fees and grades resulting from that class schedule.

Dropped Courses
Refund amounts will be determined by the date the drop activity is processed by the Student Records Office. To receive credit for a dropped course, the DROP/ADD FORM MUST BE RETURNED INTO THE STUDENT RECORDS OFFICE. (See refund schedule for exact refund percentages.) You are required to withdraw from courses in person at IU East. Accounts will be periodically reviewed and refunds of any credit balances will be issued to you in the form of a check, mailed to the address indicated at the time of registration. All students must obtain signatures from the Office of Student Accounts Office and the Office of Admissions and Financial Aid.

Drop/Add Even Exchange
Courses with the same credit hours and course-related assessments (i.e. labs, nursing clinicals, etc.) may be dropped and added within any given refund period as an even exchange. The forfeited amounts reflected in the refund schedule below will be held through any given refund period and may be used to offset any add activity within that same period only. For example, if a drop of 3 undergraduate credit hours occurs during the first day of the 50 percent refund period, the normal forfeiture would be 50 percent of course fees paid.

However, the 50 percent forfeiture amount will be held throughout the 50 percent period and may be used to offset an add of 3 or more credit hours throughout the entire 50 percent refund period resulting in an even exchange of courses.
Refund Appeals Procedure
You have a right to submit an appeal of the refund policy if there is a significant or unusual circumstance that causes your withdrawal from class after the normal refund period. The procedure for appeal is as follows:

- After withdrawal from class, you are to write a letter to the Refund Appeals Committee, and hand it in at the Bursar’s Office. The letter must have as much detailed information as possible in support of the student appeal.
- Submit the letter plus any supporting documentation within three weeks of withdrawal. Appeals received after this period will not be considered. Once an appeal submitted, it is forwarded to the Refund Appeals Committee for consideration.
- Once the committee recommendation has been rendered, the student accounts office will formally communicate the decision to you.

Intercampus Transfers
IU has been designed to enable you to transfer easily among the eight campuses of the university to continue your studies as a degree candidate. Generally, you must be in good academic standing in order to transfer between campuses. Credits are evaluated on a course-by-course basis, however, you will find that most courses transfer due to the similarity of coursework on the eight campuses. (Intercampus transfer students should note that the degree requirements may differ.)

If you are transferring to IU East from another IU campus, you should contact the Office of Student Records.

If you are an IU East student wishing to transfer to another IU campus, you should discuss your plans with your advisor and contact the dean or designated advisor at the campus you plan to attend. In order to initiate an intercampus transfer, go to https://www.iupui.edu/~moveiu/moveiu.html.

IU System Residency Policy
Please refer to this policy in the IU East Requirements, Policies and Academic Standards section of the catalog.

Second Degrees
The vice chancellor for academic affairs may admit the holder of or candidate for a baccalaureate or associate degree to candidacy for a second degree at the same level. For baccalaureate students, a minimum of 30 additional hours in residency beyond the previous degree’s requirements is required for each additional associate degree. In either case, you must also meet the requirements of the department or division in which you are a candidate since it has final approval for the applicability for cross-listed courses. Check with the individual departments or divisions for more information.

Academic Regulations and Policies
The Student’s Responsibility
All colleges establish certain academic requirements which must be met before a degree is granted. These regulations concern such matters as curricula, courses, majors, and minors. Advisors and deans will assist you in understanding these requirements, but you alone are responsible for fulfilling them. At the end of your course of study, the various requirements for the degree are audited; if these have not been met, the degree will be withheld pending fulfillment of all requirements. For this reason, it is important for you to acquaint yourself with all regulations and remain informed throughout your college career. Copies of a handbook detailing students’ rights and responsibilities are available from the Academic Advising Center.

Hold Placed on Your Record
You may have a hold placed on your record for academic reasons or for violations of the student conduct code. Students with this hold placed upon their record will not be permitted to register without authorization from the university office that placed the hold.

Course Load
You may register for a single course or for a full course load. Students who register for 12 or more semester hours in a semester (6 or more in summer) are considered full-time students. Full-time students should carry at least 15 credit hours during each semester of the regular academic year, if they expect to complete degree requirements within the expected time. Except with special permission, you are not permitted to enroll in more than 18 credit hours in the fall or spring and 9 credit hours in summer. A B-average is generally required before you are permitted to carry more than 18 credit hours.

Class Standing
Class standing is based on the number of credit hours you complete.

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Freshman</td>
<td>0-25</td>
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<tr>
<td>Sophomore</td>
<td>26-55</td>
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<tr>
<td>Junior</td>
<td>56-85</td>
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<tr>
<td>Senior</td>
<td>86 or more</td>
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</table>
Special Examinations
If you are meeting certain criteria, you may be permitted to establish credit by examination. (See Credit by Examination Fee Information in the Fees and Financial Aid section.)

Grades
Early access to final grades will be available using OneStart at www.OneStart.iu.edu as they are submitted by the faculty and posted to students records. To view available grades, select the grades option and, if prompted, select the appropriate semester. Semester and cumulative grade point averages will also be available once all grades are submitted by the faculty and become official. Since grades will be available on OneStart at no charge, final grade reports will no longer be mailed to students. Instead grades are available via OneStart Monday through Friday from 7 a.m. to 10:30 p.m., Saturday from 7 a.m. to 10:30 p.m. and Sunday from 10:30 a.m. to 10:30 p.m. (closed on holidays).

The official grading system of the university is as follows: 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- = .7, F = 0.0

The grade point average (GPA) for a semester is computed to the third decimal point by dividing the total number of credit points by the number of credit hours completed. Credit points are determined by multiplying the grade points earned in a course by the number of credit hours for that course. Grades and hours of W (Withdrawal), S (Satisfactory), and I (Incomplete) are not included in the GPA calculation.

Total credit points of 36.3 divided by 15 credit hours equals a grade point average of 2.40.

Pass-Fail Option
The option that permits you to designate courses to be taken for either a Pass (P) or Fail (F) grade is available to all undergraduate students for a maximum of two elective courses. The course selected for P/F must be an elective; it may not be used to satisfy requirements for institutional or degree programs. You must file a P/F option request at the time you register, and that status cannot be changed after the course has begun. You can arrange for the P/F option by consulting your division chairperson. The chairperson is responsible for determining the elective nature of the course and signing the required form. You then bring the form to the student records office, where it is processed.

Instructors will not be notified of those students registering for the P/F option. A final letter grade will be submitted by the instructor and any grade other than F will be converted to S by the registrar. A grade of S is not counted in computing grade averages however a grade of F is included.

If you are taking courses at the IU East campus and completing a degree program on another IU campus or Purdue University campus, you should adhere to the P/F policy and transfer policy of that campus.

Policy adopted by the IU East Faculty Senate November 17, 1978.

Incomplete
The grade of I (Incomplete) may be given to you if your work in a course is satisfactory except that some terminal aspect of the course requirements have not been completed. The grade of I will only be given if the instructor has sufficient reason to believe that failure to complete the requirements of the course was beyond your control, and that it would be unjust to hold you to the time limits fixed for completion of the required work. By assigning an Incomplete, an instructor implicitly authorizes and requires the I to be changed to an F at the end of the appropriate time period, normally up to one year (or less if specified by the instructor). Both you and the division chairperson will be notified of this change of grade.

You may not register in courses in which you have a grade of Incomplete. Any student receiving an Incomplete in a developmental course (ENG-W031/MATH-M007, EDUC-X051) must contact the appropriate department for placement in the correct section. You may be denied the privilege to make up an Incomplete if it seems to the instructor and appropriate chairperson that it is impractical for you to complete the course.

FX Policy (Removal of F’s)
When the FX policy is applied, any undergraduate who has retaken a course previously failed shall have only the second grade in that course counted in the determination of his or her grade point average. The student's transcript shall record both grades. Any grade point average calculated in accord with this policy shall be marked with an asterisk denoting that an F grade has been replaced by the grade in the course when taken subsequently.

University Faculty Council Action-March 13, 1979

This policy was revised by University Faculty Council Action on April 10, 1984 to read:

- The FX Option is honored by all undergraduate schools and divisions on all IU campuses.
- You may exercise this FX option for no more than three courses, totaling no more than 10 credits.
- You may use the FX option only once for a given course.
Implementation Guidelines
1. Rather than marking the GPA with an asterisk as stated in the resolution, the grade of FX will replace the grade of F the student originally received in a course. The FX will be defined in the transcript explanation as representing an F grade in a course that has been removed from GPA calculations by a subsequent retaking of the course.
2. The policy applies to undergraduate students only.
3. The policy applies to students who matriculated during the fall semester, 1984-85, or thereafter.
4. You may exercise the FX option for no more than three courses, totaling no more than 10 credits.
5. You may exercise the FX option no more than once for a given course.
6. The FX Option applies to all undergraduate schools and divisions on all IU campuses.
7. 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.
8. The grade of F (under the P/F and S/F options) is considered the same as any other F grade.
9. In retaking the course, you must receive a regular letter grade to remove the original F to an FX. The grades of W, I, or NC will not qualify for removal.
10. If you want to repeat a course in which you received an F, you must secure the approval of your academic advisor prior to repeating the course. The course in which you re-enroll should be the same course in which an F was previously received. Account, however, should be taken of the fact that course numbers and titles are occasionally changed.
11. Enforcement of the FX Policy shall be the responsibility of the school or division which certifies the student's fulfilling the equivalent responsibility on the campus.
12. Problems relating to the policy shall be referred to the school dean or the administrator fulfilling the equivalent responsibility of the campus.
13. The registrar shall record the appropriate grade as prescribed by the academic unit.
14. The provisions of this implementation document shall be incorporated into all future editions of catalogs, student handbooks, and schedules of classes on all IU campuses.

UFC Circular U7-84, November 1, 1984 – Revised February 20, 1987

Extended X Policy
The purpose of this policy is to allow students who have done poorly in a course to repeat the course and remove the weight of the earlier grade from the student’s cumulative grade point average. The IU East Faculty Senate sees this policy as an expansion of the current University Faculty Council policy (UFC April 10, 1984 and its EFS amendments—FX Policy) by extending the replacement option to courses in which students receive any grade rather than just grades of F.

General
A student may retake any undergraduate course and petition for exclusion of the previously earned grade from the cumulative GPA after repeating the course. A student may apply this grade replacement option for a maximum of 15 credit hours. This option may be exercised no more than two times for each course. Each attempt will count toward the 15 credit hour limit.

Extension of FX Policy
This policy replaces the use of the FX policy (UFC Action April 10, 1984). Previously granted FX grades will be honored under this policy; the number of credit hours for which the FX option has been used will contribute to the count of credit hours for which this policy applies.

Effective Date
This policy is effective upon being enacted. Students may replace any previously earned grades with grades earned during or after spring 2004. The FX policy still applies if a student wishes to replace an F with the grade earned in a course retaken during a semester prior to spring 2004.

Grades and Courses for Which this Option is Available
Grade replacement under this policy is only available for undergraduate courses with fixed credit. Grades in courses with variable topics may not be replaced unless the topics, rigor, expected competencies and work-assignments in both courses are the same. The determination of equivalency is made by the faculty. Under this policy, any grade may be replaced by the grade in the retaken course. A grade of W, I, or NC cannot be used to replace another grade.
Academic Record
This policy only excludes certain grades from the calculation of the grade point average. All grades will remain part of the student’s academic record; a notation on the transcript will indicate if a grade is not included in the GPA calculation. The provisions apply to undergraduate courses taken by students pursuing an undergraduate degree only. If a degree has been awarded, in no case may a grade be replaced for a course taken prior to the award of that degree. Schools and programs with selective admissions criteria may use a GPA calculation that does not honor the grade replacement under this policy in determining admissibility, academic standards, honors and graduation criteria.

Procedure
Students may petition for grade replacement under this policy at any time after repeating the course. The petition is made on a course-by-course basis. Once a grade replacement has been entered in a student’s academic record, it may not be rescinded. The registrar’s office will – in consultation with the Vice Chancellor for Enrollment Services and the Admissions and Academic Affairs Committee – establish a procedure consistent with this policy.

Grades Earned at Other IU Campuses
Students who take a course at another IU campus and subsequently repeat that course at IU East may petition for grade replacement under this policy. However, replacement of grades earned at another IU campus is subject to the policies and procedures at that campus. The registrar at IU East shall forward petitions for grade replacement to the appropriate registrar and shall act as a liaison between the divisions and faculty who are responsible for evaluating the replacement.

Honoring Grade Replacement Requests from Other IU Campuses
IU East joins all other IU campuses in honoring the principle that the grade policies on the degree granting campus are applicable for each student. Hence, if an IU East student transfers to another campus with different grade replacement policies, IU East will honor requests from that campus, on behalf of the student, to replace an IU East grade that may not be replaceable under this policy. If the student to return to IU East for graduation, however, that grade exclusion may not apply. In such a case, the student may petition to the degree-granting division to honor the IU sister-campus grade replacement policy.

Grades Earned Outside the IU system
Grades earned outside the IU system cannot be used to replace grades earned at IU East.

Grade Replacement with Courses Using Different Course Numbers
A student may petition to replace a grade in one course with the grade earned in another course, provided that the two courses are equivalent. The determination of equivalency of the two courses is made by the appropriate division chair and the faculty of the subject area. In order to establish equivalency, the faculty must determine that topics, rigor, expected competencies, and work assignments in both courses are equivalent. A comparison of course descriptions alone is not adequate to establish equivalency. Students may not petition for grade replacement on the basis of having proved competency by successfully completing a subsequent course, through life experience, or through testing. (Explanation: This provision is meant to be used in cases where a course number has been changed, or where the two different course numbers are used for essentially the same course.)

Course Withdrawals
A grade of W is given to a student who makes formal application for withdrawal during the first nine weeks of a regular semester or the first four weeks of a summer session. Official forms for this purpose are available in the Office of Student Records.

Withdrawals are not normally considered during the last five weeks of a semester or two weeks of a summer session. The instructor will submit a letter grade for each student enrolled in a class after the withdrawal period expires. Failure to continue class attendance does not constitute withdrawal and will result in a grade of F in the course. Withdrawals after this deadline require the signature of the instructor. If you wish to withdraw from classes, you must do so in person.

Applications for withdrawal cannot be considered until all fees have been paid.

Grade Appeals
If you are dissatisfied with the grade received in a course, you should consult the following people in this order: (1) the instructor in the course, (2) the divisional chairperson, (3) Admissions and Academic Affairs Committee. If the divisional chairperson cannot mediate the grade appeal to the satisfaction of both you and the instructor, the matter should be referred to the Admissions and Academic Affairs Committee, whose decision will be final.

Repeated Courses
Courses may be repeated at any time with both grades being recorded on your official record. However, for degrees offered by IU East, only the most recent grade will apply toward requirements for that degree.
Schedule Changes
If you have officially registered and wish to alter your schedule, whether because of personal incentive, departmental directive, or preferred class(es) having been cancelled, you must follow drop/add or withdrawal procedures.

If you do not follow appropriate procedures, you run the risk of a failing grade in a course not properly dropped or not receiving credit for work done in a course not properly added.

If you find it necessary to change your class schedule, you must first go to the student records office to secure the appropriate form. You must obtain appropriate signatures to alter your schedule. To add a section after the first week of classes, or if the course is closed, the signature of the instructor must be obtained.

Attendance
You are expected to attend each scheduled class session. 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 submitted later.

Audit
If you do not want academic credit or a grade for a course, you may enroll as a special audit student. Courses completed as audits will be entered on your transcript with an NC notation in place of a grade and may not subsequently be changed to credit courses. Any change of enrollment involving credit status must be completed by the end of the first week of classes during fall or spring semester or prior to the second class meeting during summer sessions (100 percent refund period.) The signature of the instructor is required for this enrollment. Any instructor or division has the option to exclude auditors from a particular course or remove auditors during the first week of the semester to permit credit students to enroll. In such cases, the auditor will receive a 100 percent refund of fees.

Revalidation of Courses
Revalidation is the procedure by which previously taken courses are reviewed and judged currently valid in order for credit to be applied at IU East. Revalidation of courses, including the setting of time limits, the development of criteria of evaluation, the decisions applied and all other related matters is a faculty matter. The faculties of the academic divisions or similar units may collectively devise revalidation policies relevant to their disciplines. If such policies are lacking, the presumption is that revalidation is the prerogative of the faculty in the discipline of which the course is representative. This statement shall be taken as policy for the faculty as a whole.

FERPA Policy
Please refer to the IU East Requirements, Policies and Academic Standards section of this catalog.
Off-Campus Sites
Indiana University East offers you the opportunity to take some of your classes at off campus sites that may be closer to home. We provide a variety of course offerings in Connersville, New Castle, and Lawrenceburg, and a computer lab, a tutorial lab, a distance learning classroom using Virtual Indiana Classroom technology. Branch services of the campus bookstore are available in Connersville. You may apply for admissions and financial aid, as well as take the Compass placement test, register for classes, drop/add/withdraw from classes, and pay fees at these sites. Connersville and New Castle offer you the opportunity to complete an associate degree in general studies or business administration, as well as take prerequisite courses and courses toward other degree programs. In Lawrenceburg you can complete the upper level courses for bachelor's degrees in business administration and general studies. For a listing of course offerings please refer to the Schedule of Classes at www.iue.edu/registrar or on the Web at www.onestart.iu.edu.

Danielson Learning Center
The Danielson Learning Center serves residents of Henry, Delaware and Hancock counties. The center is located at 300 Trojan Lane, New Castle, Indiana. Center hours are 8 a.m. to 10 p.m., Monday through Thursday, and 8 a.m. to 5 p.m. on Friday during fall and spring semesters. Summer hours are 8 a.m. to 5 p.m., Monday through Friday. For more information call 765-521-9012.

Connersville Center
Located in Connersville at 715 W 21st St., the IU East Connersville Center serves residents of Fayette, Franklin, Rush, and Union counties. Center hours are 8:00 a.m. to 10:00 p.m. (office only open until 7 p.m.), Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday during fall and spring semesters. Summer hours are 9:00 a.m. to 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. For more information call 765-825-4171.

Lawrenceburg Programs
Located in Lawrenceburg, Indiana on Ivy Tech Community College of Indiana’s campus at 500 Industrial Drive, the Lawrenceburg Programs serves residents of the southeast Indiana Ohio River counties. Select upper division bachelor’s degree completion programs are offered in partnership with Ivy Tech. For more information call 812-537-4010.

Campus Life
Becoming involved in your campus provides many opportunities and benefits to you. Of course, academics are your first priority so be choosy and take your time figuring out which student organizations and activities are right for you. Imagine how all of your activities will fit into your schedule and your life; then determine how much you can balance. The benefits of involvement can greatly enhance your life. Gaining a sense of achievement, developing leadership skills, making new friends and having fun are just tips of the iceberg. Don’t forget, it’s also a great way to impress potential employers and graduate schools.

What does it mean to get involved? It may mean more than you think and the answer is as unique as the individual. Campus Life offers many opportunities for involvement through a wide range of activities including:

- Honoraries
- Student organizations
- Student leadership
- Recreation/intramurals
- Athletics
- On-campus employment
- Student media
- Volunteer opportunities
- Participation in events and activities

Mission
Campus Life is committed to enhancing your overall educational experience through the development of, exposure to, and participation in social, cultural, intellectual, recreational, leadership and service opportunities and to fostering a sense of community among members of the Indiana University East campus through the programs and services offered.

Student Organization Directory
IU East has more than 25 recognized student organizations reflecting the diversity of our student body. Following is a list of organizations and a brief description.

Academic Organizations
Association of Nursing Students- serves those individuals interested in pursuing a career in a nursing profession.
Advisor: Sherry Rankin 973-8244
Criminal Justice Club- was created with the express purpose of increasing awareness of issues in criminal justice, as well as political, public and environmental affairs. Advisor: Victoria Beck 973-8327

Degenerate State (Math Club) – provides an environment for students and faculty to discuss mathematics. The club meets weekly to have fun working problems, and using logic to reason equations. The group takes trips to museums and the institutions, and provides a medium for the mathematical community at IU East to collaborate with the larger mathematical community of Indiana and Western Ohio. Advisor: Mort Seddighin 973-8268 or mseddighin@indiana.edu

Humanities Club- convenes students of any major who have an interest in the arts for monthly on-campus meetings and special events such as poetry readings, attend local theater and concerts. Future plans include visiting museums and jazz clubs. Advisor: Alisa Clapp-Itnyre 973-8531

Psychology Club- provides opportunities for members to get updated on the latest scientific knowledge in psychology, meet other students interested in the study of psychology, learn about research opportunities, and share information about career development in psychology. Advisor: Page Jerzak 973-8602

Political Science Club- provides a forum for students who share an interest in political issues for social and professional interaction, promoting political awareness on campus, and exploring political action that can affect positive change on the campus, as well as the community, state, nation and the world. Advisor: Paul Kriese 973-8374 or pkriese@indiana.edu

Students in Free Enterprise (SIFE) is open to students of all disciplines at IU East and Purdue. Mentored by faculty advisors, SIFE students apply their classroom experiences to develop and implement educational outreach programs that teach individuals in their communities the principles of market economics, entrepreneurship, personal financial success skills and business ethics. Advisor: Tim Scales 973-8620

Sociology Club- provides a forum in which members participate in informative, academic exchange through discussion of interests and experiences in a sociological context. Advisor: Anne Szopa 973-8333

Student Social Work Association- addresses the special needs and requirements of social work and human services majors, including participation in the evaluation of policies and programs, when appropriate, and fosters the identification of referrals and the distribution of job applications for its members. Advisor: Sheila Armstead 973-8534

Writer’s Club- The IU East Writers Club is affiliated with the IU East Journal of Student Writing. The Journal showcases student poetry, fiction, essays and art. Students in the club can serve as jurors and initial readers on submissions to the Journal, as well as assist in the layout and publication. Advisor: Beth Slatery 973-8549

Campus Life Sponsored Groups

Student Events Team (S.E.T.)- selects, develops, and organizes educational, recreational, and social programming for the students of IU East and Purdue University Programs. Advisor: Schnell Garrett 973.8366

Student LEADERS Program- represents the student body on various campus committees, including the IU Board of Trustees. These representatives serve as advocates and resources for students and provide an avenue of communication between students, faculty and administrators on the IU East campus. Advisor: Schnell Garrett/Lanette Young 973-8366/973-8212

Fellowship and Spiritual Groups

Campus Christian Fellowship- serves Christ and the campus by lifting up Christ as the source of eternal life (John 14:6), encouraging campus members to mature in their personal relationship with Christ (COL 1:10-12), and supporting the campus community in prayer (EPH 6:18). Advisor: Brian Alenskis 973-8228

Honoraries

Alpha Phi Sigma – recognizes academic excellence by students of criminal justice and promotes service, critical thinking, rigorous scholarship and elevates the ethical standards of the Criminal Justice profession. Advisor: Robert Ramsey 973-8327 or roramsey@indiana.edu

Chi Alpha Epsilon- recognizes the academic achievements of students admitted to colleges through nontraditional criteria. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by those students admitted to college via developmental programs. Programs sponsored by the society encourage other students toward this accomplishment. Advisor: Cheryl Stafford 973-8319

Delta Mu Delta- is a national honor society in the field of business administration that promotes higher scholarship in training for business and recognizes and rewards
business administration students who have distinguished themselves scholastically. **Advisor: David Frantz, 973-8337**

**Psi Chi** encourages, stimulates, and maintains excellence in the scholarship of its members in all fields, particularly in psychology, and advances the science of psychology. **Advisor: Kathleen Felton 973-8530**

**Special Interest Groups**

**Amtgard** - Amtgard provides students with the opportunity to participate in medieval live-action role playing and other activities related to the medieval period. **Advisor: Brandon McFadden 973-8296**

**Environmental Club** - encourages men and women to join with others who share a common interest in environmental issues and promotes awareness of environmental issues on campus, in the community and nationwide. **Advisor: Peggy Branstrator 973-8357 or mbranstr@indiana.edu**

**Indiana University East United Nations Model (IUEUNM)** - provides the opportunity for members to assume the roles of ambassadors to the United Nations and debate current issues on the UN's agenda. Through diplomacy and negotiation, members seek ways to deal with complex global issues such as conflict resolution, AIDS, refugees, the environment, and economic development. **Advisor: Greg Barton 973-8565 or gabarton@indiana.edu**

**Multicultural Awareness Organization** - raises the campus' awareness of multicultural based issues, increases minority involvement and retention at IU East, and increases minority participation in activities. **Advisor: Tim Williams 973-8320**

**Rainbow Alliance** - provides a forum which enhances the self-esteem, self-awareness, and overall well-being of the gay, lesbian and bisexual student population of IU East, as well as educating the campus community about the needs and concerns of people with varying sexual orientations. **Advisor: Lanette Young 973-8212**

**Students Against War (S.A.W.)** - provides a support system to aid any and all students in becoming as actively involved in any anti-war undertaking as each individual student desires; provides and offers information regarding national and international anti-war efforts; organizes and presents informational events regarding anti-war beliefs and convictions for the general student body and community. **Advisor: Mary Fell 973-8229 or mfell@indiana.edu**

**Student Alumni Association** - strengthens community relations and establishes a great alumni association presence on campus. The ambassadors act as student recruiters off campus by participating in high school college nights, giving tours to prospective students and parents, and sponsoring a variety of other student related projects. **Advisor: Terry Wiesehan 973-8221**

**Danielson Learning Center Student Council (New Castle)** - increases the interaction between students and faculty, enhances the college and overall student experience, and encourages activities which enhance and strengthen the relationship between the Danielson Learning Center and the surrounding communities. **Advisor: Melissa Modesitt 521-9012**

**Publications**

**Pioneer Press (Student Newspaper)** - informs the student body of events and issues that may have some impact on the students' affairs; serves as an information resource on topics pertaining to academic programming and serves as an arena for the expression of viewpoints. **Advisor: Anthony Naaeke 973-8425**

For more student organization information, contact Campus Life, WZ 151, 765-973-8240.

**Recreation and Athletic Teams and Organizations**

**Men's Basketball** - competes at the intercollegiate level. Tryouts are held yearly in the fall. Academic eligibility requirements apply. For questions concerning scheduling, tryouts or game schedules, contact the Graf Recreation Center.

**Women's Volleyball** - competes at the intercollegiate level. Tryouts are held yearly in the fall. Academic eligibility requirements apply. For questions concerning scheduling, tryouts or game schedules, contact the Graf Recreation Center.

**Cheerleading** - supports and backs our men's and women's athletic teams by encouraging the campus community to attend sporting events and to cheer for the teams during games. Tryouts are held in October. Academic eligibility requirements apply.

**Golf** - provides the opportunity for students to compete at the intercollegiate level. Tryouts are held in March. Academic eligibility requirements apply. For questions concerning schedules or other team information, contact the Graf Recreation Center.

**Running Club** - The Running Club gathers regularly to run and train for upcoming races that are held in the surrounding community. Contact Matt Marshall, 973-8457, for further club, intramural and team information.
Graf Recreation Center
Quality and reasonably priced recreational opportuni-
ties are provided to students and employees of IU East.
Facilities include a fitness center with a variety of weight
training and cardiovascular equipment, multipurpose
gymnasium, locker rooms, showers and a billiards and
game room.

The recreation center and its programs encourage
the IU East community to maintain a physically active
lifestyle by coordinating activities and programs which
include recreational sports (men’s and women’s basket-
ball teams), intramural programs, credit and non-credit
classes and fitness programs (aerobics and weight
training).

Graf Recreation Center Memberships
Step 1 Process Payment – Memberships can be
purchased through the IU East Bursar’s Office. KEEP
YOUR RECEIPT.

Step 2 Identification Card – If you do not have an
Indiana University East identification card, take your
receipt to the Office of Campus Life. Your photograph
will be taken and your identification card will be
produced.

Step 3 Schedule Orientation – It is mandatory that
first time users complete an orientation to the facility.
Orientation can be scheduled through the Graf Recre-
ation Center or by calling 765-973-8457.

Step 4 The Fun Starts – Upon completion of your
orientation, your identification card will be validated for
use and you will be ready to BEGIN!

For more information, contact the Graf Recreation
Center, Springwood Hall, 765-973-8566.

Child Development Center
The purpose of the Child Development Center is to
provide a safe, secure environment in which learning
occurs through active exploration centering on social,
emotional, physical and intellectual development of
individual children. The goals of the center are to
provide quality educational programming which is
developmentally appropriate for children ages two
through six. There is a registration fee assessed yearly.
You can register for a part time or full time block of
time for your child for an entire semester (fall, spring,
summer) as determined by need. The center operates
on a first-come first-serve basis. The hours of operation
are Monday - Friday, 7 a.m. to 6 p.m. All employees
comply with relevant state, local and IU East guidelines
governing child care operations.

For more information, contact the CDC, Spring-
wood Hall 101, 765-973-8569.

Lively Arts
The IU East Lively Arts Series brings to campus a wide
variety of performers each year. These events are free. In
the past few years, entertainment has included jazz,
operas, a capella, African rock, country, Broadway songs,
string quartets and much more.

Indiana Reading Corps
The Indiana Reading Corps (IRC), the largest children’s
literacy program in the state, is an AmeriCorps program
of Indiana Campus Compact designed to respond to
former President Bill Clinton’s America Reads Challenge.
This challenge, that all children be avid and independent
readers by the end of third grade, was issued in re-
sponse to statistics indicating that as many as 40 percent
of our nation’s third graders cannot read to learn.
The corps employs the reading coaches model – a
literature focused model that seeks to develop the skills
of children who have fallen at least one reading level
behind.

In the fall of 1999, IU East became a new host site
for the IRC initiative. Throughout the year, the IRC
recruits volunteers, work study students, and part time
AmeriCorps members to become Reading Coaches at
Vaile, Crestdale and Highland Heights elementary during
the school year as well as at our sponsored summer
program in Richmond.

The IRC also hosts several literacy events through-
out the year, such as the Martin Luther King Jr. Read In,
Dr. Seuss’ Birthday Celebration and the Children’s 1K
Race to Literacy.

For more information contact the Campus Life
Office at 765-973-8240.

The Whitewater Gallery and
Annual Art Competition
The art gallery, located in Whitewater Hall, offers several
exhibits throughout the year. In addition to national and
regional artists, students and faculty have an opportunity
to exhibit their work. The Whitewater Annual Art
Competition and exhibition is the only one of its kind in
the Midwest. Each year for more than 26 years, regional
artists have entered art work which is judged by
nationally known jurors. The pieces selected by the
jurors are exhibited.

For more information, contact Ed Thornburg at 973-8605.
Campus Services for Students

ACADEMIC ADVISING

You are in charge of your overall educational program. Getting the most out of college can be both challenging and exciting. The advising center can help you reach your potential by offering assistance in the following:

Academic Advising Center

The Academic Advising Center provides academic advising for freshmen, non-degree and transient students who have not declared a major. A master advising list for all students and advisors is also prepared.

Each semester advising sessions for students are scheduled. At these sessions students review requirements, learn how to select a major, learn how to access OneStart and get other general information related to academic advising and registration.

Counseling

Assistance with goal setting, decision making and special academic issues is also available for any student. Please feel free to make an appointment if you would like to talk one-on-one with an advisor.

Academic Plan

You must complete the required courses for your chosen degree in four basic areas: general, distribution, core and concentration.

- General courses
  These are courses which everyone must take in order to graduate. These requirements include courses such as Elementary Composition I and Computer Literacy.

- Distribution courses
  These courses are selected from the following disciplines: Humanities and Fine Arts, Behavioral and Social Sciences and Natural Science and Mathematics.

- Core courses
  These courses are specified by your school or division which must be taken in order to obtain a degree in any major in that school or division.

- Concentration courses
  These courses must be taken in order to complete a specific major field in a degree program.

New Student Course Load Planner

Credit Hours

Each course you take is measured in credit hours. Credit hours refer to the number of hours per week you are in the classroom during a 14 week semester. Most courses are worth 3 credit hours.

Course Load Recommendation

For every one credit hour in which you enroll, you will spend approximately two to three hours outside of class studying.

3 credit hours (1 course) = 3 hours in class
   6 - 9 hours study time
   9 - 12 actual hours

12 credit hours (4 courses) = 12 hours in class
   24 - 36 hours study time
   36 - 48 actual hours

Full-time students enroll in 12 to 18 credit hours per semester. Part time students enroll in 1 to 11 credit hours per semester. The course load that is best for you depends on a variety of factors such as other commitments, study skills, time management skills and self-discipline. To determine the course load which is most appropriate for you, please refer to the guidelines below.

Employment Obligations-Course Load if Working

<table>
<thead>
<tr>
<th>Working Hours Per Week</th>
<th>3 - 5 Credit Hours</th>
<th>3 - 9 Credit Hours</th>
<th>6 - 12 Credit Hours</th>
<th>12 - 18 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>working 40 hours per week</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>working 30 hours per week</td>
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<tr>
<td>working 20 hours per week</td>
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</tr>
<tr>
<td>working less than 20 hours</td>
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</table>

It is important to remember that there are only 24 hours in each day and only 168 hours in each week. It is common for college students to try to participate in more activities than their time allows and as a result perform poorly in many of the activities. Unfortunately, this poor performance often includes school work.
ADVERSE WEATHER CONDITIONS
During severe weather, Indiana University East contacts the following media with closing and delay information.

Radio
Richmond
WKBV/WFMG 1490 AM
WQLK/WHON 96.1 FM
Connersville
WIFE 100.3 FM
WCNB 1580 AM
New Castle
WMDH 1550 AM
WMDH 102.5 FM

Television
Dayton
WHIO Channel 7
Indianapolis
WISH Channel 8
Richmond
WCTV Channel 11 and 21

Internet
www.iue.edu

AFFIRMATIVE ACTION PLAN
IU East has a Student Affirmative Action Plan which outlines the institution’s commitment to provide its services to all qualified students, regardless of race, sex, religion, national origin, age, disability, limited English proficiency or past military service status.

This plan includes a grievance procedure which is available to any student who believes that he or she has been discriminated against on the basis of one of the above factors. If you want more information on the plan or grievance procedure, you may contact the affirmative action officer at 765.973.8275.

ALUMNI ASSOCIATION
The IU East Alumni Association was chartered in September 1989. The association is dedicated and committed to involving our alumni in serving IU East students, the campus and regional community. They provide opportunities for life long learning, volunteer service, social interaction and communication with IU East. There are nearly 4,000 IU East alumni. Membership in the Association is open to all graduates and friends of IU East. The IU East Alumni Association also sponsors the Student Alumni Association. Further information on membership or alumni programs may be obtained by contacting the Office of Alumni Relations, Whitewater Hall 121, 765.973.8221.

AUTOMATIC TELLER MACHINE
A Union County bank machine is located in Whitewater Hall, Campus Café.

BUS SERVICE
City bus service is available Monday through Saturday. The city’s major routes connect to the university by means of central transfer points in downtown Richmond. The city bus picks up and drops off passengers at the southwest end of Whitewater Hall on the circular drive.

BOOKSTORE
The Campus Bookstore, located on the lower level of Whitewater Hall, carries all required and supplementary course materials, school and art supplies, apparel, snacks, gift items, nursing equipment and nursing uniforms. The Connersville Bookstore carries required and supplemental instructional material for classes taught at the Connersville Center as well as gifts, school supplies, apparel, and snacks.

Refund Policy
Fall or Spring Semester-Textbooks may be returned, with a receipt, through the fourth week of the semester. Late starting classes have two weeks from the beginning of the class with a receipt. (Classes meeting for less than two weeks or purchases made after the refund period have two business days from purchase to return.)

Summer Semester-Textbooks may be returned, with a receipt, through the second week of the semester. (Classes meeting for two weeks or less have two business days from purchase to return.) All refunds will be given in the same tender as paid (i.e. credit cards will be credited, etc.). A check purchase requires a 7 day waiting period for a cash refund.

Save Your Receipt
New books must be in new condition for a full refund. Any shrink wrapped item or software cannot be returned if opened. You must have a receipt for all returns.

Non-textbook items can be returned within two weeks of purchase with a receipt. The following items are NON RETURNABLE AND NON REFUNDABLE: computer software, dated materials, special orders and OPEN shrink wrapped items. A book-buy-back period is scheduled around final exams in May, August and December.
Hours on the Richmond campus are 8 a.m. until 7 p.m., Monday through Thursday, and from 8 a.m. until 5 p.m. on Friday. Connersville Bookstore hours are 9 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. every other Friday. For more information, contact the Campus Bookstore, Richmond, 765-973-8273 or Connersville, 765-825-4171.

CAMPUS CAREER CENTER
The Campus Career Center teaches you how to assess yourself and how to understand how your values, interests, abilities, and personality shape your academic and career decisions. We instruct you in how to search for a job, make a career change, write a resume, and present your best self in an interview, just to name a few examples. All of these services represent ways we introduce you to the lifelong process of career decision-making, and reinforce the skills you will need over a lifetime of occupational changes and advances.

The Campus Career Center is here to help you make informed decisions about your career field and academic major, and to help you understand how your academic program will help you achieve your career or occupational goals. We encourage you to be self-directed in the career decision-making process, while we provide the resources and individualized assistance to help you.

Career Development
If you are unsure of the career direction that is right for you, you can assess your skills, interests, and values through the CCC. While a variety of career inventories are available, our most frequently used assessment tool is SIGI PLUS, a computerized career guidance program that is simple to use and provides you with current, detailed information about your chosen career field. Seminars, workshops and individual career counseling allows you to evaluate potential career opportunities, discuss the options available to you and prepare for a job search. Students and alumni interested in exploring different career paths and the possibility of graduate school will find the assistance they need in the CCC.

Career Library
The library in the CCC houses a wide variety of materials relating to higher education and the working world. Videotapes, electronic media and written materials are available concerning specific occupations and employers, as well as interview and resume information. Guides with locations of graduate degree programs, law school information and registration packets for graduate school admissions tests are available.

Career Computer Lab
Students and alumni are welcome to use our computers for completing career assessments, conducting job searches on the internet and working on resumes and job search correspondence. The lab is open to you during office hours and may be used on an appointment or walk-in basis as available.

Job Fairs
IU East, Ivy Tech Community College of Indiana and Purdue University College of Technology at Richmond jointly sponsor an on-campus job fair each year. A variety of employers in the region attend the job fair to share employment opportunities and distribute company information. The CCC also sponsors, in cooperation with other IU campuses and Purdue University, the Indiana Multicultural Job Fair in the fall and the Indiana Collegiate Job Fair in the spring. These events allow employers to meet graduating students and alumni interested in present and future employment opportunities.

Internships
Gaining experience related to your major and chosen career field enhances your educational background as well as your ability to secure a professional position upon graduation. Students with sophomore standing or higher are encouraged to talk with our internship coordinator about on- and off-campus internships. Internships are short-term, generally part-time work experiences. They can be paid or unpaid, credit or non-credit. All students interested in applying for internships must complete an internship application in the CCC and attend a resume critique and interview preparation session with the internship coordinator and/or director. Up-to-date internship listings can be found on the IU East Campus Career Center Web site.

Work Study Program
The Campus Career Center provides employment information and application forms for all students interested in the work-study program. Eligibility is determined after submission of the Free Application for Federal Financial Aid (FASFA), available in the Office of Financial Aid, Whitewater Hall 116. Work-study students generally receive an hourly wage paid directly to them. To provide maximum financial benefit, Social Security tax is not withheld and earnings do not diminish other financial aid awards currently or in the future. For more information contact the CCC, Springwood Hall 204 at 765-973-8450, or financial aid at 765-973-8206.

Work Study and Employment Referral
Students and alumni seeking work can receive assistance in the CCC. Employment listings and other job-related information are available in the CCC. Informa-
tion about professional positions related to specific majors, as well as nonprofessional opportunities and on-campus work-study positions are advertised through the CCC by accessing our Web site. Federal college work-study applications are available in the office for eligible students who are looking for on-campus part-time work-study positions.

For further information about any of our services, contact the Campus Career Center, Springwood Hall 204, 765-973-8450.

CAMPUS LIBRARY
The IU East Campus Library is Your Partner in Success! The Campus Library offers more than that of a traditional setting; there are couches for relaxing and coffee to sip. The main research room and second floor of the Library are areas where you can work in groups or individually. The Campus Library offers many services to help you become a better researcher and student. The reference librarian will help you find resources and you may have a library instruction session with one of the other librarians to help you learn how to use the library. Our purpose is to encourage and empower our community of users in gathering and analyzing information for lifelong impact.

The Campus Library currently contains approximately 65,000 books, microfilm and microfiche, video-tapes, DVDs and other instructional media, and subscribes to approximately 75 periodicals. In addition, the Library subscribes to several full-text electronic resources which provide access to over 16,000 full-text electronic journals. The library has access to over 20,000 books online. Campus Library patrons are encouraged to visit the Library or our Web site, http://www.iue.edu/Library/, to discover our resources.

The Campus Library is open six days a week during the fall and spring semesters when classes are in session. During the summer academic sessions the Campus Library is open five days a week. Since the actual hours may change, you should check the Library’s web pages for the current hours or call the Library at 765.973.8311 to confirm the hours of operation.

IUCAT, the IU Libraries online catalog, is available from the IU East Library Web page. In it you will find listed approximately six million items owned by the various Libraries of the IU system. Books and journal articles which are not owned by the Campus Library can be obtained at no cost to you via interlibrary loan. This service is available online through the Library’s Web site or ask a member of the Campus Library staff if you need assistance with this service.

CAMPUS POLICE
IU East cares about your safety and employs police officers who are vested with full law enforcement powers and responsibilities identical to local police and sheriff departments. Please help us create an even safer campus by reporting any activity that makes you feel uneasy. All reports are kept confidential. To report an incident before 9 p.m. call 765-973-8200, after 9 p.m. call 765-973-8429 or 765-983-0055 (police pager). For more information, contact University Police, Middlefork Hall 156, 765-973-8429 or see the brochure Parking Regulations and Campus Safety.

CAMPUS PUBLICATIONS
The Pioneer Press is the student newspaper, published every other Monday during the academic year, with two summer issues. It accepts display and classified advertising, as well as news that pertains to students. For more information, contact Campus Life, Whitewater Hall 154, 765-973-8255.

Eastword is a monthly e-newsletter for staff and faculty. It accepts no advertising but includes items of interest to the entire campus.

What’s Up For Students is a weekly announcement page, distributed by Campus Life.

Student e-mail announcements are distributed weekly through your IU e-mail account.

CENTER FOR ENTREPRENEURSHIP
A key intersection between the community and its university, the Center for Entrepreneurship focuses on the economic vitality and growth of IU East’s service area. Housing the Center for Economic Education, IU East’s efforts in community leadership, our chapter of Students in Free Enterprise (SIFE) and other economic projects and research, the mission of the center is to work with all societal segments to achieve greater economic benefits.

CENTER FOR HEALTH PROMOTION
IU East is committed to facilitating and building mechanisms to improve individual and organizational health. The Center for Health Promotion houses many health services including mental health counseling, smoking cessation, cholesterol and blood sugar testing, individual lifestyle counseling, massage therapy, various immunizations and other health screenings. For more information about hours and other services contact CHPR, Springwood Hall 103, 765-973-8316.

CHILD DEVELOPMENT CENTER
Please refer to “Campus Life” section.

Connersville, New Castle, Lawrenceburg and distributed Education students may receive all Campus Library online services using their university username and password. Contact the Campus Library at 765-973-8311 for additional information on Library services.
CLASS SCHEDULES
A schedule of classes is published each semester in March for summer and fall classes. Current schedules are available at www.iue.edu/registrar.

CONFLICT RESOLUTION CENTER
The Conflict Resolution Center (CRC) works in partnership with IU East to provide mediation services and conflict resolution training to students, faculty, staff, and the community at large. If you are concerned about a disagreement or dispute with a friend, roommate, co-worker, family member, neighbor, or other individual, CRC may provide assistance. This service is confidential and of no cost to you. For more information contact CRC, Springwood Hall 103G, 765-973-8511.

CORRESPONDENCE COURSES
You may pick up the IU Independent Study booklet in the Office of Admissions, Whitewater Hall 116, 765-973-8208 or call 1-800-333-1011.

EMERGENCY CALL BOXES
Call boxes are located in each parking lot and are identified by a blue light directly above the box. These boxes are to be used for emergency assistance and general assistance from university personnel. Push the button and assistance will be on the way.

ESCORT SERVICE
An escort service is available to students, faculty, and staff during hours of operation Monday through Thursday. If you need an escort after 9 p.m., please contact campus police so this service may be pre-arranged. For more information, contact Campus Police, Middlefork Hall, 765-973-8429.

FIRST AID KITS AND EMERGENCIES
Emergencies should be reported to the Welcome Center in Whitewater Hall or to a police officer so that appropriate action may be taken. First aid kits are located in each building. All injuries should be reported to Campus Police, Springwood Hall 001, 765-973-8429.

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlefork Hall</td>
<td>Faculty Lounge</td>
<td>2nd</td>
</tr>
<tr>
<td>Hayes Hall</td>
<td>Workroom</td>
<td>2nd</td>
</tr>
<tr>
<td>Whitewater Hall</td>
<td>Administration Lounge</td>
<td>1st</td>
</tr>
<tr>
<td>Springwood Hall</td>
<td>Child Development Center</td>
<td>1st</td>
</tr>
</tbody>
</table>

FOOD SERVICE
The Campus Café, located in Whitewater Hall, houses a Subway restaurant and various vending machines. Hours vary throughout the academic year and summer sessions. Employment opportunities are also available.

FIRST YEAR SEMINAR COURSE
The faculty and staff at IU East are committed to helping you succeed in college. IU East, like hundreds of other colleges, offer a First Year Seminar class (COAS S102) to promote a smooth adjustment to college life. In the course you will learn powerful and proven strategies to help you create greater academic, professional and personal success. In COAS S102, you will learn how to:

- master effective study skills including reading, note taking, and test taking.
- improve critical thinking skills—analyze and solve problems in your academic personal and professional life.
- write more effectively through extensive writing practice in your journal.
- take control of your time and energy, improve personal self management skills and decrease stress.
- maximize learning—discover the natural process of effective learning and apply it to your individual learning style preference.
- take greater personal responsibility—gain more control over the outcomes that you create, and develop more self-confidence.
- increase self motivation and self awareness—discover personally meaningful goals.
- develop interdependence—acquire mutually supportive relationships with people who will help you achieve your goals.

For more information about Freshman Seminar, call 765-973-8359, Springwood Hall 202H.

GRAF RECREATION CENTER
Please refer to the Campus Life section.

IDENTIFICATION CARDS
The Indiana University East identification card is free to all students on campus and can be used to purchase IU discounted software in the bookstore, check-out equipment and purchase fitness center memberships in the Graf Recreation Center, check-out locker space, and make copies at any public access copy machine, and as your library card. Contact Campus Life, Whitewater Hall 151, 765-973-8240 for information on how to obtain your student ID.

INFORMATION TECHNOLOGY DEPARTMENT AND COMPUTER LABS
The Information Technology Department (IT) at IU East provides administrative computing, academic computing, and telecommunications services to the campus.
community. Among these technology services are network services, including DS-3 Internet connectivity, Web-based e-mail services, copy management, print management, two-way interactive video services and a wireless network. Wireless networking is available in all lobbies, sitting areas, and conference rooms as well as outside on campus grounds. To connect to the IUE wireless network, you must have an 802.11a/b/g compliant wireless Ethernet card installed in your mobile device. Network cards are available in the bookstore. The Help Desk is also available to recommend a network access card.

Labs
IT maintains 16 computer labs located between the IU East campus and two off-campus centers. You are afforded access to numerous software packages in these computer labs, some of which include Word, Excel, PowerPoint, Access, Front Page, Netscape, Internet Explorer, Illustrator, Pagemaker, Photoshop, Visual Basic, SAS, SPSS, and Hyper Studio. The typical hours of operation of the IU East computer labs are from 8 a.m. until 9 p.m. The location of these labs are as follows:

- Hayes Hall 009, 115, 127 & 254
- Library upstairs, reference area
- Middlefork Hall 226, 102
- Whitewater Hall 208
- Springwood Hall 107B
- Connersville 107
- New Castle 107

Student consultants are generally on duty during the computer lab hours of operation, and stand ready to assist you with your computing and printing-related questions. The IT department is located in Hayes Hall, and welcomes any questions members of the campus community might have regarding technology.

Welcome Center
Located in Whitewater Hall, the Welcome Center is staffed with friendly faces who can direct you to where you need to go and answer any question that you may have. You can contact the Welcome Center at 765-973-8200. For questions about IT, call the Help Desk at 765-973-8375.

LOST AND FOUND
Campus Life, Whitewater Hall 151 and Campus Police, Middlefork 156, house Lost and Found for the campus. Found items will be held for the owner for a maximum of one semester.

NEW STUDENT ORIENTATION
The New Student Orientation Program (NSOP) is an interactive experience which initiates your educational journey at IU East. This experience reflects our student-centered mission which is a hallmark of the quality of life long learning offered by the university.

Attendance at the orientation sessions is mandatory for all new, incoming degree-seeking students; transfer students with more than 25 hours are exempt but strongly urged to attend. Faculty, staff, and peer mentors attend the sessions as well, allowing you to meet and form relationships that may enhance your entire educational experience.

You will be given an informational packet which includes:
- The Statement of Student Responsibilities
- The Campus Catalog
- The Seven Learning Objectives
- The Code of Student Rights, Responsibilities and Conduct

Tours are provided during orientation, allowing you to experience the campus firsthand, as well as acquaint yourself with other students, programs and services.

OVERSEAS STUDY
IU East offers a wide variety of overseas study opportunities. Through cooperation with the University’s Office of Overseas Study in Bloomington, qualified students may participate in credit programs abroad for either a summer, a semester or full year terms. Many of these programs are conducted in English. Programs administered through the Bloomington office also offer scholarships for East students. We also have two locally designed and administered programs, the first linked with the University of Oldenburg, Germany. You may complete an intensive pre-requisite summer course in Richmond and then follow it up with a seminar on the same subject, given in the English language, in Oldenburg. This program is not offered every summer.

A new non-credit cultural exchange program with the Center for University Studies in Monterrey, Mexico is also offered. Students travel to Monterrey during the fall semester for a week of programs on Mexican history, economy, and culture. Information about any of these programs is available locally from the campus advisors for overseas study; assistant professor Greg Barton, 765-973-8565, and associate professor Neil Sabine, 765-973-8389 or from the Office of Overseas Study in Bloomington, 812-855-9304. Some financial assistance for international airfare is available through the Overseas Study Fund.
PARKING
Students, faculty, and staff who park a vehicle on campus or at any other designated IU meeting facility must display a valid IU parking permit. In the event you park a non-permit bearing vehicle on campus, contact the receptionist at the information desk upon your arrival and fill out a form provided for that purpose. Permits are mailed to you once you have registered.

Parking is permitted in any of the parking lots as marked. Off pavement parking and parking on yellow curbs is not permitted. The operation of any type of motor vehicle on walkways is prohibited.

Parking rules are strictly enforced, and repeat violators may be towed. If you think you have received a parking citation unfairly, you may complete an appeals form obtained from the issuing officer or the information receptionist.

PHOTOCOPIERS
Coin-operated photocopiers are located in the hallways of each building.

STUDENT DISABILITIES
IU East does not discriminate against individuals with disabilities. Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections, rights of equal access to programs, services and accommodations. In order to be protected by Section 504 of the 1973 Rehabilitation Act and Title II of the ADA, a student must identify himself or herself as being a person with a disability by providing documentation.

Students with disabilities are encouraged to apply to the Student Support Services (SSS) Program. The program staff work with you to help establish documentation of the disability and determine reasonable accommodations.

It is your responsibility to file a request for services with the SSS office prior to the beginning of each semester so that appropriate staff can be contacted and adequate accommodations can be arranged.

You are also responsible for presenting disability accommodation needs to faculty, when appropriate. The SSS staff will advise you in this process. We have established policies to better assist you. Copies of the complete policies and procedures pertaining to services to students with disabilities are available from the following:
- The Student Support Services Office
- The Affirmative Action Office
- Campus Life
- The Dean of Students Office

They may also be accessed from the Web site.

Services provided include:
Proctoring
Test proctoring may be provided to you. Proctoring may consist of a quiet room with reduced distractions, extended time for exams, test questions read aloud, scribing or use of a word processor for essay exams.

Note Taking
You must have a disability which makes it too difficult or impossible to take notes in class. This could be due to a physical disability or a learning disability that makes it impossible for you to synthesize the information sufficiently enough to take notes while paying attention to the lecture.

Reading
You must have a disability that interferes with your ability to see, read and/or comprehend printed text.

Physical Adjustments
Adjustments may be made in a classroom to accommodate physical impairments. These adjustments may include, but are not limited to, tables and chairs, special chairs in the classroom, or visual and hearing enhancement devices.

Adaptive Technology
Our learning laboratory is equipped with software and hardware that enables you to be more self-assured and self-reliant. Some of these tools are Dragon naturally speaking for voice recognition dictation, Text-help screen reader, zoom-text screen enlarger, scanners and a TDD communication system. Also available are assistive listening devices, amplified stethoscopes, and tape recorders that may be borrowed on a first-come first-serve basis.

For more information contact The Office of Student Support Services, WZ 110, 765-973-8310.

STUDENT HEALTH INSURANCE
A health insurance program is available to you at IU East for a calendar year. Brochures and enrollment forms which describe the program, premium rates and schedule of benefits are available in Campus Life office, Whitewater Hall 151.

STUDENT LOCKERS
Lockers are located in each building on campus and are available for you to check-out. Check-outs last for either fall or spring semesters or summer sessions. If interested, contact Campus Life, Whitewater Hall, 151.
STUDENT PARKING PERMITS
Your parking permit is available through registration and is mailed to you. You should receive your pass no later than the second week of class. We ask you to hang your permit from the rear view mirror of your car with the printed side facing out. Permits are issued three times a year.

If you have a physical disability, contact the SSS office to request a special parking permit. The office staff can authorize special permits if provided with documentation from your physician.

STUDENT SUPPORT SERVICES
Access to Education/Support for Success
This federally funded TRIO program is designed to assist students who show potential for success in college but who need individual help and encouragement to succeed. SSS facilitates adjustment to and success in college for the students it serves. You are eligible to apply to SSS if you meet at least one of the following criteria:

• You have a documented physical or learning disability.
• Neither of your parents has a four-year college degree (first generation college student).
• Neither of your parents has a four-year degree and you are income eligible.

The following services may be provided to eligible students:
• College adjustment workshops
• Academic and financial aid advisement
• Counseling on concerns which affect academic performance
• Peer support for new students
• Tutorial assistance
• Learning labs
• Assistance in math, English composition and study skills
• Assistance for students with disabilities
• Learning disability assessment

TOURS
To schedule tours, new and prospective students should contact the Office of Admissions, Whitewater Hall 116, at 765-973-8208. Tours are scheduled for each orientation session, as well as provided upon demand.

TUTORIAL SERVICES
The primary focus of Tutorial Services is to assist you in improving your academic performance. Tutorial Services offers a wide range of free services and job opportunities.

• COMPASS Placement Test Preparation
• JUMPSTART
• Math lab
• Writing lab
• Reading lab
• Supplemental Instruction
• Job Opportunities
• Academic Assistance for Nursing Students
• Workshops

Tutorial Services' Mission Statement
To create a supportive environment by providing instruction and services that will enhance academic performance and develop self-confidence, thereby promoting life-long learning.

Assistance Before Classes Begin
One of the first ways that Tutorial Services can help you is through the COMPASS Placement Test Preparation program. Some students like assistance in preparing for the math portion of the placement test. The director will schedule a time to meet with you and enroll you in this free program. You will then be assigned a tutor who will assist you with specific mathematical concepts.

Some students, after taking the math placement test, think that they could do better than their scores indicate. The above program is also designed to help students improve their scores if they choose to retake the mathematics placement test. If you would like assistance, you may enroll in the program as explained above. You may work with a tutor on specific concepts until you are ready to retake the test.

JUMPSTART
This is a free program offered prior to the start of classes in January, May and August to prepare you for your upcoming courses in math and/or reading and writing. We are dedicated to providing activities and instruction designed to give you an extra boost toward making you successful in your courses.

Math JUMPSTART Topics
• Debunking math myths
• Note taking specifically for math classes
• Test preparation and test taking strategies
• Reviewing areas which often cause problems for math students including:
  - Fractions, percents and decimals
  - Order of operation
  - Basic definitions and symbols
  - Factorization, absolute value and signed numbers
• Translating algebraic expressions into plain English
• Computer math programs as study tools

Reading / Writing JUMPSTART Topics:
• Expectations of college courses
• Learning styles
• Previewing and other reading strategies
• Monitoring and improving concentration
• Structuring sentences and paragraphs
• Grammar review including:
  - Subject-verb agreement
  - Transitions
  - Punctuation
• Editing essays
• Word processing and formatting your papers on the computer
• Proofreading techniques to find errors in your writing
• Strategies to help you concentrate, comprehend and retain information that will help you do well in your courses
• Applying writing techniques in samples and revising and editing your work

Math Lab
The Math Lab is a program that provides free tutoring if you are enrolled in a math course. Math Lab tutors are available to give encouragement and help in all levels of math from arithmetic to calculus. You are encouraged to use the lab as often as needed.

Math Lab Uses:
• Stop in for tutoring, no appointment is needed
• Do homework or study for a test, work quietly on your own or in a study group with other students
• Check-out videotapes to reinforce topics covered in class and books on math study skills
• Attend workshops on improving math study skills, reducing math anxiety, solving word problems, factoring polynomials and more
• Attend review sessions to prepare for upcoming exams
• Call the Math Lab Hotline, 765-973-8432, with questions on homework problems
• Take home a handout that explains a particular writing assignment or a concept of grammar or punctuation
• Learn how to conduct research on the Internet
• Receive assistance with APA and MLA documentation styles

Lab sessions are considered drop-in tutoring. You can drop in any time during the scheduled hours to receive assistance from a writing tutor. Individual tutoring sessions can also be arranged.

Writing Lab
The Writing Lab is a program that provides free writing assistance for you. The lab is dedicated to helping writers take advantage of all the opportunities for learning inherent in the writing process. Whether you compose at a keyboard or pre-write with pencil and paper, the tutors in the Writing Lab can help you through the process of writing stronger, more effective papers.

Writing Lab Uses:
• Discover and generate ideas for papers, as well as learning methods for focusing ideas
• Explore effective organizational patterns and methods for strengthening coherence
• Learn strategies to strengthen sentence structures and word choices
• Take home a handout that explains a particular writing assignment or a concept of grammar or punctuation
• Learn how to conduct research on the Internet
• Receive assistance with APA and MLA documentation styles

Lab sessions are considered drop-in tutoring. You can drop in any time during the scheduled hours to receive assistance from a writing tutor. Individual tutoring sessions can also be arranged.

All IU East students can come to the lab; no referral is necessary. The Tutorial Services suite is located in Springwood Hall, Suite 202, 765-973-8431.

Writing lab hours of operation for fall and spring are generally scheduled as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10 a.m. - 2 p.m.</td>
</tr>
</tbody>
</table>

Summer hours vary. Please call Tutorial Services for our summer schedule.
Reading Lab
The Reading Lab is a program that provides free tutoring for you. If you are enrolled in any course at IU East, you may receive assistance in the Reading Lab and are encouraged to use the lab as often as needed. Through the Reading Lab you can learn comprehension strategies and how to apply them to college reading. You can get assistance with test taking, note taking and other study skills.

Reading Lab Uses:
• Learn to read faster and understand more of what you read
• Work one-on-one with a tutor
• Increase reading rate and retention
• Develop an individualized reading improvement plan that may include enrollment in either X050 (Basic Reading Techniques) or X151 (College Textbook Reading)
• Improve vocabulary, study skills and critical thinking skills through computer assisted instruction (CAI)
• Become aware of reading strengths and weaknesses through a variety of formal and informal assessments
• Develop attitudes of confidence and satisfaction with reading progress

Lab sessions can be scheduled individually or you can drop-in during open lab hours. The content of the session is determined by your needs at the time. You can use the computers to access a variety of programs and Web sites designed to improve reading skills.

Supplemental Instruction (SI)
Supplemental Instruction (SI) is a nationally recognized academic assistance program. At IU East, SI is offered in historically difficult entry-level courses where SI leaders conduct weekly discussion/study sessions. These sessions are designed to help you improve understanding of course material and improve your grades.

Attendance at sessions is voluntary. For you, it’s a chance to get together with other people in your class to compare notes, discuss important concepts, develop strategies for studying the subject and test yourself before your professor does, so you’ll be ready! At each session, you will be guided through this material by your SI leader, a competent student who has previously taken the course.

SI review sessions are informal. Bring your notes, textbook and questions. If you attend SI sessions regularly, chances are you’ll earn a better grade. You’ll have developed a better understanding of course content as well as more effective ways of studying. This will help you in other classes also.

Statistics show that SI really works! Our most recent yearly statistics show that:
• Sixty-eight percent of the students in SI-supported courses used assistance one or more times during the academic year
• The average course GPA for those students who attended SI was higher (3.16) than non-attenders (2.33). Nationally, SI attenders earn one-half to one letter grade higher than non-attenders.
• Ninety percent of students who attended SI sessions indicated they had improved their study skills.

Job Opportunities in Tutorial Services
After successfully completing introductory courses, you may be interested in providing assistance to other students as a tutor in the Math or Writing Labs or as a Supplemental Instruction (SI) Leader for Tutorial Services. These positions allow talented students to use their skills to aid others, as well as to master introductory material and enhance their own knowledge base for upper level courses while preparing for their own future educational goals.

Students Who Work for Tutorial Services:
• master course material, enhance knowledge base for upper level courses, and prepare for future educational/career goals,
• receive leadership training in collaborative learning techniques,
• work with peers and faculty members,
• work regularly scheduled hours throughout the semester,
• develop friendships with other students, and
• gain experience beneficial to job placement and graduate school assistantships.

Nursing JUMPSTART
Nursing JUMPSTART is a free program which Tutorial Services and the Nursing Division offer prior to each semester to prepare both ASN and BSN students for their upcoming nursing courses. Nursing faculty and students identified several areas they believed to be essential for student success in the nursing program. Nursing JUMPSTART sessions have been designed to strengthen these specific skills. A nursing student can choose to attend any or all of the following sessions:
• Reading and test taking strategies
• Math review- dosage calculations
• Physical Assessment
• Pharmacology
Nursing Software
Beginning nursing students may use software, located in the Reading Lab, which can help prepare them for the types of exams seen in nursing classes. In addition, the Reading Lab offers several different software programs that simulate the Nursing State Board Exams.

Nursing Study Sessions
Study sessions are offered to associate (ASN) degree nursing students for all first year lecture classes. Test taking and note taking skills, reading skills, study skills and course content are the focus of the study sessions. Notes for lecture classes are available on the Tutorial Services Web site.
Arts and Sciences
Interdisciplinary Studies

The arts and sciences offer a wide range of opportunities for students, including innovative and creative interdisciplinary programs. Students can earn a degree from the School of Continuing Studies, earn a Women and Gender Studies minor or certificate or an International Studies minor, participate in the Honors’ Program and/or experience a variety of travel opportunities.

School of Continuing Studies

Degrees

• Bachelor of General Studies
• Associate of Arts in General Studies
• Master of Science in Adult Education

The Indiana University School of Continuing Studies, through Indiana University East, offers two degrees, an Associate of Arts in General Studies (A.A. in General Studies) and a Bachelor of General Studies (B.G.S.). These degrees will prepare students for a wide variety of careers. They are broad based degrees providing an opportunity for you to select an area of concentration within arts and humanities, natural science and mathematics, or behavioral and social sciences, while building a professional or technical specialty with elective credits.

Both the A.A. in General Studies and the B.G.S. degrees consist of two parts: (1) course work that must be completed in broad categories called “required learning areas” and (2) course work called “elective credit” that can be completed in any school, division, or program of the university.

The General Studies Degree Bulletin, published by the Indiana University School of Continuing Studies, contains the complete description of the general studies degree requirements. The current General Studies Degree Bulletin is available from the general studies degree advisor.

Admission

The General Studies Degree Programs are open to all qualified high school graduates or individuals with the General Educational Development (GED) certificate. Those over 21 years of age who have not earned a high school diploma or a GED certificate may be granted provisional status and may apply for regular admission after successfully completing 12 semester hours of credit and the GED requirements or earning a high school diploma. If you have earned a high school diploma or its equivalent during the three years preceding your application and have not successfully pursued academic work at another accredited college or university, you may be required to meet admission criteria established by the admissions office of the campus to which you apply or by the university-wide General Studies Degree Program in Indianapolis.

If you are applying for admission to general studies, you must submit the application for the School of Continuing Studies and schedule an appointment with the general studies advisor to discuss academic objectives.

General Degree Requirements for the General Studies Degree Programs

The following general requirements apply to both the associate and bachelor’s degree programs.

Plan of Study

After being accepted by the School of Continuing Studies, the general studies advisor will provide a preliminary evaluation of your progress toward degree requirements, called a plan of study. It will include, as available, data from transfer credits, as well as any credit hours previously earned at Indiana University. The plan of study will be used each semester to assist you in selecting courses that will meet your educational goals and to ensure that you are progressing toward degree completion.

Fundamental Skills Competency Requirements

General studies students must demonstrate college-level competency in four areas: written communication, oral communication, quantitative reasoning and computer literacy. Your general studies advisor can help you select a method for establishing competency in these areas.

Course Distribution Requirements

For both the A.A. in General Studies and the B.G.S., you must complete a minimum of 1 credit hours of course work in each of three learning areas: arts and humanities, science and mathematics and social and behavioral sciences. The credit hours required in each learning area must include courses from at least two academic departments. Each learning area is broadly defined, so you may select courses from a wide variety of subject fields. The subject fields offered by IU are generally grouped as follows:
Arts and Humanities
Afro-american studies, classical studies, comparative literature, English, fine arts, folklore, history, history and philosophy of science, language courses, musicology and music history, philosophy, religious studies, speech, theater and drama

Science and Mathematics
anatomy and physiology, astronomy, biology, chemistry, computer science, geology, mathematics, microbiology, physics, plant sciences, zoology

Behavioral and Social Sciences
anthropology, economics, geography, linguistics, political science, psychology, sociology

As a guide for the use of additional courses, the General Studies Degree Program follows the approved distribution of courses by departments of the College of Arts and Sciences on the Bloomington campus.

Elective Requirements
Each degree requires completion of elective hours. You may select any of the nonremedial, nondevelopmental courses IU offers to fulfill elective requirements. These electives allow you to explore a variety of academic interests, and to tailor your general studies degree to your individual needs.

Outcome Assessment Process
When completing your general studies degree, you will complete an outcomes assessment process during the final semester before your degree is awarded. The process is a way for you to demonstrate your progress on the learning objectives defined by IU East faculty. The general studies outcome assessment process is currently under revision. Please consult with the general studies advisor about current procedures for fulfilling this degree requirement.

Bachelor of General Studies
Minimum Requirements
You must meet the 120 credit hour graduating requirement of the B.G.S. degree by satisfying the following:

- At least 69 credit hours of course work must be completed in the arts and sciences. No more than 21 of these hours may be taken in a single arts and sciences department or subject area.
- No more than 30 of the 51 credit hours allowed for course work outside the arts and sciences may be taken in any one school or technical program.
- At least 30 credit hours of course work (excluding Self-Acquired Competency credit) of the required 120 credit hours must be taken within the IU system.

- At least 20 credit hours of course work (excluding Self-Acquired Competency credit) applied to the B.G.S. degree must be taken after you have been admitted to the School of Continuing Studies.
- At least 30 credit hours of the required 120 credit hours must be taken at the upper-division level. Upper-division course work is numbered in the 300s and 400s.
- In order to apply courses to the required areas of learning a grade of C- or better must be achieved in IU courses. You must fulfill the fundamental skills competency and course distribution requirements.
- In order to graduate, you must have a School of Continuing Studies grade point average of 2.0.

Course Distribution Requirements
<table>
<thead>
<tr>
<th>Academic Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>arts &amp; humanities</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>science &amp; mathematics</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>social &amp; behavioral sciences</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>concentration area</td>
<td>18 credit hours</td>
</tr>
<tr>
<td>arts &amp; science electives</td>
<td>15 credit hours</td>
</tr>
<tr>
<td>general electives</td>
<td>51 credit hours</td>
</tr>
<tr>
<td>total</td>
<td>120 credit hours</td>
</tr>
</tbody>
</table>

- A minimum of 18 additional credit hours in one of the preceding areas with course work from at least two academic departments
- arts and sciences electives, 15 credit hours
- other electives, 51 credit hours

Associate of General Studies
Minimum Requirements:
- No more than 15 credit hours in any academic department may be applied to the A.A. in General Studies degree.
- At least 15 credit hours of course work (excluding Self-Acquired Competency credit) of the required 60 credits must be taken within the IU system.
- At least 10 credit hours of course work (excluding Self-Acquired Competency credit) applied to the A.A. in General Studies degree must be taken after you have been 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 better must be achieved in IU courses. You must fulfill the fundamental skills competency and course distribution requirements.
- In order to graduate, you must have a School of Continuing Studies grade point average of 2.0.
Course Distribution Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>arts &amp; humanities</td>
<td>12</td>
</tr>
<tr>
<td>science &amp; mathematics</td>
<td>12</td>
</tr>
<tr>
<td>social &amp; behavioral sciences</td>
<td>12</td>
</tr>
<tr>
<td>electives</td>
<td>24</td>
</tr>
<tr>
<td><strong>total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Minimum Requirements

12 credit hours are required 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.)

Special Opportunities

Independent Study Program

The Independent Study Program allows you the option of completing course work outside the constraints of set class dates and times, using a correspondence format. The Independent Study Program offers more than 225 university-level courses, many of which you can complete online using your computer, e-mail, and the World Wide Web. Independent study courses are developed and taught by IU faculty and instructors. The courses require the same amount of work, earn the same credit and are graded by the same standards as on-campus courses. You can arrange to take exams at any regional IU campus. For more information or to receive an Independent Study Program University Course Catalog, contact the general studies advisor.

Earn Credit for Work and Life Experience

The School of Continuing Studies recognizes that students gain college-level knowledge through life experiences. These life experiences may be equivalent to the specific subject matter taught in university courses or may be recognized as general-elective credit. The School of Continuing Studies calls this Self Acquired Competence (SAC). You can develop an SAC portfolio to document your college level knowledge, and have the portfolio assessed by the General Studies Faculty Advisory Committee. The faculty committee determines the assessment procedure and the amount of credit awarded. Charges are assessed for awarded credit.

In general, the following procedures govern the awarding of credit for self-acquired competencies. First, you must be admitted to the School of Continuing Studies, have completed 12 credit hours at IU subsequent to admission, and be in good academic standing before any credit for SAC is awarded. Second, you can apply for a maximum of 15 hours of SAC credit toward the associate degree, and a maximum of 30 hours of SAC credit toward the B.G.S. If you believe you are eligible for SAC credit, discuss the SAC process with the general studies advisor.

Military Service Credit

IU follows the American Council on Education’s Guide to Evaluation of Educational Experiences in the Armed Services in granting credit on the basis of education gained through the military service, schools, and experience. To receive credit for your military service background, you must submit, to the admissions office, copies of your official discharge (DD214) or active duty document (DD295) and/or transcripts of service schools you have attended (for example, AARTS, SMARTS, Community College of the Air Force, or Defense Language Institute).

Minors and Certificates

You may complete a minor or certificate in conjunction with the B.G.S. However, you must discuss this possibility with, and obtain approval from, the school or department awarding the minor or certificate.

Academic Policies

For information about School of Continuing Studies academic policies, consult the General Studies Degree Bulletin.

Master of Science in Adult Education Courses

Courses toward the Master of Science in Adult Education degree program are available at IU East. This degree is a program of the Indiana University School of Continuing Studies. These courses are available via distance learning using two-way interactive television technology and other distributed learning technologies.

The Master of Science in Adult Education is a theory-based, practice-oriented master’s degree for anyone who works with adults in a teaching-learning relationship. The program is based on sound theories and the latest research in adult learning concepts. It values the uniqueness of individual learners, and views learning as a lifelong process that can take place both within and outside of the formal classroom. Students include experienced professionals, as well as those wishing to prepare for an exciting career in human resource development, adult education, and training.

You will learn the technical, instructional, and intellectual skills needed to perform the duties of a training manager, human resource development specialist, or adult educator. You’ll learn how to integrate experience and formal educational or training activities into an overall lifelong learning program to achieve personal and organizational goals. Many students join the program to begin a new career; others to enhance their current one.

Call 317-274-3472 for further information.
Division of Extended Learning
The Division of Extended Learning is an academic unit that is part of the IU School of Continuing Studies, found on every IU campus. It offers a wide range of programs covering university credit courses for the degrees under the aegis of School of Continuing Studies at the undergraduate and graduate level to classes and certificate programs that satisfy educational needs across the life span. The general studies degrees are for adults wanting to develop or maintain vocational or professional competence through incorporating IU credit courses into a high quality degree.

The Division of Extended Learning brings the resources of IU to serve adult degree-seeking students in a variety of learning formats in addition to traditional campus-based courses. These degree programs are:

- Associate of Arts in General Studies
- Bachelor of General Studies

Extended Learning classes and programs are designed to satisfy educational needs across the life span. Classes include:

- Professional education
- Workforce education
- Computer applications training
- Personal development and enrichment, wellness and family life
- Classes for prime-time learning by mature students
- Preparation for academic success
- Kids College and courses for children

These classes are for people who wish to increase their knowledge and skills in a non-threatening climate for professional development, personal satisfaction or just for fun.

Extended Learning classes are exam-free and not graded.

For more information contact the Extended Learning Office, Middlefork Hall 150, 765-973-8203.

Women and Gender Studies

Minor/Concentration
The minor/concentration in women and gender studies is an interdisciplinary program focusing on women’s experiences and the role of gender as it interacts with race/ethnicity, class and culture and influences individuals, groups and societies. It promotes the development of creative problem solving through the critical thinking processes that move our society toward increased gender equity. This minor/concentration is open to all students in all academic programs accommodating a minor. The women and gender studies concentration is available to students in the associate of arts program. There are no prerequisites to the minor/concentration, although some courses may be required as an introductory course in the specific discipline before enrolling in courses to meet the requirements for the women and gender studies courses.

Required Courses

W200 Women in Society:
Intro to Women's Studies (3 cr)

W201 Women in Culture:
Intro to Women's Studies (3 cr)

Four courses from at least two divisions as approved for the Women and Gender Studies program.

In addition, you will be required to complete one of the following Women's Studies capstone courses:

W480 Practicum in Women's Studies (3 cr)
W495 Readings & Research in Women's Studies (3 cr hrs)
W498 Critical Issues in Women's Studies (3 cr)

The minor in women and gender studies requires 18 hours of course work with a minimum grade of C (2.0) in all courses applied to the minor and a minimum GPA of 2.3 in courses applied toward the minor.

Certificate in Women and Gender Studies

The Certificate in Women and Gender Studies is intended for degree-seeking students, graduates who have already received the bachelor’s degree and non-degree seeking students. The certificate meets the needs of those interested in a focused study of issues relating to women and the nature and meaning of gender in society.

Requirements

a. Students must complete 18 credit hours selected from the courses listed below.

b. At least 9 hours of the certificate must be completed on the IU East campus.

c. Students are required to obtain a grade of C or better for all courses used in the certificate. Students’ overall GPA must not be below 2.3.

d. Students may include one independent study in their course plan. Independent studies must be approved by their certificate advisors.

e. Students must complete the appropriate prerequisite courses before beginning the certificate program.

Required Courses

Students are required to complete:
WOCT-W200 Women in Society-Introduction to Women's Studies (3 cr) or
WOST-W201 Women in Culture (3 cr) and

One of the following:
WOST-W480 Practicum in Women's Studies (3 cr)
WOST-W495 Readings and Research in Women's Studies (3 cr)
WOST-W498 Critical Issues in Women's Studies (3 cr)

Four courses (12 cr) from at least two divisions, selected from the courses approved for the Women and Gender Studies Certificate. Some of the courses currently available for women and gender studies credit include:

**Behavioral and Social Sciences Division:**
- POLS-Y324 Women in Politics
- POLS-Y345 Comparative Revolutions
- SOC-S217 Social Inequality
- SOC-S413 Gender and Society

**Humanities and Fine Arts Division**
- ENG-L207 Women and Literature
- ENG-L374 Ethnic American Literature
- HIST-H260 Women in American History
- PHIL-P282 Women in Philosophical Thought

**Natural Sciences and Mathematics**
- BIOL-L108 Environment and Life
- BIOL-L391 Women in the Environment
- PHSL-P215 Basic Human Physiology
- PHSL-P261 Human Anatomy and Physiology

(For a complete list of approved courses, see the chair of Behavioral and Social Sciences, Humanities and Fine Arts or Natural Science and Mathematics.)

Progress toward the completion of the certificate will be monitored in a number of ways:

a. Students must have obtained a C or better in all courses applied to the certificate.

b. Students will demonstrate a basic understanding of the nature and scope of women and gender studies through successful completion of Introduction to Women's Studies (WOST W200 or WOST W201) and responses to an end of course survey.

c. All students must complete one of the following capstone courses: Practicum in Women's Studies (WOST 480), Readings and Research in Women's Studies (WOST W495) or Critical Issues in Women's Studies (WOST W498). The capstone course will involve a student project in which the student will demonstrate a depth of understanding of women and gender studies. This includes understanding the interdisciplinary nature of the field. Other IU East learning objectives will be assessed on a rotating basis. The women and gender studies coordinators will assess the projects. The coordinators also will conduct exit interviews with all students completing the certificate.

For further information, contact the chair of Behavioral and Social Sciences, Humanities and Fine Arts or Natural Science and Mathematics.

**International Studies Minor**

This minor is open to all students in all academic programs accommodating a minor. There are no prerequisites for the minor, although individual courses may have prerequisites.

- Minor requirements (18 cr) 9 credit hours must be at the 300/400 level.
- Core Requirement
  - H232 The World in the 20th Century (3 cr)
- Two of the following:
  - E104 Introduction to Macroeconomics
  - GI10 Introduction to Human Geography
  - Y107 Introduction to Comparative Politics
  - Y346 Comparative Politics in Developing Countries
- Electives
  - Additional courses may be selected from the following:
    - A342 20th Century Art (3 cr)
    - B361/362 Europe in the 20th Century (3 cr /3 cr)
    - D410 Russian Revolutions and the Soviet Regime (3 cr)
    - E430 International Economics (3 cr)
    - E495 Economic Development (3 cr)
    - F308 French Novel in Translation (3 cr)*
    - L381 Recent Writing (3 cr)*
    - R338 Comparative Social Systems (3 cr); cross-listed with S308; only one of these may be taken for credit in the minor.
    - S303 Persuasion and Propaganda (3 cr)
    - S308 Introduction to Comparative Sociology (3 cr); cross-listed with R338; only one of these may be taken for credit in the minor
    - S427 Cross-Cultural Communication (3 cr)

This is not an exclusive list. Advisors may augment it as the curriculum expands. Faculty who are teaching courses consistent with the purposes of this program are invited to submit them to the advisors for review. Inclusion of a course in this list of options does not obligate its originating division to change either the content or the regular rotation schedule for that course.

- Evaluation
  - You will maintain a file of all written work required in courses taken for this minor. You may then select at least one exam and at least one assigned paper
from each course in which such projects are assigned to be presented as the strongest evidence of their progress in meeting the learning objectives of the minor, as stated below. The departmental advisors will review your selected portfolio to ascertain that there is evidence of:
1. an understanding of the content of the courses
2. successful application of appropriate analytical methods
3. evidence of growth in the knowledge and understanding of the culture and values of non-American societies
4. knowledge of world geography

The Honors Program
The Honors Program at IU East is designed for students who excel academically and aspire to reach new levels of excellence. Developed for busy students with busy lives, the uniqueness of the Honors Program is that students are only required to take one additional course. Other course work is embedded into courses already in the student’s academic plan.

Service learning, campus contributions, and cultural activities are integral to the program. These activities foster good citizenship on campus and in the community.

Applying for the Honors Program
Eligible students in a baccalaureate program, preferably in their first or second years, are encouraged to apply to the Honors Program. Students may also be nominated or invited to apply.

Application should include:
1. a completed application form
2. transcripts showing an overall high school GPA of 3.5 for incoming students or an overall college GPA of 3.5 (of any courses above the developmental level) for currently enrolled or transfer students
3. a one-page, typed essay of intent
4. a letter of reference from a high school teacher or college instructor.

Under unusual or unique circumstances, exceptions to the above may be made based on an appeal to the Honors Committee for admittance.

Applications can be obtained in Whitewater Hall, room 280. The application deadlines are October 15 for spring enrollment; February 15 for fall enrollment; and August 15 for newly admitted students.

Requirements
1. H100, Freshman Honors Seminar (3 cr):
   Team-taught, interdisciplinary, special topics course with an introduction to research, service learning, and portfolio writing.
2. 15 credit hours of H-option courses:
   Any existing college-level course may be offered with an Honors (H) option. Instructors may integrate this option into their courses or offer honors-only sections; or an honors student may request an H-option from an instructor during priority registration.
3. Honors Project:
   This is a scientific, creative, or scholarly project that begins in the first years and is completed with help from a faculty mentor.
4. H499, Honors Senior Thesis (3-6 cr):
   During the junior or early senior year, honor students will enroll in H499 as a one-semester independent study to complete this project. This will be submitted along with other work as a final honors portfolio and must be accepted by the Honors Committee in order to graduate from the Honors Program.

For more information, contact the chair of Behavioral and Social Sciences, Humanities and Fine Arts or Natural Science and Mathematics.

Travel Experiences
The arts and sciences also offer a variety of experiential, credit-bearing learning opportunities for students in the following locations:

Behavioral and Social Science:
• Utah
   The Anthropology Field Course in Utah takes student groups into the canyons of southeastern Utah to experience the prehistoric past of the people of that region. Students live and study in the field. In this setting students directly experience the relationships between prehistoric peoples and the geology, biology, climatology of the region. The course is normally offered Spring term, with some classroom preparation and the field trip offered over Spring Break.

Humanities and Fine Arts:
• Costa Rica and Puerto Rico
   Students can travel to Costa Rica and Puerto Rico to gain foreign language credit through Spanish or culture courses. The program in Costa Rica is taught through the University of Costa Rica with our own faculty and in Puerto Rico through the University of Puerto Rico.

Natural Science and Mathematics:
• Belize
   The course, Tropical Biology of Belize (L303), is a
three credit hour course that is generally offered mid-May to mid-June. The course takes place at two locations. Students study rainforest ecology, Mayan archaeology and Belizean culture during the first week at La Milpa Field Station in the Rio Bravo Conservation and Management Area in northern Belize. Forest activities include morning bird walks, forest hikes and visiting Mayan sites. The second week is spent on South Water Caye on the barrier reef in central Belize where students study marine ecology. Island activities mostly involve snorkeling reefs with some short hikes to investigate the influence of culture on island ecology.

• The Smokies
  The Natural History of the Great Smoky National Park (L301) is a three credit hour course that investigates the natural history, historical approaches to resource use, and current management practices of the park. This is a week long field course generally offered between the end of Spring semester and the beginning of Summer I. Students experience the park from a “natural perspective” spend most of their time outdoors. Students camp during the course and activities mostly consist of long day hikes to investigate the diversity of ecological settings within the park and how human activity has impacted them. One day is spent in Cherokee where students are exposed to the perspectives of Native Americans on resource use and the history of cultural conflicts involving these people. The intent is to give students a unique experience that makes the aspects of the natural history of the park that they study more meaningful.
Division of Behavioral and Social Science

Degrees
- Bachelor of Science in Behavioral and Social Science with concentrations in: Political Science, Psychology and Sociology
  - Minor in Anthropology
  - Minor in International Studies (refer to the Arts and Sciences Interdisciplinary Studies section)
  - Minor in Political Science
  - Minor in Psychology
  - Minor in Sociology
  - Minor in Women and Gender Studies (refer to the Arts and Sciences Interdisciplinary Studies section)
- Associate of Arts with concentrations in: Anthropology, Political Science, Psychology, Sociology, Women and Gender Studies
- Certificate in Women and Gender Studies (refer to the Arts and Sciences Interdisciplinary Studies section)

School of Public and Environmental Affairs
- Bachelor of Science in Criminal Justice
- Associate of Science in Criminal Justice
- Minor in Criminal Justice

School of Social Work
- Bachelor of Social Work
- Associate of Science in Human Services
- Certificate in Gerontology
- Certificate in Alcohol and Other Drug Abuse

Honor Program
Qualified students may participate in the Honor Program. Refer to the Arts and Sciences Interdisciplinary Studies section.

The behavioral and social sciences include disciplines seeking to understand human nature and behavior. The disciplines that comprise the behavioral and social sciences at IU East (namely anthropology, criminal justice, human geography, political science, psychology, sociology and social work) all study human beings and human interactions.

Anthropology seeks to understand how human beings have changed and adapted to changes in their environment. Criminal justice seeks to explain how some individuals violate criminal laws and how police, court and correctional agencies operate to address issues of crime and deviance. Human geography looks at diverse peoples and their adaption to diverse geographic locations. Political science addresses political systems and how they affect and are affected by citizens. Psychology is interested in describing, predicting and explaining behavior and mental processes, while sociology emphasizes the impact of social systems and structures on groups of people.

Social work focuses on working with people to identify and resolve problems related to personal or social circumstance. All of these disciplines have an interest in the multifaceted aspects of human beings.

The Bachelor of Science in Behavioral and Social Sciences
This is a multidisciplinary degree requiring you to do course work in most of the disciplines that comprise the behavioral and social sciences. You also concentrate in one of three disciplines. The concentrations currently offered are: (1) political science, (2) psychology, and (3) sociology.

The unique focus of this degree provides you with both breadth (broad exposure to the disciplines that comprise the behavioral and social sciences) and depth (focused course work within your chosen concentration). This degree is popular with both students and employers because of this focus on breadth and depth. BSS graduates are well rounded and well versed in their disciplines.

General Requirements for Graduation:
a. Complete a minimum of 123 credit hours—100 hours must be in arts and sciences and concentration area
b. Complete a minimum of 36 credit hours in courses at 300 and 400 levels
c. Complete a minimum of 30 credit hours in upper division courses (200 level or above) at IU East
d. Complete at least 15 of the 21 hours in Concentration courses at IU East
e. A maximum of 60 credit hours may be transferred from a junior or community college
f. Complete ENGW 131, ENGW 132, ad SPCHS 121 with a grade of C or better
g. Complete COLIS 330 and COLIS 360 with a grade of C or better
h. Complete at least one 100+ level Mathematics course with a grade of C or better
i. Complete BSSB490 (Senior Seminar) with a grade of C or better
j. Have a grade of C (2.0) or better in each concentration course
k. Have a minimum cumulative grade point average of 2.3 (C+)

General Education Requirements
ENG-W131 Elementary Composition I (3 cr)
ENG-W132 Elementary Composition II (3 cr)
SPCH-S121 Public Speaking (3 cr)
100+ level Mathematics course (3 cr)
COLIS-330 Computerized Statistical Analysis (1 cr)
COLIS-360 Computers in Behavioral and Social Sciences (2 cr)

Distribution Requirements (10 courses)
• Humanities and fine arts (5 courses totaling at least 15 hours taken in at least 3 of the following disciplines)
  English (excluding W131—W132)
  Fine Arts (excluding studio courses)
  Foreign Languages
  History
  Music History and Musicology
  Philosophy
  Religion
  Speech and Communication (excluding S121)
• Natural sciences and mathematics (4 courses totaling at least 12 credit hours taken in at least 3 of the following disciplines—including a natural science laboratory course: astronomy, biology, chemistry, geology, mathematics, physical geography, physics, and plant sciences)

Courses taken to complete general education requirements may not be used to fulfill the distribution requirements.

Major Requirements (21 courses, 63 cr)
  Multidisciplinary Core (10 courses)
  • General Core Requirements
    BSS-B130 Introduction to Behavioral and Social Sciences (3 cr). Must be completed within first 30 hours of coursework.
    PSY-P103 General Psychology (3 cr)
    SOC-S100 Introduction to Sociology (3 cr)
    ANTH-A104 Culture & Society (3 cr)
    POLS-Y105 Introduction to Political Theory (3 cr)
  • Advanced Core Requirements
    PSY-P216 Lifespan Development (3 cr)
    SOC-S217 Social Inequality (3 cr)
  Three additional advisor approved courses in behavioral and social sciences at 200 level or above

in at least two disciplines and outside of student's concentration area must be taken. A maximum of 3 credit hours of course work outside the disciplines of anthropology, geography, political science, psychology or sociology will be allowed to count toward fulfilling the Advanced Core Requirements. The discipline area that could be used include SPEA and human services/social work (at the 200 level or above). If a course outside the anthropology, geography, political science, psychology or sociology discipline is to be utilized in fulfilling part of the requirement stated above, it must be approved by your advisor.

Diversity Studies (choose 1 course)
POLS-Y206 Politics of American Ethnic Minorities (3 cr)
SOC-S413 Gender and Society (3 cr)
SOC-S335 Race and Ethnic Relations (3 cr)
Other diversity courses may be used with Divisional approval.

Research Methods (choose 1 course)
PSY-P211 Methods of Experimental Psychology (3 cr)
SOC-R251 Social Science Research Methods (3 cr)
Other research methods courses may be used with divisional approval.

Statistics
PSY-K300 Statistical Techniques (3 cr)

Behavioral and Social Science Senior Seminar
BSS-B490, to be taken during the senior year (3 cr)

Concentrations (7 courses totaling at least 21 cr hrs)
  • Political Science Concentration (21 cr)
The following two courses:
POLS-Y103 Introduction to American Politics (3 cr)
POLS-Y206 Politics of American Ethnic Minorities (3 cr)
The above two courses cannot be used to fulfill core or diversity requirements.
  One of the following:
POLS-Y105 Introduction to Political Philosophy (3 cr)
or
POLS-Y107 Introduction to Comparative Government (3 cr)
Advanced Requirements (4 courses)
Three courses (12 cr) at the 300 level or above and one course (3 cr) from Y401, Y480, or Y481 as approved by your advisor.
• Psychology Concentration (21 cr)
  Two courses (6 cr) from:
  PSY-P325 Psychology of Learning (3 cr)
  PSY-P326 Behavioral Neuroscience (3 cr)
  PSY-P329 Sensation and Perception (3 cr)
  PSY-P335 Cognitive Psychology (3 cr)

  Two courses (6 cr) from:
  PSY-P319 Psychology of Personality (3 cr)
  PSY-P320 Social Psychology (3 cr)
  PSY-P324 Abnormal Psychology (5 cr)
  PSY-P336 Psychological Tests & Individual Differences (3 cr)

  Three additional courses (9 cr) in Psychology at the 300-level or above from the above courses or
  the following list. Courses not on this list may be used with approval by the Psychology Department.
  PSY-B309 Cooperative Work Experience (3 cr)
  PSY-B386 Intro to Counseling (3 cr)
  PSY-B388 Human Sexuality (3 cr)
  PSY-P327 Psychology of Motivation (3 cr)
  PSY-P390 Special Topics in Psychology (3 cr)
  PSY-P425 Behavior Disorders of Childhood & Adolescence (3 cr)
  PSY-P450 Human Factors (3 cr)
  PSY-P457 Topics in Psychology (3 cr)
  PSY-P459 History and Systems of Psychology (3 cr)
  PSY-P460 Women: A Psychological Perspective (3 cr)
  PSY-P495 Readings and Research in Psychology (3 cr)

  Note: A maximum of 3 hours from P390, P457 and
  P495 can apply toward this 9 hour requirement.

• Sociology Concentration
  Required Courses
  SOC-S215 Social Change (3 cr)
  SOC-S230 Society and the Individual (3 cr)
  SOC-S254 Qualitative Field Research
  SOC-S340 Social Theory (3 cr)

  In addition, 3 courses (12 cr) of Sociology at the
  300 level or above required.

Electives
For any concentration, sufficient additional courses
should be taken to bring total credit hours to at least
123. Students may request, in consultation with their
advisor, an exception or waiver of degree requirements
due to special circumstances. The Student Request for
Exception or waiver form is available from the student's
advisor. The student portion of this form should be
completed and returned to the advisor.

Associate of Arts
Total credit hours 60-62

General Education Requirements (12 cr)
ENG-W131 Elementary Composition I (3 cr)
ENG-W132 Elementary Composition II (3 cr)
SPCH-S121 Public Speaking (3 cr)
Computer Literacy (3 cr)

Foreign Language Requirements (6-8 cr)
Foreign Language first semester (3-4 cr)
Foreign Language second semester (3-4 cr) or
Computer Language (6 cr)

Distribution Requirements (21 cr)
• Humanities and Fine Arts (6 cr)
  One course in two different disciplines, excluding
  concentration area

• Natural Science and Mathematics (6 cr)
  One course in two different disciplines, one must be
  a lab course

• Behavioral and Social Sciences (6 cr)
  One course in two different disciplines

• Mathematics (3 cr)
  One course, 100 level or higher

Concentration Requirements
• Anthropology
  A103 Human Origins and Prehistory (3 cr)
  A104 Culture and Society (3 cr)
  Plus three additional advisor approved anthropology
courses (9 cr) at the 200 level or above

• Political Science
  Y103 Introduction to American Politics (3 cr)
  Y105 Introduction to Political Philosophy (3 cr)
  Plus three additional advisor approved political
  science courses (9 cr) at the 200 level or above

• Psychology
  P103 General Psychology (or equivalent) (3 cr)
  Plus four additional advisor approved psychology
courses at the 200 level or above (12 cr)

• Sociology
  S100 Introduction to Sociology (3 cr)
Three additional courses from the anthropology offerings at a 200 level or higher are required. Some of the courses to select from:

- E200 Social and Cultural Anthropology (3 cr)
- P210 Life in the Stone Age (3 cr)
- E300 Culture Areas and Ethnic Groups (3 cr)
- P301 Archaeological Methods and Analyses (3 cr)
- E310 Intro to the Cultures of Africa (3 cr)
- E320 Indians of North America (3 cr)
- E330 Indians of South America (3 cr)
- P360 Prehistory of North America (3 cr)
- A400 Undergraduate Seminar in Anthropology (3 cr)

P405 Fieldwork in Archaeology (no more than 3 hours of P405 may be applied to the minor.)

Evaluation

Progress toward completion of the minor will be monitored in two ways. First, you must have a C or better in any course to be applied to the minor. Second, students are required to demonstrate knowledge of concepts and methodology through successful completion of a capstone field experience course (A495, 1 cr) in conjunction with the final course of the anthropology sequence. The field experience will normally accompany a 300/400 level course. Any exceptions must be approved by the minor advisor. The field experience will culminate in a student paper or presentation which will be graded by the instructor of that course. The anthropology minor will not be complete until all courses are taken and meet the above criteria and students have submitted a satisfactory paper or presentation for A495.

Minors

If you wish to pursue a minor in one or more of the following disciplines, you will be assigned a minor advisor. They will assist you with blending minor course work with course work within your major and will work with your major advisor to maximize the potential for completion of the minor.

- Anthropology
  If students complete the minor in anthropology, they will have a greater knowledge of the theories, concepts, and methods used by anthropologists in the study of human cultures. Introductory anthropology courses, A103 and A104, introduce students to the basic concepts and methods of the discipline. Additional courses will expand on this basic knowledge into important sub-areas of the field. Students choose the additional courses with flexibility to meet specific interests. The Independent Study in Anthropology, A495 capstone course, offers an experience in which students utilize the concepts and methodology of the discipline in supervised studies. Students will demonstrate knowledge and skills in a field experience paper or presentation.

Course Requirements

The Minor in Anthropology requires 16 credit hours of course work with a C (2.0) or better in each Anthropology class.

A103 Human Origins and Prehistory (3 cr)
A104 Culture and Society (3 cr)
A495 Independent Studies in Anthropology (1 cr)
(A495 is to be taken in conjunction with the final course of the anthropology minor sequence. The final course will normally be at the 300/400 level. Any exceptions must be approved by an advisor.)

Plus four additional advisor approved sociology courses (12 cr) at the 200 level or above

- Women’s Studies
  WOST W200 Women in Society (3 cr) OR WOST W201 Women in Culture (3 cr)

Plus four additional courses from at least two divisions, as approved for the Women and Gender Studies program (12 cr) In addition, students will be required to complete one of the following capstone courses in Women’s Studies:

W480 Practicum in Women’s Studies (3 cr) or W495 Readings and Research in Women’s Studies (3 cr) or W498 Critical Issues in Women’s Studies (3 crs)

Criminal Justice

If students complete a minor in criminal justice, they will have a greater knowledge of the theories, concepts, and methods used by criminologists and criminal justice practitioners who work with the police, courts and corrections. A significant portion of federal, state, and local budgets is dedicated to funding programs which address various criminal justice issues. These monies are used to fund jobs in the criminal justice system and also to fund related ancillary programs (e.g., research, construction, accounting, education, health care and other social services). Some students at IU East majoring in fields other than criminal justice will find it beneficial to acquire a minor in criminal justice in order to better position themselves to work in these areas and be more competitive in the job market.

Division of Behavioral and Social Sciences
Course Requirements
The following five courses (15 cr) are required for a criminal justice minor:
- SPEA-J101 The American Criminal Justice System
- SPEA-J201 Theoretical Foundations of Criminal Justice Policies
- SPEA-J306 The Criminal Courts
- SPEA-J321 American Policing
- SPEA-J331 Corrections

- Political Science
If students complete the minor, they will be required to take a set of courses within which there is some freedom of course selection. This minor is open to students in all academic programs with a minor. There are no prerequisites for the minor itself.

Course Requirements (18 cr)
Core Courses (Grade of C (2.0) or better)
- Y103 Introduction to American Politics (3 cr)
- Y105 Introduction to Political Philosophy (3 cr)
- Y107 Introduction to Comparative Government (3 cr)

Distribution Courses
Three courses in political science at the 200 level or above, determined with advisor’s consent are required.

Students must have an overall Minor GPA of C+ (2.3) or better and each individual course grade must be a C (2.0) or better.

Administration
Students will complete a minor declaration form for this program. Progress will be recorded on this form. Students are encouraged to meet with minor advisors to discuss courses with political science before enrolling in these courses. Successful completion of the minor will be noted on this form.

- Psychology
Holding true to the breadth of topics covered in the psychology concentration, students are required to take a standard set of courses, with some freedom in course selection. This focusing of choices requires you to take a systematic variety of courses that adhere to the multi-topic approach of the psychology curriculum.

Course Requirements
The minor in psychology requires 18 credit hours of coursework, 9 of which must be at the 300/400 level.
- P103 General Psychology (3 cr)*
- P211 Research Methods (3 cr)
- P216 Lifespan Development Psychology (3 cr)

All of the above are required and must be completed with a grade of C (2.0) or better. If you have taken either Introductory Psychology P101 or P102, you will be required to take the other introductory course either through correspondence or at one of the other campuses that still currently offer the two semester-long introductory courses.

If you have taken both P101 and P102, you will be considered to have the equivalent of P103. One course must be taken from each of the following clusters and must be completed with a grade of C (2.0) or better.

One course from:
- P325 Psychology of Learning (3 cr)
- P326 Behavioral Neuroscience (3 cr)
- P329 Sensation and Perception (3 cr)
- P335 Cognitive Psychology (3 cr)

One course from:
- P319 Psychology of Personality (3 cr)
- P320 Social Psychology (3 cr)
- P324 Abnormal Psychology (3 cr)
- P336 Psychological Tests and Individual Differences (3 cr)

One additional 300-400 level class from psychology course offering is required. Students must have an overall minor GPA of C+ (2.3) or better and each course grade must be C (2.0) or better.

- Sociology
If you complete the minor in sociology, you will have a greater knowledge of the basic perspectives, concepts, and methods used by sociologists in understanding the nature of society and social relationships. Introductory Sociology (S100) will introduce you to the basic concepts and methods of the discipline. Required courses will insure that students acquire a common core of knowledge in significant areas of sociology. Your choices of additional courses to complete the minor will allow maximum flexibility to meet specific student interest.

The Field Experience (S494) will offer a capstone experience in which you will utilize the concepts and methodology of sociology in supervised observational studies of real people in naturalistic settings. You will demonstrate your knowledge and skills in a field experience paper or presentation.
Required Courses
The minor in sociology requires 19 credit hours of course work with a C (2.0) or better in each sociology class.

S100 Introductory Sociology (3 cr) and S230 Society and the Individual (3 cr)

One of the following:
- S215 Social Change (3 cr) or
- S217 Social Inequality (3 cr)
  (You may select a course other than one of these only with the consent of a sociology minor advisor.)

S340 Social Theory (3 cr)
Two sociology courses (6 cr) at the 300/400 level.

S494 Field Experience (1 cr hr)
(To be taken in conjunction with the sixth and final course of the Sociology minor sequence. This final course will normally be at the 300/400 level. Any exceptions must be approved by the advisor.)

School of Public and Environmental Affairs
The Division of Public and Environmental Affairs offers the degrees of Associate of Science in Criminal Justice and Bachelor of Science in Criminal Justice. If you have a specific interest in law enforcement, correctional administration, probation or parole you may be interested in these degree programs.

Associate of Science in Criminal Justice
This degree program provides a general understanding of the American criminal justice system for entry-level positions in the public sector for corrections, human services, and law. It also provides a concrete foundation for going on to a bachelor's degree.

Bachelor of Science in Criminal Justice
The Bachelor of Science in Criminal Justice requires a minimum of 120 credit hours with a cumulative grade point average of 2.0. A minimum grade point average of 2.3 is required within the criminal justice concentration, as well as a GPA of 2.3 or higher in Public Policy.

General Education Requirements (18 cr)
Communication (9 cr)
- ENG-W131 Elementary Composition I
- ENG-W231 Professional Writing Skills
- SPCH-S121 Public Speaking

Quantitative Methods (9 cr)
- Math-M118 or above
- Statistics
  One course from any of the following:
  - Computer Science-A110, C201, C202, C237 or other adviser approved course

Distribution Requirements (34 cr)
Behavioral and Social Sciences (9 cr)
- psychology P103, P324
- sociology S100, S101, S320, S325 or other course per advisor

Support Course Requirements (12 cr)
- history H105, H106
- political science Y304, Y305 (Constitutional Law I)

Humanities and Fine Arts (6 cr)
- Afro-American studies, classical studies, communication and theater, comparative literature, English, fine arts, foreign language and literature, folklore, history, musicology and music history, philosophy or religious studies

provide input on policies and programs and to assume productive roles in the criminal justice system and other public and private organizations.

Indiana Law Enforcement Academy
Special credit may be granted to you if you are completing the Indiana Law Enforcement Academy upon presentation of evidence of graduation with an average of 77 percent or higher. It is possible to receive credit for J320 (Criminal Investigations); J401 (Criminal Law and Procedure); and J380 (Criminal Justice Internship). If eligible, you should contact the admissions office and the resident faculty of the criminal justice program. Those applying after December 31, 1996 must exercise this option within one year after graduating from the Law Enforcement Academy. Those who apply prior to the close of business on December 31, 1996 are not effected by this one year limitation.

Bachelor of Science in Criminal Justice
The Bachelor of Science in Criminal Justice requires a minimum of 120 credit hours with a cumulative grade point average of 2.0. A minimum grade point average of 2.3 is required within the criminal justice concentration, as well as a GPA of 2.3 or higher in Public Policy.

General Education Requirements (18 cr)
Communication (9 cr)
- ENG-W131 Elementary Composition I
- ENG-W231 Professional Writing Skills
- SPCH-S121 Public Speaking

Quantitative Methods (9 cr)
- Math-M118 or above
- Statistics
  One course from any of the following:
  - Computer Science-A110, C201, C202, C237 or other adviser approved course

Distribution Requirements (34 cr)
Behavioral and Social Sciences (9 cr)
- psychology P103, P324
- sociology S100, S101, S320, S325 or other course per advisor

Support Course Requirements (12 cr)
- history H105, H106
- political science Y304, Y305 (Constitutional Law I)

Humanities and Fine Arts (6 cr)
- Afro-American studies, classical studies, communication and theater, comparative literature, English, fine arts, foreign language and literature, folklore, history, musicology and music history, philosophy or religious studies
Natural Sciences (6 cr)
Pick from two disciplines. One course must have Lab component: anatomy and physiology, astronomy, biology, botany, geology, chemistry, physics, plant science or zoology, geography G107, G303, or G304

Public Affairs and Policy Requirement (12 cr)
SPEA-V170  Introduction to Public Affairs
SPEA-V366  Managing Behavior in Public Organization
(Any other two SPEA public affairs courses in consultation with advisor)

Concentration Requirements (33 cr hrs)
SPEA-J101  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)

Criminal Justice Electives
Three additional SPEA Criminal Justice courses (9 cr)

General University Electives
Sufficient additional courses to total 120 credit hours

Associate of Science in Criminal Justice
The Associate of Science in Criminal Justice requires a minimum of 60 credit hours with a cumulative grade point average of 2.0. A minimum grade point average of 2.3 is required within the criminal justice concentration, as well as a C or better in V170.

General Education Requirements (15 cr)
Communication (9 cr)
ENG-W131  Elementary Composition I
ENG-W231  Professional Writing Skills
SPCH-S121  Public Speaking

Computer Literacy (3 cr)
A110  Introduction to Computers and Computing

Quantitative Methods (3 cr)
MATH-M110 or above (M110 will suffice for the associate of science degree but not the bachelor of science degree)

Distribution Requirements
Behavioral and Social Sciences (6 cr)
sociology or psychology—If only one class from sociology or psychology is chosen, pick a second class from geography, journalism, linguistics, anthropology, political science or economics.

Humanities and Fine Arts (3 cr)
Afro-American studies, classical studies, communication and theater, comparative literature, English, fine arts, foreign language and literature, folklore, history, musicology and music history, philosophy or religious studies

Natural Sciences (3 cr)
anatomy and physiology, astronomy, biology, botany, geology, chemistry, physics, zoology, geography G107, G303, or G304

Degree Requirements
SPEA-V170  Introduction to Public Affairs (3 cr)

Concentration Requirements (18 cr hrs)
SPEA-J101  American Criminal Justice System (3 cr)
Three of the following:
SPEA-J301  Criminal Law
SPEA-J306  Trial Courts and Criminal Justice
SPEA-J321  Introduction to Law Enforcement
SPEA-J331  Introduction to Corrections

Criminal Justice Electives
Two additional SPEA Criminal Justice courses (6 cr)

General University Electives
Sufficient additional courses to total 60 credit hours

School of Social Work
The Indiana University School of Social Work offers two degree programs at IU East, a Bachelor of Social Work (B.S.W) degree and an Associate of Science in Human Services.

Surveys repeatedly list social work as one of the most needed professions in the coming years. Employment demands for social workers are increasing and pay scales are rising.

Social workers promote social and economic justice and are involved with people of many cultures and ethnic backgrounds. They are prepared to work with people to identify and resolve problems related to their personal or social circumstances. This can take place in a variety of settings, including hospitals, nursing homes, schools, youth centers, mental health or substance abuse facilities, just to name a few. They can work with
individuals or groups, often with the cooperation of several social service agencies, to accomplish this goal. Social workers are always advocates for children or adults who are victims of abuse. They also work with community leaders and organizations to develop policies that contribute to building and strengthening the social resources of our society.

This four-year degree program prepares you for entry-level generalist practice. It develops competence to exercise judgment and skill for intervention in practice with individuals, small groups, organizations, and communities. The B.S.W. equips you to work with people who are encountering problems related to personal or social circumstances. In addition, if you are receiving the B.S.W. degree and are admitted to the M.S.W. program, you may be given advanced standing in that program.

Following a minimum of two postgraduate years of supervised social work practice experience, Bachelor of Social Work graduates of IU are eligible to apply for licensure through the state of Indiana. Upon receipt of a complete application and a passing score on a standardized examination, the Indiana State Health Professions Bureau grants the B.S.W. graduate a Licensed Social Worker (L.S.W.).

Students in the B.S.W. Program must complete all sophomore and junior social work courses and achieve senior standing before enrolling in the senior social work courses.

For specific information regarding the B.S.W. Program, application forms or information about admissions, contact: Social Work Programs, Indiana University East, 2325 Chester Boulevard, Richmond, IN 47374-1289, 765-973-8535 or 1-800-959-3278, x535 or Undergraduate Program, School of Social Work, Education/Social Work Building 4138, 902 West New York Street, IUPUI, Indianapolis, IN 46202-5156, 317-274-6705

Admission Requirements
Enrollment in the B.S.W. Program requires formal admission to the School of Social Work. The admissions process is competitive. The following are the minimum requirements for consideration for admission to the program:

1. Regular admission to the university.
2. Completion of a minimum of 12 credit hours. Although we encourage application upon completion of the freshman year, advanced students may also apply.
3. Satisfactory completion (grade of C or higher) of SWK S141, Introduction to Social Work.
4. A cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
5. Evidence of characteristics or potential 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, pertinent work or volunteer experience, and performance in the introductory course.

Applications may be submitted any time.

To increase the cultural variety of our student body, the school particularly encourages applications from members of ethnic minorities.

Educational Requirements
For continuance in and graduation from the program, you are required to: (1) maintain a minimum cumulative GPA of 2.5 in all letter-graded courses, (2) maintain a minimum cumulative GPA of 2.5 (or its equivalent) in all required social work courses, (3) attain a minimum grade of C (2.0) or Satisfactory in each required social work course, and (4) carry out professional activity in conformity with the values and ethics of the profession.

The faculty has adopted the use of plus-minus in letter-graded courses. Some practicum courses may be graded using a Satisfactory/Fail system. The school follows university policies and procedures in relation to course withdrawals and the grade of Incomplete. In the event of failure to meet such requirements, you will be ineligible to continue in the program. You are encouraged to consult with your faculty advisor regarding realistic planning for the future, including the right to petition for administrative review. Detailed descriptions of student continuation policies are in the B.S.W. Student Handbook.

Repeated Courses
A course in which a lower than acceptable grade is attained must be repeated or a comparable course substituted that has been approved by the School of Social Work faculty. Required social work courses may be repeated only with permission from the school.

Pass/Fail Grades
Pass/Fail courses applied to the B.S.W. degree are limited to four, and they may count only as electives. This policy does not apply to courses in which you have tested out or have been granted special credit.

Courses by Correspondence
A maximum of six courses taken by correspondence substituted that has been approved by the School of Social Work faculty. Required social work courses may be repeated only with permission from the school.

Liability Insurance
You are required to carry professional liability insurance. You may pay a small fee for inclusion in the school's blanket policy.
Credit for Life Experience
Academic credit for life experience and previous work experience is not given in whole or in part toward the social work degree.

Bachelor of Social Work
A total of 122 credit hours is required for the B.S.W. degree. In addition to School of Social Work requirements and electives, the following lists outline general liberal arts requirements:

General Requirements (8 courses)
- English Composition (2 courses)
- Arts and Humanities (3 courses)
- American History II (1 course)

Two additional courses designated humanities and fine arts such as communications, English (excluding basic composition courses), fine arts (no studio courses), foreign language (200 level and above), folklore, history, music history, musicology, philosophy, religion, speech, and theatre

Biological Sciences (1 course)
Select from the following courses: Human Biology, Anatomy and Physiology, Biological Psychology, Biological Sex Roles, Biology of Mental Illness, Biology of Addictions, Behavioral NeuroScience

Mathematics and Physical Sciences (2 courses)
Computer science or computer literacy (required) Statistics (strongly recommended) astronomy, chemistry, physical geography, geology, mathematics, physics

Supportive Area Requirements (6 courses)
- American Government
- One course in macro or microeconomics
- SOC-S100 Introduction to Sociology
- Cultural Anthropology
- PSY-P103 General Psychology
- One additional upper level psychology course

Social Work Requirements (17 courses)
(All courses below are 3 cr hrs each unless noted otherwise)
- S100 Understanding Diversity in a Pluralistic Society
- S141 Introduction to Social Work
- S221 Human Behavior & Social Environment I: Individual Functioning
- S231 Generalist Social Work Practice I: Theory and Skills
- S251 Emergence of Social Services
- S321 Human Behavior and Social Environment II: Small Group Functioning
- S323 Human Behavior and Social Environment III: Community and Organizational Functioning
- S332 Generalist Social Work Practice II: Theory and Skills
- S352 Social Service Delivery Systems
- S371 Social Work Research
- S381 Social Work Practicum I
- S433 Generalist Social Work Practice III: Theory and Skills
- S442 Practice-Policy Seminar in Fields of Practice (2 courses; 3 cr each)
- S472 Practice Evaluation
- S482 Social Work Practicum II
- S400 Special Topics, Co-Req

Electives - sufficient to bring total graduation hours to 122. Check with advisor for sequencing of courses.

Associate of Science in Human Services
The human services degree is a two-year program that prepares you to work as a paraprofessional in the field of social services. The program helps you develop the ability to provide basic social and human services in a variety of fields and enables you to cultivate skills at the technician level to assist professional delivery of social services to individuals, groups, and communities. The Human Services program also offers certificates in the areas of alcohol/drug abuse and gerontology.

Admission Requirements
The following are the minimum requirements for admission to the program:
- Regular admission to the university
- Completion of at least 12 credits beyond high school, including the required exploratory course, SWK S141 Introduction to Social Work, (must receive a grade of C or above)
- A minimum cumulative grade point average of 2.5 on a 4.0 scale, (In special cases, you may be admitted with a grade point average under 2.5)
- Evidence of personal qualifications required for education in human services. Such evidence will be derived from application materials, letters of reference, performance in completed courses, and a personal interview.

Graduation Requirements
- Completion of 65 credit hours in the required and elective courses of study
- Attainment of a minimum cumulative grade point average of 2.0 on a 4.0 scale
- Attainment of minimum grade of C (2.0) in each of the seven human services degree requirement courses listed above
• Attainment of a minimum cumulative GPA of 2.3 (or its equivalent) in all seven degree requirement courses listed above

Relation to the Bachelor of Social Work Program
If you have completed the requirements for the Associate of Science degree, you may continue your education toward the Bachelor of Social Work (B.S.W.) degree. Most courses taken in fulfillment of the associate degree transfer to the B.S.W. program.

General Education Requirements (5 courses)
ENG W131 English Composition (1 course)
arts and humanities (2 courses)
biological sciences, either Human Biology, Biology of Mental Illness, Biological Sex Roles, Anatomy & Physiology, Biology of Addiction, or Behavioral Neuroscience (1 course)
mathematics and physical science (1 course) or computer literacy

Supportive Area Requirements (6 courses)
At least two courses from any two of the following disciplines: economics, H106 American History II (3 cr), or political science/american government
At least three additional courses in Behavioral and Social Science, including General Psychology (P103), Introduction to Sociology (S100), and one additional social/behavioral science course.

Human Services Degree Requirements (7 courses)
S100 Understanding Diversity in a Pluralistic Society (3 cr)
S141 Introduction to Social Work (3 cr)
S200 Special Topics in Human Services (3 cr)
S221 Human Behavior and Social Environment I (3 cr)
S231 Generalist Social Work Practice I (3 cr)
S232 Human Service Skills (6 cr)
S251 Emergence of Social Services (3 cr)

Electives (the balance of credits)
Selection of specific courses should be made in consultation with your human services advisor.

Certificate in Gerontology and Alcohol & Drug Abuse
The Human Services Program offers certification in two areas: gerontology and alcohol and drug abuse. If you are currently enrolled in a degree program, are a professional seeking continuing education, and/or are interested in focused studies in either topic, you are eligible for certification. Each certification provides two options: students currently enrolled in a degree program and professionals employed in the field are eligible for the four course Gerontology Certificate and the five course Certificate in Alcohol and Drug Abuse; individuals not in degree programs and not working in the field are eligible for the seven course certificates in either gerontology or alcohol and drug abuse. Certification in either field benefits you by providing a practice-oriented knowledge base through teaching both concepts and applications.

The four and five course certificates require attainment of a minimum grade of C (2.0) in each required human services course.

The seven course certificate requires attainment of a minimum cumulative GPA of 2.0 on a 4.0 scale, attainment of a minimum grade of C (2.0) in each required human services course, and attainment of a minimum cumulative GPA of 2.3 in all required human services courses.

Gerontology Certificate
Major objectives of this program are to prepare you for employment in community-based settings which provide services to older persons; increase your awareness of the needs of older adults and the implications of an aging population in American society; provide current information on gerontology policy and practice issues; and facilitate you in their efforts to gain or increase skills and upgrade knowledge in gerontology.

Alcohol and Drug Abuse Certificate
Major objectives include the following: prepare you for employment in substance abuse treatment settings; increase your awareness and understanding of alcohol and other drug abuse in American society; provide current information on alcohol and other drug abuse practice and treatment; and gain or upgrade knowledge and skills in working with substance abusers and their families.

Gerontology Certificate
Four Course Certificate
Course Requirements
H204 Introduction to Gerontology (3 cr)
B354 Adult Development and Aging (3 cr)
H301 Service Needs of Older Adults (3 cr)
H303 Counseling Needs of Older Adults (3 cr)

Seven Course Certificate
Course Requirements
• General Education Requirement (5 courses)
ENG-W131 Composition I (3 cr)
Arts and humanities
(SPCH S121, one other course) (6 cr)
Computer literacy (2 courses and at least 2 cr)

- Supportive Area Requirements (5 courses)
  PSY-P103 General Psychology (3 cr)
  SOC-S100 Introduction to Sociology (3 cr)
  SWK-S141 Introduction to Social Work (3 cr)
  At least two additional courses in behavioral and social sciences

- Gerontology Courses (7 courses)
  H204 Introduction to Gerontology (3 cr)
  B354 Adult Development and Aging (3 cr)
  H301 Service Needs of Older Adults (3 cr)
  H303 Counseling Needs of Older Adults (3 cr)
  H304 Basic Counseling Skills (3 cr) or
  H304 Basic Counseling Skills (3 cr)
  H402 Integrative Seminar in Gerontology (3 cr)
  P462 Field Experiences in Human Development (3 cr)

Alcohol and Drug Abuse Certificate

Five Course Certificate
Course Requirements (each course 3 cr)
H202 Introduction to Alcohol and Drug Abuse
H203 Introduction to Alcohol and Drug Abuse II
H304 Basic Counseling Skills OR
S231 if an HS/BSW degree student

Select two courses from the following:
(each course 3 cr)
H205 Treatment Issues in Alcohol and Drug Abuse
H360 Dynamics of Group Behavior
H302 Psychological Aspects of Alcohol and Drug Abuse
H323 Social Systems Aspects of Alcohol and Drug Abuse
H401 Treatment Seminar in Alcohol and Drug Abuse
P462 Field Experience in Human Development

Seven Course Certificate
Course Requirements
- General Education Requirement (5 courses)
  ENG-W131 Composition I (3 cr)
  Arts and Humanities (SPCH S121 and 1 other course) (6 cr)
  Computer Literacy (2 courses) (6 cr)
- Supportive Area Requirements (5 courses)
  PSY-P103 General Psychology (3 cr)
  SOC-S100 Intro to Sociology (3 cr)
  SWK-S141 Intro to Social Work (3 cr)
  At least two additional courses in behavioral and social sciences
- Alcohol and Other Drug Courses (7 courses)
  (each course 3 cr)
  H202 Intro to Alcohol and Drug Abuse
  H202 Intro to Alcohol and Drug Abuse II
  H304 Basic Counseling Skills
  Select four of the following:
  H205 Treatment Issues in Alcohol and Drug Abuse
  HRS-V211 Dynamics of Group Behavior
  or
  H302 Psychological Aspects of Alcohol and Drug Abuse
  HRSV360 Counseling Substance Abusers and Their Families
  H323 Social Systems Aspects of Alcohol and Drug Abuse
  H401 Treatment Seminar in Alcohol and Drug Abuse
  P462 Field Experience in Human Development
Division of Business and Economics

Degrees:
- Bachelor of Science in Business Administration with concentrations in:
  - Accounting CPA Track
  - Accounting Managerial Track
  - Economics
  - Finance
  - General Business
  - International Business
  - Management
  - Marketing
  - Management Information Systems

Minor in Economics
- Associate of Science in Business
- Associate of Science in Computer Science

Managers for today’s global economy need the knowledge and skills learned through completion of the business degree. As the world becomes smaller our organizations become more complex and leaders for tomorrow need the preparation of a solid Business degree built upon a sound foundation of the liberal arts. Graduates will be able to communicate effectively, to process information pertinent to the achievement of organizational goals, effectively make decisions in a dynamic environment and understand the complexity of the world, appreciate the role of culture and become skilled at accomplishing objectives humanely and ethically.

Within the business degree there are nine concentrations that allow you to customize the degree to your needs.

Bachelor of Science in Business Administration Degree (B.S.B.A.)

General Requirements
A student working toward a Bachelor of Science in Business Administration degree (B.S.B.A.) at Indiana University East must fulfill the following requirements:

a. 120 credit hours consisting of 60 credit hours of general education/distribution, 42 – 60 credit hours in the business administration major, with the remainder (if any) to reach 120 being electives.
b. Final IU credit hours must be completed at IU East.
c. Major requirements The B.S.B.A requires a minimum of 41 credit hours consisting of a 23 credit hour business core and an 18 credit hour (minimum) concentration.
d. Grade point average (GPA) of at least 2.0 on all work attempted at IU East, at least 2.0 on all college work attempted and at least 2.0 in the business administration core and concentration courses.

Degree Requirements
Bachelor of Science in Business Administration degree (B.S.B.A.) 120 credit hours.

Complete Requirements A – I.

A. Written and Oral Requirements (9 cr)
   - ENG-W131 Elementary Composition I
   - SPCH-S121 Public Speaking
   - Choose one of the following 3 English courses
     - ENG-W132 Elementary Composition II
     - ENG-W231 Professional Writing
     - ENG-W234 Technical Report Writing

B. Mathematics/Natural Sciences (12 cr)
   - MATH-M118 Finite Mathematics
   - ECON-E270 Introduction to Statistical Theory in Economics and Business
   - COLI-B330 Computerized Statistical Analysis (to be taken concurrently with E270)
   - 3 Credit hours in natural sciences and 2 Additional credit hours in math/natural science

C. Humanities (12 cr)
   - 3 credit hours 100/200 level course in history
   - Choose one ethics course from:
     - PHIL-P105 Thinking and Reasoning
     - PHIL-P120 Personal and Social Ethics
     - PHIL-P140 Introduction to Ethics
   - 3 credit hours chosen from 200 level literature
     - W203 Creative Writing

Full-time faculty:
- Greg Braxton-Brown
- John Cowling
- Larry Englert
- David Frantz
- Tom Osgood
- M. Diane Roberts
- Tim Scales
- Vandana Rao-Dev
- H. Lee Meadow
- Gregory Weber

Emeritus:
- Ashton Veramallay
H100  Art Appreciation  Accounting Managerial Track (18 credit non CPA)
M174 or M175 Music/Listener  BUS-A311  Intermediate Accounting I
Z111  Intro to Music  BUS-A312  Intermediate Accounting II
T100  Intro to Theater  BUS-A325  Cost Accounting
T210  Theater Appreciation  BUS-A328  Introduction to Taxation

D. Social/Behavioral Sciences  (12 cr)
ECON-E103  Microeconomics  BUS-A337  Accounting Information Systems
ECON-E104  Macroeconomics  BUS-A424  Auditing
PSY-P103  General Psychology  Economics Concentration (18 cr)
SOC-S100  Sociological Analysis of Society  BUS-G300  Managerial Economics

E. Diversity of Ideas  (3 cr)
One course from the course list for diversity of ideas

F. Lower Division Business  (15 cr)
BUS-A201  Intro to Accounting I  Finance Concentration (18 cr)
BUS-A202  Intro to Accounting II  BUS-D301  International Business
BUS-L203  Commercial Law I  BUS-G300  Managerial Economics
BUS-W100  Intro to Business Admin.  BUS-F303  Intermediate Finance
CSCI-A110  Intro to Computers and Computing  BUS-F420  Investment

G. Business Administration Core (22 cr)
BUS-F301  Financial Management  BUS-F446  Mgmt. of Commercial Banks
BUS-J401  Administrative Policy  BUS-F494  International Finance
BUS-M301  Marketing Management  BUS-X410  Business Career Planning
BUS-P301  Operations Management  MIS-I300  Foundations and Principles of MIS
BUS-Z301  Organizational Behavior
BUS-Z440  Human Resource Development

H. Concentration (18 cr minimum)
Complete one concentration from:
Accounting  International Business
Economics  Management
Finance  General Business
Marketing Management Information Systems (MIS)

Accounting CPA Track (30 cr)
BUS-A311  Intermediate Accounting I
BUS-A312  Intermediate Accounting II
BUS-A325  Cost Accounting
BUS-A328  Introduction to Taxation
BUS-A335  Fund Accounting
BUS-A337  Accounting Information Systems
BUS-A339  Advanced Income Tax
BUS-A422  Advanced Financial Accounting I
BUS-A424  Auditing
BUS-L303  Commercial Law II

International Business (18 cr)
BUS-D301  International Business
BUS-F494  International Finance
BUS-G300  Managerial Economics
BUS-M401  International Marketing
BUS-W301  Mgmt & Organizational Theory
ECON-E430  International Economics

Management Concentration (18 cr)
BUS-D301  International Business
BUS-J404  Business and Society
BUS-G300  Managerial Economics
BUS-W301  Organizational Theory
BUS-W430  Organizational Change
One 300 or 400 level elective from
Bus/ Econ/OLS

Marketing Concentration (18 cr)
BUS-M303  Marketing Research
BUS-M325  Selling
BUS-M401  International Marketing
BUS-M405  Buyer Behavior
BUS-M407  Business to Business Marketing
BUS-M415  Advertising/Promotion
Management Information Systems (24 cr)
- CSCI-C201 Intro to Computer Science
- CSCI-C202 Intro to Software Systems
- CSCI-C243 Intro to Data Structures
- MIS-I340 Database Management Systems
- MIS-I380 Data Communication in MIS
- MIS-S310 Systems Analysis/Design
- MIS-S430 E-Business Arch./Design
- INFO-I320 Distributed Computing

No economics course below a C will be accepted in the minor. You must also complete M118 Finite Mathematics (3) and either M119 Brief Survey of Calculus (3) or M215 Calculus I (5) with a grade of at least a C (2.0).

Electives (5-17 cr)
Complete courses to reach 120 credit hours. Recommend taking outside the Business and Economics Division.

Minor in Economics
If you elect to minor in economics, you must complete at least 16 credit hours of course work as follows:

- E103 Introduction to Microeconomics (3 cr)
- E104 Introduction to Macroeconomics (3 cr)
- E270 Introduction to Statistical Theory in Economics and Business (3 cr)
- B330 Computerized Statistical Analysis (1 cr)
- E321 Intermediate Microeconomic Theory (3 cr) or G300 Introduction to Managerial Economics (3 cr)

Additional courses at the 300-400 level to total at least 16 credit hours of economics. Choose from the following:

- E322 Intermediate Macroeconomic Theory (3 cr)
- E332 International Monetary Economics (3 cr)
- E340 Introduction to Labor Economics (3 cr)
- E350 Money and Banking (3 cr)
- E360 Public Finance Survey (3 cr)
- E363 Environmental and Natural Resource Economics (3 cr)
- E375 Introduction to Mathematical Economics (3 cr)
- E385 Economics of Industry (3 cr)
- E406 Undergraduate Seminar in Economics (3 cr)
- E408 Undergraduate Readings in Economics (3 cr)
- E430 International Economics (3 cr)
- E495 Economic Development (3 cr)
- F303 Intermediate Finance (3 cr)
- F420 Investments (3 cr)
- F446 The Management of Commercial Banks and Other Financial Institutions (3 cr)
- F480 Professional Practice in Finance (internship-3 cr)
- G330 Principles of Urban Economics (3 cr)
- G450 Managerial Forecasting (3 cr)
- G480 Professional Practice in Business Economics (internship) (3 cr)

Associate of Science in Business Degree
Students earning the B.S. in Business Administration should first complete the Associate of Science in Business degree (A.S.B.). The A.S.B degree is the first two years of the B.S.B.A. degree and also serves to meet traditional general education requirements should a student decide to pursue a degree other than business. Students earning the B.S.B.A. in eight semesters of attendance should follow the following enrollment:

**Semester One** (15 cr)
- ENG-W131 Elementary Composition I
- SPCH-S121 Public Speaking
- PSYCH-P103 General Psychology
- ECON-E103 Intro to Microeconomics
- PHIL-P105 Thinking and Reasoning

**Semester Two** (15 cr)
- ENG-W131 Elementary Composition II
- SOC-S100 Analysis of Society
- ECON-E104 Intro to Macroeconomic
- MATH-M118 Finite Math
- BUS-W100 Intro to Business

**Semester Three** (15 cr)
- BUS-A201 Intro to Accounting I
- CSCI-A110 Intro to Computing
- PHIL-P140 Intro to Ethics
- History-Course
- Humanities-Course

**Semester Four** (15 cr)
- BUS-A202 Intro to Accounting II
- ECON-E270 Statistics
- COLI-B330 Computerized Statistics
- BIOL-L107 Biological Concepts
- BUS-L203 Commercial Law I

**Semester Five** (15 cr)
- BUS-Z440 HR Management
- BUS-Z301 Organizational Behavior
- BUS-F301 Financial Management
- Diversity Course
- Elective
**Semester Six (15 cr)**
BUS-P301 Operations Management
BUY-M301 Marketing Management
IIM-I300 Foundations of MIS
Elective
Elective

**Semester 7 (15 cr)**
Three Concentration Courses
Elective
BUS X410 Career Planning

**Semester 8 (15 cr)**
BUS-J401 Administrative Policy
Three Concentration Course
Elective

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**Degree Requirements**

Associate of Science in Business degree (ASB) 60 credit hours. Complete requirements A through E.

**A. Written/oral requirements (9 cr)**
ENG-W131 Elementary Composition I
SPCH-S121 Public Speaking

*Choose one of the following 3 English courses*
ENG-W132 Elementary Composition II
ENG-W231 Professional Writing
ENG-W234 Technical Report Writing

**B. Mathematics/Natural Sciences (12 cr)**
MATH-M118 Finite Mathematics
ECON-E270 Statistical Theory in Economics and Business
COLI-B330 Computerized Statistical Analysis (to be taken concurrently with E270)

*3 credit hours in natural sciences and an additional 2 credit hours in math and natural science*

**C. Humanities (12 cr)**
3 Credit Hours 100/200 level course in history
PHIL-P105 Thinking and Reasoning

*Choose one ethics course from:
PHIL-P120 Personal and Social Ethics
PHIL-P140 Introduction to Ethics

*3 credit hours chosen from:
200 level literature
W203 Creative Writing
H100 Art Appreciation
M174 or M175 Music/Listener

**D. Social/Behavioral Sciences (12 cr)**
ECON-E103 Microeconomics
ECON-E104 Macroeconomics
PSY-P103 General Psychology
SOC-S100 Sociological Analysis of Society

**E. Lower Division Business (15 cr)**
BUS-A201 Intro to Accounting I
BUS-A202 Intro to Accounting II
BUS-L203 Commercial Law I
BUS-W100 Intro to Business Administration
CSCI-A110 Intro to Computers and Computing

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**Associate of Science in Computer Science Degree (ASCS) 60 credit hours**

The curriculum for the Associate of Science in Computer Science requires a total of 60 credit hours and is designed for a student to continue at IU East to earn the Bachelor of Science in Business Administration with a concentration in Management Information Systems or to transfer to Indiana University Bloomington or Indiana University Purdue University Indianapolis.

Students working toward an Associate of Science in Computer Science degree (A.S.C.S) at IU East must fulfill the following requirements:

a. 60 credit hours, the last 15 of which must be completed at IU East.

b. Course requirements as specified.

c. Major requirements. The A.S.C.S. requires 15 credit hours in lower division computer science as specified and 6 credit hours in business as specified.

d. Grade point average (GPA) of at least 2.0 on all work attempted at IU East, at least 2.0 on all college work attempted and at least 2.0 in the business administration core courses.

e. Demonstration of competence in computer use as determined by the Business and Economics Division (B.U.S.E.)

**Degree Requirements**

**A. Written/oral requirements (9 cr)**
ENG-W131 Elementary Composition I
SPCH-S121 Public Speaking

*Choose one of the following 3 English courses*
ENG-W132 Elementary Composition II
ENG-W231 Professional Writing
ENG-W234 Technical Report Writing

**B. Mathematics/Natural Sciences (9 cr)**
MATH-M215 Analytic Geometry/Calculus
4 credit hours in natural sciences with a minimum of one laboratory course.
C. Humanities (9 cr)

3 Credit Hours 100/200 level course in history

Choose one ethics course from:
- PHIL-P120 Personal and Social Ethics
- PHIL-P140 Introduction to Ethics

3 credit hours chosen from:
- W203 Creative Writing
- H100 Art Appreciation
- M174 or M175 Music/Listener
- Z111 Intro to Music
- T100 Intro to Theater
- T210 Theater Appreciation

D. Social/Behavioral Sciences (9 cr)

- ECON-E103 Intro to Microeconomics
- ECON-E104 Intro to Macroeconomics
- PSY-P103 General Psychology

E. Diversity of Ideas (3 cr)

One course from the course list for diversity of ideas.

F. Lower Division Business (15 cr)

- CSCI-C201 Intro to Computer Science
- CSCI-C202 Intro to Software Systems
- CSCI-C243 Intro to Data Structures
- CSCI-C307 Applied Programming
- CSCI-C335 Computer Structures

G. Business Administration Core (6 cr)

- BUS-A201 Intro to Accounting I
- BUS-A202 Intro to Accounting II

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Masters in Business Administration

The M.B.A. program reflects a balance of practical and theoretical business application. This cooperative program from Ball State University and Indiana University East is offered on the IU East campus. The 36 hour curriculum includes four categories of course work: tools, professional core, strategies and concentration. For those whose undergraduate degree is not in business IU East offers six graduate foundation courses to prepare a student for admission. Information on Ball State’s M.B.A. can be found at http://www.bsu.edu/mba/. Information on the foundation course program can be obtained in the Business and Economics Division Office.
Division of Education

Degrees
- Bachelor of Science in Elementary Education
- Bachelor of Science in Secondary Education

English
Mathematics
Science
Social Studies

The Division of Education offers programs of study leading to teacher licensure. Students may choose elementary education (with licensure in grades K-3 or K-6) or Secondary Education (with licensure in middle school and high school in English, mathematics, science, or social studies). Additions to these basic licenses are possible. Please refer to the division Web site for information about these additions: www.iue.edu/departments/doe/programs.shtml.

Accreditation
Programs in the Division of Education are accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Indiana Professional Standards Board (IPSB). IU East is also a member of the American Association of Colleges for Teacher Education (AACTE) and the Indiana Association of Colleges for Teacher Education (IACTE).

Public Disclosure Information
As required by federal law (Title II, Higher Education Act, Section 207) passed in October 1998, institutions of higher education with teacher preparation programs are required annually to disclose pass rate information of teacher education program completers from the previous year. Below is a chart summarizing results for the 2002-2003 academic year.

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Copies of the full disclosure report were submitted in April 2004 are available upon request from the chair of the Division of Education.

Advising
For your first 24 credit hours you will work with the Advising Center education advisor, who will give you the appropriate advising sheet for your major. Following the completion of 24 credit hours, you will be assigned to an education faculty advisor. It is strongly recommended that you see your advisor at least once each semester.

The Division of Education will assist you in planning your program of study to satisfy all requirements for admissions, graduation, and certification, but you assume final responsibility for meeting all deadlines and completing all requirements for graduation. It is therefore essential that you be familiar with the requirements set forth in this catalog and updated information found on the division Web page, www.iue.edu/departments/doe.

Program Admission Requirements
You will be admitted directly to the Division of Education. However, admission to the Teacher Education Program (TEP) is a separate and selective process. You will not be permitted to enroll in methods courses until admission to teacher education is complete. Admission for both the Elementary and secondary (SH/JH/MS) majors requires completion of W131 and S121 with at least a C+ in each course. If you do not meet these standards you will be required to take additional coursework in the deficient area, earning at least a B- or better. It is further required that these basic courses be completed prior to enrollment in the TEP:
- PSY-P 280 (with a grade of C+ or better)
- EDUC-H 340 and M300 (with a grade of C+ or better in each course)
- EDUC-M 201 (with a grade of S)
- EDUC-W 200
- A cumulative GPA of 2.5 or better
- Praxis I: Reading, writing, and math portions at the Indiana State level (Please refer to division Web page for required minimum scores.)

For admission to the Teacher Education Program, you will need to pass an on-site writing sample and complete an interview with members of the Division of Education Admissions Committee.

Full-time faculty:
Judith Battraw
Brenda Buckner
Dan Doerger
Betsy Kirk
Jennifer Knuths
Katheleen Kreamelmeyer
Emily Lemming
Judy Maurer
Mary Ann Morse
Cheryl Stolle
Marilyn Watkins
Jerry Wilde

2003 academic year.

Assessment Information
In addition for elementary education majors:
- EDUC-Q 200, MATH-T 101, History-H105 or H106, and meet division requirements

In addition for secondary education majors:
- At least 12 credit hours in the major with no grade less than C and an average of 2.5 or better
- Students are advised to begin the PRAXIS I testing process at least two semesters prior to requesting admission to the Teacher Education Program.

Retention in the Teacher Education Program
Retention in teacher education is based on maintaining an average of 2.5 or above in all course work, demonstrating satisfactory progress in the area of professional knowledge by maintaining a 3.0 average in professional education courses and no less than a C+ in any professional education course, successfully completing all laboratory/field experiences, and maintaining standards of appropriate social, ethical, and academic conduct.

Admission to Student Teaching
Admission to student teaching requires: (1) having met all standards for admission to and retention in teacher education, (2) having attained senior standing and having completed at least three fourths of the courses required in any certification area, (3) having successfully completed all professional education course work, including the pre-student teaching portfolio, (4) having maintained at least 2.5 in each general education area or each certification area for secondary majors, a 2.7 overall cumulative grade point average, and (5) having the approval of the director of field experiences, the appropriate faculty advisor, and the appropriate personnel in the cooperating school district.

You are required to apply for student teaching (or practicum) no later than December 1 of the academic year preceding your desired semester for placement. You are encouraged to contact the director of field experiences for specific information pertaining to student teaching placements.

Graduation Requirements and Eligibility for Certification
Please see general IU East regulations for graduation degree application deadlines. To be eligible for graduation you must: (1) have successfully passed an exit exam such as the appropriate Praxis II Specialty Exam(s) (requirements outlined on the division Web site), (2) have the approval of the education faculty and the approval of the licensing advisor at IU East, (3) have an overall GPA of 2.7 or higher with no less than a 2.5 in each subject area, and (4) have successfully completed all course requirements for the Bachelor of Science Degree in Education, including the completion of the graduation portfolio. By completing Division of Education program requirements, you become eligible to apply for an Indiana teaching license. Application forms and information regarding the requirements listed above are available from the division.

Graduate Study In Education
The Division of Education at IU East offers occasional graduate courses applicable to graduate degree programs in the Schools of Education at Indiana University campuses in Bloomington and Indianapolis and/or toward license renewal and professionalization of the license. If you are pursuing degrees or programs at other campuses or institutions, you should follow the counsel of the appropriate program advisor at that institution or campus.

The Division of Education offers an Alternative Routes to Certification (ARC) program that prepares individuals with bachelor’s or graduate degrees, outside of education, for Indiana teacher certification in both secondary and elementary education. ARC is a full-time intensive program. Secondary candidates complete an 11 month program combining graduate courses and two semesters of internship, in the field of certification. Elementary candidates complete two to four prerequisites prior to the 13 month program, which includes graduate course work and a two semester internship. The purpose of the program is to provide career changers with the knowledge and experience necessary to successfully enter the teaching profession as effective educators, and to provide schools and learners with competent, innovative, professional teachers.

Renewal of Indiana Teaching Licenses
Under usual circumstances a Rules 46-47 license may be renewed by taking six semester credit hours of undergraduate or graduate course work. These credits must be completed in professional education or the teacher’s certification major or minor. Appropriate courses should be approved by a licensing advisor prior to enrollment. Please contact the Division of Education or the Indiana Professional Standards Board (IPSB) (http://www.in.gov/psb/) for specific information.

A Rules 2002 proficient practitioner license must be renewed through the Professional Growth Plan process. This plan is submitted to IPSB no earlier than two years prior to the license expiration date and no later than 120 days prior to the license expiration date. Ninety points must be earned to renew this license. These points can be earned through a variety of experiences including academic credit as defined in the Professional Growth Experience Point Values and Conditions chart which can be found at the IPSB Web site.

Educators who hold renewable Bulletin 400 and Rules 46-47 licenses may use the same Rules 2002
be used as the means for license renewal. For complete information about the Professional Growth Plan license renewal process go to this IPSB Web address, http://www.in.gov/psb/renewal/growth/index.html.

Bachelor of Science in Elementary Education

General Education Requirements

- Humanities (21 cr)
  - Oral and Written Language (9 cr)
    ENG-W131 Elementary Composition I
    SPCH-S 121 Public Speaking
    Oral or Written Elective
  - Literature (3 cr)
    ENGL 390 Children's Literature or
    EDUC-E 449 Tradebooks and the Classroom Teacher
  - Humanities and Fine Arts (9 cr)
    Electives from English, foreign language, literature, music, art, journalism, philosophy, speech, religious studies and theater

- Science (15 cr)
  EDUC-Q200 Introduction to Scientific Inquiry
  BIOL-Q 201 Biological Science for Elementary Teachers
  PHYS-Q 202 Physical Science for Elementary Teachers
  GEOL-Q 203 Earth-Space Science for Elementary Teachers

- Mathematics (9 cr hrs)
  MATH-T101 Mathematics for Elementary Teachers I
  MATH-T102 Mathematics for Elementary Teachers II
  MATH-T103 Mathematics for Elementary Teachers III

- Social Studies (15 cr)
  HIST-H05 or 106 American History I or II
  Global emphasis course
  9 additional hours (history, political science, psychology, sociology, anthropology, geography) with at least three disciplines represented, and at least two courses in one discipline.

- General Education Requirements (8 cr)
  EDUC-W200 Microcomputer for Education (3 cr)
  HPER-H363 Personal Health (3 cr)
  HPER-P290 Movement Experiences for Children (2 cr)

Professional Education Requirements

- Foundations (23 cr)
  EDUC-H340 Education and American Culture (3 cr)
  EDUC-M300 Teaching in a Pluralistic Society (3 cr)
  PSY-P280 Psychology Applied to Teaching (4 cr)
  EDUC-M201 Lab/Field Experience (1 cr)
  EDUC-K206 Teaching Exceptional Children (3 cr)
  EDUC-E337 Classroom Learning Environments (3 cr)
  EDUC-E 301 Emergent Literacy (3 cr)

- Methods (25 cr hrs)
  EDUC-E 339 Teaching Language Arts in the Elementary School (3 cr)
  EDUC-E 340 Teaching Reading I (3 cr)
  EDUC-M 301 Lab/Field Experience (1 cr)
  EDUC-E 328 Teaching Science in the Elementary School (3 cr)
  EDUC-M 301 Lab/Field Experience (.5 cr)
  EDUC-E 343 Teaching Mathematics in the Elementary School (3 cr)
  EDUC-M 301 Lab/Field Experience (.5 cr)
  EDUC-M 324 Teaching About the Arts (3 cr)
  EDUC-E 341 Teaching Reading II (3 cr)
  EDUC-E 325 Teaching Social Studies in the Elementary School (3 cr)
  EDUC-M 401 Lab/Field Experience (2 cr)

- Student Teaching Semester (15 cr)
  EDUC-M 425 Student Teaching in the Elementary School (12 cr)
  EDUC-M 311 General Methods – Capstone (3 cr)

Bachelor of Science in Secondary Education English

General Education Requirements

- Humanities (18 cr)
  - Oral and Written Language (12 cr)
    ENG-W131 Elementary Composition I (3 cr)
    SPCH-S 121 Public Speaking (3 cr)
    EDUC-H340 Oral or Written Elective (3 cr)
    ENG-L202 Literary Interpretation (3 cr)
  - Humanities and Fine Arts (6 cr)
    Select courses from at least 2 of the following areas: foreign language, literature, music, art, journalism, philosophy, speech, religious studies and theater

- General Education Requirements (8 cr)
  EDUC-W200 Microcomputer for Education (3 cr)
  HPER-H363 Personal Health (3 cr)

English Major Requirements (45 cr)

- Writing (12 cr)
  Expository Writing-Select one to three courses:
  Creative Writing- Select one to three courses:
ENG-W 203, 301, 303, 401, 403
Advanced Writing
ENG-W 400 Advanced Composition

• Literature (18 cr)
ENG-L 391 Adolescent Literature (3 cr)
Choose one course from each category:
  World and Comparative Literature
  ENG-L202, L204, L205, L213, L214, L225
  Minority Literature
Choose one to two courses from each category:
  American Literature
  British Literature

• Linguistics (6 cr)
ENG-G207 Grammar and Usage (3 cr)
ENG-G205 Intro to the English Language (3 cr)

• Communications (9 cr)
Choose three courses from the following:
CMCL-C205 Intro to Communications
CMCL-C229 Discussion and Group Methods
CMCL-C303 Propaganda and Persuasion
CMCL-C427 Cross-cultural Communications
CMCL-C223 Business and Prof. Communications
CMCL-C380 Nonverbal Communication
CMCL-C450 Gender and Communication
CMCL-C304 Communication and Conflict
SPCH-S323 Speech Communication
SPCH-S325 Voice and Speech
TEL-T205 Intro to Media and Society

Professional Education Requirements

• Foundations (14 cr)
EDUC-H340 Education and American Culture (3 cr)
EDUC-M300 Teaching in a Pluralistic Society (3 cr)
PSY-P280 Psychology Applied to Teaching (4 cr)
EDUC-M201 Lab/Field Experience (1 cr)
EDUC-K206 Teaching Exceptional Children (3 cr)

• Methods (12 cr)
EDUC-M 314 General Methods (3 cr)
EDUC-M 301 Lab/Field Experience (1)
EDUC-M 464 Methods of Teaching SH/JH/MS Reading (3 cr)
EDUC-M 452 Methods of Teaching SH/JH/MS English (3 cr)
EDUC-M 401 Lab/Field Experience (2 cr)

• Student Teaching Semester (15 cr)
EDUC-M480 Student Teaching in the Secondary School (12 cr)
EDUC-F203 Capstone (3 cr)

Bachelor of Science in Secondary Education Science

General Education Requirements

• Humanities (18 cr)
  -Oral and Written Language (9 cr)
    ENG-W131 Elementary Composition I (3 cr)
    SPCH-S121 Public Speaking (3 cr)
    Oral or Written Elective (3 cr)
  -Humanities Electives (9 cr)
    Select courses from at least 2 of the following areas: English, foreign language, literature, music, art, journalism, philosophy, speech, religious studies and theater

• Behavioral and Social Sciences (9 cr)
  Select courses from at least 2 of the following areas: anthropology, economics, non-physical geography, history, political science, psychology and sociology

• General Education Requirements (6 cr)
EDUC-W200 Microcomputing for Education (3 cr)
HPER-H363 Personal Health (3 cr)

Science Major Requirements (49-53 cr)
Choose one or more specific areas of licensure (majors) listed below:

Life Science Major

• Science Core (26 cr)
  MATH-M 125 and 126 Precalculus & Trigonometry (5)
  CHEM-C 105 and 125 Intro. Chem I & Lab (5)
  CHEM-C 106 and 126 Intro. Chem II & Lab (5)
  PHYS-P 201 Intro to Physics I (5)
  GEOL-G 111 Physical Geology (3)
  One course in astronomy (3)

• Major Courses (24-26 cr): hr.
  BIOL-L 107 Biological Concepts (5)
  BIOL-L 201 Ecology (4)
  BIOL-B 201 Plant Biology or ZOOL-Z 201 Intro to Animal Kingdom (4)
  BIOL-L 314 Genetics or BIOL-L 315 Cell Biology (4)
  Two additional courses in Biology at the 200 or 300 level

Physical Science Major

• Science Core (16 cr)
  MATH-M215 Calculus I (5 cr)
  BIOL-L107 Biological Concepts (5 cr)
  GEOG-G111 Physical Geology (3 cr)
  One course in astronomy (3 cr)

• Major Courses (33-35 cr)
  (May require coursework at Earlham)
  CHEM-C105 and C125 Intro. Chem I & Lab (5 cr)
  CHEM-C106 and C126 Intro. Chem II & Lab (5 cr)
PHYS-P 201  Intro to Physics I (5 cr)
PHYS-P 202  Intro to Physics II (5 cr)
One additional upper level course in chemistry or physics

Earth/Space Science Major
- Science Core (25 cr)
  MATH-M125 and 126 Precalculus & Trigonometry (5 cr)
  CHEM-C105 and 125 Intro. Chem I & Lab (5 cr)
  CHEM-C106 and 126 Intro. Chem II & Lab (5 cr)
  PHYS-P201  Intro to Physics I (5 cr)
  BIOL-L107 Biological Concepts (5 cr)
- Major Courses (24-28 cr)
  (May require coursework at Earlham)
  GEOL-G111 Physical Geology (3 cr)
  GEOL-G112 Historical Geology (3 cr)
  GEOG-109 Meteorology (3 cr)
  GEOL-G 210 Oceanography (3 cr)
  AST-A100 The Solar System (3 cr)
  AST-A105 Stellar Astronomy (3 cr)
  Two additional courses in E/S science at the 200 level and above

Professional Education Requirements
- Foundations (14 cr)
  EDUC-H340 Education and American Culture (3 cr)
  EDUC-M300 Teaching in a Pluralistic Society (3 cr)
  PSY-P280 Psychology Applied to Teaching (4 cr)
  EDUC-M201 Lab/Field Experience (1 cr)
  EDUC-K206 Teaching Exceptional Children (3 cr)
- Methods (12 cr)
  EDUC-M314 General Methods (3 cr)
  EDUC-M301 Lab/Field Experience (1 cr)
  EDUC-M464 Methods of Teaching SH/JH/MS Reading (3 cr)
  EDUC-M446 Methods of Teaching SH/JH/MS Science (3 cr)
  EDUC-M401 Lab/Field Experience (2 cr)
- Student Teaching Semester (15 cr hrs)
  EDUC-M480 Student Teaching in the Secondary School (12 cr)
  EDUC-F203 Capstone (3 cr)

It is possible to add chemistry and/or physics to life science or earth/space science licenses.
Chemistry (add-on)
  CHEM-C341 and 343 Organic Chem I & Lab (5 cr)
  CHEM-C342 and 344 Organic Chem II & Lab (5 cr)
  One additional upper level course in Chemistry (3-5 cr)

Physics (add-on)
  MATH-M 215 Calculus I (5 cr)
  PHYS-P 202  Intro to Physics II (5 cr)
  One additional upper level course in Physics (3-5 cr)

Bachelor of Science in Secondary Education Social Studies

General Education Requirements
- Humanities (18 cr)
  - Oral and Written Language (9 cr)
  - ENG-W131 Elementary Composition I (3 cr)
  - SPCH-S121 Public Speaking (3)
  - Oral or Written Elective (3)
  - Humanities and Fine Arts (9 cr hrs)
  - Select courses from at least 2 of the following areas: English, foreign language, literature, music, art, journalism, philosophy, speech, religious studies and theater
- Life and Physical Science (9 cr)
  - One Laboratory course (3-5 cr)
  - One course in Mathematics above MATH-M 117
- General Education Requirements (6 cr)
  - EDUC-W200 Microcomputing for Education (3 cr)
  - HPER-H363 Personal Health (3 cr)
- Social Studies Major Requirements (54 cr)
  - HIST-H 217 The Nature of History (3 cr)
  - Select one additional course from astronomy, chemistry, geology, physical geography and physics
  - History Perspectives, economics, Geographical Perspectives, Government and Citizenship (political science), psychology, sociology
  - Primary area (18-21 cr)
  - Supporting area 1 (12 cr)
  - Supporting area 2 (12 cr)
  - At least 27 credit hours must be at the 200 level and above

Primary and Supporting areas
- Historical Perspectives
  - Required Courses:
    - HIST-H105 and H106 US History I and II (6 cr)
    - HIST-H108 and H109 World History I and II (6 cr)
  - Select three from the following:
- Government and Citizenship
  - Select from: POLS-Y103, 107, 206, 307, 105, 304, 305, 308, 324, 325, 346
- Geographical Perspectives
  - Select from: GEOG-G110, 306, 317, 326
- Economics
  - Select from: ECON-E103, 104, 321, 322, 340, 350, 430, 495
• Sociology
  Select from: SOC-S215, 217, 316, 320, 335, 413
• Psychology
  Select from: PSY-103, 211, 212, 216, 302, 316, 319, 320, 324, 325, 327, 335
  (Other courses may be substitutes with the approval of your faculty advisor.)

Professional Education Requirements
• Foundations (14 cr)
  EDUC-H340 Education and American Culture (3 cr)
  EDUC-M300 Teaching in a Pluralistic Society (3 cr)
  PSY-P280 Psychology Applied to Teaching (4 cr)
  EDUC-M201 Lab/Field Experience (1 cr)
  EDUC-206 Teaching Exceptional Children (3 cr)
• Methods (12 cr)
  EDUC-M314 General Methods (3 cr)
  EDUC-M301 Lab/Field Experience (1 cr)
  EDUC-M464 Methods of Teaching SH/JH/MS Reading (3 cr)
  EDUC-M441 Methods of Teaching SH/JH/MS Social Studies (3 cr)
  EDUC-M401 Lab/Field Experience (2 cr)
• Student Teaching Semester (15 cr)
  EDUC-M480 Student Teaching in the Secondary School (12 cr)
  EDUC-F203 Capstone (3 cr)

Bachelor of Science in Secondary Education Mathematics
General Education Requirements
• Humanities (18 cr)
  -Oral and Written Language (9 cr)
    ENG-W131 Elementary Composition I (3 cr)
    SPCH-S121 Public Speaking (3 cr)
  -Oral or Written Elective (3 cr)
  -Humanities and Fine Arts (9 cr)
    Select courses from at least 2 of the following areas: English, foreign language, literature, music, art, journalism, philosophy, speech, Religious Studies, and Theater
• Life and Physical Science (9 cr)
  One Laboratory course (3-5 cr)
  Select two additional courses from astronomy, chemistry, geology, physical geography and physics
• Behavioral and Social Sciences (9 cr)
  Select courses from at least 2 of the following areas: anthropology, economics, non-physical geography, history, political science, psychology and sociology
• General Education Requirements (6 cr)
  EDUC-W200 Microcomputing for Education (3 cr)
  HPER-H363 Personal Health (3 cr)

Mathematics Major Requirements (45 cr)
• Analytic Geometry
  MATH-M215 Analytic Geometry and Calculus I (5 cr)
  MATH-M216 Analytic Geometry and Calculus II (5 cr)
  MATH-M311 Calculus III (3 cr)
• Abstract and Linear Algebra
  MATH-M303 Linear Algebra (3 cr)
  MATH-M403 Intro to Algebra I (3 cr)
• Statistics (select one)
  MATH-M356 Probability and Statistics (3 cr) or
  MATH-K300 Statistical Techniques (3 cr)
• Geometry
  MATH-T321 Intuitive Topology (3 cr)
  MATH-T336 Euclidian Geometry (3 cr) or
  MATH-M436 Intro to Geometry (3 cr)
• Mathematical Models
  MATH-M380 History of Mathematics (3 cr)
  MATH-M447 Math Models (3 cr)
  CSCI-C201 Intro to Computer Programming (3 cr) or
  CSCI-C206 Basic Programming (3 cr)
• Electives
  Choose three courses:
  MATH-M313 Differential Equations (3 cr)
  MATH-M371 Elementary Computational Methods (3 cr)
  MATH-M391 Foundations of the Number Systems (3 cr)
  MATH-M404 Intro to Modern Algebra (3 cr)
  MATH-M405 Number Theory (3 cr)
  MATH-M413 Intro to Analysis I (3 cr)
  MATH-M436 Intro to Geometries (3 cr)
  MATH-M448 Math Models & Applications II (3 cr)
  MATH-M467 Advanced Statistical Techniques I (3 cr)

Professional Education Requirements
• Foundations (14 cr)
  EDUC-H340 Education and American Culture (3 cr)
  EDUC-M300 Teaching in a Pluralistic Society (3 cr)
  PSY-P280 Psychology Applied to Teaching (4 cr)
  EDUC-M201 Lab/Field Experience (1 cr)
  EDUC-K206 Teaching Exceptional Children (3 cr)
• Methods (12 cr)
  EDUC-M314 General Methods (3 cr)
  EDUC-M301 Lab/Field Experience (1 cr)
  EDUC-M464 Methods of Teaching SH/JH/MS Reading (3 cr)
  EDUC-M457 Methods of Teaching SH/JH/MS Mathematics (3 cr)
  EDUC-M401 Lab/Field Experience (2 cr)
• Student Teaching Semester (15 cr)
  EDUC-M480 Student Teaching in the Secondary School (12 cr)
  EDUC-F203 Capstone (3 cr)
Division of Humanities and Fine Arts

Degrees

- Bachelor of Arts in English
- Bachelor of Arts in Communication
- Bachelor of Fine Arts
- Bachelor of Arts in Humanities
  Interdisciplinary Track (create your own degree)
  Concentration Track
  - History
  - Creative Writing
  - Creative Arts
  - Fine Arts Computer Graphics
  Multicultural Studies

(For more information on these tracks, see an HFA advisor.)

- Associates of Arts
  With concentrations in:
  - Communication Studies
  - English
  - Fine Arts
  - History
  - Women and Gender Studies (please refer to the Arts and Sciences Interdisciplinary Studies section.)

- Minors
  Communication Studies
  History
  International Studies (please refer to the Arts and Sciences Interdisciplinary Studies section.)
  Philosophy
  Theatre and Drama
  Creative Writing
  Technical Communications
  Literature
  Women and Gender Studies (please refer to the Arts and Sciences Interdisciplinary Studies section.)

- Certificates
  American Ethnic and Minority Studies
  Hispanic Studies
  Technical Communication
  Creative Writing
  Literature
  Women and Gender Studies (please refer to the Arts and Sciences Interdisciplinary Studies section.)

The humanities is defined as the study of literature, philosophy, art, and other disciplines as distinguished from the sciences. Reading and learning about the areas included in the humanities has long been part of the tradition of a college education. The arts and the humanities contribute to education by exploring human experience and helping us to both understand our experience and to express it through writing, speaking, and participating in the arts.

Student Opportunities

Professional Experience Program (PEP)
Qualified seniors and graduates with majors in English or English education are eligible to apply for the Professional Experience Program. This program is aimed at students who are thinking about a career in higher education and offers the opportunity to teach at the college level in introductory English composition courses.

Publications
Students may also work as editors and writers for the following IU East publications:

- IU East Student Journal (student poetry, fiction and essays)
- Pioneer Press (student newspaper)
- Whitewater Review (on line journal)

Honors Program
Please refer to the program description listed under Arts and Sciences Interdisciplinary Programs.

Minors
HFA majors must complete additional credit hours beyond the required hours for the major in order to qualify for a minor. Minors outside the Humanities and Fine Arts must complete courses required for one of these emphases to qualify for a minor.

General Policies for Minors

- Students must complete 18 credit hours selected from the courses listed below, or courses may be substituted with the approval of the Minor advisor.
- Students must complete nine of the eighteen hours at the 300 level or above.
- At least 9 hours of the minor must be completed on the IU East campus.
Students are required to obtain a grade of C or better for all courses used in the minor. Students’ overall GPA must not be below 2.5.

Students may include one independent study in their course plan. Independent studies must be approved by the minor advisor.

Students must complete any appropriate pre-requisite courses before beginning the minor program.

Courses for the minor: 18 credit hours

Creative Writing Minor

Required:

- ENG-W203 Intro to Creative Writing (3 cr)
- ENG-L202 Literary Interpretation (3 cr)
- ENG-L204 Introduction to Fiction (3 cr)
- ENG-L205 Introduction to Poetry (3 cr)
- ENG-L208 Essay in Literature (3 cr)

Four courses from the following list (may be taken twice for credit):

- ENG-W301 Writing Fiction (3 cr)
- ENG-W303 Writing Poetry (3 cr)
- ENG-W311 Writing Creative Nonfiction (3 cr)
- ENG-W401 Advanced Writing Fiction (3 cr)
- ENG-W403 Advanced Writing Poetry (3 cr)
- ENG-W405 Writing Prose Non-Fiction (3 cr)

Other courses not listed here may be applied with appropriate approval.

Students will compile and submit a portfolio of their work for approval of this minor. See English advisor for details.

Literature Minor

- Courses for the Minor: 18 credit hours
  i. Introductory Course: L202 Literary Interpretation (3 cr)
  ii. Literature Core: One course from each core (12 cr)
    a. Group 1: Backgrounds of British Literature
       L305 Chaucer
       L315 Major Plays of Shakespeare
       L318 Milton
       L297 English Literature to 1600
       L298 English Literature from 1600 to 1800
       (or another course approved by the English department)
    b. Group 2: Backgrounds of American Literature
       L250 American Literature Before 1865
       L251 American Literature Since 1865
       L361 Studies in 19th Century American Literature
       L369 Studies in British and American
    c. Group 3: Modern Literature
       L299 English Literature Since 1800
       L354 American Literature since 1914
       L380 Literary Modernism
       L381 Recent Writing
       (or another course approved by the English department)
    d. Group 4: Literature in World and Cultural Contexts
       L378 Studies in Women and Literature
       L364 Native American Literature
       L382 Fiction of the Non-Western World
       L383 Studies in British or Commonwealth Culture
       L213/L214 Literary Masterpieces I & II
       L225 Intro to Literary Masterpieces
       CLAS C205 Classical Mythology
       (or another course approved by the English department)
  iii. One English Elective (3 cr)
  iv. Nine of the eighteen total hours must be at the 300 level or above.

* Topics must be approved to count toward a Core Group.

Students will compile and submit a portfolio of their work for approval of this minor. See English advisor for details.

Technical Communications Minor

Curriculum Requirements (18 credit hours)

Select at least 12 credits from the following courses.

- ENG-W231 Professional Writing Skills (3 cr)
- ENG-W250 Writing in Context-Research Writing (3 cr)
- ENG-W321 Advanced Technical Writing (3 cr)
- ENG-W331 Business and Administrative Writing (3 cr)
- ENG-W270 Argumentative Writing (3 cr)
- ENG-W395 Individual Study in Writing (3 cr)

Related Courses-- Students may also take the following courses for part of their minor. No more than six credits may be taken in course outside of English for the minor, selected from:

- BUS-C204 Business Communication (3 cr)
- PHIL-P105 Thinking and Reasoning (3 cr)
- SPCH-S223 Business and Professional Communication (3 cr)
- SPCH-303 Propaganda and Persuasion (3 cr) or
- SPCH-S323 Speech Composition (3 cr)
History Minor

Minor Requirements (18 cr) 9 credit hours must be at the 300/400 level

H217 The Nature of History (3 cr)
Three hours in each of the following fields: United States history, European history, and World history.

All courses must be completed with a grade of C (2.0) or better.

Evaluation
You will maintain a file of all written work required in all courses taken for this minor and submit a portfolio of your strongest evidence from this file, including at least one exam and one paper from each class in which such work was assigned. This portfolio will demonstrate your progress in meeting the learning objectives of the minor as indicated below:

• an understanding of the content of the courses;
• successful application of appropriate research methods
• evidence of knowledge and understanding of the cultures and values of the societies studied
• knowledge of world geography

Philosophy Minor

The purpose of the minor is to offer students a structured minor in philosophy that will enhance any baccalaureate major. The study of philosophy will enhance students’ critical abilities (thinking, reading, and writing), which will be a great asset to them in their academic and professional lives. It also contributes to an understanding of the pervasiveness of moral issues in contemporary life and an increased ability to address those issues intelligently. In addition, students will gain a better understanding of themselves as the result of guided discussion of issues of fundamental concern to human beings.

The minor is open to all academic programs accommodating a minor. There are no prerequisites for the minor, although individual courses may have prerequisites.

• Minor Requirements (18 cr)
The philosophy minor requires 18 hours of coursework in philosophy, 9 hours of which must be at the 200 level or above. The coursework for the minor consists of three required courses offered every semester at IU East and three electives from among courses offered on a rotating basis. In addition, as a capstone project, students must submit a portfolio documenting their achievement of the learning objectives for the minor.

• Required Courses (9 cr)
PHIL-P100 Introduction to Philosophy (3 cr)
PHIL-P150 Elementary Logic (3 cr)*

* P150 is not offered on a regular basis; however it will be cross-listed with PHIL-P 105, Thinking & Reasoning, at the request of students pursuing the minor.

One of the following:
PHIL-P120 Ethics (3 cr)
PHIL-P140 Introduction to Ethics (3 cr)

Electives (9 cr)

Three electives in philosophy, at the 200 level or above. All courses applied to the minor must be completed with a grade of C (2.0) or better.

• Portfolio
Upon completion of his or her coursework, each student will submit a portfolio, containing samples of his or her best work from each of the courses applied to the minor. The portfolio will be prefaced by an interpretive essay that shows how the selected works demonstrate the student’s achievement of the learning objectives of the minor as indicated above. Approval of the portfolio by the minor advisors is required in addition to completion of the courses.

• Administration
The minor will be administered by the resident faculty in philosophy. Students will complete a Minor Declaration Form to enroll in this program; their progress toward completion will be recorded on this form. At the time of enrollment, each student should select a minor advisor from among the resident faculty in philosophy. Students are encouraged to meet with their minor advisor in advance of their continuing registration for any term during which they will be taking a course toward the minor.

Certification of successful completion of the minor will be noted on this form, a copy of which will be kept in the philosophy department files.

• Assessment and Evaluation
The portfolio will be reviewed by the student’s minor advisor and one additional member of the resident faculty in philosophy, to be agreed upon by the student and the minor advisor. In case of disagreement in evaluation of the portfolio, final decision will rest with the minor advisor. If a student’s portfolio is judged unsatisfactory, the advisor will write a letter to the student explaining
specifically in what way(s) the portfolio is inadequate. The student then has the option of writing a paper (10-15 pp.) on a topic approved by the minor advisor, in which she/he demonstrates that she/he has in fact achieved the stated objectives of the minor. The portfolio will also serve as the means of assessing the outcomes of the philosophy minor.

Certificate Programs

Certificate in American Ethnic and Minority Studies
The purpose of the Certificate in American Ethnic and Minority Studies is to offer students a focused program on diversity and culture issues related to American ethnic and minority literatures. The certificate is intended for students in the humanities, teaching, or social sciences who wish to pursue expertise in ethnic and minority studies. The certificate is designed to provide study in both cultural and literary expertise in ethnic and minority literatures. Certain courses have prerequisites and students will first need to fulfill those prerequisites.

Communication Studies Minor
• Minor Requirements (18 cr)
S205 Introduction to Speech Communication (3 cr)
S324 Persuasive Speaking (3 cr)

Two of the following:
S122 Interpersonal Communication (3 cr)
S223 Business and Professional Communication (3 cr)
S229 Discussion and Group Methods (3 cr)

At least two additional communication courses at the 300-400 level.
Students should consult with communication studies faculty in constructing your minor program.
Students will compile and submit a portfolio of their work for approval of this minor. See communication faculty for details.

Theatre and Drama Minor
• Minor Requirements (18 cr)
One of the following:
T100 Introduction to Theatre (3 cr) or
T210 Appreciation of Theatre (3 cr)
One course each (3 cr) from each of the following three areas:
  a. Acting, Oral Interpretation: T115, T120
  b. Design and Technology: T225, T230
  c. Theatre History and Dramatic Literature: T370, T371 (by permission of advisor)
  d. Playwriting: 483, T454

Additional courses may be added to the above list as appropriate with the approval of the department head.

• Evaluation
You will be required to maintain a file of all written work, including journals, required for the minor. The file will also include a copy of any written critiques provided for technical work and/or presentations delivered in compliance with course requirements. In addition, the file might include photos or video tapes of performances, presentations or technical works made as requirements of courses leading to the theatre and drama minor. Upon completion of the course work for the minor, you will (with help of an advisor if desired) submit a portfolio of your strongest evidence of accomplishment of the program requirements. You should consult with communication faculty or the HFA chair in planning your minor.

Certificate Programs

General Certificate Policies
• Certificates are open to degree seeking and non-degree seeking students.
• Students must complete 18 credit hours selected from the courses listed, or courses may be substituted with the approval of the certificate advisor.
• Students must complete nine of the eighteen hours at the 300 level or above.
• At least 9 hours of the certificate must be completed on the IU East campus.
• Students are required to obtain a grade of C or better for all courses used in the certificate. Students’ overall GPA must not be below 2.5.
• Students may include one independent study in their course plan. Independent studies must be approved by the certificate advisor.
• Students must complete any appropriate prerequisite courses before beginning the certificate program.
• Courses for the certificate: 18 credit hours.

Certificate in American Ethnic and Minority Studies
The purpose of the Certificate in American Ethnic and Minority Studies is to offer students a focused program on diversity and culture issues related to American ethnic and minority literatures. The certificate is intended for students in the humanities, teaching, or social sciences who wish to pursue expertise in ethnic and minority studies. The certificate is designed to provide study in both cultural and literary expertise in ethnic and minority literatures. Certain courses have prerequisites and students will first need to fulfill those prerequisites.

Course Requirements:
Credits from Contexts for Culture and Diversity Courses. Choose two from the following (6 cr)
ANTH-A104 Culture and Society (3 cr)
EDUC-E-M300 Teaching in a Pluralistic Society (3 cr)
POLS-Y206 Politics of American Ethnic Minorities (3 cr)
POLS Y480/
PSYC P390 The Politics and Psychology of Hate (3 cr hrs)
Certificate in Hispanic Studies
The Certificate in Hispanic Studies offers a broad overview of the experiences of Spanish speaking communities and people with cultural heritage related to Spain, Spanish America and Hispanics living in the United States. The certificate will give students a general background of Hispanic issues to help prepare them to work or study in Latin America or to work with individuals and groups of Hispanic people in the United States. It is particularly suited for students who have a concentration or a definite interest in Hispanic issues and who want to expand their understanding of Latin America or Spain by taking related course work. It is also suited for individuals who desire to enhance their marketability and skills in relation to a culture whose economy has become increasingly important to the United States in recent years.
There are no pre requisites to be admitted to the program.

Required Courses
Hispanic Culture and Civilization courses requirement (9 cr.)
SPAN-S290 Topics in Hispanic Culture (3 cr)
SPAN-S284 Women in Hispanic Culture (3 cr)
SPAN-S229 Spanish culture and Civilization (3 cr)
Note: These courses are taught in English
Spanish Language requirement (0-6 cr)
First year of Spanish or test out
Diversity course (3 cr)
One course among the following or another course approved by certificate advisor:
ANTH-A104 Culture and Society (3 cr)
ENG-L207 Women and Literature (3 cr)
ENG-L209 Topics in American Lit. and Culture: Hispanic Lit. (3 cr)
ENG-L240 Literature and Public Life: Hispanic Lit. (3 cr)
H221 Studies in Latin American History (3 cr)
POLS-Y324 Women and Politics (3 cr)
SWK-S100 Understanding Diversity in a Pluralistic Society (3 cr)
SPAN-S275 Introduction to Hispanic Culture and Conversation (3 cr)
SPAN-S427 Cross Cultural Communication (3 cr)
SPAN-S284 Women in Hispanic Culture (3 cr) taught in English
Note: Other courses may apply toward the certificate as approved by the certificate advisors.

Credits from American Ethnic and Minority Literature
Choose two from the following (6 cr)
ENG L364 Native American Literature (3 cr)
ENG L370 Black American Writing (3 cr)
ENG L374 Ethnic American Literature (3 cr)
ENG L379 American Ethnic and Minority Literature (3 cr)

Credits from American Ethnic and Minority Cultures
Choose two from the following (6 cr)
ANTH-E320 Indians of North America (3 cr)
ANTH-P360 Prehistory of North America (3 cr)
ANTH-A400 Undergraduate Seminar: Folklore (3 cr)
POLS-Y325 Women and Politics (3 cr)
POLS-Y326 Black Politics (3 cr)
SOC-S335 Race and Ethnic Relations (3 cr)
SPAN-S290 Topics in Hispanic Culture (3 cr) taught in English
SPAN-S284 Women in Hispanic Culture (3 cr) taught in English

Students will compile a portfolio of three essays completed for courses and write a reflective essay of introduction. The portfolio will be reviewed by three faculty from HFA and BSS. The student's advisor will coordinate the portfolio review process.

Certificate in Literature
• Required Courses- 18 credit hours
ENG-L202 Literary Interpretation (3 cr)
ENG Group 1: Backgrounds in British Literature (3 cr)
L305 Chaucer
L315 Major Plays of Shakespeare
L297 Literature of 1600
L298 English Lit from 1600 to 1800
(or another course approved by the English department)
ENG Group 2: Backgrounds in American Lit (3 cr)
L250 American Lit Before 1865
L251 American Lit Since 1865
L361 Studies in 19th Century American Lit
L369 Studies in Brit and Amer Authors
(or another course approved by the English department)
ENG Group 3: Modern Literature (3 cr)
L299 English Lit Since 1800
L354 Amer Lit Since 1914

Total credits required for the certificate: 18 credit hours
**Certificate in Technical Communication**

- **Required Courses (12 cr)**
  - ENG-W231 Professional Writing Skills (3 cr)
  - ENG-W234 Technical Report Writing (3 cr)
  - ENG-W270 Argumentative Writing (3 cr)
  - ENG-W321 Advanced Technical Writing (3 cr)

- **Electives (6 cr hrs):**
  - ENG-W395 Individual Study in Writing (3 cr)
  - ENG-W331 Business and Administrative Writing (3 cr)
  - JOUR-J390 Corporate Publications (3 cr)
  - CMCL-C228 Argumentation and Advocacy (3 cr)
  - SPCH-S223 Business and Professional Communication (3 cr)

  Note: Other courses may apply toward the certificate as approved by the certificate advisors.

Students will compile a portfolio of three technical communication projects of different focuses completed for courses and write a reflective introductory essay. The portfolio will be reviewed by at least two English faculty. The student's advisor will coordinate the portfolio review process.

On completion of the certificate program, students will have developed an ability to:

a) Develop, plan, and execute technical communication projects such as the development of an inquiry or problem-based project,

b) Apply theoretical issues related to technical communication studies such as document usability and visual document rhetoric,

c) Select and use appropriate technology for the preparation of technical communication products such as power-point or overhead presentations,

d) Prepare technical communication products in a range of genres such as short and long reports, and

e) Create electronic documents, correspondence documents, and presentation materials.

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**Bachelor of Arts in English**

The Bachelor of Arts in English Degree will help students explore the practice and theory of English literature and language. The design of the English major is guided by two goals: first, the English major provides students with a foundation in the historical tradition of English language and literature, and a range of contemporary and multicultural literatures. Second, the English major offers a flexible program to meet students' individual educational and professional goals.

General Education Requirements for English majors is an important component of a college degree. Courses selected enhance your major and round out your degree program. Work with your advisor to choose the best courses for your degree program and educational goals.
Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.
2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed with a grade of C or better, and the grade point average for all courses in the degree must be C (2.0) or better.
3. A minimum of 36 credits must be in courses at the 300 and 400 levels.
4. Students must complete a minimum of 24 credits at Indiana University East, and at least 15 credits in the major must be completed at IU East.

General Education Requirements: (15 cr)
- W131 Elementary Composition I (3 cr)
- W132 Elementary Composition II (3 cr)
- S121 Public Speaking (3 cr)
- Mathematics (100 level or higher) (3 cr)
- CSCI A110 Intro to Computers and Computing (3 cr)

- Foreign Language Requirements (12 cr)
The foreign language requirement can be met in one of the following ways:
1) four courses in sequence in a single foreign language
2) three courses in foreign language (at least two in sequence in one foreign language) and one foreign language culture course taught in English
3) two courses in sequence in a foreign language and two courses in sequence in a second foreign language
4) two courses in sequence in one foreign language and two foreign language culture courses taught in English

Note: Some students who have foreign language training on the high school level or native fluency may be exempted from one or more courses through competency testing. Presently, students can fulfill this requirement on campus with either Spanish or French, however, other languages are acceptable that are transferred in from other institutions.

- Distribution Requirements in Arts and Sciences: (36 cr)
  - humanities and fine arts (12 cr)
  - natural sciences and mathematics (12 cr)
  - behavioral and social sciences (12 cr)

Note: Courses in each area must include at least two disciplines. Courses taken to fulfill general education requirements can not be counted toward distribution requirements.

Total Hours for General Education: 65 credit hours

Other Degree Requirements:
Courses applied to general education or distribution may not be counted toward the concentration.
Courses counted toward the concentration must be taken for a letter grade. At least 18 hours in the concentration must be at the 300 level or higher.

English Major Course Requirements
A. Introductory Course in English (3 cr)
   L202 Literary Interpretation
B. Backgrounds of British Literature to 1800
   Group One (3 cr)
   Select one from:
   - L297 English Literature to 1600
   - L298 English Literature from 1600 to 1800
   - L305 Chaucer
   - L315 Major Plays of Shakespeare
   - L318 Milton
   (or another course approved by the English department)
C. Backgrounds of American Literature to 1865
   Group Two (3 cr)
   Select one from:
   - L250 American Literature before 1865
   - L251 American Literature after 1865
   - L355 American Fiction to 1900
   - L356 American Poetry to 1900
   (or another course approved by the English department)
D. Modern Literature since 1800
   Group Three (3 cr)
   Select one from:
   - L299 English Literature since 1800
   - L332 Romantic Literature
   - L335 Victorian Literature
   - L357 20th Century American Poetry
   - L358 20th Century American Fiction
   - L372 Contemporary American Fiction
   (or another course approved by the English Department)
E. Literature in World and Cultural Context
   Group Four: (3 cr)
   Select one from:
   - CLASC205 Classical Mythology
   - L213/L214 Literary Masterpieces I and II
   - L378 Studies in Women and Literature
   - L379 American Ethnic and Minority Literature
   (or another course approved by the English department)
F. Writing Requirement (3 cr)
   W350 Advanced Expository Writing

G. English Electives (15 cr)
   Students select English electives to enhance educational and career goals in consultation with their advisor.

H. Senior Seminar (3 cr)
   Select one from:
   [L450 Seminar: British and American Authors]
   [L460 Seminar: Library Form, Mode and Theme]

I. General Electives and Related Courses (19-33 cr)
   Students select general electives and related courses to enhance educational and career goals in consultation with their advisor.

Note:
Courses counted toward the major in English must be at the 200 level or above. Any 100-level English course can apply only to general electives. 36 credits of the degree program must be completed at the 300 level or higher; at least 18 of the 36 credit hours must be within the major. 100 credit hours must be completed in the arts and sciences.

Related Courses: General electives and related courses can be carefully selected to assist students in earning a double major, certificate, or minor.

Bachelor of Arts in Communication

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.

2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed at the 300 level or higher; and the grade point average for all courses in the degree must be C (2.0) or better.

3. A minimum of 36 credits must be in courses at the 300 and 400 levels.

4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at Indiana University East.

Students must take at least 30 hours in CMCL, SPCH, JOUR and TEL. Students should take ENG W131, ENG W231 and CMCL C205 before taking 300-400 level classes. See your advisor for options and test out procedures for the Computer Literacy and the Foreign Language Requirement.

Bachelor of Arts in Communication

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.

2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed at the 300 level or higher; and the grade point average for all courses in the degree must be C (2.0) or better.

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4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at Indiana University East.

Students must take at least 30 hours in CMCL, SPCH, JOUR and TEL. Students should take ENG W131, ENG W231 and CMCL C205 before taking 300-400 level classes. See your advisor for options and test out procedures for the Computer Literacy and the Foreign Language Requirement.

Bachelor of Arts in Communication

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.

2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed at the 300 level or higher; and the grade point average for all courses in the degree must be C (2.0) or better.

3. A minimum of 36 credits must be in courses at the 300 and 400 levels.

4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at Indiana University East.

Students must take at least 30 hours in CMCL, SPCH, JOUR and TEL. Students should take ENG W131, ENG W231 and CMCL C205 before taking 300-400 level classes. See your advisor for options and test out procedures for the Computer Literacy and the Foreign Language Requirement.

Bachelor of Arts in Communication

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.

2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed at the 300 level or higher; and the grade point average for all courses in the degree must be C (2.0) or better.

3. A minimum of 36 credits must be in courses at the 300 and 400 levels.

4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at Indiana University East.

Students must take at least 30 hours in CMCL, SPCH, JOUR and TEL. Students should take ENG W131, ENG W231 and CMCL C205 before taking 300-400 level classes. See your advisor for options and test out procedures for the Computer Literacy and the Foreign Language Requirement.

Bachelor of Arts in Communication

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.

2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed at the 300 level or higher; and the grade point average for all courses in the degree must be C (2.0) or better.

3. A minimum of 36 credits must be in courses at the 300 and 400 levels.

4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at Indiana University East.

Students must take at least 30 hours in CMCL, SPCH, JOUR and TEL. Students should take ENG W131, ENG W231 and CMCL C205 before taking 300-400 level classes. See your advisor for options and test out procedures for the Computer Literacy and the Foreign Language Requirement.
CMCL-C424 or PSY P211 Research Methods
• Cultural Communication (choose one)
  CMCL-C427 Cross Cultural Communication
  CMCL-C450 Gender and Communication
• Professional Communication (choose one)
  CMCL-C223 Business and Professional Comm.
  CMCL-C229 Discussion and Decision Making
• Persuasion (choose one)
  CMCL-C303 Propaganda and Persuasion
  SPCH-S325 Speech Composition
  CMCL-C407 Rhetoric and History
• Performance Studies (choose one)
  THTR-T120 Acting
  THTR-T115 Oral Interpretation
  THTR-T325 Voice and Speech Improvement
• Major Electives (six classes from approved list)

Other Degree Requirements:
Courses applied to general education or distribution may not be counted toward the concentration. Courses counted toward the concentration must be taken for a letter grade. At least 36 hours of the curriculum must be at the 300 level or higher, including 18 hours at the 300 level in the major.

General Electives (or optional minor-- see advisor)
Students will maintain a portfolio containing a graded sample of work from each course in the student’s major, e.g. video presentations, papers, and examinations. The portfolio will be turned in to the advisor upon completion of the degree. Advisors and deans will assist students in understanding the academic requirements, but students alone are responsible for fulfilling them. At the end of a student’s course study, the various requirements for the degree are audited; if these have not been met, the degree will be withheld pending fulfillment of all requirements.

Bachelor of Arts in Fine Arts

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.
2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed with a grade of C or better, and the grade point average for all courses in the degree must be C (2.0) or better.
3. A minimum of 36 credits must be in courses at the 300 and 400 levels.
4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at IU East.

General Education (15 cr)
ENG-W131 Elementary Composition I or equivalent (3 cr)
ENG-W132 Elementary Composition II (3 cr)
SPCH- S121 Public Speaking or equivalent (3 cr)
MATH 100 LEVEL or Higher (3 cr)
Computer Literacy: CSCI A110 or equivalent (3 cr)

Distribution Requirements (36 cr)
• Humanities and Fine Arts (12 cr)
  Courses must be from at least two disciplines. No fine arts courses apply.
• Natural Sciences and Mathematics (12 cr)
  Courses must be from at least two disciplines. One course must be a laboratory science course.
• Behavioral and Social Sciences (12 cr)
  Courses must be from two disciplines.

Foreign Language Requirements (12 cr hrs)
The foreign language requirement can be met in one of the following ways:
1) four courses in sequence in a single foreign language
2) three courses in foreign language (at least two in sequence in a single foreign language) and one foreign language culture course taught in English
3) two courses in sequence in a foreign language and two courses in sequence in a second foreign language
4) two courses in sequence in one foreign language and two foreign language culture courses taught in English

Other Degree Requirements:
Courses applied to general education or distribution may not be counted toward the concentration. Courses counted toward the concentration must be taken for a letter grade. At least 36 hours of the curriculum must be at the 300 level or higher, including 18 hours at the 300 level in the major.

Fine Arts Degree Concentration (min. of 44 cr)
The area of concentration must include a minimum of 44 credit hours with at least 18 credit hours at the 300 level or higher.

a. Art History/Art Appreciation (12 cr)
   No more than 9 hours at the 100 level. A maximum of 3 hours can be taken in art appreciation.

b. Fundamental Studio Courses at the 100 Level (9 cr)

c. Studio Courses at the 200 Level with a maximum of six hours at the 200 level (21 cr)

d. Capstone Experience (2 cr)
The purpose of the capstone experience is to provide students with opportunities to demonstrate that they have mastered a depth of knowledge in the major, that they can integrate knowledge within their creative endeavors, and that they are
able to communicate coherently.

The capstone experience will include a personal exhibit that will include terminal and representative work in the major field and in the minor field, if applicable. The student must prepare the exhibit under the principal teacher’s guidance and include a descriptive statement about the exhibit: goals, techniques, process, approach, etc. Ordinarily the capstone experience will be completed during the final semester of the senior year.

Electives (27-39 cr)

Bachelor of Arts in Humanities

Degree Requirements:
1. Students must complete a minimum of 120 credit hours, of which 100 must be in Arts and Sciences.
2. Students must have a cumulative grade point average of 2.0 (C) on a 4.0 scale. A course taken to fulfill requirements of the major must be completed with a grade of C or better, and the grade point average for all courses in the degree must be C (2.0) or better.
3. A minimum of 36 credits must be in courses at the 300 and 400 levels.
4. Students must complete a minimum of 24 credits at IU East, and at least 15 credits in the major must be completed at IU East.

Up to nine hours are allowed to be taken as independent study.

General Education Requirements (15 cr)
ENG-W131 Elementary Composition I (3 cr)
ENG-W132 Elementary Composition II (3 cr)
SPCH-S121 Public Speaking (3 cr)
CSCI-A100 or EQUIV
MATH-100 Level or Higher

Distribution Requirements (36 cr)
In each distribution area, at least 12 hours must be completed, and courses selected in each area must include at least two disciplines.
behavioral and social sciences (12 cr)
humanities and fine arts (12 cr)
natural science and math (12 cr)

Foreign Language Requirements (12 cr)
The foreign language requirement can be met in one of the following ways:
1. four courses in sequence in a single foreign language
2. three courses in foreign language (at least two in sequence in a single foreign language) and one foreign language culture course taught in English
3. two courses in sequence in a foreign language and two courses in sequence in a second foreign language
4. two courses in sequence in one foreign language and two foreign language culture courses taught in English

Other Degree Requirements:
Courses applied to general education or distribution may not be counted toward the concentration. Courses counted toward the concentration must be taken for a letter grade. At least 36 hours of the curriculum must be at the 300 level or higher, including 15 hours at the 300 level in the major.

Interdisciplinary Track (30 cr)
1) At least 12 credit hours at 200 level or above in one Humanities discipline.
2) 15 credit hours which must include at least 6 credit hours each in two disciplines at the 200 level or above.

Concentration (30 cr)
At least 21 credit hours must be in one Humanities Discipline.
12 credit hours at the 200 level or above and at least 15 credit hours at the 300 level or higher

Senior Project (3 cr)

Electives (27-39 cr)

Associate of Arts

60 - 62 credit hours is required for an AA degree.

General Education Requirements (12 cr)
W131Elementary Composition I (3 cr)
W132Elementary Composition II (3 cr)
S121Public Speaking (3 cr)
G100Microcomputer Operation and Word Processing (1 cr) or equivalent and two other Computer Literacy courses (2 cr)

Foreign Language Requirements (6-8 cr)
foreign language first semester (3 - 4 cr)
foreign language second semester (3 - 4 cr) or computer language (2 courses)

Distribution Requirements (21 cr)
Humanities and fine arts (6 cr)
One course in two different disciplines excluding concentration area.
Natural sciences and mathematics (6 cr)
One course in two different disciplines. One must be a lab course.
Behavioral and social sciences (6 cr)
   One course in two different disciplines.
Math (3 cr)
   One course, 100 level or higher.

**Concentration Requirements**

- **English (18 cr)**
  Threshold experience: L202 Literary Interpretation (3 cr)
  One course from each of the following five groups (15 cr)
  Group 1- Backgrounds of British Literature
  Group 2- Backgrounds of American Literature
  Group 3- Modern Literature
  Group 4- Literature in World and Cultural Context
  Group 5- Writing Requirement

Electives
Additional courses necessary to reach at least 60 credit hours.

- **Fine Arts (18 cr)**
  Threshold Experience:
  H100 Art Appreciation (3 cr)
  Art History course. Choose from:
  A101 Ancient and Medieval Art (3 cr)
  A102 Renaissance through Modern Art (3 cr)

Studio Courses
F100 Fundamental Studio Drawing (3 cr)

- **History (18 cr)**
  100-level survey course, US or World History (3 cr)
  Threshold experience: H217 The Nature of History (3 cr)
  One course from each of the following groups (9 cr):
  US history (3 cr)
  European history (3 cr)
  World history (3 cr)
  One additional course in any area (3 cr)

- **Communication Studies (18 cr)**
  S205 Introduction to Speech Communication (3 cr)
  W270 Argumentative Writing (3 cr)
  S324 Persuasive Speaking (3 cr)
  S427 Cross-Cultural Communication (3 cr)
  Six additional hours in Speech Communication courses.

- **Electives (3 cr)**
  One upper-level course (3 cr)
Division of Natural Science and Mathematics

Degrees

- Bachelor of Arts in Natural Science and Mathematics
  with three concentrations:
  - Interdisciplinary
  - Traditional Biology
  - Mathematics
- Bachelor of Science in Biology
- Associate of Science in Natural Science and Mathematics with concentrations in:
  - Biology
  - Chemistry
  - Earth Sciences
  - Mathematics
  - Associate of Arts in Women and Gender Studies (refer to the Arts and Sciences Interdisciplinary Studies section).
- Minors in:
  - Biology
  - Chemistry
  - Environmental Studies
  - Women and Gender Studies (refer to the Arts and Sciences Interdisciplinary Studies section).
- Certificate in:
  - Laboratory Science
  - International Studies (refer to the Arts and Sciences Interdisciplinary Studies section).
- Student Opportunities:
  - Honors Program (refer to the Arts and Sciences Interdisciplinary Studies section.)

The division offers two baccalaureate (4 year) degrees, a Bachelor of Science in Biology and a Bachelor of Arts in Natural Science and Mathematics (with several possible majors) and an associate (2 year) degree with a concentration in either chemistry, mathematics, earth science, or biology. Minors in biology, chemistry and environmental science can be combined with any two or four year degree offered at IU East. The Certificate in Laboratory Science can be completed alone or in conjunction with any degree.

Pre-Professional Advising
General premed, pre dental, pre pharmacy, pre optometry and pre vet advising is available through the Division of Natural Science and Mathematics. Information about degree requirements, testing, and admission is available for selected schools. If you are planning to pursue professional programs or graduate school in biology, you should take the courses designated for the B.S in Biology.

IU School of Medicine Health Professions Programs: IU School of Health and Rehabilitation Sciences: Health Information Administration (formerly called The School of Allied Health and Sciences)

Many students take the required prerequisites for these programs at IU East. They then complete the professional courses to become health providers. Specific programs offered through the IU School of Medicine Health Professions Programs are:

- Clinical Laboratory Science, B.S.
- Cytotechnology, B.S.
- Emergency Medical Technician (EMT-Basic)
- Histotechnology, Certificate and A.S.
- Medical Imaging Technology, B.S.
- Nuclear Medicine Technology, B.S.
- Paramedic Science, A.S.
- Radiation Therapy, B.S.
- Radiography, A.S.
- Respiratory Therapy, B.S.

Specific programs offered through the IU School of Health and Rehabilitation Science are:

- Nutrition and Dietetics
- Occupational Therapy
- Physical Therapy

Health Information Administration is offered through Informatics at IUPUI. To contact the online advisor’s handbook go to: http://msa.iusm.iu.edu/hpp/advising/handbook.htm

Further contact information for each of the schools is listed below:

- IU School of Medicine Health Professions Program, Marty Reeser, Asst. Director of Academic Records
  - Office of Medical Student Affairs
  - 635 N Barnhill Drive
  - Van Nuys Medical Science, Room 158
  - Indianapolis, IN 46202-5114
  - Telephone: 317-278-4752
  - Fax: 317-278-4755
Academic Policies of the Division of Natural Science and Mathematics

In addition to the Institutional Program Requirements listed elsewhere, the Division of Natural Science and Mathematics has the following policies concerning prerequisite courses, revalidation, and options for special credit.

- **Prerequisite Courses**
  Courses to be used as prerequisites for current courses must be completed within the last seven years with a grade of C- or better. It is possible to waive certain prerequisites by special examination or by consent of instructor.

- **Revalidation**
  Courses completed more than seven years ago must be revalidated to be used as prerequisites or as part of the field of concentration.

- **Special Credit Options**
  If you score a 4 or 5 on the College Board Advanced Placement exam in biology, chemistry, mathematics or physics, you are eligible to obtain credit in appropriate courses. You may receive credit in certain courses by CLEP examination.

  If you have completed work equivalent to that in appropriate college courses, you may qualify to receive credit by special examination.

**NSM Courses**

Courses designated NSM fulfill the natural science and mathematics distribution requirement. The following courses do not fulfill the requirement: L205, L303, L403, L490, L498, Q201, Q202, Q203, T101, T102, T103, C490, K300, M006, M007, M014, M117, M125, M126 and M380. The planned schedule of course offerings depends on available staffing and adequate numbers of students and is subject to change if needed.

P=prerequisite, R=recommended, C=concurrent registration required

**Courses for the Non-Science Major**

The following courses are designed especially for non-science majors.

Courses with lab
- Physical Geology (G111)
- Human Biology (N212/N213)
- Physics in the Modern World (P100)
- Nutrition (N100)

Courses without lab
- Astronomy (A100 & A105)
- Environment and Life (L108)
- World of Chemistry (C100)
- Biology of Mental Illness (N120)

**Minors**

A minor in a science area can enhance a degree in many areas. For example, a minor in biology can be combined with a degree in nursing by taking as few as two courses beyond those already required for the nursing degree. A minor in biology would also complement a degree in psychology, especially for those interested in experimental psychology.

A minor in chemistry can be easily combined with a Bachelor of Science in Biology degree. When combined with a business degree, a chemistry minor opens up many employment opportunities.

A minor in environmental studies complements almost any other degree. Students interested in business, political science, sociology, psychology, natural resources, nursing, law, biology and chemistry will find value in this additional perspective.

If you are considering a science minor, you should select an advisor in the minor area early to plan appropriate coursework and an assessment program. Examples of assessment programs include internships, research projects, and portfolios.
Minor in Biology
The purpose of the biology minor is to give you a comprehensive understanding of the major areas of biology, practice in laboratory methods and critical thinking skills, and knowledge about areas where biology is likely to affect your everyday life.

The Minor in Biology requires 18 credit hours of course work; at least 8 credit hours must be completed on the IU East campus. All courses for the minor must be completed with a grade of C or better. Successful completion of L107 Biological Concepts is required before enrolling in other biology courses.

While there is no prerequisite for the minor program some individual courses have prerequisites.

Core course (5 cr)
BIOL-L107 Biological Concepts (5 cr)
Two of the following (8 cr)
PLSC-B201 Intro to the Plant Kingdom (4 cr)
ZOO-L 201 Intro to the Animal Kingdom (4 cr)
BIOL-L201 Ecological Principles (4 cr)
BIOL-L314 Genetics (4 cr)
BIOL-L315 Cell Biology (4 cr)

Plus 5 additional hours of biological science at the 200 level or above to total 18 credit hours and an assessment plan.

Minor in Chemistry
The minor in chemistry is designed to encourage accurate, systematic observations and the development of deductive reasoning. You will learn concepts in general and organic chemistry, and experimental techniques in one or more areas of chemistry.

The minor in chemistry requires completion, with a C or better, of 20 credit hours including the core courses below. At least 10 hours must be at the 200 level or above and 8 hours or more of minor courses must be completed at IU East. While there is no prerequisite for the program some individual courses have prerequisites.

Core courses (15 cr)
CHEM-C105 - Principles of Chemistry I (3 cr)
CHEM-C125 - Experimental Chemistry I (2 cr)
CHEM-C106 - Principles of Chemistry II (3 cr)
CHEM-C126 - Experimental Chemistry II (2 cr)
CHEM-C341 - Organic Chemistry Lectures I (3 cr)
CHEM-C343 - Organic Chemistry Lab I (2 cr)

Additional courses from the following or other upper level courses as approved by the minor advisor (5 cr).

CHEM-C303 - Environmental Chemistry (3 cr)
CHEM-C333 - Experimental Environmental Chemistry (2 cr)
CHEM C342 - Organic Chemistry Lectures II (3 cr)
CHEM C344 - Organic Chemistry Lab II (2 cr)
CHEM C490 - Individual Study (variable)

Completion of assessment plan.

Interdisciplinary Minor in Environmental Studies
The minor in environmental studies is a coordinated, interdisciplinary program designed to enhance your awareness of major environmental concepts, acquaint you with areas where environmental issues are related to other disciplines, and increase your awareness of ways people affect the biosphere.

The program requires 18 credit hours including at least six hours at the 200 level or above. It must include courses from at least one division other than Natural Science and Mathematics. At least eight hours of the minor must be completed at IU East. While there is no prerequisite for the program, some individual courses have prerequisites.

Science Core Courses
BIOL-L108 Environment and Life (3 cr)
BIOL-L201 Ecological Principles (4 cr)

One course in geology
One course in chemistry
(either geology or chemistry must include lab)

Courses from the following list to bring the total to 18 credit hours:

ECON-E103 Microeconomics (3 cr)
GEOG-G110 Introduction to Human Geography (3 cr)
GEOG-G306 The Geography of Current Issues* (3 cr)
GEOL-G111 Physical Geography (if not taken above) (3 cr)
GEOL-G112 Historical Geography (3 cr)
GEOL-G210 Oceanography (if not taken above) (3 cr)
CHEM-C303 Environmental Chemistry (3 cr)
CHEM-C333 Experimental Environmental Chemistry (3 cr)
POLS-Y200 Contemporary Political Topics* (3 cr)
SPEA-V262 Environment: Problems and Prospects (3 cr)

* Only when the topic is environmentally related. Advisor approval required.
Bachelor of Arts in Natural Science and Mathematics (120 credit hours)

The Bachelor of Arts in Natural Science and Mathematics is designed for students who are interested in the flexibility and diversity of a liberal arts degree and the opportunity to pursue a more extensive study in natural science and mathematics. This flexible degree allows you a wide range of options, including the opportunity to develop one or more minors. This degree offers two tracks. The traditional track allows you to concentrate in one of several traditional disciplines within the natural sciences or mathematics. Traditional track concentrations in biology and mathematics have been developed. The Interdisciplinary Track allows you to design your own concentration by combining two or more areas of study. If you are planning post-baccalaureate study, you should check the requirements of the specific program in which you are interested in order to plan your degree coursework appropriately.

If planning to complete the requirements for the Bachelor of Arts in Natural Science and Mathematics degree program, you should complete the threshold requirements below as early as possible in your academic plan.

Threshold Requirements

1) Take skills review and complete all needed developmental courses
2) Meet with an NSM advisor and complete a four-year academic plan. The Interdisciplinary Track requires approval of the academic plan by your advisor, the NSM Division Curriculum Committee, and the NSM chairperson.

General Requirements for Graduation

1) Declaration of major form on file
2) Institutional Program requirements completed (printed in the catalog)
3) Complete 30 credit hours of 200 level or higher courses
4) Complete 15 credit hours of the concentration at IU East
5) Completion of the capstone experience (students matriculating fall 1995 or later)
6) Complete 30 credit hours at the 300-400 level
7) Complete 120 credit hours

GPA Requirements for Graduation

1) Minimum overall GPA of 2.3
2) A grade of C or better in all courses taken for the concentration (see below)
3) Minimum GPA of 2.5 in the major

Course Requirements for Graduation

• General Education Requirements (12 cr)
  English composition (6 cr)
  ENGW 131 and a second college writing course
  SPCH 121 Public Speaking (3 cr)
  computer literacy (credit and non-credit options are available) (0-3 cr)
  mathematics (3 cr) 100 level or higher (excluding M110, M117 and T courses)

Distribution Requirements (36 cr)
  Courses applied to the concentration cannot be used as distribution credit.

• Natural Science and Mathematics (12 cr)
  Must include courses from two of these disciplines. One course must be a laboratory science. A second math course is required of students in non-math concentrations: anatomy, anatomy and physiology, astronomy, biology, chemistry, geology, mathematics, microbiology, physics, physiology, plant science, zoology

• Humanities and Fine Arts (12 cr)
  Must include courses from two of these disciplines: English (excluding those used for general education requirements), fine arts, foreign language, history, music, philosophy, religion, speech, theatre

• Behavioral and Social Sciences (12 cr)
  Must include courses from two of these disciplines: anthropology, economics, folklore, human geography, political science, psychology, sociology

• Foreign Language
  The first two semesters of a foreign language sequence or equivalent

Natural Science and Mathematics Concentration (30 cr)
  Currently, two traditional tracks, Biology and Mathematics, have been approved. Students may also pursue a concentration in an interdisciplinary track.

• Traditional Track - Biology (30 cr)
  Must include at least 20 cr at the 200 - 400 level. No more than 6 cr of individualized study may be used.
  a. At least one course from each of the following areas for a total of at least 12 cr
     evolution & diversity (B201, L318, Z201)
     cellular & molecular (L221, L314, L315, L321, M310/315)
     ecological & environmental (L201, Z468, L333)
b) Other NSM (chemistry, geology, physics, astronomy, math) 6 cr hrs at 200 level or above
c) biology electives to total 30 cr
d) L452 (0 cr) Capstone in Biology

- Traditional Track- Mathematics (30 cr)
  Must include at least 20 cr at the 200-400 level. No more than 6 cr hrs of individualized study may be used.
  a) Pre calculus and trigonometry are threshold requirements. Credits from these courses may be used to satisfy the Mathematics General Education Requirement, but do not contribute to the credit hours in the concentration.
  b) The Calculus sequence, Math M215-216-311 (13 cr)
  c) Applications Courses (6cr) These courses are chosen from among Linear Algebra, Differential Equations, and Numerical Methods.
  d) Transition (6 cr) Math M380 (History of math) and M393 (Bridge to Abstract Math)
  e) One Course (3 cr) at the Math M400 level
  f) Mathematics electives (2-3 cr) to total 30 cr. Must be 200 level or above. This can include certain computer science courses, but excludes Math K300
  g) Capstone in Mathematics (0 cr)

- Interdisciplinary Track (30 cr)
  A minimum of 16 cr in Natural Science and Mathematics courses with additional courses to create a well-defined concentration. At least 20 cr must be at the 200 level or higher. All Interdisciplinary programs must be approved by your advisor, the NSM division curriculum committee, and the division chairperson. You should meet with your advisor early and plan your entire four year program.

Electives
Additional courses to total 120 credits after completing all other requirements.

Bachelor of Science in Biology
125 cr
The Bachelor of Science in Biology provides you with a background in biological sciences in order to prepare you for advanced study or for employment.

This degree will prepare you for further study beyond the baccalaureate (such as graduate school, medicine, dentistry, veterinary, pharmacy, allied health).

General Requirements for Graduation
1) Completed institutional program requirements
2) Completed 30 credit hours of 200 level or higher
3) Completed 15 credit hours of the concentration
4) Completion of the capstone course (BIOL L431)
5) Completed 30 credit hours at the 300-400 level
6) Minimum overall GPA of 2.3
7) Carried C or better in all biology courses taken for the major (see below)
8) Minimum GPA of 2.5 in the biology courses taken for the major
9) Minimum GPA of 2.0 in the core requirements (see below)
10) Completed 125 credit hours

General Education Requirements (9-12 cr)
W131 Elementary Composition (3 cr)
Any second level writing course (3 cr)
S121 Public Speaking (3 cr)
Computer Literacy (0-3 cr) (credit and non-credit options are available)
Mathematics (3 cr) 100 level or higher, excluding M110, M117 and T courses

Distribution Requirements (24 cr)

- Behavioral and Social Sciences (12 cr)
  Must be taken from at least two of the following disciplines:
  American studies anthropology economics geography political science psychology sociology

- Humanities and Fine Arts (12 cr)
  Must be taken from at least two of the following disciplines:
  English (excluding W131 and W132) fine arts foreign language folklore history music philosophy religion speech and theatre (excluding S121)

Degree Requirements - Natural Science and Mathematics Core Requirements
(26-28 cr)
organic chemistry (10 cr)
physics (10 cr)
calculus (3-5 cr)
statistics (3 cr)

(Track 2 option has been discontinued, effective Jan. 2006)

- Biology Field of Concentration Requirements (40 cr)
  Required Biology Courses
  L107 Biological Concepts (5 cr)
  B201 Introduction to Plant Kingdom (4 cr)
Z201 Introduction to Animal Kingdom (4 cr)
L201 Ecology (4 cr)
L314 Genetics (4 cr)
L315 Cell Biology (4 cr)

Additional biology courses from 200 level or above chosen from those appropriate for majors to total 40 cr hrs. Six credit hours of these additional biology courses must be at the 300 level or above.

• Electives (21-26 cr)
  Additional courses to total 125 credit hours if needed after completing all other requirements.

**Associate of Science in Natural Science and Mathematics 64 credit hours**

The Division of Natural Science and Mathematics provides an Associate of Science degree with four areas of concentration: 1) biology, 2) chemistry, 3) mathematics or 4) earth sciences. This degree permits you to concentrate in one of four areas of science or mathematics that corresponds closely with baccalaureate degrees and reduces the potential loss of credit when transferring. At the same time, it provides a manageable and realistic academic goal if you want to pursue college-level studies, but do not wish to enroll in a baccalaureate program. Since mathematics is an important tool for many courses it is recommended that you complete the math requirement as early as possible.

**General Graduation Requirements**
1) Completed institutional program requirements
2) Completed 12 credit hours at IU East
3) Completed 7 credit hours in science and mathematics at IU East
4) Completed 64 credit hours including the following courses.

**General Education Requirements (9-12 cr)**
W131 Elementary Composition I (3 cr)
Any second level writing course (3 cr)
S121 Public Speaking (3 cr)
computer literacy (0-3 cr) (credit and non-credit options are available)
Mathematics (3 cr)
*See NSM Computer Policy

**Distribution Requirements (18 cr)**
behavioral and social sciences (6 cr)
humanities and fine arts (6 cr)
natural sciences and mathematics (6 cr) Must be in an area other than the concentration. Mathematics concentrations must include one course with laboratory.

**Math Requirement (3 cr)**
College-Level Math (M110, M117 and T courses excluded)

**Concentration Requirements**
(Choose one of the four following areas)

• Biology (19 cr)
  L107 Biological Concepts (5 cr)
  B201 Introduction to Plant Kingdom (4 cr)
  Z201 Introduction to Animal Kingdom (4 cr)

Additional six credit hours in biology from 200 level or above chosen from those appropriate for majors.

• Chemistry (20 cr)
  C105/C125 Principles of Chemistry I/Experimental Chemistry I (5 cr)
  C106/C126 Principles of Chemistry II/Experimental Chemistry II (5 cr)
  C341/C343 Organic Chemistry Lectures I/Organic Chemistry Lab I (5 cr)
  C342/C344 Organic Chemistry Lectures II/Organic Chemistry Lab II (5 cr)

• Mathematics (19 cr)
  M215 Analytic Geometry and Calculus I (5 cr)
  M216 Analytic Geometry and Calculus II (5 cr)
  6 credit hours chose from among the following: M303 Linear Algebra for Undergrad (3 cr)
  M311 Calc. III (3 cr)
  M313 Differential Equations (3 cr)
  M371 Numerical Methods (3 cr)

Additional 3 credit hours in mathematics from 200 level or above chosen from those appropriate for majors.

• Earth Sciences (18 cr)
  A100 The Solar System (3 cr)
  A105 Stellar Astronomy (3 cr)
  G111 Physical Geology (3 cr)
  G112 Historical Geology (3 cr)

Additional six credit hours in earth science from 200 level or above chosen from those appropriate for majors.

**Electives**
Additional courses to total 64 credits if needed after completing all other requirements.
Certificate in Laboratory Science

The Certificate in Laboratory Science outlines a focused path of training for currently enrolled students and allow others with an interest in laboratory careers to acquire the needed skills with or without completing a degree. It is a faster way to obtain laboratory skills than traditional degree programs. Students are trained in proper laboratory procedures, including safety, and use of specialized instruments, and may find employment opportunities in forensic, environmental compliance, quality control, and research laboratories.

Students seeking a Certificate in Laboratory Science will complete a sequence of biology and chemistry courses including general and organic chemistry and cellular biology. The certificate courses emphasize laboratory work and train students in basic laboratory methods and safety regulations, and the use, application, and care of many different pieces of laboratory equipment.

Certificate Requirements (20 cr)
1) Students must complete 20 credits from those listed below or others as approved by the NSM division.
2) Students must complete at least 10 credits on the IU East campus.
3) Students must obtain a grade of C or better in all courses used to complete the certificate. Their overall GPA must be 2.5 or above.
4) At least 10 credits must be 300 level or above.
5) Students must complete a laboratory-based independent study or internship. A maximum of 5 credits of independent study or internship may be used.

Required Courses:* (12-14 cr - One from each category)
   a) BIOL-L315 Cell Biology (4 cr)
   b) CHEM-C303/333 Environmental Chemistry and Lab (5 cr) or CHEM C341/343 Organic Chemistry I and Lab (5 cr)
   c) BIOL-L490 Laboratory Independent Study (5 cr) or BIOL-L498/ Laboratory Internship (3-5 cr)

Elective courses (6-8 cr)
   BIOL-L314 Genetics (4 cr)
   BIOL-M315 Microbiology Lab (2 cr)
   CHEM-C343 Organic Chem. I (2 cr)
   CHEM-C344 Organic Chem. II (2 cr)
   CHEM-333 Environmental Chemistry Lab (2 cr)
   Laboratory Safety/OHSA regulations (0-3 cr)

* Most of the required and elective courses have pre-requisites.
School of Nursing

Degrees
- Associate of Science in Nursing
- Bachelor of Science in Nursing including mobility option for Registered Nurses

The Indiana University School of Nursing is regarded by nursing educators as one of the top 25 schools of nursing in the nation and is among this nation’s most diverse nursing schools. The school offers undergraduate programs at IU campuses, including IU East.

Mission Statement
The mission of the IU School of Nursing is to collaborate across the campuses to integrate the values of IU and the profession of nursing as they relate to research, scholarship, teaching, practice and service. We are committed to advancing the science of nursing through excellence in nursing education by preparing nurses who provide high quality nursing care to a diverse, multicultural society.

The vision of the School of Nursing on the Indiana University East campus is to promote the optimal levels of health, wellness and quality of life for citizens and communities of east central Indiana and beyond. The mission of nursing is to create a community of learning that addresses society’s need for knowledgeable, competent and caring nursing professionals, while nurturing students, faculty and staff. The outcomes and actions developed from the vision and mission statement focus on the creation of a center of excellence in community-based education through innovative and responsive curricula, facilitation of learning, technology enhancement, community partnerships, interdisciplinary collaboration, faculty scholars, lifelong learning and program evaluation and assessment.

Accreditation
IU School of Nursing at IU East is accredited by the Indiana State Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway-33rd Floor, New York, NY 10006. 212-363-5555, ext. 153. Indiana University is accredited by the North Central Association of Colleges and Secondary Schools.

Differences Between the ASN and BSN Programs
Choose the nursing program that prepares you for the career and opportunities you prefer. The ASN graduate delivers care in structured settings, like hospitals and nursing homes, where procedures are specific and colleagues are available for consultation. The outcomes of A.S.N. care are comfort and physiological stabilization. The B.S.N. graduates function in semi-structured settings, using a greater emphasis on management skills. They promote health and practice preventive care across a broad continuum of care, including a focus on families and communities.

Bachelor of Science in Nursing
Admission policy (These Admission Requirements are subject to change)

1. Admissions will be based on academic achievement which will be defined by the grade point average (GPA) of all completed courses required for the B.S.N. degree at the time of admission review.

2. Students may apply for admission to the B.S.N. program after completing 28 general education credits. The student must earn a grade of C (2.0) in each course by the second completed attempt. These credits must include the following courses or their equivalent:
   - ENG-W131 English Composition (3 cr)
   - PSY-P103 Intro. to Psychology (3 cr)
   - Critical/Analytical/Science (4-8 cr)
   - SOC-S100 Intro. to Sociology (3 cr)
   - Humanistic Apprec. Course (3 cr)
   - MICR-J200 Microbiology (3 cr) & J201 Microbiology Lab (1 cr) OR
   - PHSL-P261 Anat. & Phys. (5 cr)
   - ENG-W132 or SPCH S121 (3 cr)
   - Cultural Diversity Course (3 cr)

   The above course grades will be calculated to determine the competitive nursing GPA.

3. At the time of application for admission, if a student has completed the 28-31 general education course requirements plus additional courses completed which are required for the degree, those course credits and grades also will be calculated into the competitive nursing admissions GPA (NAGPA).
4. Applicants whose cumulative GPA falls below a 2.5 will not be eligible to apply.

5. Efforts for the student body to reflect the cultural, ethnic, and gender diversity that is broadly representative of the community served by the IU East will continue to be made. Faculty will continue to volunteer as mentors for students, encourage participation of diverse groups and intervene with appropriate assistance and support to meet the needs of the students.

6. Students must complete all required coursework by established deadline dates, including independent study courses, correspondence courses, and courses for which a student received an Incomplete (I). Students wishing to transfer required coursework from a university other than IU must have achieved a grade of C (2.0) or higher in the transfer course.

7. Students must achieve a minimum grade of C (2.0) in prerequisite coursework by the second attempt if repeated. Courses which have had low grades replaced will count as a first attempt. This policy also applies to any students wishing to transfer required courses from a university other than IU.

8. Students may repeat a maximum of three courses totaling no more than 11 credit hours (and not including more than one science course) of the 28 credit hours of prerequisite coursework. This policy also applies to any student wishing to transfer required courses from a university other than IU.

9. Students must have a completed official credit transfer report (CTR) for all work being transferred from a university other than IU.

10. Students must submit an application by the specified published date. Applications received after the published deadline will not be considered. Students may reapply in a subsequent year.

11. Admission to the nursing major is competitive. The nursing faculty of the campus to which the student is seeking admission has the responsibility and authority to select those applicants who will be admitted. The faculty selects those applicants who they believe best reflect the goals and values of the School of Nursing and the nursing profession and who have the greatest potential for academic success.

12. Priority for admission will be given to students applying to the campus in which they have completed more than half of their prerequisite coursework. Transfer students will be considered for admission only after IU students have been reviewed. Students will be admitted to the baccalaureate nursing major for a specific semester and are expected to enter that semester. Students not entering that specific semester must reapply for admission to a subsequent year on a competitive basis.

B.S.N. Mobility Option
If you are a R.N. who has graduated from an Associate Degree or Diploma Program, you are encouraged to continue your learning and professional growth through the R.N.-B.S.N. Mobility Option. The Option builds on your prior learning and professional experiences in flexible, student-friendly scheduling. With the B.S.N. credential, additional career opportunities in community health, leadership and more autonomous nursing practices are available. Registered nurses seeking admission to the program must apply to the Office of Admissions and be accepted as degree-seeking students. Students who have previously attended an IU campus, who are graduates of the associate program at IU, or who are new to the university should contact an advisor for the mobility option to receive information about general-education requirements and program admission.

If you are participating in the mobility program you may fulfill your degree requirements in a slightly different manner than the first-time B.S.N. student.

Clinical Course placements are based on your interests, needs, and schedules, as well as availability of the clinical site. Clinicals are project-driven to help you, the RN student, meet course objectives while taking into consideration schedules and interests.

When the required transition courses are successfully completed, 35 credit hours of nursing will be added to your transcript at no cost. These courses are:

- B230 Developmental Issues and Health (4 cr)
- B248 Science and Technology of Nursing (4 cr)
- H351 Alterations in Neuro-Psychological Nursing (3 cr)
- H352 Alterations in Neuro-Psychological Nursing: Practicum (2 cr)
- H353 Alterations in Health I (3 cr)
- H354 Alterations in Health I: Practicum (2 cr)
- H361 Alterations in Health II (3 cr)
- H362 Alterations in Health II: Practicum (2 cr)
- H363 The Developing Family and Child (4 cr)
- H364 The Developing Family and Child: Practicum (3 cr)
- S470 Restorative Health: Multi-System Alterations (3 cr)
- S471 Restorative Health: Multi-System Alterations: Practicum (2 cr)

Residency Requirements
A registered nursing student must meet the School of Nursing’s 30 credit hour residency requirement in
Outcome 2: A culturally competent person who provides holistic nursing care to a variety of individuals, families, and communities.

Outcome 3: A knowledgeable coordinator of community resources who facilitates individuals’, families’, and communities’ access to resources necessary to meet health care needs.

Outcome 4: A politically aware individual who participates in the profession and the practice of nursing with a global perspective.

Outcome 5: An individual who practices within an ethical and legal framework for the nursing profession.

Outcome 6: An effective communicator who is able to share accurate information.

Outcome 7: A competent provider of health care who assumes the multiple role dimensions required of structured and semi-structured health care settings.

Outcome 8: A professional role model who promotes a positive public image of nursing.

Outcome 9: A responsible manager who balances human, fiscal, and material resources to achieve quality health care outcomes.

Curriculum
The baccalaureate curriculum may be completed in several ways. In general, it requires a minimum of four academic years (including the prerequisites) to complete. Under certain circumstances, it may take more than four years, depending on the length of time it takes to complete the prerequisite courses.

Freshman Year
- **Semester One**
  - W131 English Composition (3 cr)
  - P103 Intro to Psychology (3 cr)
  - Cultural Diversity Cluster (3 cr)
  - L107 Biological Concepts (5 cr)
- **Semester Two**
  - J200 Microbiology (3 cr)
  - J201 Microbiology Lab. (1 cr)
  - Critical/Analytical Cluster (3 cr)
  - S121 Public Speaking (3 cr)
  - S100 Intro. to Sociology (3 cr)
- **Semester Three**
  - P261 Anat. and Phys. I (5 cr)
  - B232 Intro to the Discipline of Nursing: Theory/Practice/Research (3 cr)
  - B233 Health and Wellness (4 cr)
  - W132 English Composition II (3 cr)
- **Semester Four**
  - P262 Anatomy and Physiology II (5 cr)

Bachelor of Science in Nursing (B.S. N.)

Degree Requirements for the BSN
Students assume responsibility for meeting degree requirements and for filing an official application for a degree. Application for the degree must be made at the time of program planning for the final semester. All candidates for the degree Bachelor of Science in Nursing must fulfill the following requirements:

1) Satisfactory completion of a minimum of 123-127 hours that apply to the degree. Credits earned in remedial learning skill courses and courses that are repeated do not apply toward the degree;

2) Achievement of a minimum cumulative grade point average of C (2.0);

3) Achievement of a grade of C (2.0) or higher in each required course or equivalent;

4) Removal of all incompletes, deferred grades, and special credit course grades in nursing courses by three weeks prior to the end of the student’s last semester before graduation;

5) Completion of all course work within six years after enrollment in nursing courses in the nursing major;

6) A pattern of withdrawals may influence requests for consideration of reinstatement.

Outcomes
Outcome 1: A critical thinker who demonstrates intellectual curiosity, rational inquiry, problem-solving skills, and creativity in framing problems.
Courses in mathematics
Courses in inquiry, methods and philosophy of science

• Cluster 2 - Communication - (9 cr)
  Required courses - 9 cr
  ENGW131 English Composition (3 cr)
  SPCH S121 Public Speaking (3 cr)
  ENGW132 English Composition II (3 cr)

• Cluster 3 - Cultural Diversity - (6 cr)
  Suggested courses - 6 cr
  Courses in history/civilization
  Courses in anthropology (cultural)
  Courses in foreign language
  Courses in religious studies (cultural)
  Courses in humanities (cultural)

• Cluster 4 - Social Competence - (9 cr)
  Required courses - 6 cr
  PSY P103 Introduction to Psychology (3 cr)
  SOC S100 Introduction to Sociology (3 cr)
  Suggested Courses - 3 cr
  Courses in political science
  Courses in economics
  Courses in law/justice
  Courses in psychology/sociology
  Courses in management of resources

• Cluster 5 - Humanistic Appreciation - (6 cr)
  Required courses - 3 cr
  Course in ethics
  Suggested courses - 3 cr
  Courses in literature
  Courses in religion
  Courses in philosophy
  Courses in fine arts

• Cluster 6 - Open - (6 cr)
  This area is unspecified. It should reflect your study goals and program outcomes. Courses can be nursing or non-nursing related.

### Associate of Science in Nursing

Changes in programmatic offerings may occur in nursing in response to Indiana’s Community College Initiative. Please consult with the pre-nursing advisor for career planning and updated information.

### Admission Requirements

Direct entry to the A.S.N. program is available to recent high school graduates who have no college credit. Recent high school graduates who do not meet all admission requirements or have previous college credit must first enroll as a pre-nursing student until qualifying for competitive admission to the A.S.N. program. In
many cases, an applicant will enter as a pre-nursing student.

In addition, demonstration of adequate math skills is an application requirement. Applicants for admission to the A.S.N. program will be expected to provide evidence of adequate math skills at the time of application. Math skills can be demonstrated by (1) a math placement test score into Math 117; or (2) completion of Nursing A100 with a minimum grade of C (2.0).

Admission to the A.S.N. program is highly competitive. Satisfactory completion of required general-education courses does not guarantee your admission to the A.S.N. program. You are admitted to this degree program through a competitive review process, and not all qualified applications may be accommodated due to limited space. Applications for admission to the nursing programs are available from the pre-nursing advisor, and are due March 1 for consideration for the following fall.

There are two categories of Admission criteria. Category I includes applicants who have no post high school college credits. Category II includes high school graduates with college credits, individuals holding a GED, and any individual who does not meet all admission criteria stipulated in Category I. Read on to determine the category which applies to you.

**Category I (No post high school college credits)**

Applicants who meet all of the following criteria will be considered for admission to the A.S.N. program under category 1.

1. Applicants must have graduated in the top 33 percent of their high school class and have a minimum high school grade point average of 3.0 on a 4.0 scale.

2. Applicants must have a minimum score of 500 on the English section and a minimum score of 500 on the mathematics section with a total combined minimum score of 1000 on any one writing of the Scholastic Aptitude Test (SAT) or a minimum score of 22 on the American College Test (ACT).

3. Applicants to the university must have completed 28 semesters of college preparatory courses with a grade of C or higher, including the following:
   a. Eight semesters of English (one semester each of speech and journalism may be included);
   b. Four semesters of social science (economics, government, history, psychology, or sociology);
   c. Six semesters of math, which must include two semesters of algebra and two semesters of geometry;
   d. Two semesters of laboratory science (biology, chemistry, or physics);
   e. Eight semesters in some combination of foreign language; additional mathematics, laboratory science, or social science; computer science; and other courses of a college preparatory nature. Four semesters of foreign language are strongly recommended, as are courses that develop writing composition skills.

4. Applicants must have grades of B or above in high school laboratory science courses, as well as grades of C or above in required semesters of college preparatory courses.

5. Meet deadline for filing an application (March 1).

**Category II**

Applicants who meet one of the following criteria will be considered for admission to the Associate Degree in Nursing Program under Category II:

1. High school graduates with college credits;

2. Individuals holding General Equivalency Diploma (GED);

3. Indiana residents and out-of-state residents applying to the A.S.N. program who do not meet all admission criteria stipulated in Category 1.

Admission criteria include:

- Applicants must have achieved a college grade point average of 2.5 on a 4.0 scale and a minimum of 2.7 nursing admissions GPA.
- Applicants must have received a minimum grade of C (2.0) for each required ASN general education course taken prior to program application.
- Applicants need to complete a minimum of 11 required ASN credit hours prior to program application. A minimum of 4 to 5 credit hours must be from the natural sciences (anatomy, or physiology, or microbiology) and a minimum of 3 credit hours must be from the social sciences (Introduction to Psychology, Introduction to Sociology, or Life Span Development). All stipulated developmental courses must be completed prior to admission to the nursing program. Each of the required general education A.S.N. courses may be repeated only one time. More than three required A.S.N. courses may be repeated. Of the three courses, only one failure will be allowed in all science coursework. Any grade below a C is considered failure.
• Meet deadline for filing an application (March 1).

Successful completion of pre-nursing requirements does not guarantee admission into the nursing program, only the right to apply and be considered. Offers are based on the nursing admissions GPA, space available, and the number of students who apply.

A student will be denied admission if his or her grade point average falls below 2.5 between the time of acceptance and actual enrollment in nursing course work. Any students having questions may contact the nursing academic counselor on the campus of desired enrollment.

The competitive nursing admissions GPA, used for ranking students for the purpose of admission, is computed from all grades earned in the required general education courses except for the university Grade replacement-X Policy, which allows for no more than three courses totaling 15 credit hours to be repeated and the former grade not count in the GPA. Students should be aware that this includes F grades not replaced by the FX policy as well as grades in courses that are repeated. Only 15 credit hours of course work may be repeated and may include only one science course. Selection to the major will be based on space available. The student who fails to accept the offer of admission for the second time is no longer eligible for consideration of admission.

Good Standing
Students who maintain a minimum cumulative grade point average of 2.5 and a 2.5 average in courses required in the ASN program will be considered to be in good academic standing. A minimum grade of C (2.0) will be required by the second completed attempt in each course taken to satisfy degree requirements.

Admission Ineligibility
A student will be ineligible for admission to the nursing major in the A.S.N. program if a grade of C (2.0) is not achieved by the second completed attempt or the cumulative GPA is below 2.5. Grades on repeated courses or course equivalents will be averaged for the nursing competition admission NAGPA. A pattern of course withdrawals may have a negative influence on consideration for admission to the nursing major. Students may repeat no more than 15 credit hours of required general education courses. If more than 15 credit hours of required courses are repeated, a student will be ineligible for admission to the nursing major.

Associate of Science in Nursing

Degree Requirements
You are responsible for meeting all degree requirements. All candidates for the degree Associate of Science in Nursing must fulfill the following requirements:

1. Complete all courses (or their equivalents) required in the curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale (see curriculum design for required courses);
2. Achieve a minimum grade of C (2.0) in each of the required general education courses. Achieve a grade of C (2.0) or above or S (satisfactory) in each course in the nursing major. A minimum grade of C (2.0) is required by the second attempt in every course taken to satisfy degree requirements;
3. Complete a minimum of 38 credit hours of nursing course work and 26 to 29 credit hours in general education courses according to the curriculum design;
4. Complete the degree requirements within four years of the first enrollment in the nursing program. Records of students who fail to comply with this requirement will be reviewed in terms of the current curriculum;
5. Complete all general education courses concurrent with or prior to the nursing major;
6. Complete a minimum of 51 percent of the nursing major on the campus that grants the degree; and
7. Apply for the degree at the beginning of the final semester.

The School of Nursing is not responsible for the student’s certification for the degree if the student fails to file the application.

Outcomes
Outcome 1: A critical thinker who evaluates ideas of self and others and applies reason in problem solving.

Outcome 2: An effective communicator who listens actively and responds appropriately to messages transmitted in a variety of formats

Outcome 3: A culturally competent person who recognizes and respects differences within & between groups of people.

Outcome 4: A competent provider of nursing care consistent with the Indiana Nurse Practice Act and Professional Standards set by the American Nurses’ Association.
Outcome 5: A conscientious practitioner who practices within the legal and ethical parameters of professional nursing.

Outcome 6: An accountable/responsible manager of care who functions in health care setting where policies and procedures are specified & professional consultation is available.

Curriculum
The associate curriculum may be completed in several ways. In general, it requires a minimum of two academic years (including the prerequisites) to complete. Under certain circumstances, it may take more than two years, depending on the length of time it takes to complete the prerequisite courses.

First Year
• First Semester
  P103 General Psychology (3 cr)*
P261 Human Anatomy & Physiology I (5 cr)+*
J200 Microbiology (3 cr)+*
J201 Microbiology Lab (1 cr)
A136 Introduction to the Science and Technology of Nursing (4 cr)
A137 Application of the Science and Technology of Nursing (3 cr)

• Second Semester
  P216 Life Span Development (3 cr)*
P262 Human Anatomy & Physiology II (5 cr)*
A146 Care of the Individual: Alterations in Nutrition, Elimination, and Metabolic Function (3 cr)
A147 Nursing Practicum: Alterations in Nutrition, Elimination, and Metabolic Function (3 cr)
A148 Care of the Individual: Alterations in Comfort and Function (2 cr)
A149 Nursing Practicum: Alterations in Comfort and Function (2 cr)

Second Year
• First Semester
  S100 Sociological Analysis of Society (3 cr hrs)*
W131 English Composition I (3 cr hrs)*
A276 Care of the Individual: Alterations in Activity-Exercise (3 cr hrs)
A277 Nursing Practicum: Alterations in Activity-Exercise (3 cr hrs)
A278 Care of the Individual: Alterations in Cognition, Perception, and Interaction (3 cr hrs)
A279 Nursing Practicum: Alterations in Cognition, Perception, and Interaction (2 cr hrs)

• Second Semester
  ENG W132 English Composition II (3 cr)
A286 Care of Individuals: Beginning and Evolving Families (3 cr)
A287 Nursing Practicum: Beginning and Evolving Families (3 cr)
A288 Care of the Individual within a Family and Community Context (2 cr)
A289 Nursing Practicum: Care within a Family and Community Context (3 cr)
A290 The Discipline of Nursing: Role Transition (2 cr)

* General Education Courses
+ The Division of Natural Sciences requires L107 Biological Concepts as a prerequisite for P261, J200, J201.
Mission Statement
Purdue University College of Technology in Richmond will serve our region by responding to its needs for engineering technology, computer graphics technology, industrial technology and organizational leadership instruction.

As faculty and staff of Purdue University, we will serve our students and their families, business and industry, and the community at large with respect and professionalism. Purdue University College of Technology will offer the region’s premier programs in each of its curricula.

Degrees
Bachelor of Science (B.S.)
Industrial Technology
Organizational Leadership and Supervision

Associate of Science (A.S.)
Computer Graphics Technology
Mechanical Engineering Technology
Organizational Leadership and Supervision

Certificates
Industrial Technology
Organizational Leadership

Please check with the Purdue University College of Technology office to obtain current program information.

The purpose of Purdue University’s College of Technology is to provide career educational opportunities to students whose technological interests and aptitudes are essentially applications-oriented. The goal is to produce occupationally ready college graduates with marketable skills and potential for growth to meet defined technical manpower needs for Indiana business, industry and service agencies.

Purdue University College of Technology at Richmond is a “Purdue Statewide Technology” location. This is a unique partnership between education, business, industry, and government to meet the need for skilled technicians and technologists across the state. The curricula are the same, and the faculty and equipment are equivalent to those found at Purdue University’s West Lafayette campus.

Each degree program is the result of careful research and planning with local officials. The process generally begins with a labor market study conducted by Purdue’s Office of Manpower Studies. Before technicians and technologists are trained, community needs are assessed so that the graduate has a high probability of employment in the community.

Local business, industry, and government representatives help plan, develop, and implement community programs selecting from plans of study in such areas as Organizational Leadership and Supervision, Mechanical Engineering Technology, Computer Graphics Technology, and Industrial Technology. Not all programs are available at all locations.

Purdue University’s College of Technology provides the trained staff for technical courses and the laboratory equipment. Local public and private institutions provide support courses, services, and facilities. Administration, financial and academic control of Purdue Statewide Technology rests with Purdue University. Students in the programs are Purdue University students.

Purdue University regulations govern matters of admissions, registration, grading, etc. They may be accessed at: www.purdue.edu/oop/univregs/

A summary of these regulations is available in the Purdue University College of Technology office. Following are related excerpts from the “University Regulations.”

Purdue University Admission Criteria
Purdue University students in Richmond are admitted directly into, and are a part of, the College of Technology. Acceptance as a new student is influenced by many factors. Admission generally is governed by the same criteria applied to students seeking admission to the West Lafayette location.

• Quality Requirements
  All applicants are evaluated on the basis of quality requirements, which include:
  class rank
  SAT-I or ACT scores
  grade point average in degree-related courses
ability to be successful trends in achievement strength of the college preparatory coursework

• Subject Matter Requirements
  For high school seniors and recent graduates (two years or less):
  - English: 8 semesters
    (Selected from grammar, composition, literature, speech and vocabulary)
  - Academic Mathematics: 6 semesters
    (Selected from Algebra I, Algebra II, Geometry, Trigonometry, and Calculus; may include technology-preparation mathematics.)
  - Laboratory Science: 4 semesters
    (physics, chemistry, biology, earth/space science, physiology/anatomy, etc.)

For transfer students who have coursework at a post-secondary institution:
- Grade point average of 2.5 on a 4.0 scale, or equivalent
- High school diploma
- In good standing at all schools previously attended
- Meet subject-matter requirements for recent high school graduates

For adults who have been out of high school three years or more:
- High school diploma or GED
- Admissions decisions are made on an individual basis, taking into consideration such factors as a student’s work history, military service, high school record, previous academic or vocational coursework, etc.

Applicants who do not meet the above admission criteria should contact a Purdue University College of Technology representative to learn of alternative ways to begin certificate and degree programs.

Note: Admission criteria for particular certificate programs may vary. Consult the College of Technology office for the specific requirements.

• Required Tests
  All applicants who have not completed a full year of college work are required to take the SAT-I or the ACT. The SAT/ACT test is waived for students 21 or over.

  High school students seeking early admission are encouraged to contact their high school counselor for information on taking the college entrance tests in the spring of their junior year.

Residency requirements
To qualify as an Indiana applicant, you must be a resident of the state of Indiana for at least 12 months prior to submitting an application for admission.

Note: For fee purposes, Ohio residents of Butler, Darke, Mercer, Preble, Shelby and Van Wert counties may qualify for Indiana-resident tuition rates. See “Tuition Reciprocity” section.

International Students
Consult the College of Technology office, 765-973-8228, for current admission expectations for international students.

Purdue University Admission Application
Purdue University College of Technology students, like Statewide Technology students throughout Indiana, are admitted to Purdue University through the West Lafayette campus Office of Admissions. Applications are available at the Purdue University College of Technology office on the IU East campus (Middlefork Hall, Room 140).

We encourage prospective students to contact the College of Technology office, 765-973-8228, Middlefork Hall, Room 140, to discuss their educational interests and goals and the Purdue opportunities available.

Admission Process
1. Submit an undergraduate admission application, with check or money order for application fee.
2. Forward official high school transcript directly from the high school.
3. Transfer Students: Forward official transcripts of work done in any colleges and universities previously attended (including Indiana University East). A separate transcript must be sent directly from each institution, regardless of whether transfer credit is requested.
4. To be assured of consideration for admission, the completed application should be received 30 days before the beginning of class of any given semester.

Articulation Agreements
Purdue University College of Technology at Richmond welcomes transfer students from all post-secondary institutions. Additionally, for some of its Richmond programs, the College of Technology has negotiated specific agreements with other colleges. These clarify the transferability and distribution of course credits.

Purdue has such articulation agreements with Ivy Tech Community College of Indiana, Region 9, and with Sinclair Community College. Additional agreements are under consideration or in development.
Contact the Purdue University College of Technology office on the IU East campus to obtain the details of current articulation agreements.

**Transfer (or Advanced) Credit**

Purdue University credit will be given for coursework of equivalent character and amount successfully completed at another accredited college or university. Advanced standing will be determined on the basis of these credits. Advanced credit will be regarded as provisional and may be withdrawn by the director of admissions upon recommendation of the head of the department concerned if dependent work is not satisfactorily completed.

When credit earned at another college or university is transferred to Purdue University and accepted toward advanced standing, the credit is converted into terms of Purdue courses and applied toward curriculum requirements. It remains for you, the student, to complete the program, and your schedule of courses each term will be adjusted accordingly. It does not follow that your classification in the university or the time necessary for completion of the required work for a degree will be in line with what was expected at the previous institution. Generally, grades are not transferred; only credits for courses (C- or better) are recorded. However, Purdue University courses completed at an IU campus are eligible for transfer with grades. Transfer credit from a third institution is handled on an individual basis.

Students participating in college credit courses that are taught concurrently for high school and college credit during the regular school day by local secondary teachers must validate the credit by submitting satisfactory results on the College Board Advanced Placement examination or the Purdue advanced credit examination, as determined by the appropriate department. The determination of use of transfer credit in part or in full to satisfy graduation requirements is the responsibility of the college head or his or her designated representative, in accordance with the regulations of the Purdue University faculty.

All credentials are submitted with the understanding that they become the property of Purdue University.

**Project Lead The Way Students**

Students who have completed courses in the Project Lead The Way high school curriculum may be eligible for credit toward the B.S. in Industrial Technology. Contact the Purdue University College of Technology office on the IU East campus to obtain the current details of Project Lead The Way credit acceptance.

**Tuition Reciprocity**

Ohio residents of Butler, Darke, Mercer, Preble, Shelby or Van Wert counties may qualify for Indiana-resident tuition rates. Contact the Purdue University College of Technology office on the IU East campus, 765-973-8228, to obtain the status and details of this Indiana-Ohio tuition reciprocity agreement, including the student application process.

**Financial Aid**

Purdue University recognizes that not all students and their parents can afford to finance a college education entirely from their income and assets. To ensure that all students have an opportunity to obtain a college education regardless of their financial circumstances, the university, through the Division of Financial Aid, administers a fourfold program of scholarships, grants, loans, and employment opportunities.

Most types of aid are based upon financial need and satisfactory academic progress. To be considered for federally subsidized grants (e.g., Pell grants) and loans (e.g., Stafford loans), you must submit a Free Application for Federal Student Aid (FAFSA) to the federal processor designating Purdue University—West Lafayette (School Code: 001825) as a recipient of the analysis. By submitting the FAFSA, you are applying for the Federal Pell Grant Program. Unlike loans, students are not required to repay grants. The FASFA form can be obtained from a local high school guidance office, the Purdue University College of Technology office on the IU East campus (Middlefork Hall, Room 140) or the Office of Financial Aid, Schleman Hall, Purdue University, West Lafayette, Indiana 47907. The most expedient and efficient means of submitting a FAFSA is through the Web site: www.fafsa.ed.gov.

The FAFSA must be received by the Federal Processor by March 10 to be eligible for maximum financial aid for the coming academic year (fall-spring-summer semesters). FAFSA’s will still be accepted through June 30 of the following year, although less aid may be available at that point.

The State Student Assistance Commission of Indiana (SSACI) offers both scholarships and grants to Indiana residents who demonstrate financial need and are attending Indiana colleges and universities. To be eligible for this State of Indiana aid for the upcoming academic year:

- The student must be fully admitted to a Purdue University certificate or degree program and
- The student’s FAFSA must be received by the federal processor by March 10.

For additional information, contact the State Student Assistance Commission, Scholarship and Grant Programs, 964 North Pennsylvania Street, Indianapolis, Indiana 46204.
After fulfilling the requirements listed above, the Purdue University Office of Financial Aid in West Lafayette will notify you of any federal/state grants awarded and of eligibility for loans.

Students may call Purdue University financial aid counselors at 765-494-5050 from 8 a.m. to 5 p.m. or contact the Purdue University College of Technology office on the IU East campus.

Course Enrollment/Registration
Students who are admitted to Purdue University are eligible to enroll in campus courses listed in the current semester's Schedule of Classes. Similar to their admission, students are officially enrolled, or registered, in courses through the West Lafayette Campus Registrar. Admission status and class registration can only be revised by processing the appropriate Purdue University paperwork. Purdue students process their course registration requests through their College of Technology advisor and the College of Technology administrative office in Richmond. Students pay tuition and fees through the IU East bursar.

Grading
Instructors will assign a grade for each course in which the student is enrolled at the close of a session. The Purdue University student shall be responsible for the completion of all required work by the time of the last scheduled meeting in the course unless the assignment to the course has been properly canceled. The grade shall indicate the student's achievement with respect to the objectives of the course.

Note: Purdue University does not assign plusses or minuses (e.g. B+, C-) in recording grades or calculating scholastic indexes.

For credit courses:
A - highest passing grade.
B
C
D - lowest passing grade; passing minimal objectives of the course.
E - conditional failure; failure to achieve minimal objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. The grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be changed to a grade higher than a D.
F - failure to achieve minimal objectives of this course. The student must repeat the course satisfactorily in order to establish credit in it.
P - passing grade for the pass/not pass option; equivalent to grade A, B, or C.
N - not passing for the pass/not pass option. Issued when the student's grade would be a D or F under the letter grade option.

Pass/Not Pass Option
The pass/not pass option provides students with the opportunity to broaden their educational foundations with minimal concern for grades. The option is open to all students in the university subject to the regulations of the college in which the student is enrolled. Subject to the regulations of each curriculum, this option may be elected in any course that does not already appear on the student's academic record and in which the student is otherwise eligible to enroll for credit with a letter grade. A student may not elect this option for more than 20 percent of the total credit hours required for graduation.

A student who is enrolled in a course under this option has the same obligations as those who are enrolled in the course for credit with a letter grade. In reporting final grades in the course, the instructor will report that any such student who would have earned a grade of A, B or C has passed the course, and that any other such student has not passed.

For incomplete work, either credit or non credit:
I - Incomplete; no grade; a temporary record of work which was interrupted by unavoidable absence or other causes beyond a student's control, and whose work was passing at the time it was interrupted. An instructor may require the student to secure the recommendation of the Dean of Students that the circumstances warrant a grade of Incomplete. The student must achieve a permanent grade in the course no later than the twelfth week of the second subsequent semester of enrollment, or the I grade will revert to a failing grade.
PI-Incomplete, for pass/not pass option. Has the same provisions as the I for letter grade option.
A student who receives a grade of I, PI or SI in a course and who successfully completes his/her work in the time interval specified by the instructor, but no later than the 12th week of the second subsequent semester of enrollment will receive from the instructor whatever permanent grade his/her work would have deserved if it had been completed on time.

Directed Grades
The registrar is directed to record the following grades and symbols under special circumstances:
W-Withdrew; a record of the fact that a student was enrolled in a course and withdrew or canceled the course after the second week of the regular semester.
• WF-Withdrew Failing; a record of course cancellation during the fifth to ninth week of the regular semester, at which time, according to a statement from the instructor, the student was not passing. This grade counts in all respects as a failing grade. A grade of WF may be directed by the Committee on Scholastic Delinquency and Re-admissions.

• WN-Withdrew Not Passing; the same as WF for a credit course taken under the pass/not pass option except that it does not affect index computations.

• IF-Unremoved Incomplete Failing; for a credit course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade by the twelfth week of the second subsequent semester of enrollment. This grade counts in all respects as a failing grade.

• IN-Unremoved Incomplete; not passing for a credit course taken under the pass/not pass option under which the student received a PI grade. The same as an IF grade except that it does not affect index computations.

Good Standing
For purposes of reports and communications to other institutions and agencies and in the absence of any further qualification of the term, a student shall be considered in good standing unless he or she has been dismissed, suspended, or dropped from the university and has not been re-admitted.

Scholastic Indexes
The scholastic standing of all students enrolled in programs leading to a degree shall be determined by two scholastic indexes: the semester index and the graduation index.

The semester index is an average determined by weighing each grade received during a given semester by the number of semester hours of credit in the course.

The graduation index for an undergraduate student is the weighted average of all grades received by the student while in the curriculum in which he/she is enrolled, plus all other grades received in courses taken in other curricula offered by the university and properly accepted under procedures established in Section II-E for satisfying the requirements of the college in which the student is enrolled. With the consent of his/her academic adviser, a student may repeat a course. In the case of a course which has been repeated or in which a conditional grade has been improved by examination or for which a course of substantially equivalent content and level, as designated and properly authorized by the department offering the original course, has been substituted, the most recent grade received shall be used. The grade in a remedial level course, as identified by the student's college may be deleted from the graduation index upon the recommendation of the student's college.

For the purpose of averaging, each grade shall be weighted in the following manner:

- A: 4 × semester hours = index points
- B: 3 × semester hours = index points
- C: 2 × semester hours = index points
- D: 1 × semester hours = index points
- E, F, WF, IF:
  0 × semester hours = index points
  (P, N, I, PI, W, WN, IN not included)

Scholastic Probation
Scholastic probation applies to degree-seeking students. Earning a semester or graduation index equal to or less than the appropriate figure shown in the accompanying Table A will result in the degree-seeking student being placed on probation. A student on probation shall be removed from that status at the end of the first subsequent regular semester in which the graduation index equals or exceeds the appropriate table entry. A grade change due to correction of an error in reporting grades will result in immediate reconsideration of probation status.

Non-degree students are required to achieve the academic standing required of degree-seeking students in order to be permitted to continue in attendance.

Table A.
Index Levels For Probation
$S = \text{Semester Index}; \ G = \text{Graduation Index}$

<table>
<thead>
<tr>
<th>Classification</th>
<th>$S$</th>
<th>$G$</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 1</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>1.5</td>
<td>1.6</td>
</tr>
<tr>
<td>3</td>
<td>1.6</td>
<td>1.7</td>
</tr>
<tr>
<td>4</td>
<td>1.6</td>
<td>1.8</td>
</tr>
<tr>
<td>5</td>
<td>1.7</td>
<td>1.9</td>
</tr>
<tr>
<td>6 and up</td>
<td>1.7</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Dropping of Students for Scholastic Deficiency
A student on scholastic probation shall be dropped from the university if, at the close of any regular semester, his/her graduation index is less than that required of a student as shown in Table B or he/she receives failing (F, WF) grades in six credit hours or more for the semester.

This rule shall not apply for the semester in which the student completes all requirements for his/her degree. However, records of a degree recipient who does not meet the minimum index requirement of Table B shall be reviewed by the appropriate campus readmis-
sions committee before he/she is allowed to pursue another undergraduate degree.

Any grade change due to a reporting error will result in a recalculation of the index and determination of drop status.

Table B.
Index Levels For Dropping
S = Semester Index; G = Graduation Index

<table>
<thead>
<tr>
<th>Classification</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>0-1*</td>
<td>1.3</td>
</tr>
<tr>
<td>2</td>
<td>1.4</td>
</tr>
<tr>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>4</td>
<td>1.6</td>
</tr>
<tr>
<td>5</td>
<td>1.7</td>
</tr>
<tr>
<td>6</td>
<td>1.8</td>
</tr>
<tr>
<td>7</td>
<td>1.9</td>
</tr>
<tr>
<td>8 and up</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Affects only students entering on probation.

A student dropped by this rule and later duly readmitted as a regular student shall be readmitted as a regular student on probation. In order to be readmitted a student must apply to the appropriate readmissions committee for the campus. A fee is assessed for processing the readmissions application.

Academic Dishonesty
Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education which is valued because of Purdue’s high academic standards.

Additional information regarding academic dishonesty and its consequences can be found at www.purdue.edu/odos/administration/integrity.htm

Dean’s List
At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible to be included on the Dean's List. To be cited on the Dean's List for any semester, you must:

1) Have at least 12 credit hours in your graduation index.
2) Have at least six credit hours in your semester index.
3) Attain at least a 3.5 graduation index.
4) Have at least a 3.0 current semester index.

Semester Honors
At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible for Semester Honors. To be cited you must:

1) Have at least six credit hours in your semester index.
2) Have at least a 3.5 semester index.
3) Have at least a 2.0 graduation index.

It is possible to earn both Dean’s List and Semester Honors standing. Note that pass/no-pass grades and credits do not count in hour totals for either category of honors.

Courses with grades of Incomplete (I, PI) are not included in semester index computations for honors and deficiencies. Completion grades for courses with prior Incompletes are included in the graduation index and will affect honors and scholastic deficiency.

The academic regulations listed above apply only during a regular semester. You cannot earn scholastic honors, be placed on scholastic probation, or be dropped from the university at the end of a summer session.

Graduation with Distinction
Degrees are awarded at the end of each semester and summer session to candidates who have completed the requirements of their colleges. At each of these periods, degrees with distinction are awarded to those completing the undergraduate plans of study under the following general university rules:

• A candidate for the baccalaureate degree with distinction must have earned at least 65 hours of credit at Purdue University included in the computation of the graduation index. A candidate for an associate degree with distinction must have earned at least 35 hours of credit at Purdue University included in the computation of the graduation index.

• The minimum graduation index for graduation with distinction in each college shall be no less than the 90th percentile of the graduation indexes of the graduates in each college, for the spring semester, provided that the index is at least 3.30. The minimum graduation index so determined in the spring for each college shall be applied for graduation with distinction of the subsequent summer session and fall semester.

• Of those graduates who qualify for distinction under these rules for the spring semester, the three-tenths of the baccalaureate graduates having the highest graduation indexes shall be designated as graduating with highest distinction, irrespective of the colleges from which they graduate. The three-tenths of the spring associate degree graduates having the highest
graduation indexes will be designated as graduating with highest distinction.

The minimum graduation indexes so determined for graduation with highest distinction shall be applied for graduation with highest distinction for the subsequent summer session and fall semester.

**Associate of Science (A.S.) Degree**

The Associate of Science (A.S.) degree offered by Purdue University’s College of Technology is awarded after two years of university-level study in an applied engineering technology or business technology field. Graduates of such programs are typically termed technicians.

A technician is an employee whose job requires applied specialized knowledge and applied specialized skills. Job requirements normally include those manipulative skills necessary to perform the specialized tasks. Purdue University offers three, two-year programs in Richmond, leading to Associate of Science degrees. The programs and their curriculum abbreviations are:

- Computer Graphics Technology (CGT)
- Mechanical Engineering Technology (MET)
- Organizational Leadership and Supervision (OLS)

Please check with the Purdue University College of Technology office to obtain current program information.

To gain an associate degree from Purdue University, a student shall satisfy the following requirements:

- The completion, either by Purdue University coursework, as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree. Deans of colleges may refuse to accept as credit toward graduation any course that was completed 10 or more years previously. Former students shall be notified immediately of all such decisions upon reentering. Subtractions of courses required for graduation may be made by the dean of the college conferring the degree.

- Completion of coursework at a Purdue University location for at least two semesters and the enrollment in and completion of at least 32 credit hours of coursework required and approved for the completion of the degree. Students are normally expected to complete the entire second year with Purdue University; however, with the approval of the dean of the college concerned, students who have at least three semesters of resident study may complete up to 16 credit hours of the second year in another approved college or university. For the purpose of this rule, two summer sessions may be considered as equivalent to one semester.

- Registration, either while at one of Purdue University’s locations or in absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.

- A minimum graduation index of 2.00 shall be required for graduation. A student who has completed all other requirements for an associate degree, but has failed to meet the graduation index requirements may register for additional courses with the approval of an authorized representative of the dean of the college after a review of the student’s record. The additional courses that the student may take after meeting all degree requirements shall not exceed 10 credit hours. Credit in these additional courses must be established within three years of the date on which all degree requirements except the minimum graduation index were met. The student will be considered as having met the quality requirement for graduation if the student’s graduation index, including the above extra courses, meets the quality standard in effect at the time when all other graduation requirements were satisfied.

**Bachelor of Science (B.S.) Degree for Associate Degree Graduates**

A student who earns a Purdue University College of Technology A.S. degree can apply most or all of his/her earned credits toward the Purdue University College of Technology B.S. degrees in Organizational Leadership and Supervision or Industrial Technology. The associate degree signifies that the recipient is educated at that level and is job-ready. Thus, graduates may go directly into well paying jobs or may elect to continue their studies.

A student who wants to continue his or her formal education may be admitted to Richmond’s Organizational Leadership and Supervision or Industrial Technology baccalaureate programs or one of the other College of Technology baccalaureate programs available at various Purdue University campuses. Upon successfully completing the program, he or she is awarded a B.S. degree. This provides the background for increased job responsibility.

To gain a baccalaureate degree from Purdue University, a student shall satisfy the following requirements:

- The completion, either by coursework at one of the Purdue University locations as directed credit, or by credit accepted from another institution, of the plan of study underlying the degree. Deans of colleges may refuse to accept as credit toward graduation any course that was completed 10 or more years prior.
previously. Former students shall be notified immediately of all such decisions upon re-entering. Substitutions of courses required for graduation may be made by the dean of the college conferring the degree.

- Enrollment with Purdue University for at least two semesters and the enrollment in and completion of at least 32 credit hours of coursework required and approved for the completion of the degree. These courses are expected to be at least junior-level courses. Students are normally expected to complete the senior year with Purdue University; however, with the approval of the dean of the college concerned, a student who has had four semesters of study with Purdue may complete the last year or a portion of it at another college or university, provided that the number of hours of credit to be taken does not exceed 25 percent of the total hours required for the degree. The foregoing stipulations do not apply to students who earn credit elsewhere through a contract or arrangement entered into by the university or one of its academic units.

- Registration, either at one of Purdue University’s locations or in absentia, as a candidate for the desired degree during the semester (or summer session) immediately preceding its conferment.

- A minimum graduation index of 2.00 shall be required for graduation. A student who has completed all other requirements for a bachelor’s degree but has failed to meet the graduation index requirements may register for additional courses with the approval of an authorized representative of the dean of his/her school after a review of his/her record. The additional courses which the student may take after meeting all degree requirements shall not exceed 20 credit hours. Such a student may take in another approved college or university not more than nine of the 20 credit hours permitted, provided such courses are approved in advance in writing by an authorized representative of the dean of his/her college.

**Bachelor of Science in Industrial Technology, General Option**

The Industrial Technology (IT) program is designed to prepare students in both technical and management areas. Graduates are best suited for technical and/or managerial positions in business, industry, and government. Course work includes production planning, industrial ergonomics and safety, quality control and productivity, manufacturing facilities planning and material handling, automated manufacturing systems, automatic identification and data capture, and computer simulation.

A student may enter the B.S. in Industrial Technology program as a beginning or college transfer student. Graduates of Purdue University Associate of Science programs in MET, CGT, CIMT and IET can most easily apply their credits toward this technical B.S. degree.

Call the Purdue University College of Technology office at 765-973-8228 for more information.

**Degree Requirements**

- General Education (18 cr)
  - ENG-W131 Elementary Composition I (3 cr)
  - ENG-W132 Elementary Composition II (3 cr) OR
  - ENG-W234 Technical Report Writing (3 cr) OR
  - ENG-W231 Professional Writing Skills (3 cr)
  - SPCH-S121 Public Speaking (3 cr)
  - ECON-E103 Intro. to Microeconomics (3 cr) OR
  - ECON-E104 Intro. to Macroeconomics (3 cr)
  - Humanities/Social Science Elective* (3 cr)
  - 300+ Level Communication/Speech Elective* (3 cr)

- Mathematics (11 cr)
  - MATH-M125 Pre-Calculus Mathematics (3 cr)
  - MATH-M126 Trigonometric Functions (2 cr)
  - Math or Computing Selective (6 cr)

- Physical Science (11 cr)
  - PHYS-P201 General Physics I (5 cr)
  - Science Selective* (6 cr)

- Industrial Technology Core (24 cr)
  - IET-104 Industrial Organization (3 cr)
  - IT-114 Problem Solving in Manufacturing (3 cr)
  - IT 230 Elements of Distribution (3 cr)
  - OLS-331 Occupational Safety and Health (3 cr)
  - IT-342 Introduction to Statistical Quality (3 cr)
  - IT-385 Industrial Ergonomics (3 cr)
  - IT-442 Production Planning (3 cr)
  - IET-451 Monetary Analysis for Industrial Decisions (3 cr)

- Technical Core (18 cr)
  - CSCI A110 Introduction to Computers and Computing (3 cr)
  - MET-141 Materials I (3 cr)
  - ECET-214 Electricity Fundamentals (3 cr)
  - MET-242 Manufacturing Processes II (3 cr)
  - CGT-110 Computer Graphics Communications (3 cr)
  - CIMT-243 Automated Manufacturing I (3 cr) OR
  - CIMT-300 Applications Of Automation In Manufacturing (3 cr)
Bachelor of Science in Organizational Leadership and Supervision

Purdue University’s College of Technology offers associate and bachelor degrees, as well as a certificate, in Organizational Leadership and Supervision (OLS) in Richmond. All programs help students prepare for positions in supervision and human resource management. Manufacturing, government, hospitals, banking, transportation, and other business and service fields present career opportunities for graduates.

Historically, most of the students in these Richmond OLS programs have been employed and have enrolled part time. Program flexibility allows students to individualize their course selection by adapting coursework to their specific career goals.

A student may start this OLS program as a beginning college student, as a transfer student from another curriculum, or as the holder of a Purdue University Associate of Science in technology. Students supplement curriculum requirements with “technical” and “non-technical” electives tailoring programs to help prepare them for particular types of work or advancement in their present careers. Transfer students often bring course credit satisfying most of these elective requirements.

Because Purdue University recognizes that there are many different types of businesses and different supervisory/managerial needs, a student’s program is usually planned jointly by the individual and a Purdue University College of Technology academic advisor.

Call the Purdue University College of Technology office at 765-973-8228 for more information.

Degree Requirements

• Leadership Requirements (42 cr)
  OLS-252 Human Behavior in Organizations (3 cr)
  OLS-274 Applied Leadership (3 cr)
  OLS-284 Leadership Principles (3 cr)
  OLS-325 Meeting Management (3 cr) OR
  OLS-474 Conference Leadership (3 cr)
  OLS-345 Critical Thinking in Organizations (3 cr)
  OLS-376 Human Resource Issues (3 cr)
  OLS-386 Leadership for Organizational Change (3 cr)
  OLS-388 Leadership through Teams (3 cr)
  OLS-440 Leading with Integrity (3 cr) OR
  OLS-487 Leadership Philosophy (3 cr)
  OLS-450 Project Management for Organizational and Human Resource Development (3 cr)
  OLS-456 Leadership in a Global Environment (3 cr) OR
  OLS-454 Gender and Diversity in Management (3 cr)
  OLS-477 Conflict Management (3 cr)
  OLS-484 Leadership Strategies for Quality & Productivity (3 cr)
  OLS * Experiential Requirement (3 cr)

• Leadership Selectives
  (Select 9 credit hours of other available leadership courses, based on career objectives.)
  OLS-331 Occupational Safety and Health (3 cr)
  OLS-351 Innovation & Entrepreneurship (3 cr)
  OLS-362 Cooperative Education Program (2 cr)*
  OLS-364 Professional Development Program (3 cr)
  OLS-375 Training Methods (3 cr)
  OLS-378 Labor/Management Relations (3 cr)
  OLS-467 Supervised Practicum (3 cr)*
  OLS-476 Compensation Planning and Management (3 cr)
  OLS-479 Staffing Organizations (3 cr)
  OLS-488 Leadership for Lean Enterprise (3 cr)
  OLS-490 Individual Research Problems (3 cr)*
  OLS-491 Internship Program (1-3 cr)*
  OLS-574 Managerial Training and Development (3 cr)
  OLS-577 Organizational and Administration of Training and Development (3 cr)

*The following are Experiential Courses: OLS 362 Cooperative Education Program, OLS 467 Supervised Practicum, OLS 490 Individual Research Problems, OLS 491 Internship Program.

• General Requirements (47 cr)
  BUS-A201 Introduction to Financial Accounting (3 cr)
  ENG-W131 Elementary Composition I (3 cr)
  ENG-W234 Technical Writing (3 cr) OR
  ENG-231 Professional Writing Skills (3 cr)
  English Selective (3 cr)
  SPCH-S121 Public Speaking (3 cr)
  SPCH-S223 Business & Prof. Comm. (3 cr) OR
  200 + Level Speech/Communication Selective (3 cr)
ECON-E103 Intro. to Microeconomics (3 cr) OR ECON-E104 Intro. to Macroeconomics (3 cr)
PSY-P103 Elementary Psychology (3 cr)
SOC-S100 Introduction to Sociology (3 cr)
HIST History Selective (3 cr) OR
POLS Political Science Selective (3 cr)
MATH-M125 Pre-Calculus Mathematics (3 cr)
MATH-M126 Trigonometric Functions (2 cr)
IET 451 Monetary Analysis for Industrial Decisions OR
BUS-A202 Introduction to Managerial Accounting 3 cr)
MATH-K300 Elem. Statistical Methods I (3 cr) OR
IT-342 Introduction to Statistical Quality (3 cr)
Laboratory Science** (3 cr)
CSCI-A110 Introduction to Computers and Computing (3 cr)

• Technical Electives (15 cr)
  Technical Electives are courses that will enhance and improve a student’s career preparation. They are not necessarily “technical” in nature; they may be from any discipline that furthers career objectives.
  The program should have a unified framework and constitute a coherent educational experience. The student should work with his or her Purdue University College of Technology academic counselor to select technical electives that will together meet this requirement.

• Non-Technical Electives (10 cr)
  Non-technical electives may be selected from courses offered through the IU East departments of:
  anthropology
  art
  communication
  English
  foreign languages
  science
  history
  music
  philosophy
  political science
  psychology
  sociology
  theater
  Others may also apply; consult the Purdue University College of Technology academic counselor.

TOTAL CREDIT HOURS: 123

Note: A concentrated-study certificate is also available in the OLS field. See “Organizational Leadership” under Purdue’s Certificate Offerings.

Associate of Science in Organizational Leadership and Supervision

This Purdue University OLS program is designed for individuals who want to improve their first-line supervisory and managerial skills, as well as their general education base. Because Purdue University recognizes that there are many different types of businesses and different supervisory and managerial needs, a student’s program is usually planned jointly by the individual and a Purdue academic advisor.

Graduates of the Associate of Science program are eligible to continue toward a Bachelor of Science degree in Organizational Leadership and Supervision. Call the Purdue University College of Technology office at 765-973-8228 for more information.

Degree Requirements

• Leadership Requirements (15 cr)
  OLS-252 Human Behavior in Organiz. (3 cr)
  OLS-274 Applied Leadership (3 cr)
  OLS-284 Leadership Principles (3 cr)
  OLS-386 Leadership for Organizational Change (3 cr)
  OLS-388 Leadership through Teams (3 cr)

• Leadership Selectives
  (Select 9 credit hours of other available leadership courses, based on career objectives.)
  OLS 325 Meeting Management (3 cr)
  OLS 331 Occupational Safety and Health (3 cr)
  OLS 345 Critical Thinking in Organizations (3 cr)
  OLS 351 Innovation & Entrepreneurship (3 cr)
  OLS 364 Professional Development Program (3 cr)
  OLS 375 Training Methods (3 cr)
  OLS 376 Human Resource Issues (3 cr)
  OLS 440 Leading with Integrity (3 cr)
  OLS 450 Project Management for Organizational and Human Resource Development (3 cr)
  OLS 454 Gender and Diversity in Management (3 cr)
  OLS 456 Leadership in a Global Environment (3 cr)
  OLS 474 Conference Leadership
  OLS 476 Compensation Planning & Management (3 cr)
  OLS 477 Conflict Management (3 cr)
  OLS 479 Staffing Organizations (3 cr)
  OLS 484 Leadership Strategies for Quality and Productivity (3 cr)
  OLS 487 Leadership Philosophy (3 cr)
  OLS 488 Leadership for Lean Enterprise (3 cr)

** Consult the Purdue University College of Technology academic counselor for specific course options to meet this requirement.
OLS 577 Organization and Administration of Training and Development (3 cr)

• General Requirements (21 cr)
  ENG W131 Elementary Composition I (3 cr)
  SPCH S121 Public Speaking (3 cr)
  PSY P103 Elementary Psychology (3 cr)
  SOC S100 Introduction to Sociology (3 cr)
  MATH M125 Pre-calculus Mathematics (3 cr)
  MATH K300 Elem. Statistical Methods I (3 cr) OR
  IT 342 Introduction to Statistical Quality (3 cr)
  CSCI A110 Introduction to Computers and Computing (3 cr)

• Technical Electives (12 cr)
  Technical Electives are courses that will enhance and improve a student’s career preparation. They are not necessarily “technical” in nature; they may be from any discipline that furthers career objectives. The program should have a unified framework and constitute a coherent educational experience. The student should work with his or her Purdue University College of Technology academic counselor to select technical electives that will together meet this requirement.

• Non-Technical Electives (6 cr)
  Non-technical electives may be selected from courses offered through the IU East departments of:
  - anthropology
  - art
  - communication
  - English
  - foreign languages
  - science
  - history
  - music
  - philosophy
  - political science
  - psychology
  - sociology
  - theater
  Others may also apply; consult the Purdue University College of Technology academic counselor.

TOTAL CREDIT HOURS: 63

Note: A concentrated-study certificate is also available in the OLS field. See Organizational Leadership under Purdue’s Certificate Offerings.

**Associate of Science in Computer Graphics Technology**

The information age has arrived with the main stream adoption of computer graphics and digital technology throughout business and industry. The seemingly limitless applications of computer graphics are creating the need for individuals who are both highly skilled in the technology of computer graphics and broadly educated in related interdisciplinary skills; technical problem solving, graphic database management, applied graphic programming skills, graphic design, interactive media design and development, 2D and 3D modeling and animation and motion based computer graphics.

Purdue University’s Computer Graphics Technology (CGT) program prepares visually oriented students who are interested in creating and managing the production of computer graphics for a wide range of industry. Students work in computer labs developing their graphics skills, techniques, concepts, and management ability through individual and team-based projects.

The associate degree (A.S.) program in Computer Graphics Technology is designed to prepare students both for employment as graphics technicians and for advanced study toward Purdue’s Bachelor of Science (B.S.) degree. Purdue’s A.S. graduates work as graphics practitioners to produce engineering drawings, technical manuals, multimedia products, technical illustrations, and Web pages. A graphics technician can expect employment in manufacturing, service, and information industries as CAD drafters, illustrators, page layout/designers, and multimedia producers.

After completing the A.S. degree program, students can continue their studies toward a baccalaureate degree in Organizational Leadership and Supervision at Richmond or in Computer Graphics Technology at other campuses. Call the Purdue University College of Technology office at 765-973-8228 for more information.

**Degree Requirements**

- Technical Core (36 cr)
  - CGT-101 Introduction to Computer Graphics Technology** (3 cr)
  - CGT-111 Designing for Visualization and Communication** (3 cr)
  - CGT-112 Sketching for Visualization and Communication** (3 cr)
  - CGT-116 Geometric Modeling for Visualization and Communication** (3 cr)
  - CGT-141 Internet Foundations, Technology and Development** (3 cr)
  - CGT-211 Raster Imaging for Applied Computer Graphics** (3 cr)
  - CGT-216 Vector Imaging for Applied Computer Graphics** (3 cr)
CGT-241 Introduction to Animation and Spatial Graphics** (3 cr)
CGT-340 Digital Lighting and Rendering** (3 cr)
CGT-353 Principles of Interactive & Dynamic Media** (3 cr)
CPT-175 Visual Programming** (3 cr)
CPT-267 Introduction to C++** (3 cr)

- General Requirements (12 cr)
  ENG-W131 Elementary Composition I (3 cr)
  SPCH-S121 Public Speaking (3 cr)
  ECON-E103 Intro. to Microeconomics (3 cr)
  OR
  ECON-E104 Intro. to Macroeconomics (3 cr)
  PSY-P103 General Psychology (3 cr)

- Math/Science Requirements (16 cr hrs)
  MATH-M125 Pre-Calculus Mathematics (3 cr)
  MATH-M126 Trigonometric Functions (2 cr)
  PHYS-P201 General Physics I (5 cr)
  Science Selective* (3 cr)
  MA-221 Calculus for Technology I* (3 cr)
  OR
  Mathematics or Laboratory Science Elective* (3 cr)

TOTAL CREDIT HOURS: 64

* Consult the Purdue University College of Technology academic counselor for specific course options to meet this requirement.

** A grade of “C” or better is required in this course, if used to meet the A.S. (or B.S.) CGT degree requirements.

Associate of Science in Mechanical Engineering Technology

Mechanical Engineering Technology (MET) deals with the generation, transmission, and utilization of mechanical and fluid energy and the design and production of tools, machines, and their products.

The MET program is intended to prepare specialists in the development of machines and products, in production processes, in the installation and maintenance of machines, and in solving repetitive engineering problems.

MET graduates typically accept jobs as engineering technicians, engineering aides, plant maintenance personnel, layout staff, production assistants, and technical salespeople. With additional experience, promotion to positions such as industrial supervisors, machine and tool designers, technical buyers, production expediters, and cost estimators is possible.

Graduates may continue university coursework toward a Bachelor of Science degree in Organizational Leadership and Supervision locally or in Mechanical Engineering Technology at another campus. Call the Purdue University College of Technology office at 765-973-8228 for more information.

Degree Requirements

- Technical Speciality (38 cr)
  CGT-110 Technical Graphics Communications (3 cr)
  MET-102 Production Design and Specifications (3 cr)
  MET-111 Applied Statics (3 cr)
  MET-141 Materials I (3 cr)
  MET-142 Manufacturing Processes I (3 cr)
  MET-162 Computational Analysis in MET (1 cr)
  ECET-214 Electricity Fundamentals (3 cr)
  MET-211 Applied Strength of Materials (4 cr)
  MET-213 Dynamics (3 cr)
  MET-214 Machine Elements (3 cr)
  MET-220 Heat/Power (3 cr)
  MET-230 Fluid Power (3 cr)
  MET-242 Manufacturing Processes II (3 cr)

- General Requirements (9 cr)
  ENG-W131 Elementary Composition I (3 cr)
  SPCH-S121 Public Speaking (3 cr)
  Humanities or Social Science Elective** (3 cr)

- Math/Science Requirements (18 cr)
  MATH-M125 Pre-Calculus Mathematics (3 cr)
  MATH-M126 Trigonometric Functions (2 cr)
  PHYS-P201 General Physics I (5 cr)
  PHYS-P202 General Physics II (5 cr)

TOTAL CREDIT HOURS: 65

** Consult the Purdue University College of Technology academic counselor for specific course options to meet this requirement.

Purdue Certificate Offerings in Technology and Leadership

The following certificates are offered in Richmond through Purdue University’s College of Technology:

- Industrial Technology
- Organizational Leadership

These certificate programs allow the individual to concentrate on a specified area of study and gain recognition for the acquired knowledge/skill. Certificate programs are offered with the following groups of students in mind:
1. those individuals who wish to concentrate only on a specific area, rather than pursue a broader-based Associate of Science degree,

2. employed persons who need to update their skills for present job requirements, and may want to pursue an associate degree later, and

3. those individuals wishing to gain a technical skill for employment entry, or more suitable employment, and who may pursue an associate degree later.

Content  These programs of instruction draw heavily upon the latest and most practical problem-solving and decision-making techniques available.

Emphasis  The curriculum culminates in the awarding of a certificate in the specialty field.

Scope  The instructional material for each certificate is oriented toward the specialist who desires either to acquire or upgrade knowledge/skills in a specific area of concentration. See course descriptions for any prerequisites.

Admission  Criteria for admission may vary depending upon the particular certificate program. Consult the Purdue University College of Technology office at 765-973-8228 for the specific requirements.

Continuing Opportunity  Many or all of the course requirements for these certificates can be applied toward a Purdue College of Technology associate degree or a baccalaureate degree. Consult the Purdue University College of Technology academic counselor for details.

Certificate in Industrial Technology

•  Certificate Requirements

PHASE I—FOUNDATION (13 cr)
MATH-M125 Pre-Calculus Mathematics (3 cr)
MATH-M126 Trigonometric Functions (2 cr)
PHYS-P201 General Physics I (5 cr)
IET-104 Industrial Organization (3 cr)

PHASE II—BROADENING (9 cr)
CSCI A-110 Introduction to Computers and Computing (3 cr)
IT-114 Problem Solving in Manufacturing (3 cr)
OLS-331 Occupational Safety and Health (3 cr)

PHASE III—SPECIALIZATION (9 cr)
Each student completes both courses in his/her area of specialization, plus one course from any other area of specialization.

Work Design
IT-385 Industrial Ergonomics (3 cr)
IT-490 Work Methods and Measurements (3 cr)

Industrial Distribution and Warehouse Management
IT-230 Elements of Distribution (3 cr)
IT-332 Warehouse Management and Inventory Control (3 cr)

Maintenance Management
IT-342 Introduction to Statistical Quality (3 cr)
IT-381 Total Productive Maintenance (3 cr)

TOTAL CREDIT HOURS: 31

Certificate in Organizational Leadership

•  Certificate Requirements

PHASE I—CORE (18 cr)
ENG-W131 Elem. Composition I (3 cr)
OLS-252 Human Behavior in Organiz. (3 cr)
OLS-274 Applied Leadership (3 cr)
OLS-284 Leadership Principles (3 cr)
OLS-386 Leadership for Organizational Change (3 cr)
OLS-388 Leadership through Teams (3 cr)

PHASE II—SPECIALTY (Select 9 cr)
OLS-331 Occupational Safety and Health (3 cr)
OLS-345 Critical Thinking in Organizations (3 cr)
OLS-375 Training Methods (3 cr)
OLS-376 Human Resource Issues (3 cr)
OLS-378 Labor/Management Relations (3 cr)
OLS-440 Leading with Integrity (3 cr)
OLS-450 Project Management for Organizational and Human Resource Development
OLS-456 Leadership in a Global Environment (3 cr)
OLS-477 Conflict Management (3 cr)

TOTAL CREDIT HOURS: 27
Course Descriptions
The abbreviation “P” refers to the course prerequisite or prerequisites. The number of hours of credit given a course is indicated in parentheses following the course title. The abbreviation “R” refers to requirements that are suggested as desirable prior to enrollment, but are not necessary for enrollment. The abbreviation “C” is used for a corequisite course. Consent of the instructor is an implicit prerequisite.

**Anatomy (ANAT)**

A215 Basic Human Anatomy (5 cr.) (NSM) Structure of cells, tissues, organs, and systems and their relationship to function. Designed for pre-professional students in dental hygiene, radiography, and other allied health sciences. Lab fee required. *Offered spring semesters.*

**Anatomy and Physiology (PHSL)**

P215 Basic Human Physiology (5 cr.) (NSM) Functional aspects of cells, tissues, organs, and systems in humans. Designed for pre-professional students in dental hygiene, radiography, and other allied health sciences. Meets requirement for completing required course work in anatomy and physiology for pre-nursing students who transfer to IU East with at least 5 credit hours of human anatomy and physiology from an approved school. Lab fee required. *Offered fall semesters.*

P261 Human Anatomy and Physiology I (5 cr.) (NSM) P: L107. Introduction to basic structure and function of the human body including laboratory studies in gross anatomy, histology, and physiology. Topics include cellular anatomy and physiology, integumentary, skeletal, muscular, and nervous systems. Lab fee required. *Offered fall and spring semesters.*

P262 Human Anatomy and Physiology II (5 cr.) (NSM) P: P261. Continuation of P261. Topics include: endocrine, circulatory, respiratory, urinary, digestive, and reproductive systems; fluid and electrolyte balance and acid-base balance. Lab fee required. *Offered fall and spring semesters.*

**Anthropology (ANTH)**

A103 Human Origins and Prehistory (3 cr.) (BSS) The biological evolution and archaeological history of the human species through Stone and Metal Ages. *Offered spring semester.*

A104 Culture and Society (3 cr.) (BSS) Introduction to the comparative study of human cultures and social processes that influence behavior. *Offered fall, spring, and summer I semesters.*

A150 Freshman Seminar in Anthropology: Topics (3 cr.) (BSS) Introduction to the study of anthropology through the applicability of anthropological theory and method to specific social and cultural issues. May be repeated twice with different topics. *Offered alternate years.*

A400 Undergraduate Seminar in Anthropology (3 cr.) (BSS) Seminar in various anthropology topics that are not covered by other anthropology courses, excluding ethnography and ethnology. *Offered spring semester.*

A495 Independent Studies in Anthropology (1-4 cr.) (BSS) P: authorization of the instructor. A supervised, in-depth examination through individual research on a particular topic selected and conducted by the student in consultation with an anthropology faculty member.

A305 Museum Methods (3 cr.) Introduction to general principles, goals, and objectives of museum practice. Museum history, administrative organization, physical plant design, restoration, acquisition, exhibit, and educational programs. *Offered fall semesters. Offered 2005 and every third summer.*
E300 Culture Areas and Ethnic Groups (3 cr.) (BSS) P: A103, A104, E320 or consent of instructor. Survey of world cultures and ethnic groups, selected topic areas.


E320 Indians of North America (3 cr.) (BSS) P: A104 or consent of the instructor. Ethnographic survey of culture areas from Arctic to Panama plus cross-cultural analysis of interrelations of culture, geographical environment, and language families. Offered fall semesters, alternating years.

P210 Life in the Stone Age (3 cr.) (BSS) Examination of the major developments in the Stone Age, emphasizing technological innovations, changes in subsistence patterns, and geographic and ecological expansions of human populations. The course will consist of weekly lectures and a laboratory practicum where students will learn to make and use stone tools.

P301 Archaeological Methods and Analyses (3 cr.) (BSS) P: P200 or consent of the instructor. Laboratory analysis of archaeological materials (classification, description, quantification) within a framework of answering specific questions about past human behavior and activities: chronology, subsistence, seasonality, tool functions. Credit not given for both P400 and P301.

P360 Archeology of North America (3 cr.) (BSS) Introduction to antiquity of the American Indian, principal culture areas, and field methods and techniques incidental to recovery of archaeological data and material. Offered spring semesters.

P405 Fieldwork in Archaeology (1-8 cr.) (BSS) Archaeological work directed toward field techniques: excavation and preservation of materials, surveying, photography, and cataloguing. One credit hour per full week of fieldwork. Offered summer 1 or as arranged.

Astronomy (AST)
A100 The Solar System (3 cr.) (NSM) Celestial sphere and constellations, measurement of time, astronomical instruments, earth as a planet, moon, eclipses, planets and their satellites, comets, meteors, theories of origin of solar system. Offered fall semesters, evening only.

A105 Stellar Astronomy (3 cr.) (NSM) The sun as a star, physical properties of stars, principles of spectroscopy as applied to astronomy, double stars, variable stars, star clusters, gaseous nebulae, stellar motions, and distribution. Milky Way system, external galaxies, expanding universe, cosmic time scale. Prior completion of A100 preferred. Offered spring semesters, evening only.

Behavioral and Social Sciences (BSS)
BSS B130 Introduction to Behavioral and Social Sciences (3 cr.) Introduction to disciplines that strive to understand human beings as social entities, will learn to consider humans from multiple perspectives, and understand research methodologies important for answering behavioral and social sciences questions. Offered every semester.

BSS B490 Senior Seminar (3 cr.) (BSS) P: Senior standing and permission of instructor. Designed to bring together an interplay of ideas gained through the Behavioral and Social Sciences. You will debate and discuss the different perspectives and approaches of the Behavioral and Social Sciences to current issues and problems. Generally offered every semester.

Biology (BIOL)
B351 Fungi (3 cr.) (NSM) P: L107. Morphology, life histories, classification, genetics, physiology, development, ecology, medical and economic importance of fungi. This course is designed for biology majors, to fulfill a science distribution, or for individuals interested in fungi. Offered periodically.

B364 Summer Flowering Plants (3 cr.) (NSM) P: L107 or Q201. A study of the classification and evolutionary relationships of plant families for those desiring a broad, practical knowledge of common, wild and cultivated plants. Offered summer 2005 and every third summer.
L100 Humans and the Biological World (3 cr.) (NSM) Principles of biological organization, from molecules through cells and organisms to populations. Emphasis on processes common to all organisms, with special reference to humans. Lecture only. Credit given for only one of the following: L100, L104, L107 or Q201. Offered periodically.

L104 Introductory Biology Lectures (3 cr.) (NSM) An introduction to living organisms. Designed for nonscientists with no background in biology. Not open to pre-professional students. Primary emphasis may vary with the instructor. Enrollment limited to freshmen and sophomores. Lecture only. Credit given for only one of the following: L100, L104, L107 or Q201. Offered periodically.

L107 Biological Concepts (5 cr.) (NSM) P: Proficiency in introductory algebra. Introduction to critical thinking and basic concepts in biology. Topics include chemical basis for life, the study of cell structure and function, genetics, and ecology. This course is a prerequisite for upper-level biology courses. Lab fee required. Credit given for only one of the following: L100, L104, L107 or Q201. Offered fall, spring, and summer semesters.

L108 Environment and Life (3 cr.) (NSM) Consideration of the interactions between humans and the other biological and physical components of the environment. Topics include ecological principles, biosphere, pollution, population, natural resources, conservation, toxicity and disease. Lecture only. Offered fall, spring, and summer semesters.

L150 Biology Freshman Seminar (1-3 cr.) (NSM) An exploration of a topic of current biological interest. Topics may vary with instructor. Open to non-science majors. Offered periodically.

L201 Ecological Principles (4 cr.) (NSM) P: L107. A course in the basic principles of ecology and their application. Students will study techniques used to evaluate habitat. Lab fee required. Offered fall semesters.

L205 Biological Field Techniques (3 cr.) P: L107; R: L201. A course designed to acquaint you with various methods employed in field studies. Includes sampling, collection, and identification techniques for plants, animals, and microorganisms. Lab fee required. Not distribution satisfying. Offered periodically in summer.

L211 Molecular Biology (3 cr.) (NSM) P: L107. Structure and function of DNA and RNA. Topics include DNA replication, mutation, repair and gene expression, transcription, and translation. Introduces bacteriophages, plasmids, and the technology of recombinant DNA. Offered periodically.

L303 Field Biology (3 cr.) P: L107; R: L201. A course designed to acquaint you with the living organisms of an area and their interactions with the physical environment. The class will consist primarily of a period of intensive, extended field study in an area remote from the local campus. Orientation and evaluation sessions will be held prior to and following the field experience. Not distribution satisfying. May be repeated once for credit. Offered periodically in summer.

L314 Genetics (4 cr.) (NSM) P: L107 and one year of college chemistry. Basic principles of classical, population, and molecular genetics with emphasis on gene transmission and expression, linkage and crossing-over, the nature of the hereditary material, and gene action and regulation. Attention to human and applied genetics. Lab fee required. Credit not given for both L314 and L364. Offered spring semester 2006 and alternate years.

L315 Cell Biology (4 cr.) (NSM) P: L107 and one year of college chemistry. An introduction to the biology of the cell including the nature of the organization of the cell, enzyme function, cell environment, and cellular communication, membrane structure and function, cell metabolism, and the normal functions of cells. Lab fee required. Credit not given for both L315 and L267. Offered fall semester 2005 and alternate falls.

L318 Evolution (3 cr.) (NSM) P: L107. Provides a rigorous exploration of the theory of evolution – the conceptual core of biology. Topics include origins and history of life; the interplay of heredity and environment in shaping adaptation; molecular, behavioral, and social evolution; patterns of speciation, extinction, and their consequences; methods for inferring evolutionary relationships among organisms. Offered spring 2006 and alternate springs.
L321 Principles of Immunology (3 cr.) (NSM) P: L107 and one semester of college chemistry. An introductory survey of the basic principles of immunology and their practical applications. Offered periodically.

L333 Introduction to Environmental Science (3 cr.) P: Junior standing; An introductory course in biology, and an introductory course in either chemistry or geology. Study of the basic biological, chemical and geological principles that relate to current environmental issues with emphasis on mankind's impact. Topics include ecological principles, population, resources, pollution and regulation. Offered spring 2006 and alternate springs.

L340 Biological Sex Roles (3 cr.) Biological mechanisms underlying sex differences in physiology, behavior and evolution of sex roles. Emphasis is on the origin, implications, or general patterns of sex-related function across a variety of types of organisms, with special attention to the higher vertebrates. Offered fall 2005 and periodically thereafter.

L376 Biology of Birds (3 cr.) (NSM) Avian systematics, distribution, evolution, ecology, and behavior. Emphasis on identification, communication, and reproductive behavior. Field trips will concentrate on interpretation of behavior and research methods. Lab fee required. Offered 2007 and every third summer.

L391 Special Topics in Biology (1-3 cr.) P: Consent of instructor. Study and analysis of selected biological issues and problems. Topics vary from semester to semester. May be repeated with change in topics. Offered periodically.

L403 Biology Seminar (1-3 cr.) Individual presentations of topics of current importance. May be repeated with change in topics for a maximum of four semesters. Not distribution satisfying. Offered periodically.

L452 Capstone in Biology (0 cr.) P: Junior or senior standing with a minimum of 20 credit hours in science and math. An integrative experience for biology majors. Most students will complete a department administered comprehensive exam, although other options are possible with permission of the department capstone committee. Offered every semester.

L490 Individual Study (cr. arr.—12 cr. maximum) P: Must have written permission of faculty member supervising research. Not distribution satisfying.

L498 Internship in Professional Practice (1 to 6 cr.) P: Sophomore standing and L107 or equivalent; consent of instructor. Designed to provide an opportunity for students to receive credit for selected career-related work. Evaluation by employer and faculty sponsor on a satisfactory/non-satisfactory basis. Not distribution satisfying. Offered periodically.

M310 Microbiology (3 cr.) P: L107 and one semester of college chemistry; M315 concurrently. Application of fundamental biological principles to the study of microorganisms. Significance of microorganisms to humans and their environment. Offered fall 2007 and alternate falls.

M315 Microbiology Laboratory (2 cr.) P: M310 concurrently. Exercises and demonstrations to yield proficiency in principles and techniques of cultivation and utilization of microorganisms under aseptic conditions. Offered fall 2007 and alternate falls.

N212 Human Biology (2 cr.) (NSM) Not open to Biology majors. Study of structure and function of the human body providing a solid foundation in anatomy and physiology. Offered spring semester.

N213 Human Biology Laboratory (1 cr.) (NSM) P or C: N212. Accompanying laboratory for N212. Lab fee required. Offered spring semester.

Q201 Biological Science for Elementary Teachers (4 cr.) P: Q200. An introduction to the principles of biology designed especially for prospective elementary education teachers. All major areas of biology will be considered, with emphasis on relationship of organisms to their environment. Includes topics commonly taught in elementary schools. Lab fee required. Not distribution satisfying. Offered spring semesters.
Z468 Limnology (4 cr.) R: An introductory biology course and general chemistry. A study of freshwater environments: their physical and chemical processes and the forms of life that inhabit them. Offered summer 2006 and every third summer.

Business (BUS)

Accounting

A201 Introduction to Accounting I (3 cr.) Concepts and issues of financial reporting for business entities: analysis and recording of economic transactions.

A202 Introduction to Accounting II (3 cr.) P: A201. Concepts and issues of management accounting, budgeting, cost determination and analysis.


A312 Intermediate Accounting Problems (3 cr.) P: A201. Application of intermediate accounting theory to problems of accounting for economic activities.


A328 Income Tax (3 cr.) P: A201 or consent of instructor. Internal Revenue Code and Regulations. Emphasis on the philosophy of taxation, including income concepts, exclusion from income, deduction, and credits.

A335 Fund Accounting (3 cr.) P: A311, A312. Financial management and accounting for nonprofit-seeking entities such as municipal and federal government, schools and hospitals.

A337 Accounting Information Systems (3 cr.) P: A311, A312. Analysis and design of accounting information systems. Discussion of tools of systems analysis, computer-based systems, and internal controls and applications. Use of a microcomputer application.

A339 Advanced Income Tax (3 cr.) P: A328. Internal Revenue Code and Regulations; advanced aspects of income, deduction, exclusions, and credits, especially as applied to tax problems of partnerships and corporations.

A380 Internship in Accounting (3 cr.) Semester practicum in accounting.

A422 Advanced Financial Accounting I (3 cr.) P: A311, A312. Generally accepted accounting principles as applied to partnerships, joint ventures, special sales arrangements; cash flow and forecasting; presentation and interpretation of financial data; price-level problems and insolvency and liquidation.

A424 Auditing (3 cr.) P: A422, A325, A337. Public accounting organization and operation; review of internal control including EDP systems, verification of balance sheet and operating accounts; the auditor's opinion.

A437 Advanced Managerial Accounting (3 cr.) P: A325. Continuation of A325 with emphasis on the use of quantitative methods in management accounting and the behavioral implications of budgeting and management reporting.

A490 Independent Study in Accounting (cr. arr.) P: Consent of instructor.

J401 Administrative Policy (3 cr.) P: F301, M301, P301. Administration of business organizations: policy formulation, organization, methods, and executive control. This is a capstone course for the business program. The course consists of reports on cases concerning the history and politics of major corporations. Course open to seniors only.
J404 Business and Society (3 cr.) Major ethical theories are examined in order to provide a basis for analyzing ethical behavior in the business environment. Issues such as economic competition, discriminatory practices, manipulation of power, environmental conservation, technology, stakeholders relations and organizational and societal cultures are investigated.

Law

L203 Commercial Law I (3 cr.) Law of business organizations and their liabilities. For accounting majors and others intending to take L303 in order to attain a rather broad and detailed knowledge of commercial law.

L303 Commercial Law II (3 cr.) P: L203 Law of ownership, forms of business organization, commercial paper, and secured transactions. For accounting majors and others desiring a rather broad and detailed knowledge of commercial law.

L405 The Corporation in America Today (3 cr.) A discussion course focusing upon proposals for making business corporations more responsive to the needs of society and including study of the law applicable to corporations and their directors, officers, and employees. Involves student research and team exercises.

L406 Employment Problems and the Law (3 cr.) Current legal problems in the area of employment. Topics include: race and sex discrimination; terminations in federal, state, and unionized jobs; impact of the U.S. Constitution; and civil rights legislation.

D301 International Business Environment (3 cr.) P: Junior standing. The national and international environmental aspects of international business. Examines the cultural, political, economic, systemic, legal-regulatory, trade, and financial environments and how they affect the international business activities of firms in the United States and in selected other countries.

P301 Operations Management (3 cr.) P: Junior standing. Role of production in a business enterprise; basic types of production processes used in industry. Emphasis on application of economic principles and analytical techniques to decisions made by operations managers of any business. Supply, facility layout, and planning are also included.

P480 Professional Practice in Operations Management (3-6 cr.) P: Junior or senior standing with a concentration in operations management and decision technologies, as well as consent of department chairperson. Provides work experience in cooperating firm or agency. Comprehensive written report required. Grades of A, S, or F assigned by faculty.

W100 Business Administration: Introduction (3 cr.) Business administration from standpoint of manager of a business firm operating in the contemporary economic, political, social, and international environment. Offered every semester.


W430 Organizational Change (3 cr.) P: Junior standing. Analysis and development of organizational theories with emphasis on environmental dependencies, sociotechnical systems, structural design, and control of the performance of complex systems. Issues in organizational change, such as appropriateness of intervention strategies.

X410 Business Career Planning and Placement (1 cr.) Obtaining positions consistent with career goals. Career planning, organized employment campaign, job application methods, interviewing, and initial conduct on the job.

Z301 Organizational Behavior (3 cr.) P: Junior standing. Nature of human behavior in organizations as a function of the individual, the groups within which one interacts, and the organizational setting. Emphasis on applications of behavioral science concepts and findings to individual behavior and organizational performance.

Z441 Wage and Salary Administration (3 cr.) P: W301 or Z301. Survey of problems faced by modern managers of compensation systems. In-depth look at the role of company, government, union, and employee in the design and administration of total compensation systems. A description of the type of wage and salary systems currently in use, their advantages and disadvantages and extent of current use.

Finance

F260 Personal Finance (3 cr.) Financial problems encountered in managing individual affairs; family budgeting, installment buying, insurance, home ownership, and investing in securities.

F301 Financial Management (3 cr.) P: Junior standing. Conceptual framework of the firm’s investment financing and dividend decisions; includes working capital management, capital budgeting, and capital structure strategies.


F303 Intermediate Finance (3) P: F301. Rigorous treatment of core concepts of finance for all students with a concentration in finance. Develop the skills for portfolio optimization, pricing of equity, examining derivatives and fixed income, analyzing market efficiency, and understanding the basis of corporate financial policy. Serves as a foundation for all 400-level finance electives.

F420 Investment (3 cr.) P: F301. Conceptual and analytical frameworks for formulating investment policies, analyzing securities, and construction portfolio strategies for individuals and institutions.

F446 The Management of Commercial Banks and Other Financial Institutions (3 cr.) P: F301. The economic role of financial intermediaries, with an emphasis on commercial banks. The evolution of markets in which banks and other financial intermediaries operate. The regulation of commercial banks and other financial institutions.

F480 Professional Practice in Finance (3-6 cr.) P: F301, junior or senior standing in major area, and consent of instructor. Work experience is offered in cooperating firms and agencies. Comprehensive written report required. Grades of A, S, or F are assigned by faculty.

F494 International Finance (3 cr.) P: F301. Financial management of foreign operations of the firm; financial constraints of the international environment and their effect on standard concepts of financial management; and the study of international currency flows, forward cover, and banking practices.

G300 Managerial Economics (3 cr.) P: Junior standing. Microeconomic analysis and its applications to business decision making. Includes topics of demand and consumer behavior, production and costs, theory of firms and public policy toward business. Focuses on the applied aspects of microeconomics. Credit given for only one: G300 or E321.

Marketing

M301 Introduction to Marketing Management (3 cr.) Junior standing. Overview of marketing for all undergraduates. Market planning and decision-making examined from firm’s and consumer’s point of view; marketing concept and its company-wide implications; integration of marketing with other functions. Market structure and behavior and their relationship to marketing strategy. International component of Marketing examined.
M303 Marketing Research (3 cr.) P: E270, M301. Research methods and purposes examined in detail. Course includes a practical experience in research from formulation to presentation of issues.

M325 Selling (3 cr.) P: M301. The role of selling in the economy, in the organization, and in marketing management. Selling as a profession. The dynamics of salesperson-customer interaction. Skills, techniques, and strategies of selling.

M401 International Marketing (3 cr.) P: BUS M301. Surveys the strategic marketing planning factors facing domestic marketing managers operating in the multinational environment. Focuses on the importance of cultural dynamics and legal, political, geographic, and environmental factors. Identifies characteristics of markets in various stages of development. Contrasts domestic product, pricing, promotion, and distribution policies with those practiced by international marketers. Provides a foundation for students interested in exploring international opportunities.

M407 Business to Business Marketing (3 cr.) P: M301. Problems, activities, and decision methods involved in the marketing of goods and services by business to business. Demand estimation, pricing, promotion distribution systems, and roles of nonconsumer buyers.

M415 Advertising and Promotional Management (3 cr.) P: M301 or consent of instructor. Basic advertising and sales promotion concepts. The design, management, and integration of a firm’s promotion strategy. Public policy aspects and the role of advertising in marketing communications in different cultures. Practical skills in public advertising included to provide implementation of theories.

M480 Professional Practice in Marketing (3-6 cr.) P: Consent of instructor. Supervised individual study and research in special field of interest. Written report required.

MIS
BUS S310 Systems Analysis and Design (3 cr.) P: Junior standing. Analysis of an organization and the subsequent design of computer systems to meet business requirements. Systems development life cycle and alternative methodologies. Phases of information system design from planning through the specification of structured system requirements in functional form, emphasizing methods, techniques, and tools used to determine information requirements and to document these requirements in a thorough and unambiguous form. Introduction to computer-aided software engineering (CASE) technology. Students learn the discipline of systems analysis and logical design through a hypothetical case situation.

BUS S430 Electronic Commerce Strategic Analysis (3 cr.) P: MIS I300. An overview of electronic commerce applications in the retail, manufacturing, government, and health sectors. Applications will illustrate business-to-consumer, business-to-business, and intra-organizational electronic commerce in physical as well as digital products. Different business models underlying these electronic commerce applications will be highlighted and discussed from both operational and strategic perspectives.


I340 Database Management (3 cr.) P: I300 and either CSCI C243 or C343. Theory and principles of data management and database management systems. Relational DBMS, Structured Query Languages, system development and programming techniques.

I380 Data Communications in MIS (3 cr.) P: I300. Various communications media, protocols and standards used for integrating information among applications and offices including: cabling systems, local-area networks, wide-area networks, file servers, client-based systems, and multi-user systems. Evaluation and selection of hardware and software. Skills, tools, and techniques for managing a networked integrated environment.
I490 Trends in MIS (1-4 cr.) (variable title and variable credit) P: Senior standing in MIS major or equivalent. Topics course whose contents and credits will vary upon each offering.

Chemistry (CHEM)
C100 The World of Chemistry (3 cr.) (NSM) For non-science majors, the chemistry of everyday life—fuels, plastics, drugs, water, air, and living systems. Lectures illustrated by demonstrations, films, and molecular models. Readings including articles from current newspapers and magazines. Credit given for only one of the following: C100, C101, C105, or S105. Offered spring semesters.

C105 Principles of Chemistry I (3 cr.) (NSM) P: Two years of high school algebra or M014 and one year of high school chemistry. Must be taken concurrently with C125. Basic principles including stoichiometry, thermochromy, atomic and molecular structure, gases, solutions, and selected topics in descriptive chemistry. Credit given for only one of the following: C100, C101, C105, or S105. Offered every fall.

C106 Principles of Chemistry II (3 cr.) (NSM) P: C105, C125. Must be taken concurrently with C126. Chemical equilibria, with emphasis on acids, bases, solubility, and electrochemistry, elementary thermodynamics, chemical kinetics, and selected topics in descriptive chemistry. Credit given for only one of the following: C106 or C102 or S106. Offered every spring.


C125 Experimental Chemistry I (2 cr.) (NSM) P: Must be taken concurrently with C105. Introduction to laboratory experimentation with emphasis on the collection and use of experimental data, some properties of solutions, stoichiometry, thermochemistry, and synthesis. Lab fee required. Credit given for only one of the following: C121, C125, or S125. Offered fall semesters.

C126 Experimental Chemistry II (2 cr.) (NSM) P: C125. Must be taken concurrently with C106. A continuation of C125 with emphasis on equilibria, qualitative analysis, acids and bases, oxidation-reduction including electrochemistry, chemical kinetics, and synthesis. Lab fee required. Credit given for only one of the following: C126, C122, or S126. Offered spring semesters.

C303 Environmental Chemistry (3 cr.) (NSM) P: C106 and C126 or C108; R: C341! Investigation of the chemistry of water and air pollution, and analytical procedures and techniques as applied to pollution problems, effects, and controls. Offered spring 2006 and alternate years.

C333 Experimental Environmental Chemistry (2 cr.) (NSM) P: L107 or C108, or equivalent general and organic chemistry or permission of instructor. A laboratory course that will use techniques in analytical chemistry to isolate, detect, and estimate (qualitatively and quantitatively) a few priority environmental pollutants. Laboratory experience will include scientific observations, collection of samples, data analysis, and proposing scientific explanation of the results. Offered spring 2006 and alternate years.


C342 Organic Chemistry Lectures II (3 cr.) (NSM) P: C341. Synthesis and reactions of polyfunctional compounds, natural and industrial products; physical and chemical methods of identification. Offered spring semester 2007 and alternate years.

C390 Special Topics in Chemistry (1-5 cr.) P: Science major, minimum of sophomore standing or permission of instructor. A discussion of a special topic beyond the regular curriculum. The specific topic will be announced in the schedule of classes. Lecture only, lab only or lecture and lab depending on the topic. Spring 2006 topic: Protein purification. An ideal introduction for science majors interested in technology. Requires lab fee. Offered periodically.
C343 Organic Chemistry I Laboratory (2 cr.) (NSM) P: C341. Laboratory instruction in the fundamental techniques of organic chemistry and the use of general synthetic methods. Lab fee required. Offered fall semester 2006 and alternate years.

C344 Organic Chemistry II Laboratory (2 cr.) (NSM) P: C342. Preparation, isolation, and identification of organic compounds; emphasis on modern research methods. Lab fee required. Offered spring semester 2007 and alternate years.

C483 Biological Chemistry (3 cr.) (NSM) P: 18 credit hours of chemistry, including C341. Introduction to structure, chemical properties, and interrelationships of biological substances, including major metabolic pathways. Credit not given for both C483 and BIOL S305. Offered spring 2007 and alternate years.

C490 Individual Study (1-3 cr.; 10 cr. maximum) P: Permission of instructor. Enrollment only after consultation with the course director and the undergraduate advisor. Cannot be substituted for any course required in a chemistry major. Not distribution satisfying. Offered periodically.

N100 Nutrition. (4 cr.) (NSM) Basic principles of general and organic chemistry, digestion, absorption and storage of various nutrients, food facts, and fallacies. Food habits, heart disease, obesity, cancer, and other consumer-oriented information. Food addiction, sociocultural and economic factors. Lab fee required. Offered every fall and summer semester.

College of Arts and Sciences (COAS)

I103: Information Literacy (2 cr., 1 credit applies toward computer literacy requirement) In addition to looking at traditional ways of locating information, you will learn how to use on line computer systems to find books and periodical articles, perform research on the Internet, communicate using e-mail and create basic Web pages.

S102 Freshman Seminar (3 cr.) Introduction to college level projects in thinking, research, and writing in small group context. To promote a smooth adjustment to college life and to maximize academic success, you will become more familiar with services, resources and activities available at IU East. Topics will vary. Open only to freshmen.

W101 Library Skills (1 cr.) Introduces you to the resources of the university library with emphasis on the development of individual research skills.

Communications (SPCH) (CMCL)

S121 Public Speaking (3 cr.) Theory and practice of public speaking: training in thought processes necessary to organize speech content, analysis of components of effective delivery and language. Offered fall, spring and summer semesters.

S122 Interpersonal Communication (3 cr.) (HFA) Practical consideration of spontaneous human interaction in face-to-face situations. Special attention to perception, language, and attitudes. Oncourse section also offered in fall, spring and summer I.

C130 Public Speaking, Honors (3 cr.) (HFA) Theory and practice of public speaking: training in thought processes necessary to organize speech content, analysis of components of effective delivery and language. Substitutes for S121. Honors students or instructor permission required. Offered fall semesters.

CMCL-S205 Introduction to Speech Communication (3 cr.) (HFA) An overview of the theories and principles of effective communication in interpersonal, group, organizational, and public settings. Offered spring semester of alternate years, occasionally in summer.

CMCL-S223 Business and Professional Communication (3 cr.) (HFA) P: S121. Preparation and presentation of type of speeches and oral reports appropriate to business and professional occupation; group discussion and parliamentary procedure. Offered over spring break.
C228 Argumentation and Advocacy (3 cr.)(HFA) Reasoning, evidence, and argument in public discourse. Study forms of argument. Practice in argumentative speaking.

CMCL-C225 Discussion and Decision Making (3 cr.)(HFA) Leadership and participation in group, committee, conference, and public discussion; logical and psychological aspects of group process. Offered once a year.

S236 Current Topics in Communication (3 cr.) (HFA) Extensive analysis of selected problems in contemporary communication. Topics may vary and may be listed in the Schedule of Classes. May be repeated once for credit.

S303 Propaganda and Persuasion (3 cr.) (HFA) A study of the theory and use of propaganda in contemporary society. The course will examine the difference between propaganda and more ethical forms of persuasion. You will analyze a current propaganda campaign. Offered periodically.

C304 Communication and Social Conflict (3 cr.)(HFA) Examination of sources and functions of symbolic influence in contemporary society. Emphasis upon developing rhetorical skills for critiquing social conflict.

C315 Advertising and Consumer Culture (3 cr.)(HFA) Critical examination of advertising’s role in modern societies. Focuses on marketing and consumption as central activities in shaping personal identity and social relations.

S323 Speech Composition (3 cr.) R: S121 or S130; and one of the following: S201, S223, S228, or S229. Advanced speech writing; theories of style in written and spoken language; logical proofs; and emotional and ethical appeals. Practice in composition and delivery. Offered periodically.

S324 Persuasive Speaking (3 cr.) R: S121 and one of the following: S221, S223, S228, S229. Motivational appeals in influencing behavior, psychological factors in speaker-audience relationship; contemporary examples of persuasion. Practice in persuasive speaking. Offered fall semesters, alternate years.

S325 Speech Communication (THTR T325 Voice and Speech) (3 cr.) P: T120. R: Junior standing. Anatomy and functions of vocal mechanism; introduction to phonetics; improvement of your voice and diction through exercises and practical work in area of your special interest.

C334 Current Topics in Communication (3 cr.) (HFA) Extensive analysis of selected problems in contemporary speech communication. Topics may vary and may be listed in the Schedule of Classes. May be repeated once for credit. Offered fall, spring, and summer semesters.

CMCL C497 Independent Study in Speech Communication (1-6 cr.) P: Junior standing and approval of instructor. Independent study of practicum experience. Projects must be approved by faculty member before enrolling. Offered every semester.

C427 Cross-Cultural Communication (3 cr.) (HFA) A survey study of national, cultural, and cross-cultural persuasion in theory and practice. Offered spring semester, odd years.

CMCL C440 Organizational Communication (3 cr.) (HFA) Examination of internal and external communication in business and other professional organizations, with emphasis on theory, techniques, practices, goals, and the social environment in which such communication exists. Offered spring semester, even years.

C450 Gender and Communication (3 cr.) (HFA) Examines the extent to which biological sex and gender role orientation and stereotypes influence the process of communication. Focuses on gender differences in decoding and encoding verbal and nonverbal behavior; development of sex roles, cultural assumptions, and stereotypes regarding gender differences in communication. Analyzes how the media present, influence, and reinforce gender stereotypes. Offered spring semester, odd years.

C499 Senior Honors Thesis (3-6 cr.) (HFA) P: Senior standing. Original research project, culmination in honors thesis to be written under direction of faculty member. Can substitute for S490. Offered as needed.
CMCL-C407  Rhetoric & History (3cr.) (HFA) Provides a conceptual and theoretical foundation for understanding theories of rhetoric and the place of rhetorical praxis in response to intellectual and political movements such as Hellenism, Roman imperialism, the Renaissance, the reformation, the enlightenment, scientism, and post modernism.

Computer Literacy (COLI)
B330 Computerized Statistical Analysis (1 cr.) Taken concurrently with ECON E270. Use of the computer for statistical analyses, including how to enter data, perform analyses, and interpret the resulting computer output. Focus on business applications for economics, finance, marketing, and management.

COLI S330 Computerized Statistical Analysis (1 cr.) (BSS) Taken concurrently with PSY K300. Use of the computer for statistical analyses including how to enter data, perform analyses, and interpret the resulting computer output. Generally offered each semester.

COLI S360 Computers in the Behavioral and Social Sciences (1 cr.) (BSS) P or C: P211. This course will introduce the application of technology to the behavioral and social science disciplines. Available technology and software will be described. You will make use of software to communicate with others, find information, and collect data. Generally offered each semester.

Computer Science (CSCI)
A110 Introduction to Computers and Computing (3 cr.) No computing experience assumed. How computers work, word processing, spreadsheets, file management, Web browsing, etc. Emphasis on problem solving techniques. Lecture and laboratory.

C201 Introduction to Computer Science (3 cr.) P: Math M117 or equivalent. Intended for students needing a rigorous introduction to computer science. Introduction to algorithm design, programming, and analysis. Using the Scheme programming language, course covers procedural and data abstractions, and use of several programming paradigms including functional, imperative and object-oriented.

C202 Introduction to Computer Software Systems (3 cr.) P: C201. Design of computer software systems and introduction to programming in the environment of a contemporary operating system. Topics include: C systems programming language and its data structure facilities, building and maintaining large projects, understanding the operating system interface including shell tools and system calls.

C243 Introduction to Data Structures (3 cr.) P: C202. Introduction to data structure concepts and common applications. Structures to be discussed include strings, lists, queues, stacks, graphs, trees, sequential files, random files, and indexed sequential files. Practical applications and algorithms are stressed.

C307 Applied Programming Techniques (3 cr.) P: C201 or equivalent and experience in at least two programming languages. Programming techniques: data analysis, sorting and searching, use of tape and disk files, and string and text manipulation.

C335 Computer Structures (4 cr.) P: C201 or equivalent. Structure and internal operation of computers, stressing the architecture and assembly language programming of a specific computer. Additional topics include digital hardware and microprogramming.

Criminal Justice (SPEA-Public and Environmental Affairs)
J101 The American Criminal Justice System (3 cr.) Introduction to elements of the criminal justice system: the police, the courts, corrections—as they function in contemporary American society. Offered spring and fall semesters, summer as needed.
J201 Theoretical Foundations of Criminal Justice Policies (3 cr.) This course examines the impact of sociological, biological, and economic theories of crime and the practice of criminal justice. Focus is on the nature and importance of theory, context of theoretical developments, methods for the critical analysis of theoretical developments, and policy implications of the varying perspectives considered.

J301 Substantive Criminal Law (3 cr.) The development, limitations, and application of substantive criminal law utilizing the case-study method. **Offered fall semesters.**

J302 Procedural Criminal Law (3 cr.) Criminal law application and procedure from the initiation of police activity through the correctional process utilizing the case-study method. **Offered spring semesters.**

J303 Evidence (3 cr.) The rules of law governing proof at trial of disputed issues of fact; burden of proof; presumptions and judicial notice; examination, impeachment, competency, and privileges of witnesses; hearsay rule and exceptions; and all related as nearly as possible to criminal as opposed to civil process. **Offered spring semesters.**

J305 Juvenile Justice (3 cr.) This course is designed to provide an overview of the justice system’s response to juvenile misconduct and delinquent behavior. The history of the juvenile justice system is presented along with a review of the development of recent legal changes to the court, opinions for prevention, treatment of juvenile offenders and possible system reforms. **Offered fall semester.**

J306 The Criminal Courts (3 cr.) This course will examine the characteristics and operation of criminal trial courts. The course will focus on how defendants are processed through trial courts, the roles of various participants, and the potential for reform. **Offered spring semesters.**

J310 Introduction to Administration Processes (3 cr.) Introduction to principles of management and systems theory for the administration of criminal justice agencies. **Offered as needed.**

J320 Criminal Investigation (3 cr.) Theory of investigation, crime scene procedures, interviews, interrogations, surveillances, and sources of information; collection and preservation of physical evidence; investigative techniques in specific crimes. **Offered as needed.**

J321 American Policing (3 cr.) A broadly based examination of the history, evolution and organization of policing in the United States. Emphasis is placed on such major contemporary issues as the police role, discretion, use of force, corruption, accountability and community policing. **Offered fall semesters.**

J331 Corrections (3 cr.) This course examines the historical development of the U.S. Correctional system; the study of administration of local, state, and federal correction programs, including jails, probation, community corrections, and prisons. Includes the study of punishment rationales, current correctional policies, and possibilities to reform.

J370 Seminar in Criminal Justice (3 cr.) Selected contemporary topics in criminal justice. May be repeated for credit.

J380 Internship in Criminal Justice (1-6 cr.) P: Permission of instructor. Open to interested students who qualify upon approval of the faculty. Students may be placed with various criminal justice agencies for assignment to defined tasks relevant to their educational interests. Tasks may involve staff work or research. May be repeated for credit. Course is grades S/F (Satisfactory/Fail).

J439 Crime and Public Policy (3 cr.) P: Senior standing and consent of instructor. A detailed examination of the major efforts designed to control or reduce crime. A review of existing knowledge is followed by an investigation of current crime control theories, proposals, and programs.

J440 Community Corrections (3 cr.) An introduction to correctional alternatives to incarceration that focuses on the reintegration of the offender while remaining in the community. Because of their extensive use, considerable attention is given to probation and parole. Other topics include diversion, community residential programs, restitution, halfway house, and home detention. **Offered as needed.**
J445 Trends in Correction (3 cr.) Analysis and evaluation of contemporary correctional institutions and the various field services. Offered as needed.

J480 Research in Criminal Justice (1-6 cr.) P: Junior standing and consent of instructor. Individual research under guidance of faculty member. Offered as needed.

Economics (ECON)(Business)

E103 Introduction to Microeconomics (3 cr.) P: Math M117, Eng W131. Scarcity, opportunity cost, competitive and noncompetitive market pricing, and interdependence as an analytical core. Individual sections apply this core to a variety of current economic policy problems, such as poverty, pollution, excise taxes, rent controls, and farm subsidies.

E104 Introduction to Macroeconomics (3 cr.) P: Math M117, Eng W131 or consent of instructor. Measuring and explaining aggregate economic performance, money, monetary policy, and fiscal policy as an analytical core. Individual sections apply this core to a variety of current economic policy problems, such as inflation, unemployment, and economic growth.


E321 Intermediate Microeconomic Theory (3 cr.) P: E103 and E104. Microeconomics; the theory of demand; theory of production; pricing under conditions of competition and monopoly; allocation and pricing of resources; partial and general equilibrium theory; welfare economics. Credit given for only one: G300 or E321.

E322 Intermediate Macroeconomic Theory (3 cr.) P: E103 and E104. Macroeconomics; national income accounting; and theory of income, employment, and price level. Countercyclical and other public policy measures.


E406 Undergraduate Seminar in Economics (3 cr.) P: E103 or E104 and senior standing with consent of instructor. Discussion and analysis of contemporary economic problems. Different topics offered each semester. May be repeated twice for credit. Papers and written assignments ordinarily required.

E408 Undergraduate Readings in Economics (3 cr.) P: E103 and E104 and Senior standing with consent of instructor. Individual readings and research.

E430 International Economics (3 cr.) P: E103 and E104. Gains from trade, relation between factor rentals and goods prices, distributional effects of trade, tariff policy and quantitative interferences, trade problems of developing countries, discrimination and customs unions, balance-of-payments adjustment via prices and incomes, exchange rate policy, role of international reserves.

Education (EDUC)

E325 Social Studies in the Elementary Schools (3 cr.) P: M299 and E339; C: M401 and E341. Emphasizes the development of objectives, teaching strategies, and evaluation procedures that facilitate the social learnings of young children. Special attention given to concept learning, inquiry, decision making and value analysis. Offered fall and spring semesters.

E328 Science in the Elementary Schools (3 cr.) P: M299 and E339; C: M301. The focus of this course will be on developing teacher competencies in writing performance objectives, question-asking, evaluating, and sequencing. These competencies will reveal themselves in the preparation and development of science activities and the teaching strategies involved in presenting those activities to elementary school children. Offered fall and spring semesters.
E301 Emergent Literacy (3 cr.) P: EDUC-H 340 and EDUC-M 300. Reflecting recent research in emergent literacy, this course focuses on how reading and writing emerge from early childhood through early second grade. Methods of developmentally appropriate instruction and assessment of language and literacy development in very young children (pre-K to age 8) are emphasized.

E337 Classroom Learning Environments (3 cr.) P: EDUC-H 340 and EDUC-M 300. This course focuses on the curriculum aspects of early childhood programs designed to meet ethnic and cultural differences and on planning, utilizing, and evaluating learning environments. Selection of materials, activities, and the acquisition of skills for using these to stimulate children’s development are the major focuses.

E338 The Early Childhood Educator (3 cr.) P: EDUC-H 340 and EDUC-M 300. Includes role of the teacher as a professional educator, including professional responsibilities, legal rights and responsibilities of teachers and students, schools and community relations, and involvement in professional organizations. A major emphasis is on parent involvement and parent education.

E339 Methods of Teaching Language Arts (3 cr.) P: M299; C: M301. This course appraises the materials, methods, and techniques employed in an elementary school developmental language arts and reading program. Offered fall and spring semesters.

E340 Methods of Teaching Reading I (3 cr.) P: E339. P: M299; C: E339 and M301. This course describes and appraises the methods, materials, and techniques employed in diagnosing learning problems in elementary language arts and reading programs. Offered fall and spring semesters.

E341 Methods of Teaching Reading II (3 cr.) P: E340, M299; C: E325 and M401. This course describes and appraises the materials, methods, and techniques employed in corrective instruction in elementary language arts and reading programs. Offered fall and spring semesters.

E343 Mathematics in the Elementary Schools (3 cr.) P: M299 and E339; C: M301. Emphasizes the developmental nature of the arithmetic process and its place as an effective tool in the experiences of the elementary school child. Offered fall and spring semesters.

E449 Trade Books and the Classroom Teacher (3 cr.) Emphasis on the use of trade books for teaching language arts and reading, K-8. Historical and contemporary literature will be used to examine objectives and techniques of instruction.

F203 Topical Exploration in Education (1-3 cr.) A one-semester course on a particular topic, established at the request of a faculty member. Applies only as elective credit. Offered fall and spring semesters.

H340 Education and American Culture (3 cr.) The present educational system, its social impact and future implications viewed in historical, philosophical, and sociological perspective. Offered fall and spring semesters.

K206 Teaching Methods for Students with Special Needs (1-3 cr.) P: EDUC-H 340 and EDUC-M 300. P or C: PSY-P280. This course will focus on curriculum and instructional methods for teaching students with diverse abilities and disabilities. Specifically, you will learn about the historical and legal precedents in special education, student-centered assessment and planning strategies, learning styles, curricular adaptations, individualized instruction, teaming strategies, building classroom communities, and planning for transitions, career exploration, and adult outcomes. Offered fall and spring semesters.

M201 Laboratory/Field Experience (1 cr.) C: PSY-P280. Laboratory or field experience for sophomores (may be repeated).

M300 Teaching in a Pluralistic Society (3 cr.) This course introduces you to teaching as a profession. You will focus upon the “self as teacher” learning styles, cultural pluralism, and classroom teaching strategies which respond positively to the personal and ethnic diversity of the learner. 25 hour service learning component. Offered fall and spring semesters.
M301 Laboratory/Field Experience (0-1 cr.) Laboratory or field experience for sophomores and juniors (may be repeated). Includes service learning components. Offered fall and spring semesters.

M311 General Methods for Kindergarten/Elementary Teachers (1-3 cr.) P: M299; C: M425. Explores elementary school learning environments in which teachers plan classroom organization and management, curriculum, and evaluation to meet the needs of individual pupils, as well as examines the legal rights and responsibilities of teachers. Offered fall and spring semesters.

M312 General Methods for Junior High/Middle School Education (1-3 cr.) P: M299; C: M301. Individualized and interdisciplinary learning methods, measurement and evaluation, teaching process, curriculum development, and organization.

M314 General Methods for SH/JH/MS Teachers (3 cr.) P: M299; C: M301. Study covers individualized and interdisciplinary learning methods, measurement and evaluation, teaching and curriculum development, and organization of the SH/JH/MS. Offered spring semesters.

M324 Teaching about the Arts (1-3 cr.) P: M299 and E339; C: M301. Introduction to importance of the arts in elementary school curriculum. You are given a foundation of methods and materials in art and music that will enable you to integrate the arts into the general curriculum, supplement art lessons given by school art specialists, and encourage student discussion and understanding of art and music in the world today. Offered summer only.

M401 Laboratory/Field Experience (0-3 cr.) Laboratory or field experience for juniors or seniors (may be repeated).

M425 Student Teaching: Elementary (10-16 cr.) Full-time supervised student teaching for at least 10 continuous weeks in grades 1-6 of an accredited elementary school in the state of Indiana, unless the integral program includes student teaching in an approved out-of-state site. Grade: S or F. Offered fall and spring semesters.

M441 Methods of Teaching SH/JH/MS Social Studies (2-4 cr.) P: M299 and M314; C: M401. Includes consideration of philosophical and psychological perspectives, development and practice of skills and techniques, selection of content and materials, and evaluation of student and teaching performance. Offered fall semesters.

M446 Methods of Teaching SH/JH/MS Science (1-5 cr.) P: M299 and M314; C: M401. Methods, techniques, content, and material applicable to the teaching of science in the SH/JH/MS. Designed for students who plan to teach biology, chemistry, earth science or physics in SH/JH/MS. Offered fall semesters.

M452 Methods of Teaching SH/JH/MS English (1-5 cr.) P: M299 and M314; C: M401. Methods, techniques, content, and material applicable to the teaching of English in the SH/JH/MS. Offered fall semesters.

M457 Methods of Teaching SH/JH/MS Mathematics (2-4 cr.) P: M299 and M314; C: M401. Methods, techniques, content, and materials applicable to the teaching of mathematics in the SH/JH/MS. Offered fall semesters.

M464 Methods of Teaching Reading (3 cr.) P: M299 and M314. Curriculum, methods, and materials for teaching students to read more effectively. Offered fall semesters.

M470 Practicum (3-8 cr.) Teaching or experience under the direction of an identified supervising teacher, with the university providing supervision in the endorsement or minor area and at the level appropriate to the area and in an accredited school within the state of Indiana, unless the integral program includes experience in an approved and accredited out-of-state site. The practicum may be full or part-time, but in every instance the amount of credit granted will be commensurate with the amount of time spent in the instructional setting. Grade: S or F. Offered fall and spring semesters.

M480 Student Teaching in the Secondary School (1-16 cr.) C: F203 Full-time supervised student teaching for at least 10 continuous weeks in your major certification area in a senior high, junior high, or middle school within the state of Indiana, unless the integral program includes student teaching in an approved out-of-state site. May include a portion of the time in your minor certification area. Grade: S or F. Offered fall and spring semesters.
Q200 Basic Science Skills (3 cr.) Course provides the elementary education major with a background in the science process skills needed to complete required science courses. Offered fall and spring semesters.

W200 Microcomputing for Education: An Introduction (1-3 cr.) Required of all students pursuing teacher certification. Introduction to instructional computing and educational computing literature. Hands-on experience with educational software, utility packages, and commonly used microcomputer hardware. Offered fall, spring and summer.

W310 Computer-Based Teaching Methods (3 cr.) Integration of educational technology into the school curriculum; methods of teaching computer literacy, computing skills, and programming at K-12 levels; principles of educational software design and evaluation; and staff development techniques.

X050 Basic Reading Techniques (3 cr.) You will learn reading techniques and strategies designed to improve the comprehension and critical thinking skills necessary for success in content area courses. Through active reading, writing, and discussion, you will become aware of your own strengths and weaknesses as a reader; you will develop and implement individual reading improvement plans. The course is graded on a Satisfactory/Fail basis. Credit may not be applied toward any degree. Offered fall, spring, and summer II semesters.

X151 College Textbook Reading (3 cr.) Designed to develop higher levels of learning skills with instruction and practice in critical reading and listening, understanding and applying principles, methods of learning. Offered fall, spring and summer semesters.

X400 Diagnostic Teaching of Reading in the Classroom (3 cr.) Diagnosis of reading difficulties and solutions to problems through research, conference, and practice in the use of materials and equipment.

X401 Critical Reading in the Content Area (1-3 cr.) Aids elementary and secondary teachers in the development of instructional strategies that assist students in the comprehension, critical analysis, and integration of ideas presented in print material of various subject matter areas. Offered periodically.

English (ENG) Grammar, Literature and Writing
Grammar Courses
G205 Introduction to the English Language (3 cr.) (HFA) An introduction to the English language and to the principles and methods of linguistics, this course is designed to be the first course in English linguistics. The course examines the phonology, morphology, syntax, and semantics of English and discusses a range of applications of these basic concepts in areas such as first and second language acquisition and language education. Offered spring semester, even years.

G207 Grammar and Usage (3 cr.) (HFA) Provides you with a foundation in traditional grammar and usage. Intended primarily for students preparing to teach English. Offered fall semester, even years.

G301 History of the English Language (3 cr.) (HFA) P: G205, or consent of instructor. The historical and structural analysis of the English language is surveyed through the stages of its development. Background provided in G205 would be useful in this course. Offered on occasional basis.

G 500 Introduction to the English Language (3 cr.) (HFA) An introduction to the English language: its nature, structure, and development.

G 660 Stylistics (3 cr.) (HFA) Survey of traditional and linguistic approaches to the study of prose and poetic style. Attention will center on the description of verbal characteristics of texts, what those characteristics reflect about the author, and how they affect the reader.

W 311 Writing Creative Nonfiction (3 cr.) (HFA) P: Submission of acceptable manuscripts to instructor in advance of registration. R: W103 or W203. Writing workshop in such modes as personal essay, autobiography, and documentary. May be repeated once for credit. Offered fall semester.
W321 Advanced Technical Writing (3 cr.) (HFA) P: W231 or permission of instructor. Instruction in preparing technical proposals and reports, with an introduction to the use of graphics. Offered occasionally.

W405 Writing Prose Nonfiction (3 cr.) (HFA) A writing workshop in nonfiction prose. Students complete an extended inquiry project and a reflective essay on themselves as writers, specific topics to be approved by the instructor. Intensive daily participation and interactive peer review of work in progress. Offered spring semester, odd years.

Literature Courses-Classics (CLAS)
C205 Classical Mythology (3 cr.) (HFA) Introduction to Greek and Roman myths, legends, and tales, especially those that have an important place in the Western cultural tradition. Offered once every four years.

L202 Literary Interpretation (3 cr.) (HFA) Development of critical skills essential to participation in interpretive process. Through class discussion and focused writing assignments, introduces the premises and motives of literary analysis and critical methods associated with historical, generic, and/or cultural concerns. Offered fall semesters.

L203 Introduction to Drama (3 cr.) (HFA) Representative significant plays to acquaint you with characteristics of drama as a type of literature. Readings include plays from several ages and countries. Offered every two years.

L204 Introduction to Fiction (3 cr.) (HFA) Representative works of fiction; structural techniques in the novel. Novels and short stories from several ages and countries. Offered approximately every third semester.

L205 Introduction to Poetry (3 cr.) (HFA) Kinds, conventions, and elements of poetry in a selection of poems from several historical periods. Offered approximately every third semester.

L207 Women and Literature (3 cr.) (HFA) Issues and approaches to the critical study of women writers and treatment in British and American literature. Offered approximately every third semester.

L208 Topics in English and American Literature (3 cr.) (HFA) Selected works of English or American literature in relation to a single cultural problem or theme. Topics will vary from semester to semester. May be repeated once for credit. Offered once a year.

L209 Topics in American Literature and Culture (3 cr.) (HFA) Selected works of American literature taught in relation to a single cultural problem or theme. Topics will vary from semester to semester. Offered once a year.

L210 Studies in Popular Literature and Media (HFA) Popular literary modes in England and America, such as detective, western, fantasy; history and theories of “mass” or “popular” culture; uses of literacy. Literary analysis of particular mass media forms, including television drama. Topic varies. Offered once a year.

L213 Literary Masterpieces I (3 cr.) (HFA) Literary masterpieces from Homer to the Renaissance. Aims at thoughtful, intensive reading; appreciation of aesthetic values; enjoyment of reading. Courses may be taken out of sequence. Offered every two years.

L214 Literary Masterpieces II (3 cr.) (HFA) Literary masterpieces from the Renaissance to the present. Aims at thoughtful, intensive reading; appreciation of aesthetic values; enjoyment of reading. Courses may be taken out of sequence. Offered every two years.

L240 Literature and Public Life (3 cr.) (HFA) A study of literary works that feature situations, issues, and problems of values or ethics in public life as seen from a variety of viewpoints. Discussion and writing will be directed to the works themselves and to the questions they raise for contemporary life. Offered occasionally.

L250 American Literature Before 1865 (3 cr.) (HFA) P: W131 or equivalent. An introductory survey of representative works with an emphasis on major writers. Offered every other year.
L251 American Literature After 1865 (3 cr.) (HFA) P: W131 or equivalent. An introductory survey of representative works with an emphasis on major writers. Offered every other year.

L295 American Literature and Film (3 cr.) (HFA) Film in relation to American culture and society. Topic varies. Works of literature may be used for comparison, but the main emphasis will be on film as a narrative medium and as an important element in American culture. Offered approximately every year.

L297 English Literature to 1600 (3 cr.) (HFA) Representative selections, with emphasis on major writers from Chaucer to Shakespeare and on their cultural content. Offered fall semester, even years.

L298 English Literature from 1600-1800 (3 cr.) (HFA) Representative selections, with emphasis on major writers from Donne to Johnson and on their cultural context. Offered spring semester, odd years.

L299 English Literature Since 1800 (3 cr.) (HFA) Representative selections, with emphasis on major writers from Blake to the present and on their cultural context. Offered fall semester, odd years.

L306 Middle English Literature (3 cr.) (HFA) Selected works such as Sir Gawain and the Green Knight, the Pearl, mystery and morality plays, and religious lyrics, read in Middle English. Offered occasionally.

L315 Major Plays of Shakespeare (3 cr.) (HFA) A close reading of a representative selection of Shakespeare's major plays. Offered occasionally.

L332 Romantic Literature (3 cr.) (HFA) Major romantic writers, with emphasis on two or more of the following: Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats. Offered approximately every two years.

L335 Victorian Literature (3 cr.) (HFA) Major poetry and prose, 1830-1900, studies against social and intellectual background of period. Offered approximately every two to three years.

L337 Victorian Poetry (3 cr) (HFA) This course covers short and book-length poetry of the Victorian period, 1837-1901, by such authors as Alfred Lord Tennyson, Robert Browning, Elisabeth Barrett Browning, Christina Rossetti, Matthew Arnold and George Meredith. It may include at least one novel-in-verse such as Tennyson’s “Idylls of the King” or Barrett Browning’s “Aurora Leigh”.

L345 Twentieth-Century British Poetry (3 cr.) (HFA) Modern poets, especially Yeats, Eliot, Auden; some later poets may be included. Offered approximately every two to three years.

L346 Twentieth-Century British Fiction (3 cr.) (HFA) Modern fiction, its techniques and experiments, particularly Joyce, Lawrence, and Woolf; some later novelists may be included. Offered approximately every two to three years.

L348 Nineteenth-Century British Fiction (3 cr.) (HFA) Forms, techniques, and theories of fiction, as exemplified by such writers as Scott, Dickens, Eliot, and Hardy. Offered occasionally.

L355 American Fiction to 1900 (3 cr.) (HFA) Survey of representative nineteenth-century American novels, with emphasis on works of Cooper, Hawthorne, Melville, Twain, James, and Dreiser. Offered approximately every two to three years.

L356 American Poetry to 1900 (3 cr.) (HFA) Includes work of Bradstreet, Taylor, the fireside poets, Poe, Emerson, Whitman, Dickinson, and Crane. Offered approximately every two to three years.

L357 20th Century American Poetry (3 cr.) (HFA) American poetry since 1900, including such poets as Pound, Eliot, Frost, Stevens, Williams, and Lowell. Offered approximately every two to three years.

L358 20th Century American Fiction (3 cr.) (HFA) American fiction since 1900, including such writers as Dreiser, Lewis, Fitzgerald, Hemingway, Faulkner, and Bellow. Offered approximately every two to three years.
L361 Studies in 19th Century American Literature (3 cr.) (HFA) Offered occasionally.

L363 American Drama (3 cr.) (HFA) Main currents in American drama to the present. Offered approximately every two to three years.

L364 Native American Literature (3 cr.) (HFA) A survey of traditional and modern literature by American Indians, especially of the high plains and southwest culture areas, with particular attention to the image of the Indian in both native and white literature. Offered approximately every other year.

L369 Studies in American and British Authors (3 cr.) (HFA) Studies in single authors (such as Wordsworth and Melville), groups of authors (such as minority writers), and periods (such as American writers of the 1920s). Topics vary from semester to semester. May be repeated once for credit. Offered approximately every two to three years.

L370 Black American Writing (3 cr.) (HFA) A study of the major black American writers, with special emphasis on recent writing. Offered fall semester, every two years.

L371 Introduction to Criticism (3 cr.) (HFA) Study of and practice in using contemporary critical methodologies; consideration of the history and institutional conditions of the study of English. Offered occasionally.

L372 Contemporary American Fiction (3 cr.) (HFA) Examination of representative American fiction since 1955 in its social, cultural, and historical contexts. Topics include such issues as the representation of truth in fiction, intertextuality, and the transgressions of genre boundaries. Offered approximately every two to three years.

L374 Ethnic American Literature (3 cr.) (HFA) Literature about the American ethnic experience, selected from works by African American, Jewish American, Italian American, Irish American, Native American, Asian American, Latin American, and other ethnic authors. Offered approximately every two to three years.

L378 Studies in Women and Literature (3 cr.) (HFA) British and American authors such as George Eliot, Gertrude Stein; groups of authors, such as the Bronte sisters, recent women poets; or genres and modes, such as autobiography, film, and criticism. Topics will vary from semester to semester. Offered approximately every two to three years.

L379 American Ethnic and Minority Literature (3 cr.) (HFA) Analysis of literature by and about immigrants from diverse cultures, as well as ethnic literature about groups such as African Americans, Appalachians, Latinos, and Native Americans, from a historical and thematic perspective. Offered approximately every other year.

L381 Recent Writing (3 cr.) (HFA) Selected writers of contemporary significance. May include groups and movements (such as black writers, poets of projective verse, new regionalists, para journalists, and other experimenters in pop literature, folk writers, and distinctly ethnic writers); several recent novelists, poets, or critics; or any combination of groups. May be repeated once for credit. Offered every year.

L383 Studies in British Commonwealth (3 cr.) (HFA) Study of a coherent period of British or Commonwealth periods (such as medieval, Elizabethan, Victorian England, or modern Canada), with attention to the relations between literature, the other arts, and the intellectual milieu. Offered every two or three years.

L384 Studies in American Culture (3 cr.) (HFA) Study of a coherent period of American culture (such as the Revolution, the Progressive Era, the Great Depression), with attention to the relations between literature, the other arts, and the intellectual milieu. Offered occasionally.

L390 Children's Literature (3 cr.) (HFA) Historical and modern children's books and selections from books; designed to assist future teachers, parents, librarians, or others in selecting the best in children's literature for each period of the child's life. Offered fall semesters and occasionally in summers.

L391 Young Adult Literature (3 cr.) (HFA) Study of books suitable for junior high and high school classroom use. Special stress on works of fiction dealing with contemporary problems, but also including modern classics, biography, science fiction, and other areas of interest to teenage readers. Offered spring semesters.
L392 Topics in Children’s Literature (3 cr.) (HFA) Studies in periods, such as contemporary American children’s literature or Victorian fantasies for children; or genres such as picture books or children’s poetry. Topics will vary from semester to semester. May be repeated, with different topics, for a maximum of 9 credits.

L394 – Film as Literature (3 cr.) (HFA) The course approaches the analysis of films through the cinematic equivalents of the tools of literary criticism. It will introduce students to the elements of filmmaking and the methods of literary analysis as a way of reaching an understanding of how films mean. Offered every two years.

L395 British and American Film Studies (3 cr.) (HFA) Intensive study of special topics related to film narratives; emphasis on American or British film as a cultural phenomenon. Topic varies. Offered every two years.

L450 Seminar: British and American Authors (3 cr.) (HFA) R: Junior or senior standing. Intensive study of a major author or school of closely related authors. Offered spring semester, odd years.

L460 Seminar: Literary Form, Mode, and Theme (3 cr.) (HFA) Study of texts written in several historical periods united by a common mode or form (narrative, romanticism, lyric, etc.), or by a common theme (bildungsroman, the city and the country, the two cultures question, the uses of literacy, etc.). Offered spring semester, odd years.

L666 Survey of Children’s Literature (3 cr.) (HFA) A survey of literature written for children and adolescents from the medieval period to the present.

L682 Topics in Children’s Literature (3 cr.) (HFA) Studies in periods, such as contemporary American children’s literature or Victorian fantasies for children; or genres such as picture books or children’s poetry. Topics will vary from semester to semester. May be repeated, with different topics, for a maximum of 9 credits.

Writing Courses

W001 Fundamentals of English (3 cr.) (HFA) P: Placement. In this developmental writing course, you learn about the writing process, from invention of ideas to revision strategies. You obtain instruction in sentence structure, grammar, and punctuation. Ordinarily, credit earned in W001 will not apply toward graduation; you should consult your degree-granting units about their specific policies. Offered fall and spring.

W130 Principles of Composition (3 cr.) (HFA) P: Placement. Provides a semester of writing instruction needed before taking Elementary Composition I. Practice in writing papers for a variety of purposes and audiences. Attention to sentence and paragraph structure. Grade of C or better required to take W131. Offered fall, spring and summer semesters.

W131 Elementary Composition I (3 cr.) (HFA) Offers instruction and practice in the reading, writing, and critical thinking skills required in college. Emphasis is on written assignments that require synthesis, analysis, and argument based on sources. Offered fall, spring and summer semesters.

W132 Elementary Composition II (3 cr.) (HFA) P: W131 (with a grade of C or better). Stressess argumentation and research concurrently, with a secondary emphasis on critical evaluation in both reading and writing. Offered fall, spring and summer semesters.

W203 Creative Writing (3 cr.) (HFA) P: W131. Exploratory course in writing in which you may attempt expression in poetry, fiction, and drama. May be repeated once for credit. Offered fall, spring and occasional summer semesters.

W231 Professional Writing Skills (3 cr.) (HFA) P: W131 with a grade of C or better. Focuses on expository letters, memos for the student whose career requires preparation of reports, proposals, and analytical papers. Emphasis on clear and direct objective writing and on investigation of an original topic written in report form, including a primary research project. Offered fall, spring and summer semesters.
W233 Intermediate Expository Writing (3 cr.) (HFA) Expands upon the rhetorical and stylistic principles introduced in W131. Emphasis is on the writing process, modes of discourse reflective of professional writing, and language conventions. Offered on occasional basis.

W234 Technical Report Writing (3 cr.) (HFA) P: W131 or equivalent with a grade of C or better. Instruction in preparing technical proposals and reports, and technical instructions and descriptions with an introduction to the use of graphics. Offered fall semester, odd years.

W250 Writing in Context (1-3 cr.) (HFA) Offers instruction in intermediate-level expository writing. You will study a contemporary issue and write papers on that issue. Topics will vary from year to year. May be repeated once for credit. Offered on occasional basis.

W260 Film Criticism (3 cr.) (HFA) Viewing and critiquing currently playing films, with emphasis on the quality of production and direction. Contemporary films viewed; papers serve as a basis for discussion during class. You will be expected to pay for movie admissions. Offered on occasional basis.

W270 Argumentative Writing (3 cr.) (HFA) P: W131 with a grade of C or better. Offers instruction and practice in writing argumentative essays about complicated and controversial issues. The course focuses on strategies identifying issues, assessing claims, locating evidence, deciding on a position, and writing papers with clear assertions and convincing arguments. Offered on occasional basis.

W301 Writing Fiction (3 cr.) (HFA) R: 203. P: W131. R: W203. An intermediate course in the theory and practice of fiction writing with seminar study of relevant materials and criticism of student work in class and conference. May be repeated once for credit. Offered fall semester, even years.

W303 Writing Poetry (3 cr.) (HFA) P: W131. R: W203. An intermediate course in the theory and practice of poetry writing with seminar study of relevant materials and criticism of student work in class and conference. May be repeated once for credit. Offered in spring semesters.

W350 Advanced Expository Writing (3 cr.) (HFA) P: W131 with a grade of C or better. This advanced writing course focuses on the interconnected activities of reading and writing, especially the kinds of responding, analyzing, and evaluating that characterize work in the many fields of the university. Topics vary from semester to semester. Offered on occasional basis.

W395 Individual Study of Writing (3 cr.) (HFA) Exercise in the study of written expression and communication in informative, persuasive, or imaginative writing. May be repeated once for credit. Offered spring semester, odd years.

W400 Issues in Teaching Writing (3 cr.) (HFA) Focuses on the content of rhetoric and composition, as well as considers fundamental theoretical and practical issues in the teaching of writing. Reviews rhetorical and compositional principles that influence writing instruction, textbook selection, and curriculum development. Offered fall semester, odd years.

W401 Advanced Fiction Writing (3 cr.) (HFA) R: W301 or permission of instructor. May be repeated once for credit. Offered spring semester, even years.

W403 Advanced Poetry Writing (3 cr.) (HFA) R: W303 or permission of instructor. May be repeated once for credit. Offered spring semester, crosslisted with W303.

W405 Writing Prose Nonfiction (3 cr.) (HFA) P: W132 or 200-level writing course. Study and practice of the essay. Review historical, thematic, and stylistic range of the form, with emphasis on producing effective, precise communication of thoughtful, informed personal essays. Offered occasionally.

W411 Directed Writing (3 cr.) (HFA) Individualized project assigned by instructor consenting to direct it. Individual critical projects work out with director. Credit varies with scope of project. Offered on independent study basis. Must be requested.
Fine Arts (FINA)

A101 Ancient and Medieval Art (3 cr.) (HFA) A survey of major styles and monuments in art and architecture from prehistoric times to the end of the Middle Ages. Offered every year.

A102 Renaissance through Modern Art (3 cr.) (HFA) A survey of major artists, styles, and movements in European and American art and architecture from the fifteenth century to the present. Offered every year.

A342 Twentieth-Century Art (3 cr.) (HFA) P: A102, R341. Survey of major artists, styles, and movements in painting and sculpture from 1900 to the present in Europe and the United States. Offered every other year.

F100 Fundamental Studio Drawing (3 cr.) (HFA) Coordination of perceptual and manual skills; seeing, representing, and inventing on an experimental, exploratory level in two dimensions. Includes placement, scale, volume, light, formal articulation, and investigations of graphic tools and media. May be repeated once for credit. Offered fall and spring semesters.

F101 Fundamental Studio-3D (3 cr.) Volume, space, material, and physical force studies provide the basis for exploration of three-dimensional form; includes carving, construction, modeling, and casting, using wood, plaster, styrofoam, clay, etc. Offered every year.

F102 Fundamental Studio-2D (3 cr.) Color, shape, line, and value structures are studied as the basis for exploration of two-dimensional spatial relationships; includes investigation of conventional and invented tools and media. Offered every year.

H100 Art Appreciation (3 cr.) (HFA) To acquaint you with outstanding works of art and to provide an approach to appreciation through knowledge of purpose, techniques, form, and content. Does not count toward the fine arts major. Credit not given for both H100 and T200 for elementary education majors. Offered fall and spring semesters, as well as occasionally in summers.

S105 Introduction to Design (3 cr.) Experimental exploratory course in two and three-dimensional design to broaden your visual vocabulary and give insights into the structure of nature and art and their visual effects. Development and coordination of perceptual and manual skills. May be repeated once for credit. Offered periodically.

N198 Intro to Photography for Non-Majors (3 cr.) Basic practice of camera operation, exposure calculation, mounting, and presentation. Guidance toward a personal photographic aesthetic. Offered fall semesters.

S200 Drawing I (3 cr.) Basic course for the development of visual awareness and coordination of perception and manual skills; problems in handling placement, scale, space, volume, light, and formal articulation. Offered fall and spring semesters, as well as occasionally in summers.

S230 Painting I (3 cr.) Preliminary course for advancement in painting, exploring technical and visual aspects of color media. Emphasis on media command and structural problems in painting. Media: oil and acrylics. Offered fall and spring semesters, as well as occasionally in summers.

S250 Graphic Design I (3 cr.) P: S105, S106, S100. Emphasis on visual communication through the perceptive use of line, form, and color. Elementary study of letter forms and typography. Introduction to basic tools, drawing disciplines of graphic design, and computer graphics. Offered periodically.

S260 Ceramics I (3 cr.) A limited introduction to handbuilding, throwing, glaze mixing, and glaze application, including a few lectures on basic ceramic techniques. Offered in fall and spring semesters, as well as occasionally in summer.

S270 Sculpture I (3 cr.) The study of the relationships of volume and space through modeling, carving, and construction. Offered in fall and spring semesters, as well as occasionally in summer.
S301 Drawing II (3 cr.) P: S200. Intermediate course in drawing from the model and other sources. Emphasis on technical command of the media in conjunction with the development of a visual awareness. Continued problems in the articulation of space, scale, volume, value, and linear sensitivity. Offered in fall and spring semesters, as well as occasionally in summer.

S331 Painting II (3 cr.) P: S230. Intermediate course in painting, from the model and other sources. Emphasis on technical command and understanding of the components of painting space, color, volume, value, and scale. Media: oil and acrylics. May be repeated once for credit. Offered in fall and spring semesters, as well as occasionally in summer.

S361 Ceramics II (3 cr.) P: S260. Continued practice in forming and glazing, with the emphasis on wheel throwing, surface decoration, and kiln firing techniques. Lectures and critiques. Offered in fall and spring semesters, as well as occasionally in summer.

S371 Sculpture II (3 cr.) Continuation of basic studies, using both figurative (modeling from human figure in clay) and abstract means (constructions in metal, wood, and plaster.) Concentration on manipulative and technical skills and more complex materials. Offered in fall and spring semesters, as well as occasionally in summer.

S401 Drawing III (3 cr.) P: S301. Advanced course in drawing. Continuation of S301. Repeatable for 20 credit hours. Offered in fall and spring semesters, as well as occasionally in summer.

S431 Painting III (3 cr.) P: S331. Advanced course in painting. Continuation of S331. Repeatable for 20 credit hours. Offered in fall and spring semesters, as well as occasionally in summer.

S461 Ceramics III (3 cr.) P: Six credit hours in ceramics or consent of the instructor. Further practice in ceramic techniques. Lectures and critiques. Offered in fall and spring semesters, as well as occasionally in summer.

S471 Sculpture III (3 cr.) Concentration on construction, carving, welding, and figure molding. Offered in fall and spring semesters, as well as occasionally in summer.

T255 Crafts and Design (3 cr.) Introduction to formal elements of two-and three-dimensional design and how these apply to contemporary crafts. Aesthetic judgment and personal creativity emphasized. Required for elementary education majors. T255 does not count toward the fine arts major or the divisional distribution requirements. Offered fall and spring semesters.

**Herron School of Art (HER)**

A261 Introduction to Computer Imagery I (3 cr.) An introductory course providing hands-on learning experiences in using the microcomputer and paint software to create color images. Offered in fall and spring semesters, as well as occasionally in summer.

A262 Introduction to Computer Imagery II (3 cr.) P: A261. A continuing introductory course in using the microcomputer to create and manipulate color images. Exploration of paint and image-scanning software. Offered in fall and spring semesters, as well as occasionally in summer.

**French (FREN)**

F100 Elementary French I (4 cr.) (HFA) Introduction to French language and selected aspects of French civilization and culture. Credit not given for both F100 and F491. Offered fall semesters, even years.

F150 Elementary French II: Language and Culture (4 cr.) (HFA) Basic structures of the French language and selected topics of French civilization and culture. Credit given for only one of the following: F150, F155, F165, F169, or F491. Offered spring semesters odd years.

F200-F250 Second-Year French I-II: Language and Culture (3 cr. each) (HFA) P: F150 or equivalent. Grammar, composition, and conversation coordinated with the study of cultural texts. Credit given for only one of the following: F200, F205, or F219; similarly, credit given for only one of the following fourth-semester courses: F250, F255, F265, or F269. Offered alternate years.
Geography (GEOG)

G107 Physical Systems of the Environment (3 cr.) (NSM)  
Physical environment as the home of humankind, emphasizing the distribution and interaction of environmental variables (landforms, vegetation, soils, and climate).

G109 Weather and Climate (3 cr.) (NSM)  
Introduction to atmospheric processes responsible for weather. Elements of climatology and their variation in time and space. Weather forecasting, weather modification, and severe weather. Offered fall semesters.

G110 Introduction to Human Geography (3 cr.) (BSS)  
Introduction to geographic perspectives and principles through a consideration of six themes: environmental perception, diffusion, regionalization, spatial distribution, spatial interaction of populations and location theory. Themes are illustrated using examples such as pollution, population problems, and urbanization. Offered every fall, spring and summer II semesters.

G306 Geography of Current Issues (3 cr.) (BSS)  
An examination of current problems from a geographical perspective. The specific topics to be considered will vary from semester to semester, but may include American poverty, rural poverty, black America, the urban ghetto, non-western urbanization, crime, and environmental quality. Offered fall semesters.

G317 Geography of Developing Countries (3 cr.) (BSS)  
Analysis of spatial processes in the Third World with emphasis on the processes of migration, urbanization, and resource development. Examination of alternative theories of the development process. Offered summer II.

G326 Geography of North America (3 cr.) (BSS)  
A look at the physical, cultural, economic, and political aspects of Canada, the United States, and Mexico from a geographical perspective. Attention will be given to spatial interactions among these three geographical regions, as well as some topical issues such as environmental concerns and demographic changes. Offered spring semesters.

Geology (GEOL)

G111 Physical Geology (3 cr.) (NSM)  
Basic concepts of geology. Formation of rocks, erosion and landscape evolution, plate tectonics, and interpretation of earth processes from geological data. Lab fee required. Offered yearly.

G112 Historical Geology (3 cr.) (NSM)  

G113 Directed Study in Earth Science (1-3 cr.)  
P or C: one course in Earth Science or consent of instructor. Credit not granted toward the AS degree in Geology nor the NSM distribution requirements. Intended primarily for elementary education students who have had some of the topics covered in Q203 Earth Science for teachers. Offered concurrently with Q203. Lab fee required.

G210 Oceanography (3 cr.) (NSM)  
P: One college level science course or permission of instructor. Introduction to the study of the oceans and marine processes. Emphasis on morphology of the ocean floor, life in the ocean, oceanic circulation, and submarine geology. This course fills a physical science (non-laboratory) distribution requirement. Offered periodically.

Q203 Earth Science for Teachers (4 cr.)  
P: Q200. An introduction to the origin, composition, and structure of the lithosphere, hydrosphere, and atmosphere, as well as the interrelationship among spheres. You will also study weather and modern astronomy including solar system, origin of stars, and astronomical measurement. Special emphasis on subjects commonly taught in elementary schools. Lab fee required. Not distribution satisfying. Offered fall semesters.

Health, Physical Education, and Recreation (HPER)

E111 Basketball (1 cr.)  
Instruction in the fundamental skills of shooting, passing, ball handling, footwork, basic strategies of offensive and defensive play, and interpretation of rules. Offered during year.
**E113 Billiards (1 cr.)** Instruction in basic skills, including bridge forming, stroke techniques, bank shots, and cue ball spin. Offered during year.

**E121 Conditioning and Weight Training (1 cr.)** Instruction in basic principles of conditioning and weight training. Emphasis on muscular strength, muscular endurance, flexibility, and cardiorespiratory endurance. Offered during year.

**E131 Folk and Square Dancing (1 cr.)** Instruction in the basic techniques of modern folk and square dance. This course is designed to help understand the different styles of dance while using dance to promote physical fitness.

**E133 Fitness and Jogging I (1 cr.)** Beginning instruction in the basic principles of fitness, as they apply to a jogging and fitness walking programs. Emphasis on cardio-respiratory endurance and flexibility. Offered during year.

**E135 Golf (1 cr.)** Course is designed to teach basic instruction in the game of golf. Learn stroke technique in both putting and driving, keeping score, maintaining course etiquette, and lowering overall handicap. Offered during year.

**H160 First Aid and Emergency Care (2 cr.)** Lecture and demonstration on first-aid measures for wounds, hemorrhages, burns, exposure, sprains, dislocations, fractures, unconscious conditions, suffocation, drowning, and poisons with skill training in all procedures. Offered during year.

**E185 Volleyball (1 cr.)** Instructions in the fundamental skills of power volleyball, including the overhand serve, bump, set, dig, and spike. Team offensive and defensive strategies. Offered during year.

**E190 Yoga (1 cr.)** Course is designed to teach basic skills in the art of Yoga. Learn basic relaxation and meditation techniques. Course is effective in lowering stress levels and maintaining internal and external body control. Offered during year.

**E119 Personal Fitness (2 cr.)** P: E219. Instruction in the basic principles of conditioning and fitness. Emphasis on muscular strength, muscular endurance, flexibility, and cardiorespiratory endurance. Especially beneficial to individuals whose occupations require above normal standards of physical fitness. This class can be taken Pass/Fail or Audit. Offered every semester.

**E219 Weight Loss and Exercise (2 cr.)** Designed for health conscious students, this class will stress the importance of diet and exercise in permanent weight control. Uses dietary behavior modification techniques and an exercise program to achieve a gradual reduction and maintenance of ideal weight. Offered every semester.

**H363 Personal Health (3 cr.)** Acquaints prospective teachers with basic personal health information; provides motivation for intelligent self-direction of health behavior with emphasis on responsibilities as citizens and as teachers. Study of physiological and psychological bases for health, drugs, other critical issues, and family health. Offered fall and summer.

**P290 Movement Experiences for Preschool and Elementary School Children (2 cr.)** Provides you with knowledge of potential outcomes of preschool and elementary school motor-development programs, of how to implement such programs, and of appropriate movement experiences for young children. Also provides the student with opportunities for observing and teaching young children in a structured gymnasium setting. Offered spring and summer.

**History (HIST)**

**A300 Issues in United States History (3 cr.) (HFA)** Study and analysis of selected historical issues and problems of limited scope. Topics will vary, but usually cut across fields, regions, and periods. May be repeated with a different topic for a maximum of nine credit hours. Offered periodically.
A307 American Cultural History (3 cr.) (HFA) Major themes in American cultural life since the Civil War. Focus on the cultural expressions of immigrants, racial minorities, social classes, women, artists, and professional groups in response to changing conditions. Offered every third year.

A313 Origins of Modern America, 1865-1917 (3 cr.) (HFA) Social, economic, cultural, and political ways in which Americans accommodated and resisted changes introduced by large-scale industrialization. Populism and progressivism receive special attention. Offered every other year.

A314 United States History, 1917-1945 (3 cr.) (HFA) Political, demographic, economic, and intellectual transformations of 1917-1945; World War I, the twenties, the Great Depression, New Deal, and World War II. Offered every other year.

A315 The United States, 1945 to the Present (3 cr.) (HFA) Political, demographic, economic, and intellectual transformations from 1945 to the present; problems of postwar America, the Cold War, the Civil Rights movements, Vietnam, and problems of contemporary America. Offered every other year.

HIST-A 349 Afro-American History (3 Cr. Hrs.) (HFA) A study of blacks in American history from earliest colonial days to the present. The lectures will consider such questions as the impact of slavery on the black person, the nature of racism in America, black social and cultural institutions, and changing patterns of civil rights protests.

A390 Representative Americans (3 cr.) (HFA) Explorations of the lives and works of selected American men and women for the purpose of better understanding the ideological and social forces at work in American history. The course also will serve as an introduction to the biographical literature of American history. Offered periodically.

B323 History of the Holocaust (3 cr.) (HFA) Anti-semitism in imperial and Weimar Germany; the Nazi rise to power; the destruction of European Jewry; Jewish behavior in crisis and extremity; the attitude of the Allied Nations; mass murder in comparative historical perspective; theological, moral, and political implications.

B356 French Revolution and Napoleon (3 cr.) (HFA) Crisis of the Old Regime; middle class and popular revolt; from constitutional monarchy to Jacobin commonwealth; the terror and revolutionary government; expansion of Revolution in Europe; rise and fall of Napoleonic Empire.

B361-B362 Europe in the Twentieth Century I-II (3 cr. each) (HFA) Diplomatic, economic, intellectual, military, political, and social developments within Europe from World War I to present; changing relationships between Europe and other parts of the world. Offered fall semester, alternate years.

B393 German History: From Bismarck to Hitler (3 cr.) (HFA) This course seeks to acquaint you with the social, political, and cultural developments in Germany from the middle nineteenth through the middle twentieth century. Its basic theme is the tragic efforts made by liberalism and democracy to assert themselves against the opposing forces of militarism and nationalism. Not open to students who have had B377-B378.

E315 Europe Discovers Africa (3 cr.) (HFA) Comparative Methodology; case studies of African geography and cultures before the nineteenth century partition. European exploration and impressions of Africa. African reactions to European incursions, including adaptation, resistance, and rebellion. European competition for informal and formal control. Impact of European Expansion on Europe and Africa.

H105-H106 American History I-II (3-3 cr.) (HFA) Evolution of American society: political, economic, social structure; racial and ethnic groups; sex roles; Native American, inter-American and world diplomacy of United States; evolution of ideology, war, territorial expansion, industrialization, urbanization, international events, and their impact on American history. I-English colonization through Civil War II-1865 to present. Offered every semester.

H108 Perspectives on the World to 1800 (3 cr.) (HFA) Emergence of civilizations in the Near East, Sub-Saharan Africa, pre-Columbian America. Role of revolutions, i.e. geographic, scientific, industrial, social, and political (American and French) in establishment of European hegemony in Asia and the Western Hemisphere. Offered fall semesters.
H109 Perspectives on the World since 1800 (3 cr.) (HFA) The rise and fall of European imperial rule in Asia, the Middle East, and Africa. Special focus on the impact of World War I, Chinese, Mexican, and Russian revolutions. Independence movement in India, World War II, cold war, new nations in Asia and Africa, struggle for solidarity in Latin America. Offered spring semesters.

H205 Ancient Civilization (3 cr.) (HFA) From birth of civilization in Mesopotamia and Egypt until Constantine’s conversion to Christianity (337 A.D.). The role of the city in the ancient world; nature of imperialism; and impact of Alexander the Great, Julius Caesar, and other charismatic leaders. Archaeology as a source for political and social history. Offered spring semester, even years.

H206 Medieval Civilization (3 cr.) (HFA) European institutions, social and intellectual history from late Roman Empire to Renaissance. Greco-Roman legacy, Christian institutions, Byzantine and Islamic influences, town revival and trade, rise of universities, emergence of national states and literatures. Offered spring semester, odd years.

H217 The Nature of History (3 cr.) (HFA) An introductory examination of what history is; types of historical interpretation; common problems of historians; and the uses of history. Required for history majors and minors at IU East. Offered every year.

H221 Studies in African, Asian, or Latin American History (3 cr.) (HFA) Study and analysis of selected themes, topics, or problems in the history of Africa, Asia, or Latin America. The course will emphasize general and/or broad themes or topics; the themes or topics will vary from one semester to another. May be repeated once for credit.

H225 Special Topics in History (3 cr.) (HFA) Study and analysis of selected historical issues and problems of general importance from the perspective of arts and humanities. Topics will vary from semester to semester but will usually be broad subjects which cut across fields, regions, and periods. May be repeated for credit. Offered periodically.

H232 The World in the Twentieth Century (3 cr.) (HFA) Shaping of the contemporary world, with emphasis on the interaction of the West, particularly Western imperialism and Western political and social ideas, with non-Western lands. Examination of revolutionary national, ideological, social and/or religious movements in Japan, India, Mexico, Russia, the Middle East, Southeast Asia, and Africa. Today’s political, social, and economic institutions. Offered alternate years.

H260 History of Women in the U.S. (3 cr.) (HFA) This course surveys U.S. women’s history from the pre-colonial era to the present. Themes include: changing ideals of womanhood; sexual divisions of labor; class, racial, ethnic, and regional diversity; women’s sexuality and family life and women’s participation in politics, social reform, and feminist movements. Offered alternate years.

H495 Undergraduate Readings in History (3 cr.) (HFA) P: Consent of the instructor. Offered as needed.

T325 Topics in History (3 cr.) (HFA) Study and analysis of selected historical issues and problems of limited scope from the perspective of arts and humanities. Topics will vary, but will ordinarily cut across fields, regions, and periods. May be repeated for credit. Offered periodically.

Human Services (HSRV)

H202 Introduction to Alcohol and Drug Abuse I (3 cr.) Basic overview of the physiological, psychological, and sociological aspects of alcohol and drug abuse. Offered every semester.

H203 Introduction to Alcohol and Drug Abuse II (3 cr.) P: H202. Examination of the effects of alcohol and drug abuse on the body. Will include acute and chronic effects of use and implications for treatment. Offered spring semesters.

H204 Introduction to Gerontology (3 cr.) Basic introduction to the field of gerontology and the role of the human services professional. Offered in odd years.
H205 Treatment Issues in Alcohol and Drug Abuse (3 cr.) P: H202. Discussion of methods of treatment, continuum of care, selected approaches to counseling, and the treatment functions of screening, intake, orientation and referral. Offered fall semesters of even years.

H301 Service Needs of Older Adults (3 cr.) This course addresses the basic service needs of the older adult. The topics to be addressed will include nutrition, health, and housing. A case management approach will be used. Offered fall semester, odd years.

H302 Psychological Aspects of Alcohol and Drug Abuse (3 cr.) P: H202 & P103. Discussion of psychological aspects of alcohol and other drug use, abuse, and addiction. Will include assessment, motivation, emotional aspects, personality characteristics, and individual treatment approaches. Offered fall semesters.

H303 Counseling Needs of Older Adults (3 cr.) This course addresses the emotional and psychological needs of the older adult. Topics to be covered will include retirement, loss, companionship, isolation, sexuality, autonomy and others. Focus will be on assessment, delivery of services, and referral. Offered spring semester, even years.

H304 Basic Counseling Skills (3 cr.) P: Six credits of alcohol/drug, gerontology, or psychology. Development of basic counseling skills including listening, focusing, reflecting, interpretation, confrontation, self-disclosure, and establishing effective counseling relationships. Offered fall semesters.

H323 Social Systems Aspects of Alcohol and Drug Abuse (3 cr.) P: H202 and S100. Discussion of social systems such as family, peer groups, and cultural systems as they interrelate with persons abusing alcohol and other drugs. Will include substance abuse in the workplace and in organizations. Offered spring semester, odd years.

H360 Dynamics of Group Behavior (3 cr.) P: H202 or H204. Focus on properties of groups, awareness of personal factors in group interaction, dimensions of leadership in achieving effectiveness, characteristics of larger social systems, and the dynamics of change. Lectures and experiential exercises. Offered in odd years and summer I semesters.

H401 Alcohol and Drug Abuse Treatment Seminar (3 cr.) P: Six credits of alcohol and drug abuse courses. Study and analysis of diagnosis and treatment, including counseling styles and methods of facilitating change, self-help programs, treatment facilities models, and outcomes of effective treatment. Special attention will be given to poly-addicted clients, women, adolescents, and the family. Offered spring semester, odd years.

H402 Integrative Seminar in Gerontology (3 cr.) P: Fifteen hours in Gerontology. Integration of gerontology knowledge and skills through completion of a special project in gerontology and participation in a seminar focused on the community and institutional care needs of older adults, along with the role of human services gerontology professionals. Offered as needed.

Informatics (BUS)
INFO I320 Distributed Systems and Collaborative Computing (3 cr.) (BUS) P: INFO I211 or CSCI C202. An introductory treatment of distributed systems and programming. Topics range from distributed and object models of computation to advanced concepts such as remote method invocation, object brokers, object services, open systems, and future trends for distributed information systems.

Journalism (JOUR)
J110 Foundations of Journalism and Mass Communications (3 cr.) (HFA) Survey of the institutions of journalism and mass communication, their philosophical foundations, history, processes, economic realities, and effects. Offered fall semesters, even years.

J200 Reporting, Writing and Editing I (3 cr.) (HFA) Working seminar stressing the creation of journalistic stories for diverse audiences. You will learn to develop story ideas, gather information, combine visual and verbal messages, and to write and edit news. Offered fall semesters.
J201 Reporting, Writing and Editing II (3 cr.) (HFA) Working seminar focused on strengthening basic journalism skills, including in-depth reporting, editing, and multimedia presentations. Creativity, cooperation, and critical thinking are used to shape effective messages for diverse audiences. Offered spring semesters.

J210 Visual Communication (3 cr.) (HFA) Theories of visual communications including human perception, psychology of color, and principles of design. Application of those theories to photography, video, and computer graphic design in news communication. Offered spring semester, even years.

J290 Internship in Journalism (3 cr.) (HFA) You will produce the campus student newspaper. May be repeated once for credit. Offered as needed.

Mathematics (MATH)

K300 Statistical Techniques (3 cr.) P: M117 or equivalent. R: M118. An introduction to statistics. Nature of statistical data; ordering and manipulation of data; measures of central tendency and dispersion; and elementary probability. Concepts of statistical inference decision; estimation and hypotheses testing. Special topics discussed may include regression and correlation, analysis of variance, non-parametric methods. Credit given for only one of the following: MATH K300, MATH K310, PSY K300, PSY K310, ECON E270, SPEA K300. Not distribution satisfying. Offered fall and spring semesters.

M005 Elementary Algebra Lab (2 cr.) P: Proficiency in arithmetic and basic geometry. C: M007 simultaneously. This elementary algebra lab is designed for students with little or no previous background in algebra. Designed to teach elementary operations of equations, inequalities, polynomials, factoring, linear graphing, and problem solving. Combined with M007 this course prepares students for intermediate algebra or M110. Credit does not apply toward a degree. Offered fall and spring semesters.

M007 Elementary Algebra (3 cr.) P: Appropriate placement on skills review. Signed numbers, operations with polynomials, factoring, fractional and radical expressions, solving equations, and introduction to graphing. Credit may not be applied to any degree. Not distribution satisfying. Offered every semester.

M110 Excursions into Mathematics (3 cr.) (NSM) P: Appropriate placement on skills review or M007. A course designed to convey the flavor and spirit of mathematics, stressing reasoning and comprehension rather than technique. Not preparatory to other courses; explores topics in the theory of games, probability, and statistics. This course does not count toward a major in mathematics. Offered every fall and spring semesters.


M118 Finite Mathematics (3 cr.) (NSM) P: Appropriate placement on skills review or M117. Set theory, linear systems, matrices and determinants, probability, and linear programming. Applications to problems from business and the social sciences. Offered every semester.

M119 Brief Survey of Calculus I (3 cr.) (NSM) P: Appropriate placement on skills review or M125. An introduction to calculus primarily for students in business and the social sciences. Credit not given for both M119 and M215. Offered periodically.

M125 Pre-Calculus Mathematics (3 cr.) P: Appropriate placement on skills exam M117. Designed to prepare you for M215. Algebraic operations; polynomial, exponential, and logarithmic functions and their graphs; conic sections; systems of equations; and inequalities. Not distribution satisfying. Offered every semester.

M126 Trigonometric Functions (2 cr.) P: M125 or equivalent (may be taken concurrently). Designed to prepare you for M215. Trigonometric functions; identities. Graphs of trigonometric and inverse trigonometric functions. Not distribution satisfying. Offered every semester.
M215-M216 Analytic Geometry and Calculus I-II (5-5 cr.) (NSM) P: Appropriate placement on skills review or both M125 and M126. Coordinates, functions, straight lines, limits, continuity, derivatives, definite integral, applications, circles, conics, techniques of integration, and infinite series. Credit not given for both M119 and M215, or M120 and M216. M215 offered in fall and M216 offered in spring.

M295 Readings and Research (1-3 cr.) Supervised problem solving. Admission only with permission of a member of the mathematics faculty, who will act as supervisor. Offered periodically.

M301 Applied Linear Algebra (3 cr.) (NSM) P: M216 or consent of instructor. Emphasis on applications: systems of linear equations, vector spaces, linear transformations, matrices, simplex method in linear programming. Computer used for applications. Credit not given for both M301 and M303. Offered periodically.

M303 Linear Algebra for Undergraduates (3 cr.) (NSM) P: M216 or consent of instructor. Introduction to theory of real and complex vector spaces. Coordinate systems, linear independence and bases, linear transformations, matrix calculus, determinants and rank. Credit not given for both M301 and M303. Offered spring of even years.

M311 Calculus III (3 cr.) (NSM) P: M216 or consent of instructor. Elementary geometry of 2, 3, and n-space, functions of several variables, partial differentiation, minimum and maximum problems, and multiple integration. Offered fall of even years.


M313 Elementary Differential Equations with Applications (3 cr.) P: M216. Ordinary differential equations of first order and linear equations of higher order with applications, series solutions, operational methods, Laplace transforms, and numerical techniques. Offered odd years.


M393 Bridge to Abstract Mathematics (3 cr.) (NSM) P: Math M216 or consent of instructor. Preparation for 400-level math courses. Teaches structures and strategies of proofs in a variety of mathematical settings: logic, sets, combinatorics, relations and functions and abstract algebra. Credit given only for one of MATH M391, MATH M39. Offered fall of odd years.

M421-M422 Introduction to Topology I-II (3-3 cr.) P: M303 and M311. Introduction to point set topology with emphasis on metric spaces. Continuity, Cartesian products, connectedness, compactness, completeness. Elements of homotopy theory, fundamental group and covering spaces, elementary homology theory, applications to simplicial complexes and manifolds. M421 offered spring 2006 and every 4th spring thereafter.

M371 Elementary Computational Methods (3 cr.) (NSM) P: M216 and CSCI C301 or equivalent, or consent of instructor. Interpolation and approximation of functions, solution of equations, numerical integration, and differentiation. Errors, convergence, and stability of the procedures. You will write and use programs applying numerical methods. Offered fall 2007 and every fourth year after.

M380 History of Mathematics (3 cr.) P: M215 or consent of instructor. Brief study of the development of algebra and trigonometry; practical, demonstrative, and analytic geometry; calculus, famous problems, calculating devices; famous mathematicians in these fields and chronological outlines in comparison with outlines in the sciences, history, philosophy, and astronomy. Not distribution satisfying. Offered summer 2008 and every three years after.
M403-M404 Introduction to Modern Algebra I-II (3-3 cr.) (NSM) P: M301 or M303, M391 or consent of instructor. Study of groups, rings, fields (usually including Galois theory), with applications to linear transformations. M403 offered fall 2006 and every fourth year after.

M405 Number Theory (3 cr.) (NSM) P: M216 or consent of instructor. Numbers and their representation, divisibility and factorization, primes and their distribution, number theoretic functions, congruences, primitive roots, diophantine equations, quadratic residues, and sums of squares. Offered fall 2008 and every fourth year after.

M406 Topics in Mathematics (3 cr.) (NSM) Selected topics in various areas of mathematics which are not covered by the standard courses. May be repeated for credit. Offered periodically.

M413-M414 Introduction to Analysis I-II (3-3 cr.) (NSM) P: M301 or M303, and M311, or consent of instructor. Modern theory of real number system, limits, functions, sequences and series, Riemann-Stieltjes integral, and special topics. M413 offered spring 2007 and every fourth year after.

M415 Elementary Complex Variables with Applications (3 cr.) (NSM) P: M311. Algebra and geometry of complex numbers, elementary functions of a complex variable, power series, integration, calculus of residues, conformal mapping. Application to physics. Offered spring 2009 and every fourth spring.

M447-M448 Mathematical Models and Applications I-II (3-3 cr.) (NSM) P: M301 or M303, M311, M360 or M365, which may be taken concurrently or consent of instructor. Formation and study of mathematical models used in the biological, social, and management sciences. Mathematical topics include games, graphs, Markov and Poisson processes, mathematical programming, queues, and equations of growth. M447 offered fall 2009 and every fourth year after.

T101 Mathematics for Elementary Teachers I (3 cr.) P: M117. Elements of set theory. Operations on counting numbers, integers, rational numbers, and real numbers. Open only to elementary education majors. Not distribution satisfying. Offered fall and spring semesters.

T102 Mathematics for Elementary Teachers II (3 cr.) P: T101. Sets, operations, and functions. Prime numbers and elementary number theory. Elementary combinatorics, probability, and statistics. Only open to elementary education majors. Not distribution satisfying. Offered spring and even summer semesters.

T103 Mathematics for Elementary Teachers III (3 cr.) P: T102. Descriptions and properties of basic geometric figures; rigid motions; axiomatics; measurement; analytic geometry; and graphs of functions. Discussion of modern mathematics. Open only to elementary education majors. Not distribution satisfying. Offered fall semesters and odd summers.

T321 Intuitive Topology (3 cr.) (NSM) P: M216 or consent of instructor. Intuitive description of topology, including networks and maps, topological equivalence, classification of surfaces, spheres with handles, Jordan curve theorem, transformations, and fixed-point theorems. Offered summer 2006 and every third year after.

T336 Topics in Euclidean Geometry (3 cr.) (NSM) P: M216 or consent of instructor. Axiom systems for the plane; the parallel postulate and non-Euclidean geometry; classical theorem. Geometric transformation theory; vectors and analytic geometry; convexity; theory of area and volume. Offered summer 2007 and every third year after.

Microbiology (MICR)

J200 Microbiology and Immunology (3 cr.) (NSM) P: L107. Consideration of pathogenic bacteria, viruses, fungi, and parasites in human disease; immunology and host-defense mechanisms. Offered every semester.

Music (MUS)
E241 Introduction to Music Fundamentals (3 cr.) (HFA) Designed to aid elementary majors, in the School of Education, in learning to sing and read music. **Offered fall semesters.**

L101-L102 Guitar Class I-II (2-2 Cr.) Group instruction in guitar fundamentals. For those with little or no previous formal instruction in classical guitar: **Offered fall and spring semesters.**

M174 Music for the Listener I (3 cr.) (HFA) How to listen to music, its materials, instrumental, and musical forms. **Offered fall semesters.**

M175 Music for the Listener II (3 cr.) (HFA) Music of the nineteenth and twentieth centuries. More intensive coverage than M174. **Offered spring semesters.**

M176-M177 Auditorium Series I-II (2-2 Cr.) Attendance at local cultural events as specified by arts faculty. These classes may not be taken concurrently with any other course requiring cultural event attendance. It may be necessary for you to purchase tickets to some of the required events. For non-music majors only. Two credits regular semester; one credit in summer session. **Offered every semester, in sequence.**

P101-P102 Piano Class I-II (2-2 Cr.) Group instruction in piano fundamentals for elective and secondary students. Emphasis on elementary keyboard harmony, scales, arpeggios, transposition, and easier literature. **Offered every semester.**

V201-V202 Voice Class I-II (2-2 Cr.) Group instruction in vocal fundamentals for elective and secondary students. **Offered every semester.**

X070 University Choral Ensembles (2 Cr.) P: Audition. Performances of major choral literature. **Offered every semester.**

Z103 Special Topics in Music for Non-majors (3 cr.) (HFA) **Offered every semester.**

Z111 Introduction to Music I (3 cr.) (HFA) A study of the elements of music and their usage in the various periods of music reading and writing on a level suitable for the needs of ballet, opera scenic technique, and opera stage direction; for students interested in a general background in music. **Offered every year.**

Z201-Z202 History of Rock 'n' Roll Music I-II (3-3 cr.) I. A survey of the major trends, styles, and genres of rock music from the earliest recordings to the present day, focusing on the work of the artists and groups who have proven to be of the most enduring significance. Credit given for non-music majors only. II. P: Z201. A history and appreciation of rock's classic era. The course begins with the 1964 British Invasion, which signaled the arrival of rock's second generation. Examines the major musical figures and social issues (civil rights struggle, the war in Vietnam) of the 1960s. **Offered every year.**

Z393 History of Jazz (3 cr.) (HFA) Periods, major performers and composers, trends, influences, stylistic features, and related materials. For non-music majors only. **Offered alternate years.**

Nursing (NURS)
Associate of Science in Nursing

A100 Nursing: Drug Dosage Calculation (2 cr.) Provides a review of basic mathematics and presents a method of solving problems involving drug dosages. **Offered spring and summer semesters only.**

A111 Nursing and Medical Terminology (1 cr.) This course is designed to enable the student to increase understanding of medical and nursing terminology through the analysis of Greek and Latin prefixes, suffixes, word roots, and combining terms. **Offered fall, spring, and summer semesters.**
A136 Introduction to the Science and Technology of Nursing (4 cr.) C/P: Human Anatomy, Microbiology, A137. This course focuses on the discipline of nursing by introducing the student to the foundational knowledge needed to assess the life processes and the development, ethnic, and cultural patterns of health and illness in individuals to identify common problems, and to implement standardized nursing practices. The course will emphasize nursing roles, the nursing process, and the acquisition of basic psychomotor skills in simulated settings. Offered fall semester.

A137 Application of the Science and Technology of Nursing (3 cr.) C/P: Human Anatomy, Microbiology, A136. Students will focus on the use of critical thinking skills in the assessment of life process, developmental, and ethnic and cultural patterns of health and illness in the care of adults. The course provides the opportunity to apply basic psychomotor skills and implement standard nursing practices. Students will also be introduced to technology appropriate to support prescribed care interventions. Offered fall semesters.

A146 Care of the Individual: Alterations in Nutrition, Elimination and Metabolic Functions (3 cr.) P: A136, A 137; C: Human Physiology, A 147. This course focuses on the functional, adaptation, ethnic, and cultural patterns of young, middle-aged and elderly adults with emphasis on alterations in nutrition, elimination and metabolic processes. Students will use the nursing process in identifying interventions consistent with acute and chronic alterations in nutrition, elimination and metabolic processes. Offered spring semesters only.

A147 Nursing Practicum: Alterations in Nutrition, Elimination and Metabolic Functions (3 cr.) P: A136, A 137; C: Human Physiology, A146. Students will focus on the nursing process in the delivery of nursing care for adults with alterations in nutrition, elimination, and metabolic processes. Emphasis is placed on the developmental patterns of adults. Course provides students with the opportunity to continue to develop critical thinking, communication, and psychomotor skills consistent with the role of a competent care provider in a variety of care settings. Offered spring semesters.

A148 Care of the Individual: Alterations in Comfort and Function (2 cr.) P: A136, A137; C: Human Physiology, A149. This course focuses on the experience of stress and coping, pain and mobility impairment in young, middle-aged, and elderly adults from the perspectives of health, developmental, and ethnic/cultural patterns. Students will use the nursing process to formulate care plans/maps for individuals experiencing cancer, altered immune responses, and impaired musculoskeletal function and skin integrity. Offered spring semester.

A149 Nursing Practicum: Alterations in Comfort and Function (2 cr.) P: A136, A137; C: Human Physiology, A148. Students will focus on assessment, diagnosis, planning, implementation, and evaluation of individuals experiencing alterations in comfort and function. Students will be expected to perform selected skills safely and competently, and demonstrate accountability for the management of individuals’ care in a variety of settings. Offered spring semesters.

A276 Care of the Individual: Alterations in Activity-Exercise (3 cr.) P: All first-year courses; C: A277. This course focuses on the application of all aspects of the nursing process in caring for individuals experiencing selected acute and chronic alterations in cardiac, respiratory, and hematological systems for young, middle-age, and elderly adults. Integrations and critical examinations of prior and new knowledge will be emphasized. Offered fall semesters.

A277 Nursing Practicum: Alterations in Activity-Exercise (3 cr.) P: All first-year courses; C: A276. Students will focus on adults experiencing selected acute and chronic cardiac, respiratory, and hematological alterations and their related disruptions in activity-exercise abilities. The nursing process will be used in providing care that will foster positive outcomes. Offered spring semesters.

A278 Care of the Individual: Alterations in Cognition, Perception and Interaction (3 cr.) P: All first year courses; C: Life Span and A 279. This course focuses on the knowledge and skills needed to care for individuals experiencing actual or potential problems of the neuro-psychological, neuro-muscular, or central nervous system. Problems include cognitive, physiological, emotional, and behavioral disruptions experienced by individuals across the life-span. Offered spring semesters.
A279 Nursing Practicum: Alterations in Cognition, Perception and Interaction (2 cr.) P: All first year courses; C: Life Span and A 278. Students will focus on individuals experiencing neuro-psychological, neuro-muscular, central nervous system, emotional, and behavioral disruptions. Students will be expected to integrate knowledge and skills in increasingly complex care situations consistent with course and level competencies. Offered spring semesters.

A286 Care of Individuals: Beginning and Evolving Families (3 cr.) P: All first year courses; C: Life Span and A 287. This course focuses on the study of individuals and families during the childbearing and child raising phases of development. Concepts of growth and development, health promotion, health maintenance, illness, and illness prevention are integrated. Offered spring semesters.

A287 Nursing Practicum: Beginning and Evolving Families (3 cr.) P: All first year courses; C: Life Span and A286. Students will focus on care of individuals and families during the childbearing and child raising phases of development. Students will be expected to apply nursing skills and knowledge to promote family function and growth. Students will have opportunities to interact with children, adults, and families across the care continuum. Offered spring semesters only.

A288 Care of the Individual within a Family and Community Context (2 cr.) P: All other nursing courses; C: A289. This capstone course focuses on the integration of knowledge and its application in the provision of comprehensive nursing care. The role of the nurse in planning, collaborating, organizing, communication, problem-solving, and evaluating care outcomes will be emphasized. Principles of care management and pharmacology will be synthesized into course content. Offered spring semesters.

A289 Nursing Practicum: Care within the Family and Community Context (3 cr.) P: All other nursing courses; C: A288. Students will apply the nursing process in managing care for multiple individuals and their families in a variety of acute and community focused settings where policies and procedures are specified and professional consultation is available. Students will also demonstrate their ability to synthesize pharmacology and the use of computers in their practice. Offered spring semesters.

A290 The Discipline of Nursing: Role Transitioning (2 cr.) C: A286 and/or A288. This course focuses on the transition from the role of student to graduate nurse. Emphasis is placed on the responsibilities and expectations of the professional nurse in the health care delivery system. Legal and ethical issues, professional development, group dynamics, risk management, quality assurance, political action, nursing organizations, and the use of research to inform nursing practice will be explored. Offered spring semesters.

A190 Special Topics in Nursing (1-3 cr.) P: Completion of all required course work noted or permission of instructor. Students will have an opportunity to pursue special topics of interest related to the professional practice of nursing. Topics will be offered on an as-needed basis.

A192 Special Topics in Nursing: Practicum (1-3 cr.) P: Completion of all required course work or permission of instructor. Students will have an opportunity to pursue areas of nursing practice that complement your program of study. Offering will be based on resource availability.

Bachelor of Science in Nursing
B232 Introduction to the Discipline of Nursing: Theory, Practice, Research (3 cr.) This course focuses on core theoretical concepts of nursing practice: health, wellness, illness, wholism, caring, environment, self-care, uniqueness of persons, interpersonal relationships and decision-making. This course helps students understand nursing’s unique contributions to meeting societal needs through integrating theory, research, and practice. Offered fall semesters.

B233 Health and Wellness (4 cr.) P/C: B232, B244, B245, B248, B249. This course focuses on the use of concepts from nursing, nutrition, pharmacology, and biopsychosocial sciences to critically examine the determinates of health, wellness, and illness across the lifespan. Environmental, sociocultural, and economic factors that influence health care practices are emphasized. Theories of health, wellness, and illness are related to health-promotion, disease-prevention, and illness-prevention nursing interventions. Offered fall semesters.
B244 Comprehensive Health Assessment (2 cr.) P/C B232, B233, B245, B248, B249. This course focuses on helping you acquire skills to conduct a comprehensive health assessment, including the physical, psychological, social, functional, and environmental aspects of health. The process of data collection, interpretation, documentation, and dissemination of assessment data will be addressed. Offered fall and spring semesters.

B245 Comprehensive Health Assessment: Practicum (2 cr.) P/C: B232, B233, B244, B248, B249. Students will have the opportunity to use interview, observation, percussion, palpation, inspection, and auscultation in assessing clients across the life span in simulated and actual environments. Offered fall and spring semesters.

B248 Science and Technology of Nursing (2 cr.) P: B232, B233, B244, B245; C: B249. This course focuses on the fundamentals of nursing from a theoretical research base. It provides an opportunity for basic care nursing skills development. Students will be challenged to use critical thinking and problem-solving in developing the ability to apply an integrated nursing therapeutics approach for clients experiencing health alterations across the lifespan. Offered during the summer.

B249 Science and Technology of Nursing: Practicum (2 cr.) P/C: B232, B233, B244, B245; C: B248. Students will have the opportunity to demonstrate fundamental nursing skills in the application of nursing care for clients across the lifespan. Offered during the summer.

B251 Life Span Development Practicum (1 cr.) P:/C: B232, B233, B244/B245, P216. This course deals with perspectives of growth and development across the lifespan, family theories and family adaptation to common health problems, promoting health across the lifespan and usual patterns of aging. Students will make assessment and observations of individuals and families various stages of growth and development. Offered spring semesters.

H351 Alterations in Neuro-Psychological Health (3 cr.) P: All sophomore-level courses; C: H352. This course focuses on individuals and small groups experiencing acute and chronic neuropsychological disorders. Content includes the effect of the brain-body disturbances on health functioning. Other content areas are growth and development, stress, mental status, nurse-client relationships, psychopharmacology, and nursing approaches for clients experiencing DSM-IV neuropsychological disorders. Offered spring semesters.

H352 Alterations in Neuro-Psychological Health: The Practicum (2 cr.) P: All sophomore-level courses; C: H351. Students will provide nursing care to individuals and small groups who are experiencing acute and chronic neuropsychological disturbances related to psychiatric disorders. Student experiences will be with individuals and small groups in supervised settings, such as acute care, community-based, transitional, and/or the home. Offered spring semesters.

H353 Alterations in Health I (3 cr.) P: All sophomore-level courses; C: H354. This course focuses on the pathophysiology and holistic nursing care management of clients experiencing acute and chronic problems. Students will use critical thinking and problem-solving skills to plan interventions appropriate to health care needs. Offered fall semesters.

H354 Alterations in Health I: The Practicum (2 cr.) P: All sophomore-level courses; C: H353. Students will apply the science and technology of nursing to perform all independent, dependent, and interdependent care functions. Students will engage clients in a variety of settings to address alterations in health functioning, identify health care needs and determine the effectiveness of interventions given expected outcomes. Offered fall semesters.

H355 Data Analysis in Clinical Practice and Health Care Research (3 cr.) P: All sophomore level courses or permission of instructor. This course introduces nursing and other health sciences students to the basic concepts and techniques of data analysis needed in professional health care practice. Principles of measurement, data summarization, and univariate and bivariate statistics are examined. Difference in types of qualitative data and methods by which these types of data can be interpreted are also explored. Emphasis is placed on the application of fundamental concepts to real world situations in client care. Offered in the summer.
H361 Alterations in Health II (3 cr.) P: All sophomore-level courses, H353, H354; C: H362. This course builds on Alterations in Health I and continues to focus on pathophysiology and holistic nursing care management of clients experiencing acute and chronic health problems, and their associated needs. Offered spring semesters.

H362 Alterations in Health II : The Practicum (2 cr.) P: All sophomore-level courses, H353, H354; C: H361. Students will continue to apply the science and technology of nursing to perform all independent, dependent, and interdependent care functions. Students will engage clients in a variety of settings to address alterations in health functioning. Offered spring semesters.

H363 The Developing Family and Child (4 cr.) P: All sophomore-level courses; C: H364. This course focuses on the needs of individuals and their families who are facing the phenomena of growth and development during the childbearing and child-rearing phases of family development. Factors dealing with preserving, promoting, and restoring healthy status of family members will be emphasized. Offered fall semesters.

H364 The Developing Family and Child: The Practicum (3 cr.) P: All sophomore-level courses; C: H363. Students will have the opportunity to work with childbearing and child-rearing families, including those experiencing alterations in health. Offered fall semesters.

H365 Nursing Research (3 cr.) P: All sophomore-level courses and statistics. This course focuses on development of students’ skills in using the research process to define clinical research problems and to determine the usefulness of research in clinical decisions related to practice. The critique of nursing and nursing-related research studies will be emphasized in identifying applicability to nursing practice. Offered spring semesters.

S470 Restorative Health Related to Multisystem Failures (3 cr.) P: All junior-level courses; C: S471, S472, S473. This course focuses on the pathophysiology and nursing care management of clients experiencing multisystem alterations in health status. Correlations among complex system alterations and nursing interventions to maximize health potential are emphasized. Offered fall semesters.

S471 Restorative Health Related to Multisystem Failures: The Practicum (2 cr.) P: All junior-level courses; C: S470. Students will apply the nursing process to the care of clients experiencing acute multisystem alterations in health. Offered fall and summer semesters only.

S472 A Multisystem Approach to the Health of the Community (3 cr.) P: All junior-level courses; C: S473. This course focuses on the complexity and diversity of groups or aggregates within communities and their corresponding health care needs. Through a community assessment of health trends, demographics, epidemiological data, and social/political-economic issues in local and global communities, students will be able to determine effective interventions for community-centered care. Offered fall and summer semesters only.

S473 A Multisystem Approach to the Health of the Community: The Practicum (2 cr.) P: All junior-level courses; C: S472. Students will have the opportunity to apply the concepts of community assessment, program planning, prevention and epidemiology to implement and evaluate interventions for community-centered care to groups or aggregates. Professional nursing will be practiced in collaboration with diverse groups within a community. Offered fall and spring semesters only.

S481 Nursing Management (2 cr.) P: All junior-level courses; C: S482. This course focuses on the development of management skills assumed by professional nurses, including delegation of responsibilities, networking, facilitation of groups, conflict resolution, leadership, case management, and collaboration. Concepts addressed include organizational structure, change, managing quality and performance, workplace diversity, budgeting and resource allocation, and delivery systems. Offered fall and spring semesters.

S482 Nursing Management: The Practicum (3 cr.) P: All junior-level courses; C: S48. Students will have the opportunity to apply professional management skills in a variety of nursing leadership roles. Offered fall and spring semesters.
S483 Clinical Nursing Practice Capstone (3 cr.) P: All junior-level courses; P/C: S470, S471, S472, S473, S481, S482, S484, S485. Students will have the opportunity to demonstrate competencies consistent with program outcomes and to refine your nursing care practice skills. Students will collaborate with faculty and a preceptor in choosing a care setting, planning and organizing a learning experience, and practicing professional nursing in a safe and effective manner. Offered spring semesters.

S484 Research Utilization Seminar (1-2 cr.) P: All junior-level courses; P/C: S470, S471, S472, S473, S481, S482, C: S483, S485. This course focuses on students’ abilities to refine critical and analytical skills in evaluating clinical research for applicability to nursing practice. Students will examine the role of evaluation, action research, and research findings in assuring quality of nursing care and in solving relevant problems arising from clinical practices. Offered spring semesters.

S485 Professional Growth and Empowerment (3 cr.) P: All junior-level courses; S470, S471, S472, S473; P/C: S481, S482, S483, S484. This course focuses on issues related to professional practice, career planning, personal goal setting, and empowerment of self and others. Students will discuss factors related to job performance, performance expectations and evaluation, reality orientation, and commitment to life-long learning. Offered fall and spring semesters.

Z480 B.S.N. Portfolio Review for Course Substitution (0-6 cr.) Non-credit course. The portfolio review process is available to all undergraduate students who believe that they can meet the learning objectives and competencies required of a specific nursing course within their program of study. The portfolio is a mechanism used to validate the acquisition of knowledge and skills congruent with course expectations and students learning outcomes. The portfolio provides objective evidence that students have acquired the content and skills through prior learning and/or practice experiences.

Z490 Clinical Experience in Nursing (1-6 cr.) P: Successful completion of junior level courses or permission of instructor. Course includes planned and supervised clinical experiences in the area of your major interest. Offered fall, spring and summer semesters.

Z492 Individual Study in Nursing (1-6 cr.) P: Successful completion of junior level courses or permission of instructor. This course provides an opportunity for you to pursue independent study of topics in nursing under the guidance of a selected faculty member. Offered fall, spring and summer semesters.

B304 Professional Nursing Seminar I (3 cr.) This course focuses on core theoretical concepts of professional nursing practice, including health, wellness, illness, self-care, and caring, disease prevention and health promotion. Students will be expected to explore theoretical premises and research related to the unique wellness perspectives and health beliefs of people across the lifespan in developing care outcomes consistent with maximizing individual potentials for wellness. Offered fall semesters.

B404 Professional Nursing Seminar II (3 cr.) This course focuses on the application of nursing theory and research findings in restoring and maintaining individual and family functioning for those dealing with multisystem alterations. Students will explore the ethical, legal, and moral implications of treatment options and identify tactics to maximize nursing’s effectiveness in facilitating individuals and families through the health care system. Students will complete a scholarly analysis as part of your practicum experience. Offered spring semesters.

Philosophy (PHIL)

P100 Introduction to Philosophy (3 cr.) (HFA) Perennial problems of philosophy, including problems in ethics, epistemology, metaphysics, and philosophy of religion. Offered every semester.

P105 Thinking and Reasoning (3 cr.) (HFA) Basic rules of correct reasoning; roles of definitions and of language in thinking; roles of observation, hypothesis, and theory in knowledge; basic techniques for gathering information, testing beliefs for truth, and problem solving. Offered every semester.

P120 Personal and Social Ethics (3 cr.) (HFA) A study of ethical values in relation to such problems as personal and societal decision making, selection and justification of life style, goal orientation, conflict resolution, freedom and creativity, commitment and responsibility. Offered every semester.
P140 Introduction to Ethics (3 cr.) (HFA) Philosophers’ answers to ethical problems (e.g., nature of good and evil, relation of duty to self interest, objectivity of moral judgments). Offered every semester.

P145 Introduction to Social and Political Philosophy (3 cr.) (HFA) Fundamental problems of social and political philosophy: the nature of the state, political obligation, freedom and liberty, equality, justice, rights, social change, revolution, and community. Readings from classical and contemporary sources. Offered occasionally.

P150 Elementary Logic (3 cr.) (HFA) Development of critical tools for the evaluation of arguments. Offered occasionally.

P200 Problems of Philosophy (3 cr.) (HFA) Selected writings of modern philosophers concerning some of the most important philosophical problems. Offered occasionally.

P246 Introduction to Philosophy and Art (3 cr.) (HFA) Introduction to the philosophical study of art and the relationship between art and philosophy. Topics include the nature of a work of art, the role of emotions in art, the interpretation and appreciation of art, and the way philosophy is expressed in art. Offered occasionally.

P282 Women in Philosophical Thought (3 cr.) (HFA) An analysis of historical and contemporary philosophical writings that incorporate beliefs about the nature of women, their social roles, and status. The aim is for you to examine these beliefs systematically so as better to understand the implications of your own beliefs. Offered occasionally.

P322 Philosophy of Human Nature (3 cr.) (HFA) Theories of human nature and their philosophical implications. Offered occasionally.

P497 Internship in Philosophy (1-3 cr.) P: Approval of major department. Designed to provide academic credit for paper or other project done for supervisor of the intern in a given semester. You will also be assisting in some course(s) in this department. Does not count toward the major in philosophy. May not be repeated. Offered occasionally.

Physics (PHYS)
P100 Physics in the Modern World (4 cr.) (NSM) P: Math M007. Designed to introduce students who have not previously taken a physics or chemistry course to the methods, principles, and language of physics. Includes classical physics and modern applications. Cannot be substituted for physics course explicitly designed in specified curricula. It includes both lecture and laboratory components. No credit will be given to students who have passed P201-P202. Lab fee required. Offered alternate summers.

P201 General Physics I (5 cr.) (NSM) P: M125 and M126 or equivalent. Newtonian mechanics, wave motion, heat, and thermodynamics. Application of physical principles to related scientific disciplines including life sciences. Lab fee required. Offered fall and spring semesters.

P202 General Physics II (5 cr.) (NSM) P: P201. Electricity and magnetism, geometrical and physical optics, introduction to concepts of relativity, quantum theory, and atomic and nuclear physics. Lab fee required. Offered spring semesters.

Q202 Physical Science: Elementary Teachers (4 cr.) P: Q200. Part of an integrated sequence of science courses for elementary education majors. Introduction to physical science including such topics as motion, light, electricity, magnetism, states of matter, energy, and chemical reactions. Lab fee required. Not distribution satisfying. Offered fall semesters.

Plant Sciences (PLSC)
B201 Introduction to Plant Kingdom (4 cr.) (NSM) P: L107. Emphasis will be on structure and function of vegetative and reproductive plant parts, classification, evolutionary and genetic relationships, and economic importance of plants throughout the plant kingdom. Lab fee required. Offered spring semesters.
Political Science (POLs)

Y101 Principles of Political Science (3 cr.) (BSS) Provides an overview of the sub-areas of political science: comparative systems, theories, international relations, and institutions. Recommended for the major or potential major. For other students, it should provide provocative ideas for understanding the political nature of their world. The course is exploratory in nature, seeking to raise questions, not necessarily to answer them. Offered as needed.

Y103 Introduction to American Politics (3 cr.) (BSS) Introduction to the nature of government and the dynamics of American politics. Origin and nature of the American federal and state systems and their political party base. Offered fall, spring and summer semesters.

Y105 Introduction to Political Theory (3 cr.) (BSS) History of political philosophy, including relationships between rules and ruled, nature of authority, social conflict, character of political knowledge, and objectives of political action. Offered fall, spring and summer semesters.

Y107 Introduction to Comparative Politics (3 cr.) (BSS) Study of foreign political systems of countries. Similarities and differences among types of political systems; stability and change in politics. Offered fall and spring semesters.

Y200 Contemporary Political Topics (3 cr.) (BSS) Extensive analysis of selected contemporary political problems. Topics vary from semester to semester and are listed in the Schedule of Classes. May be repeated once for credit. Offered as needed.

Y206 Politics of American Ethnic Minorities (3 cr.) (BSS) Introduction to the politics of multicultural diversity in the United States. This course provides you with an understanding of the inter-relationship of the politics of race, social class, ethnicity, and pluralism in American society, and how these cultural norms help to shape and mold our political and cultural structures and political realities. Offered spring semesters.

Y304-Y305 American Constitutional Law I-II (3-3 cr.) (BSS) R for Y305: Y304. Nature and function of law and judicial process; selected Supreme Court decisions interpreting American constitutional system. Y304 Offered fall semesters. Y305 offered spring semesters.

Y307 Indiana State Government and Politics (3 cr.) (BSS) Constitutional foundations, political development, organizational and functional process and growth, and current problems of Indiana government as the focal point for understanding the role of states as instruments of social policy. Readings, case studies, and problems. Offered spring semesters.

Y308 Urban Politics (3 cr.) (BSS) Political behavior in modern American communities; emphasizing the impact of municipal organization, city officials and bureaucracies, social and economic notables, political parties, interest groups, the general public, and protest organizations on urban policy outcomes. Offered fall semesters.

Y324 Women and Politics (3 cr.) (BSS) Analysis of women in contemporary political systems, domestic or foreign, with emphasis on political roles, participation, and public policy. Normative or empirical examination of how political systems affect women and the impact women have on the system(s). Topics vary semester to semester. May be repeated once for credit with a different topic. Offered alternate years.

Y325 Black Politics (3 cr.) (BSS) Examines the black political condition, with special emphasis on political thought and behavior. The course analyzes not only how the political system affects blacks, but also the impact blacks have on it. Themes for this course may vary. Offered alternate years.

Y338 African Politics (3 cr.) (BSS) Politics in contemporary Africa. Topics include processes of national building, dependency, and underdevelopment; role of political parties, leadership, ideology, and military rule; continuing relevance of colonial heritage and traditional culture; and network of international relations. Offered as needed.
Y340 East European Politics (3 cr.) (BSS) The study of the evolution of the governmental and political processes in the states of Eastern Europe. Traditional, ideological, and political aspects of the individual communist societies will be discussed, with special emphasis on ideological differentiation and nationalism. Offered as needed.

Y346 Contemporary Revolutions (3 cr.) (BSS) Analysis of major modern revolutions. Focus on the social, economic, and political causes of revolutions; the rise of revolutionary movements; and the strategies for gaining and consolidating power. Offered as needed.

Y346 Comparative Politics in Developing Countries (3 cr.) (BSS) Analyses of political actors and political processes in developing countries. Ethnic, regional, religious, class conflict in the process of political change; the role of political parties, peasantry, organized labor, business elites, the military, coalitions, ideologies, and political leadership; socioeconomic issues and public policy formation. Offered alternate years.

Y480 Undergraduate Readings in Political Science (1-6 cr.) (BSS) Individual readings and research. No more than six credit hours total may be taken. May be taken only with consent of instructor and director of undergraduate studies. Offered as needed.

Psychology (PSYCH)

B309 Cooperative Work Experience in Psychology (1-3 cr.) (BSS) P: consent of instructor. Experience in psychology-oriented work settings. Grade is determined on the basis of a written report and a supervisor’s evaluation. May be repeated for a maximum of six credit hours. Offered as an independent study.

B354 Adult Development and Aging (3 cr.) (BSS) P: P216 or equivalent or consent of instructor. The course content examines changes which occur with age in the following areas: intelligence, memory, personality, sexuality, health, living environments, economics, development disorders, and treatment for developmental disorders. Credit not given for both B354 and P363. Offered occasionally.

B366 Introduction to Organizational Psychology in Business and Industry (3 cr.) (BSS) P: P103; R: P320. The study of organizational psychology as applied to business and industry. Brief coverage of historical development of organizational theory through exploring current theories’ weaknesses and strengths. Special problems for business and industry and the methodology for scientific research on these problems will be presented. Some areas or problems to be discussed are organizational structure and climate, leadership and management, communication, motivation, morale, and productivity. Offered occasionally.

B386 Intro to Counseling (3 cr.) P: P103. This course will help students acquire a repertoire of basic counseling interview skills and strategies and expose students to specific helping techniques. This will be an activity-based course and students will enhance the general education goals of listening and problem solving. Offered every year.

B388 Human Sexuality (3 cr.) P: P103. This course presents a biopsychosocial model of sexual function and disfunction. Factors influencing sexual functioning such as chronic illness, substance abuse, and fear to AIDS are explored. Sexual paraphilias will also be discussed. Offered occasionally.

K300 Statistical Techniques (3 cr.) (BSS) P: A 100 level math course or equivalent; C: COLI S330. Introduction to statistics; nature of statistical data; ordering and manipulation of data; measures of central tendency and dispersion; elementary probability. Concepts of statistical inference and decision; estimation and hypothesis testing. Special topics include regression and correlation, analysis of variance, non-parametric methods. Credit not given for both K300 and K310. Generally offered each semester.

P103 General Psychology (3 cr.) (BSS) Introduction to psychology: its methods, data, and theoretical interpretations in areas of learning, sensory psychology, psychophysiology, individual differences, personality, development, abnormal and social psychology. May not be taken if you have previously taken P101 or P102. Offered every semester.

P211 Methods of Experimental Psychology (3 cr.) (BSS) P: P103 or equivalent or consent of instructor. Design and execution of simple experiments, treatment of results, search of the literature, and preparation of experimental reports. Generally offered every semester.
P212 Self-Esteem and Self-Concept Development (3 cr.) (BSS) P: P103. This course examines current psychological literature on self-related development. Readings, in-class discussions, and course assignments will aid your understanding of self theories, self-esteem and self-concept development, and the implications of an individual’s self-views for interpersonal interactions. Offered occasionally.

P216 Life Span Development (3 cr.) (BSS) P: P103 or consent of instructor. A survey course of human development from infancy through old age, emphasizing the life span perspective of development. Classical stage theorists, current popular conception, major research findings, and implications for all life stages from birth to death. Offered every semester.

P233 Industrial Psychology (3 cr.) (BSS) P: P103 or equivalent or consent of instructor. Application of psychological principles and research techniques to industrial and personnel problems, including selection, training efficiency, safety, and design of equipment. Offered occasionally.

P280 Psychology Applied to Teaching (1-6 cr.) (BSS) The study and application of psychological concepts and principles related to the teaching-learning process. Offered occasionally.

P302 Psychological Aspects of Alcohol and Drug Abuse (3 cr.) (BSS) Discussion of psychological aspects of alcohol and other drug use, abuse, and addiction. Will include assessment, motivation, emotional aspects, personality characteristics, and individual treatment approaches. Offered occasionally.

P319 Psychology of Personality (3 cr.) (BSS) P: P103. Methods and results of scientific study of personality. Basic concepts of personality traits and their measurements; developmental influences; problems of integration. Offered fall semesters.

P320 Social Psychology (3 cr.) (BSS) P: P103; R: P211. Principles of scientific psychology applied to individuals in social situations. Offered every other year.

P322 Psychology in the Courtroom (3 cr.) (BSS) P: P103; R: P320. This course considers the psychological aspects of roles and interactions in the courtroom. Topics include: definitions of “sanity” and “competency”, eyewitness testimony, jury selection, instructions, and the role of psychologists as “expert witnesses” and jury selection consultants. Offered occasionally.

P324 Abnormal Psychology (3 cr.) (BSS) P: P103; R: P319. A first course in abnormal psychology with emphasis on forms of abnormal behavior, etiology, development, interpretation, and final manifestations. Offered spring semesters.

P325 Psychology of Learning (3 cr.) (BSS) P: P103; R: P211. Facts and principles of human and animal learning, especially as treated in theories attempting to provide framework for understanding what learning is and how it takes place. Offered every other year.

P326 Behavioral Neuroscience (3 cr.) (BSS) P: P103; R: An introductory biology course. An examination of the cellular bases of behavior, emphasizing the contemporary views and approaches to the study of the nervous system. Neural structure, function, and organization are considered in relation to sensory and motor function, motivation, learning, and other basic behaviors. Offered every other year.

P327 Psychology of Motivation (3 cr.) (BSS) P: P103; R: An introductory biology course. How needs, desires, and incentives influence behavior; research on motivational processes in human and animal behavior; including ways in which motives change and develop. Offered occasionally.

P329 Sensation and Perception (3 cr.) (BSS) P: P103 and M014 or equivalent. Basic data, theories, psychophysics, illusions, and other topics fundamental to understanding sensory and perceptual processes. Offered every other year.

P335 Cognitive Psychology (3 cr.) (BSS) P: P103; R: P211. Introduction to human cognitive processes including attention and perception, memory, psycho-linguistics, problem-solving, and thinking. Offered every other year.
P336 Psychological Tests and Individual Differences (3 cr.) (BSS) P: P103 and K300 or equivalent or consent of instructor. Principles of psychological testing. Representative tests and their uses for evaluation and prediction. Emphasis on concepts of reliability, validity, standardization, norms, and item analysis. Offered every other year.

P390 Special Topics in Psychology (1-3 cr.) (BSS) P: 103 or equivalent or consent of instructor. Topics vary with instructor and semester. May be repeated once for credit. Offered occasionally.

P425 Behavior Disorders of Childhood and Adolescence (3 cr.) (BSS) P: P103 and P324, or consent of instructor. A survey of major behavior disorders, with emphasis on empirical research and clinical description relative to etiology, assessment, prognosis, and treatment. Offered occasionally.

P450 Human Factors (3 cr.) (BSS) P: P103 or equivalent or consent of instructor. Theories and data of experimental psychology applied to the problems of the interaction of people and technology in the workplace. Offered occasionally.

P457 Topics in Psychology (1-3 cr.) (BSS) P: P103 and junior or senior standing. Studies in special topics not ordinarily covered in other departmental courses. Topics vary with instructor and semester. May be repeated once for credit if topic differs. Offered occasionally.

P459 History and Systems of Psychology (3 cr.) (BSS) P: P103 plus six hours of psychology. Historical background and critical evaluation of major theoretical systems of modern psychology: structuralism, functionalism, associationism, behaviorism, Gestalt psychology, and psychoanalysis. Methodological problems of theory construction and system making. Offered fall semesters.

P460 Women: Psychological Perspective (3 cr.) P: P103. Basic data and theories about the development and maintenance of sex differences in behavior and personality. Offered occasionally.

P493 Supervised Research I (2-3 cr.) P: P103, P211 or K300 or equivalent or consent of instructor. Active participation in research. An independent experiment of modest magnitude, participation in ongoing research in a single laboratory. If you enroll in P493, you will be expected to enroll in P494. Offered occasionally.

P494 Supervised Research II (2-3 cr.) P: P493. A continuation of P493. Course will include a journal-type report of the two semesters of work. Offered occasionally.

P495 Reading and Research in Psychology (1-3 cr.) P: Consent of instructor, junior or senior standing. Offered as an independent study.

Public and Environmental Affairs (SPEA)
V170 Introduction to Public Affairs (3 cr.) Not recommended if you have taken SPEA E200, V262, V264. Broad coverage of public and environmental affairs through critical and analytic inquiry into selected policy areas. Attention is given to current, as well as perennial public issues. Offered fall semesters.

V262 Environment: Problems and Prospects (3 cr.) A survey of different aspects of the interaction between man and his environment, with an emphasis on the complex interactions within systems. Subjects discussed include: population levels, natural resources, energy use, and various types of pollution and means of controlling them. Credit not given for both E200 and V262. Offered as needed.

V263 Public Management (3 cr.) This course is an examination of the management process in public organizations in the United States. Special attention will be given to external influences on public managers, the effect of the intergovernmental environment and, in particular, problems of management in a democratic, limited government system.

V264 Urban Structures and Policy (3 cr.) An introduction to urban studies. Topics considered include growth, population, housing, transportation, and government, with discussion of related public policy. Offered as needed.
V270 Survey of Administrative Techniques (3 cr.) Introduction to principles of management and systems theory for the administration of public agencies. Credit not given for both V270 and J310. Offered as needed.

V352 Personal Career Planning (1 cr.) P: Sophomore standing. Investigation of careers, the world of work, and the career planning process. The focal point is you and your goals. Provides assistance in developing practical, meaningful, and realistic insights into the nature of making a public career choice in today’s world. Course is graded S/F (satisfactory/fail). Offered every semester.

V366 Managing Behavior in Public Organizations (3 cr.) Study of public agency management emphasizing the special constraints of administration in the public context. Offered in spring semesters.

V372 Financial Management and Budgeting (3 cr.) Study of fiscal management in public agencies, including revenue administration, debt management, and public budgeting. Emphasis will be given to the fiscal processes in state and local agencies. Offered in spring semester.

V373 Personnel Management in the Public Sector (3 cr.) The organization and operation of public personnel management systems with emphasis on concepts and techniques of job analysis, position classification, training, affirmative action, and motivation. Offered as needed.

V376 Law and Public Policy (3 cr.) Provides a basic understanding of the origins, process, and impact of law in the making and implementing of public policy. The course’s major objective is to provide you with the substantive concepts necessary to understand the judicial system and law in its various forms. Offered as needed.

V380 Internship in Public and Environmental Affairs (1-6 cr.) Permission of instructor. Open to interested students upon approval of faculty. You are placed with public agencies or governmental units for assignment to a defined task relevant to your educational interests in public affairs. Tasks may involve staff work or research. Full-time participants may earn up to 6 credit hours. Offered as needed.

V390 Readings in Public and Environmental Affairs (1-3 cr.) P: Approval of instructor. Independent readings and research related to a topic of special interest to you. Written report required. Offered as needed.

Religion (REL)

R110 Biblical Narratives in Western Culture (3 cr.) (HFA) A study of several major biblical stories, plus an examination of the ways in which these stories live on as they have triggered the modern imagination of artists, writers, and composers. Offered occasionally.

R152 Jews, Christians, Muslims (3 cr.) (HFA) Patterns of religious life and thought in the West; continuities, changes, and contemporary issues. Offered occasionally.

R160 Introduction to Religion in Culture (3 cr.) (HFA) Varieties of religious life and culture in America. May be repeated with a different topic for a maximum of 6 credit hours. Offered occasionally.

R170 Religion and Social Issues (3 cr.) (HFA) Western religious convictions and their consequences for judgments about personal and social morality, including such issues as sexual morality, medical ethics, questions of socioeconomic organization, and moral judgments about warfare. Offered occasionally.

R180 Introduction to Christianity (3 cr.) (HFA) Survey of beliefs, rituals, and practices of the Christian community with a focus on the varieties of scriptural interpretation, historical experience, doctrine, and behavior. Offered occasionally.

R210 Introduction to the Hebrew Bible (3 cr.) (HFA) Development of its beliefs, practices, and institutions from the patriarchs to the Maccabean period. Introduction to the biblical literature and other ancient Near East documents. Offered occasionally.

Social Work (SWK)

S100 Understanding Diversity in a Pluralistic Society (3 cr.) P or C: Eng W131. Theories and models to enhance understanding of our diverse society. Provides content about differences and similarities in experiences, needs, and beliefs of selected minority groups and their relation to majority groups. Offered most semesters.

S141 Introduction to Social Work (3 cr.) P or C: Eng W131. Examination of characteristics, functions, and requirements of social work as a profession. Emphasis upon ideological perspectives of the profession and the nature of professional function and interaction. Offered most semesters.

S200 Special Topics in Human Services (3 cr.) Study of selected topics in human services such as chronic mental illness, drug and alcohol abuse, gerontology, child welfare, case management. Offered most semesters.

S221 Human Behavior and Social Environment I: Individual Development and Functioning (3 cr.) P: P103, S141 or permission of instructor. P or C: Soc S100. Understanding of human behavior with the environment as a basis for social work practice. Focuses on understanding the interaction between person and environment. Coverage of major theories of individual functioning, life cycle development, and family context. Exploration of inequality, discrimination, and differential access to opportunities. Offered fall semesters.

S231 General Social Work Practice I: Theory/Skill (3 cr.) P: Admission to Associate or B.S.W. program. P or C: S221. Development of beginning understanding of generalist social work practice. Uses a range of perspectives including strengths, perspective, empowerment, and person-in-environment. Focuses on beginning phase of problem-solving process and related skills. Offered fall semesters.

S232 Human Services Skills (6 cr.) P: S231. Continuation of S231. P or C: S251. Guided field experiences for application of generic practice concepts, principles, and development of basic skills. Offered spring semesters.

S251 Emergence of Social Services (3 cr.) P: S141 or permission of instructor. P or C: Hist H106. Examination of the evolution of social services in response to human needs and social problems, as related to economic, political, and social conditions. Offered fall semesters.

S280 Introduction to Field Experience (3 cr.) Introductory field experience for testing interest in Social Work. Offered in summer.

S300 Selected Topics in Social Work (3 cr.) P: Junior standing. Study of selected topics in Social Work. Offered periodically.

S322 Human Behavior and Social Environment II: Small Group Functioning (3 cr.) P: S221. Examination of the significance of small group as context and means for social development of individuals and as agent of change in the social environment. Discussion of individuals as members of group, including family and organizations. Offered fall semesters.

S323 Human Behavior and Social Environment III: Community and Organizational Functioning (3 cr.) P or C: S322 and Anth A104. Theoretical and conceptual foundation of community and formal organizations, community research, institutional discrimination, distribution of community resources, and power and control as it relates to oppressed groups. Offered fall semesters.

S332 General Social Work Practice II: Theory/Skill (3 cr.) P: S231. C: S381, and admission to the B.S.W. program. Examination of middle and ending phases of the problem-solving process and related skills. Helping relationships with various client system sizes, impact of agency policies and procedures vis a vis clients’ problems, relationship between practice and research. Offered spring semesters.
S352 Social Service Delivery Systems (3 cr.) P: S251, Y103. Policies, structures, and programs of service delivery systems at local, regional, and national levels. Emphasis on systems relationships and policy development process for beginning capacity in policy analysis and policy practice. Offered spring semesters.

S371 Social Work Research (3 cr.) P: Junior standing. Examination of basic research methods in social work, the relevance of research for social work practice, and selection of knowledge for use in social work. Offered fall semesters.

S381 Social Work Practicum I (3 cr.) P: S231. C: S332. Guided field experience for application of generic practice concepts, principles, and development of basic practice skills. Offered fall semesters.

S400 Practicum Seminar (1 cr.) P: All junior-level social work courses. C: S433, S472, S482. Discussion of practice issues as experienced in S482.

S433 Generalist Social Work Practice III: Theory and Skills (3 cr.) P: All junior-level social work courses. C: S472, S482. Development of the ability to work differentially with selected situations and varied system sizes. Identifies clients’ needs as the primary factor influencing the choice of intervention. Offered fall semesters.

S442 Practice-Policy Seminar in Fields of Practice (2 courses required) (3 cr.) P: All junior year courses, S472, S482, S433. Addresses practice and policy issues in specific fields of practice, such as child and family, aging, addictions, and developmental disabilities.

S472 Practice Evaluation (3 cr.) P: S371 and all other junior-level social work courses. C: S433, S482. Develop the knowledge and skills necessary to evaluate own practice with individuals, groups, communities, and organizations.

S482 Social Work Practicum II (5 cr.) P: All junior-level social work courses. C: S433, S472. Guided field experience for application of concepts and principles and development of skills for generalists practice with selected social systems. Offered fall semesters.

S490 Independent Study (1-6 cr.) P: Special permission. Individual study of an area of special interest.

Sociology (SOC)

S100 Introduction to Sociology (3 cr.) (BSS). Most sections cover these core items: the perspective of sociology, its method of inquiry, concepts such as culture, socialization and interaction, social structure, groups, and selected sociological theories. Most select additional topics from these categories: sources of power and authority; social class, gender, age, race and ethnicity; institutions of family, education, religion, work and economy; and political and social change including mass movements. Offered every semester.

S101 Social Problems and Policies (3 cr.) (BSS) P: S100 or consent of instructor. Provides a sociological perspective to an in-depth study of a major social problem; explores the policy implications of the general sociological perspective and of sociological knowledge of a particular problem. Problems vary by section; examples include: population, drug use, science and technology, poverty. Occasional offering.

S210 Sociology of American Ethnic Diversity (3 cr.) (BSS) P: S100 or consent of instructor. Study of demographic shifts, immigration and ethnicity that shaped our past and will pattern our future; understanding of different groups and cultures that lead to recognizing and valuing each person’s differences. Occasional offering.

S215 Social Change (3 cr.) (BSS) P: S100 or consent of instructor. Social change takes many forms, from gradual to accelerated change, from cultural change (new values and beliefs) to structural change (new forms of organization, changing statuses of women and minorities) and demographic change (people live longer and have fewer children; divorce rates increase). Sections of this course explore some of these and related topics, such as changes in race and ethnic relations, gender roles, the family and sexuality, reform and revolution, social movements, modernization of nations, and the changing role of government in society. Generally offered fall semester.
S217 Social Inequality (3 cr.) (BSS)  P: S100 or consent of instructor. In this course we ask: Who gets what and why? How are power and privilege distributed among individuals and groups in society and why do some enjoy more than others? Who benefits from inequities? We examine how various inequalities (e.g., in income, wealth, property) have evolved over time, and ask how these inequalities shape the life chances of individuals in different socioeconomic, racial/ethnic, and gender groups. Throughout the course we give particular attention to contemporary U.S.A. and to the challenges that recent developments pose for American society. Generally offered spring semester.

S230 Society and the Individual (3 cr.) (BSS)  P: S100 or consent of instructor. Perched on the boundary between individuals and groups or society, the topic of this course is really “social psychology.” This course focuses specifically on the ways in which individuals develop within groups, shape and are shaped by group interaction. Topics listed in recent sections of this course include one or more of the following: how people interact with, think about, and feel about others, how children learn socialization, cross-cultural differences in interactional styles, verbal interaction, friendship relations, negotiated order, pressures to conform to gender stereotypes, the processes of acquiring status in peer cultures, attitude change, interpersonal attraction and prejudice and discrimination. Generally offered spring semester.

S254 Qualitative Field Research (3 cr.) (BSS)  Covers the most salient aspects of field research, including taking field notes and coding, engaging in participant-observation, taking on a variety of research roles, creating topical guides and conducting in-depth interviews, and writing a publishable-quality research paper. Students must find a suitable setting in which to conduct their semester-long research project. Generally offered fall semester.

S308 Introduction to Comparative Sociology (3 cr.) (BSS)  P: S100 or consent of instructor. Introduction to methods of cross-cultural analysis; study of key theories derived from comparative analysis, with emphasis on determinants and consequences of industrialization. Occasional offering.

S313 Religion and Society (3 cr.) (BSS)  P: S100 or consent of instructor. The nature, consequences, and theoretical origins of religion, as evident in social construction and functional perspectives; the social origins and problems of religious organizations; and the relationships between religion and morality, science, magic, social class, minority status, economic development, and politics. Occasional offering.

S315 Work and Occupations (3 cr.) (BSS)  P: S100 or consent of instructor. The workplace is changing. How did the present situation develop? What does it mean for our future as employees and or as self-employed? Most sections of this course devote some attention to “how we got here”. The issues that were resolved in ways that have led to down-sizing, massive technological changes, and the prospect of careers looking very different than our grandparent’s did are still with us—control of work and workers, the use of highly skilled vs. not so skilled workers, how new technology changes work (or not). Some courses also address such topics as work and family life, the history and role of unions; some survey different industries and occupations. Occasional offering.

S316 The Family (3 cr.) (BSS)  P: S100 or consent of instructor. What defines a family and how the family has changed historically is often a starting point for this course, as are broader trends in family formation, divorce and remarriage. Most sections of this course explore topics like the division of labor within families, the opposing demands of work and family (e.g., dual careers), the experience of forming relationships and marriages, rearing children and sibling relationships. Most also examine the intersections between institutions and forces and life in families, such as the way families reflect the social class of its adult members or the way in which the family policies of government and work organizations (from welfare rules to available and affordable day-care) affect the family as an institution. Generally offered fall semester.

S320 Deviant Behavior and Social Control (3 cr.) (BSS)  P: S100 or consent of instructor. A central topic common to most sections of this course is how different societies, groups and periods of history come to define any particular behavior as “deviant.” Similarly, how do they grapple with the problem of controlling or punishing such behavior? Even to consider such a question requires thinking about the extent to which “deviance” is socially constructed. Alternative theoretical explanations of deviant behavior are addressed. Specific forms of deviance that are covered vary across sections. Alcohol and drug use, sexual deviance (heterosexual and homosexual forms, prostitution, pornography), violence, white collar crime, mental illness or disorder and gang behaviors are among those forms studied by particular sections in the past. Generally offered fall semester.
S325 Criminology (3 cr.) (BSS) P: S100 or consent of instructor. Criminal behavior in its many forms—interpersonal violence, property crime, white collar crime, etc.—is the focus of this course. How are various forms of behavior defined or measured as 'criminal'? Why do individuals or groups engage in this behavior? Why do crime rates vary across different groups and eras? Most sections consider the arguments, strengths and weakness of a variety of theories of criminal behavior in some detail, ranging from social learning theory, subcultural differences, labeling theory, to differential association and others. Some sections tackle one or more of these related issues: capital punishment, juvenile delinquency, female criminality, as well as various aspects of the U.S. criminal justice system. Occasional offering.

S329 Women and Deviance (3 cr.) (BSS) P: S100 or consent of instructor. Using theoretical models of women and deviance, this course examines gender norms and roles in crime, historical conceptions, justice system response, and current issues regarding women's participation in criminal activity. Occasional offering.

S335 Race and Ethnic Relations (3 cr.) (BSS) P: S100 or consent of instructor. Race and ethnicity are institutionalized features of our social world and therefore influence our very conception of who we are and social heritage. Among the topics usually covered are these. How have race and ethnic relations evolved in this country? What is the current extent of racial and ethnic inequalities in America? What are the consequences of racial and ethnic identities for individual’s life chances? Sections differ in the degree to which each focuses on the experiences of particular ethnic groups or racial groups. U.S. society is the typical focus of this course. Some sections add a comparative look at relations in other societies. Generally offered fall semester.

S340 Social Theory (3 cr.) (BSS) P: S100 or consent of instructor. Theory courses focus on the thought and works of “great theorists”—Emile Durkheim, Max Weber and Karl Marx foremost among them, though some sections extend their focus to more contemporary theorists as well. But this course is really more than a history of ideas. Theory tries to make sense of problematic aspects of an ever changing social world. Works of theory have often grown out of massive political and institutional changes—such as the industrial revolution, the emergence of large bureaucracy. We need a theoretical understanding of the consequences of these developments. Most sections will examine the growth of individualism, the sources and consequences of economic inequality, the changing place of religion and science in society, and the implications of technological and economic change for our cultural life. Generally offered spring semester.

S360 Topics in Social Policy (3 cr.) (BSS) P: S100 or consent of instructor. Specific topics announced each semester; examples include environmental affairs, urban problems, poverty, and population problems. May be repeated three times for credit with different topics. Occasional offering.

S410 Topics in Social Organizations (3 cr.) (BSS) P: S210 or S340 or consent of instructor. Specific topics announced each semester, e.g., social stratification, formal organizations, urban social organization, education, religion, politics, demography, social power, social conflict, social change, comparative social systems. May be repeated three times for credit with a different topic. Occasional offering.

S413 Gender and Society (3 cr.) (BSS) P: S100 or consent of instructor. Explores several theories of sex inequality in order to understand the bases of female-male inequality in American society; examines the extent of sex inequality in several institutional sectors; and considers personal and institutional barriers women face, including those resulting from socialization, discrimination, and other structural arrangements. Generally offered spring semester.

S427 Social Conflict (3 cr.) (BSS) P: S100 or consent of instructor. Origin, development, and termination of social conflict; its organizing and disorganizing effects; its control. Occasional offering.

S494 Field Experience in Sociology (1-6 cr.) (BSS) P: consent of instructor and prior arrangement. Faculty-directed study of aspects of sociology based on field experience, in conjunction with directed readings and writing. Limited to a total of 9 credit hours of both S494 and S495.

S495 Individual Readings in Sociology (1-6 cr.) (BSS) P: consent of instructor and prior arrangement, usually in conjunction with honors work. Limited to a total of 9 credit hours of both S494 and S495.
Spanish

S101 Elementary Spanish (3 cr.) (HFA) Introduction to contemporary Spanish and the Spanish-speaking world through the study of basic structural patterns and functional vocabulary. Offered every semester.

S102 Elementary Spanish II (3 cr.) (HFA) Introduction to contemporary Spanish and the Spanish-speaking world through the study of basic structural patterns and functional vocabulary. Offered every semester.

S100 Elementary Spanish I (4 cr.) (HFA) A four-skills approach to Spanish with an emphasis on critical thinking skills. Enrollment in S100 is restricted to those with less than two years of high school Spanish or with consent of department.

S150 Elementary Spanish II (4 cr.) (HFA) This course continues the work of S100. Continued emphasis on all four skills and on critical thinking skills. Students can expect to practice speaking in small groups in class, and read about and discuss materials in Spanish.

S200-S250 Second Year Spanish I-II (3 cr.) (HFA) P: S102 or equivalent. Continuation of S102, with increased emphasis on communication skills and selected readings on aspects of Hispanic culture. Credit may not be earned for both S216 or S200 or for both S266 and S250. Offered yearly.

S260 Introduction to Hispanic Film (3 cr.) (HFA) Hispanic culture in film. Cinematic techniques used to portray Hispanic culture. Taught in English. Offered occasionally.

S275 Introduction to Hispanic Culture (3 cr.) (HFA) P: S200 or equivalent. Practice of language skills through reading, writing and discussion of Hispanic culture. Treats facets of popular culture, diversity of the Spanish-speaking world and themes of social and political importance. Offered occasionally.

S284 Women in Hispanic Culture (3 cr.) (HFA) Images, roles, and themes involving women in Hispanic literature. Taught in English. Offered occasionally.

S290 Topics in Hispanic Culture (3 cr.) (HFA) Emphasis on one topic, author, or genre in Hispanic culture. May be repeated once for credit with different topic. Offered occasionally.

Telecommunications (TEL)

T206 Introduction to Design and Production (3 cr.) (HFA) Provides a conceptual framework for writing, designing and evaluating a variety of media products. Topics include scriptwriting, production design, visualization, composition, editing styles, and others. This course is a prerequisite for advanced level courses in the design/production area. Class partnership with WCTV.

T283 Introduction to Production Techniques and Practices (3 cr.) (HFA) P: T206. Introductory hands-on production course which concentrates on the planning and production of video and related media. Specific units include TV studio, field shooting/linear tap editing and digital video/nonlinear video editing. Content consists of applied activities within a conceptual framework. Lab fee required.

T336 Digital Video Production (3 cr.) (HFA) P: TEL T283 and demonstrated fluency with Macintosh and PC platforms. Digitizing, A/V import, editing, video and audio effects, NTSC and compressed output, and other topics related to video finishing in major non-linear editing software. Applications include broadcast television, video art, commercial and industrial work, the Web and platform-based interactive multimedia.

T498 Projects in Telecommunications (1-3 cr.) (HFA) P: Advance approval of a project by a faculty supervisor and the chairperson. Individual projects in an area of telecommunications. May be repeated up to a maximum of 3 credit hours. A maximum of 3 credits from T496, T497, and T498 can be counted toward the 30 credit hours required for the telecommunications major.
T283 Introduction to Production Techniques and Practices (3 cr.) (HFA)  P: T206. Introductory hands-on production course which concentrates on the planning and production of video and related media. Specific units include TV studio, field shooting/linear tape editing and digital video non-linear video editing. Content consists of applied activities within a conceptual framework. Class partnership with WCTV.

Theatre and Drama (THTR)

T100 Introduction to Theatre (4 cr.) (HFA) Overview of theories, methodology, and skills. Emphasis on theatre as a composite art. Relationship of various components: play, playwright, actor, director, designer, audience, critic, and physical theatre. Offered occasionally.

T115 Oral Interpretation I (3 cr.) (HFA) Introduction to theories, methodology, and skills; oral and visual presentation of literature for audiences. Offered occasionally.

T120 Acting I (3 cr.) (HFA) Introduction to theories, methodology, and skills: body movement, voice and diction, observation, concentration, imagination. Emphasis on improvisational exercises. Lectures and laboratory. Offered fall, spring, and summer semesters.

T210 Appreciation of Theater (3 cr.) (HFA) Introduction to the art of the theater through a study of major dramatic forms and theatrical techniques. No credit for theater/drama major concentration in the IU system. Offered occasionally.

T220 Acting II (3 cr.) P: T120 and consent of instructor. Textual analysis and techniques of communicating with body and voice. Study and performance of characters in scenes from modern realistic and nonrealistic dramas. Lecture and laboratory. Offered fall, spring, and summer semesters.

T225 Stagecraft I (3 cr.) Introduction to theories, methodology, and skills: analysis of practical and aesthetic functions of stage scenery, fundamentals of scenic construction and rigging, and mechanical drawing for stagecraft. Lecture and laboratory. Offered occasionally.

T230 Stage Costuming I (3 cr.) Introduction to theories, methodology, and skills: materials, construction techniques, pattern drafting, and decorative processes. Lecture and laboratory. Offered occasionally.

T238 Workshop in Readers Theater (1 cr.) (HFA) Introduction to the theories and techniques of readers theater through readings and performance. Offered occasionally.

T315 Oral Interpretation (3 cr.) (HFA) Study of the oral and visual presentation of literature, with emphasis on analysis of intellectual and emotional values. Offered occasionally.

T320 Acting III (3 cr.) P: T220 and audition. Character analysis and use of language on stage. Study and performance of characters in scenes from Shakespeare and modern realistic and non-realistic dramas. Lecture and laboratory. Offered fall, spring, and summer semesters.

T325 (Speech Communication S325) Voice and Speech (3 cr.) P: T120. R: Junior standing. Anatomy and functions of vocal mechanism; introduction to phonetics; improvement of your voice and diction through exercises and practical work in area of your special interest. Offered occasionally.

T326 Scene Design I (3 cr.) Introduction to the process of scene design, scene designer’s responsibilities, scene problem solving, and exploration of visual materials and forms. Offered occasionally.

T340 Directing I (3 cr.) P: T120. R: T225, T230, or consent of instructor. Introduction to theories, methodology, and skills: play analysis, work with actor, and basic elements of stage composition. Offered occasionally.
T370-T371 History of Western Theatre and Drama I-II (HFA)  (3-3 cr.) Development of theatre and drama in Western world from beginnings to present. Study of theatre arts and culture institutions; focus on historical context for plays and performances, emphasis on research methods in theatre history. I: beginnings to circa 1700; II: circa 1700 to present. Offered fall (T370) and spring (T371) semesters.

T390 Creative Work in Summer Theatre (1-3 cr.)
P: Consent of speech advisor. Work in summer theatre productions. May be repeated for up to 6 credits. Offered in summer.

Women and Gender Studies (WOST)
W200 Women in Society: Introduction to Women’s Studies (3 cr.) Interdisciplinary exploration of women’s position in society from a predominantly social scientific perspective. Considers such topics as socialization and gender stereotypes, the impact of different political and economic systems on women, theories of human development, the effects of ethnicity, and class. Offered fall semesters.

W201 Women in Culture: Introduction to Women’s Studies (3 cr.) Interdisciplinary explorations of women’s roles, images, history, and experiences, with emphasis on the perspective of the arts and humanities. Considers such topics as socialization and stereotypes, the roles of various institutions in shaping women’s lives, the effects of gender on creativity. Offered periodically.

W480 Practicum in Women’s Studies (3 cr.) A learning and service course. Internships with a variety of social programs in the area are arranged. Offered on an individual basis.

W495 Readings and Research in Women’s Studies (3 cr.) Individual readings and research in Women and Gender Studies. Offered primarily in spring semesters.

W498 Critical Issues in Women’s Studies (3 cr.) This course will highlight a particular problem, theme or controversy confronting the interdisciplinary field of women and gender studies. Offered periodically.

Zoology (ZOOL)
Z201 Introduction to the Animal Kingdom (4 cr.) (NSM) P: L107. Emphasis on structure, physiology, classification, and evolutionary relationships of animals including the major phyla of the animal kingdom. Lab fee required. Offered fall semesters.

Graduate Courses
Business
A501 Financial Accounting (3 cr.) P: Full admission to a graduate or certification program of the university. Graduate Foundation Course for entrance into MBA Program. Not open to students who have credit in BUS A201. Explores fundamental issues in financial accounting and external reporting from a manager’s perspective. Develops skills necessary to interpret financial information.

F561 Topics in Economic Education (1-6 cr.) This course gives an overview of the economic concepts included in the Master Curriculum Guide for Teachers. One credit hour is offered for each week of full-time work. Offered as a teachers’ workshop during the summer.

I500 Financial Management (3 cr.) P: BUS A201: Full admission to a graduate program in the university. Graduate Foundation Course for entrance into MBA Program. Not open to students who have credit for BUS F301. Conceptual framework of the firm’s investment, financing, and dividend decisions; includes working capital management, capital budgeting, and capital structure strategies.
K510 Decision Support Systems (3cr.) Computer-based modeling for decision making. The course covers standard optimization packages (such as LINDO and GINO) as well as newer spreadsheet add-ins such as: What-If Solver (for optimization) and AT-RISK (for simulation). The course emphasizes model building using linear programming, integer programming, nonlinear programming, multi-objective decision making (with analytic hierarchy process [AHP] and goal programming), Markov chains, simulation and queuing theory. Many applications to finance, production, management information systems (MIS), and human resources are discussed.

M502 Marketing Management (3 cr.) P: Full admission to a graduate program in the university. Graduate Foundation Course for entrance into MBA Program. Not open to students who have credit for BUS M301. Marketing planning and decision making examined from firm’s and consumer’s points of view; marketing concept and its company-wide implications; integration of marketing with other functions. Market structure and behavior theory and relationship to marketing strategy. Marketing systems viewed in terms of both public and private policy in a pluralistic society.

P501 Operations Management (3 cr.) P: ECON 221; MGT 500; full admission to a graduate program in the university. Graduate Foundation Course for entrance into MBA Program. Not open to students who have credit for BUS P301. Discusses methods and models for managing the operations function in service and manufacturing organizations. Topics include operations strategy, forecasting, operations planning and control, materials and inventory management, operations and staff scheduling, and quality management.

Z504 Organizational Behavior and Theory (3 cr.) P: Full admission to a graduate program in the university. Graduate Foundation Course for entrance into MBA Program. Not open to students who have credit for BUS Z301. Individual behavior in organizations, group behavior in organizations, and organizational behavior in social systems. Application of organization behavior and organization theory to management practice.

Economics
A524 Survey of Economics (3 cr.) Foundation course for those whose background in economics is inadequate for advanced business courses. The microeconomics component analyzes applications to problems of market behavior, market structure, and welfare. The macroeconomics component analyzes the basic model of income-employment determination in relation to microeconomics.

E502 Teaching Undergraduate Economics (3 cr.) Planning, presenting, and evaluating undergraduate economics teaching. Content includes learning theory, instructional objectives, course planning, textbook selection, lecturing and discussion techniques, visual aids and simulation, constructing test and homework problems, grading, student as a teachers’ workshop during the summer.

F583 Topics in Economics (3 cr.) This course is especially designed for elementary and secondary teachers interested in upgrading their background in economics. Offered as a teachers’ workshop during the summer.

Education
The following graduate education courses are offered intermittently. Please check with the Division of Education for further information.

E 501 Advanced Emergent Literacy (3 cr.) Reflecting recent research in emergent literacy, this course focuses on how reading and writing emerge from early childhood through early second grade. Methods of developmentally appropriate instruction and assessment of language and literacy development in very young children (pre-K to age 8) are emphasized.

EDUC-E 506 Curriculum in Early Childhood Education (3 cr.) Planning the curriculum and selecting and evaluating learning experiences for children ages three through eight years with reference to relevant research. Organizing the classroom to provide maximum integration among experiences in different academic areas.

E513 Workshop in Elementary Social Studies (1-6 cr.) Means for improving the teaching of social studies in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.
E514 Workshop in Elementary Language Arts (1-6 cr.) Means for improving the teaching of language arts in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.

E515 Workshop in Elementary Reading (1-6 cr.) Means for improving the teaching of reading in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.

E516 Workshop in Elementary Science (1-6 cr.) Means for improving the teaching of science in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.

E517 Workshop in Elementary Evaluation (1-6 cr.) Individual and group study of means for improving evaluation in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.

E518 Workshop in Elementary Education (1-3 cr) Individual and group study of problems within the field of elementary education. One credit hour is offered for each week of full-time work.

E523 Workshop in Elementary Modern Math (1-6 cr.) Means for improving the teaching of mathematics in the elementary school. One credit hour is offered for each week of full-time work. Grade: S or F.

E524 Workshop in Early Childhood Education (1-6 cr.) Individual and group study of problems in nursery school and kindergarten education. Emphasis on broadening understandings of curriculum problems and their application to teaching in nursery schools and kindergartens.

E543 Advanced Study in Teaching of Mathematics in the Elementary Schools (3 cr.) Designed to help experienced teachers improve the teaching of mathematics. Opportunities will be provided for individual and group study of content, methodology, and instructional materials for modern mathematics programs.

E547 Advanced Study in the Teaching of Social Studies in the Elementary School (3 cr.) For experienced teachers. Goals and functions of social studies, and the underlying principles that influence the teaching of social studies; content, resources, and methodology that facilitate the implementation of these.

E548 Advanced Teaching of Science in the Elementary School (3 cr.) Designed for experienced teachers to gain greater proficiency in the teaching of science in the elementary school. Individualized learning experiences will be provided for persons interested in middle school teaching.

E590 Research in Elementary Education (1-6 cr.) Individual Research.

F500 Topical Exploration in Education (cr. arr.) This number identifies a one-semester course on a particular topic, established at the request of a faculty member. Applies only as elective credit.

J538 M.S. Practicum/Internship (1-6 cr.) Supervised practice in a school or other approved agency. Includes performance in such roles as curriculum development, program evaluation, action research, staff training and development, consultation, or program development. A comprehensive report involving a systematic analysis of the practicum activity must be completed. Offered as part of the ARC program.

J500 Instruction in the Context of Curriculum (3 cr.) First course for the master’s degree in curriculum and instruction. Extends concepts introduced in undergraduate teacher preparation. Topics include conceptions and definitions of curriculum and instruction and their impact on social contexts, learning theories, and schooling practices. Elementary and secondary contexts are studied. Offered as part of the ARC program.

K500 Topical Workshop in Special Education (3 cr.) P: Consent of instructor. Intensive study of such selected topics as language development for exceptional children, the disadvantaged child, and behavior modification for exceptional children. May be repeated for credit.

K505 Introduction to Special Education for Graduate Students (3 cr.) P: Graduate standing or consent of instructor. Basic special education principles for graduate students with no previous course work in special education. You cannot receive credit for both K205 and K505.
K520 Survey of Behavior Disorders (3 cr.) P: K505. An advanced survey of the literature related to behaviorally disordered/emotionally disturbed children including: historical information, theoretical approaches, characteristics, and issues.

K563 Diagnosis and Remediation of Learning Disabilities I (3 cr.) P: Consent of instructor. Intensive study of the diagnostic and remedial procedures needed to teach students who exhibit haptic, auditory, or visual processing difficulties in an academic environment. Formal and informal evaluative techniques are stressed. You must enroll for at least one hour of K595 concurrently.

K564 Diagnosis and Remediation of Learning Disabilities II (3 cr.) P: K563 or consent of instructor. Intensive study of severe learning disabilities associated with reading (dyslexia), math (dyscalculia), language disorders, and various known brain disorders or dysfunctions. The perceptual and conceptual processes associated with procedures, and developing social studies programs for specific school situations.

K595 Practicum in Special Education (1-6 cr.) P: Consent of instructor. Provides for closely supervised field experience in various areas of special education.

L501 Critical Reading, K-12 (3 cr.) Analyzes and applies to reading various theories and models of thinking; presents teaching/learning strategies for developing critical reading; and evaluates instructional materials and methodologies designed to foster critical reading.

L511 Teaching Writing in the Elementary Schools (3 cr.) The study of trends, issues, theories, research, and practice in the teaching and evaluation of written composition in the elementary schools. The emphasis is on alternative methods for teaching of writing and for the evaluation of progress (growth) in writing.

L515 Advanced Study in the Teaching of JH/MS Language Arts (3 cr.) P: Completion of an undergraduate methods course and teaching experience or permission of instructor. Current programs, methods, and materials for junior high/middle school language arts. Guided reading to provide practical suggestions for instruction.

L517 Advanced Study in the Teaching of Reading in the Junior High and Secondary Schools (1-3 cr.) For secondary teachers. The developmental reading program in secondary schools; use of reading in various curriculum areas, appraisal of reading abilities, and techniques and materials for helping reluctant and retarded readers.

L519 Fundamentals of Teaching Reading and Language Arts in Elementary School (3 cr.) In this course basic approaches to teaching reading and language arts across the curriculum at the elementary school level are presented. Teaching methods and materials for emerging, beginning, and developing stages of reading development are demonstrated and discussed. The reading process and the relationships among reading, writing, language, and thinking are examined. An opportunity for practicing the methods and materials for teaching all the language arts are provided in the field experience.

L545 Advanced Study in the Teaching of Reading in Elementary Schools (1-3 cr.) Review of the developmental reading program in the elementary school, use of reading in various curriculum areas, appraisal of reading abilities and techniques and materials for individualized instruction.

L549 Advanced Study of Teaching Language Arts in the Elementary School (3 cr.) Helps experienced teachers gain further insight into the development of the English language and how best to teach language arts. Emphasizes the basic communication skills and significant trends and materials.

S590 Research in Secondary Education (cr. arr.) Individual research. These disabilities are discussed in depth. You must enroll for at least one hour of K595 concurrently.

M501 Laboratory/Field Experience (0-3 cr.) A laboratory field experience in education for graduate students. May be repeated.

M550 Practicum (1-8 cr.) Teaching or experience in an accredited school, normally in Indiana. Credit will be commensurate with time spent in the instructional setting. Grade: S or F.
M514 Workshop in Social Studies Education (1-6 cr.) Special topics in methods and material for improving the teaching of social studies in middle, junior high, and high school. May be repeated.

500 Integrated Professional Seminar (0-6 cr.) This seminar is linked to courses and field experiences included in the Transition to Teaching (T2T) program. It will allow for collaboration among school-based mentors, university-based instructors and T2T candidates in offering academic content appropriate to the program. The seminar will provide a technology-rich and performance-based professional experience. This course has a fee attached. Offered as part of the ARC program.

P506 Topical Workshop in Educational Psychology (0-3 cr.) Individual and group study of selected topics in the field of educational and school psychology.

S508 Problems in Secondary Education (1-3 cr.) Group analysis of a common problem in the field of secondary education. May be repeated.

S512 Workshop in Secondary Education (1-6 cr.) Individual and group study of issues or concerns relating to the field of secondary education in workshop format.

P516 Adolescent Development (3 cr.) Research and theory related to adolescents in the intellectual, physical, social-personal, and emotional areas of development.

S503 Secondary School Curriculum (3 cr.) Designed to provide an overview for the teacher of the basic theories underlying the secondary school curriculum as well as an examination of the subject areas, problems, trends, challenges for the future and significant research in the field.

S518 Advanced Study in the Teaching of Secondary School Science (3 cr.) P: Completion of an undergraduate methods course and teaching experience, or permission of instructor. Improved techniques, current literature, textbooks, and free and low-cost materials. Solution of specific practical problems confronting science teachers in the classroom and laboratory.

S519 Advanced Study in the Teaching of Secondary School Social Studies (3 cr.) P: Completion of an undergraduate methods course and teaching experience, or permission of instructor. Re-studying the purposes of high school social studies, evaluating recent developments in content and instructional procedures and developing social studies programs for specific school situations.

Purdue University Courses
The following is a listing of the courses offered by Purdue University’s School of Technology at Richmond. Not every course will be offered each academic semester. The Schedule of Classes, published prior to each semester, provides the details of the semester’s course offerings. Purdue University reserves the right to revise its curriculum requirements or course contents, as required to present updated approaches and current material.

Notes:
• All programs require a working knowledge of algebra.
• OLS courses previously carried the SPV prefix.
• CGT department courses previously carried the TG prefix.
• Following each course title, the number of hours of credit given for each course is indicated in parentheses.
• Abbreviations:
  “Recit.” refers to a problem-solving, Recitation session.
  “P” refers to the course prerequisite(s). (Other courses that must be successfully completed prior to enrollment.)
  “C” refers to the course corequisite(s). (Other courses which must be enrolled in during the same academic sessions).
  “R” refers to course Recommendation(s) prior to enrollment, but are not necessary for enrollment.
Common support courses having the prefixes listed below are taught by Indiana University East faculty and are described in the sections of this bulletin listed below (e.g., ENG W131 is the HFA section).

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**Computer Graphics Technology**  
(CGT—previously TG)

**101 Introduction to Computer Graphics Technology (Class 3, 3 cr.)**
An introduction to and a survey of the discipline of computer graphics. The topics include a survey of the applications of computer graphics, the knowledge base and history of computer graphics, an examination of computer graphics technologies and careers as well as an overview of available resources for study and research in computer graphics.

**110 Technical Graphics Communications (Class 2, Lab 2, 3 cr.)**
A basic course in drawing orthographic projection, pictorial drawing, detail, and assembly drawings, and reproduction of drawings. Problems designed to require practical reasoning and to develop good techniques.

**111 Design for Visualization and Communication (Class 2, Lab 2, or Class 3, 3 cr.)**
An introductory design course for computer graphics majors. Students develop an understanding of the basic design elements and principles, composition and typography through exercises and projects. The focus is on visual thinking, exploring the relationship between type and image, and developing multiple solutions to a given problem.

**112 Sketching for Visualization and Communication (Class 2, Lab 2, or Class 3, 3 cr.)**
This course applies fundamental computer graphics concepts of visualization, communication and creativity within a sketching metaphor. Exercises and projects in graphic theory, problem solving and sketching skill development provides students with activities that focus on further development within the discipline. A variety of sketching techniques are used to gather critical information and transform data into effective communication instruments.
116 Geometric Modeling for Visualization and Communication (Class 2, Lab 2, or Class 3, 3 cr.)
Core introductory computer graphics course that provides entry-level experiences in geometric modeling. Students develop geometric analysis and modeling construction techniques and processes to produce accurate computer models for graphic visualization and communication.

141 Internet Foundations, Technologies, and Development (Class 2, Lab 2, 3 cr.)
This course explores the history, architecture and development of the World Wide Web. Current tagging and scripting languages are covered in a tool independent environment. Topics also include authoring tools, design, graphic and multimedia formats, and commerce, implementation and security issues.

211 Raster Imaging for Computer Graphics (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 111, 112, 116 and 117 or 141.
Digital images are produced using a variety of computer technologies. Advanced color theory, surface rendering, and light control are emphasized in relation to technical illustration, hardware characteristics, and software capabilities.

216 Vector Imaging for Computer Graphics (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 112.
Full-color vector illustrations for a variety of uses are produced using computer methods. Color theory, surface analysis, and rendering techniques are emphasized as they apply to vector based illustrations.

226 Introduction to Constraint-Based Modeling (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 112, 116, and MATH M125 and M126
Introduction to 2D and 3D geometry and techniques used in the construction of constraint-based models. Emphasis on the downstream applications of 3D solid modeling databases.

241 Introduction to Computer Animation (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT116; P or C: CGT 211.
This course introduces the knowledge base on which digital animation and spatial graphics technology are founded and developed. Emphasis will be placed on developing a working knowledge of the mechanics of 3D geometric formats, spline based modeling with polygon mesh and NURBS, procedural mapping of raster images, simplified polygon modeling, rendering methods, hierarchical linking, and kinematic fundamentals.

242 Computer Graphics for Supervision (Class 1, Lab 2, 2 cr.)
An introduction to commonly encountered technical drawing practices; multiview representation, isometric pictorial, reading drawings, dimensioning practices, and working drawings. Emphasis is on technical graphics as technical communication through freehand sketching.

245 Game and Simulation Development (Class 2, Lab 2, 3 cr.) P: CPT 267 and MATH M125
This course concentrates on the design of interactive activities in the areas of entertainment gaming, edutainment, training, and marketing. Activities will focus heavily on preproduction and game play design. Topics will include concept development, psychological aspects of gaming, game play, and technical implementation issues. Requires of class projects.

256 Human Computer Interface Theory and Design (Class 2 or Lab 2, or Class 3, 3 cr.) P: CGT 111
This course introduces the theory and art of human computer interface (HCI) design. Students focus on theoretical research in the area of HCI and on designing interfaces and interface components. Emphasis is placed on designing and evaluating effective and usable interfaces for multimedia and hypermedia products. Topics such as systems of organization, visual hierarchy, creativity, typography, color, and navigation are introduced.

262 Introduction to Construction Graphics (Class 2 or Lab 2, or Class 3, 3 cr.) P: CGT 110 or 116.
Study of graphic solutions to problems conditioned by traditional and emerging construction document standards. Students will produce graphics using sketching and computer-assisted processes.

290 Technical Graphics (variable title) (Class 1-3, Lab 2-4, 1-3 cr.)
Course topics will be determined by the computer graphics faculty. Hours and subject matter shall be arranged by the instructor and approved by the CGT curriculum committee. This course will not be used for independent study.
165 Industrial Applications of Computer Graphics Technology (Class 0-3, 0-3 cr.) This course may be repeated for up to six hours of additional credit. This course includes specialized topics, skills, and applied problem solving associated with Computer Graphics Technology. The level of coverage varies according to the audience. Several variable topics may be offered under this title.

323 Introduction to 3D Surface Geometry (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 116 and MA 221. Overview of 3D surface geometry and modeling principles and techniques used in the design and manufacture of products. Includes a basic overview of surface construction methods, blending, sweeping, patches, free-form, editing, and applications for surface modeling in industry.

326 Manufacturing Graphics Standards (Class 2, Lab 2, or Class 3, 3 cr.) P: MET 141, CGT 226. Introduction to ANSI drawing standard practices including section views, dimensioning and tolerances, GDT, ISO 9000, fasteners, multiview drawings, working drawings, mechanisms, ECO's, symbols, and manufacturing processes as it applies to engineering drawings.

340 Digital Lighting and Rendering (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 241. The development of a working knowledge of perspective display of three-dimensional models and the resulting effects of projected light sources on shade, shadow, color, texture, and atmospheric effects in architecture, product illustration and animation. Emphasis will be placed on lighting design, analysis, and photorealistic simulation for commercial graphic applications.

346 Digital Video and Audio (Class 2, Lab 2, or Class 3, 3 cr.) Covers the use of digital technologies for video and audio in multimedia, hypermedia, and animation products. Students examine the methods for creating, sampling, and storing digital video and digital audio and the constraints placed on these media assets when used for media-based products. Emphasis is placed upon the technology of digital video and audio including formats, data rates, compressors, and the advantages and disadvantages of the different technologies.

351 Interactive Multimedia Design (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 256. This course introduces the many facets of interactive multimedia design and production. Students are introduced to interaction-based authoring programs used for information delivery with special attention focused on the integration of various media assets for communication. Students also concentrate on the storage, management, and retrieval of media assets in a production environment. Considerable time is spent on the systematic design of interactive media products to meet specified goals of communication.

353 Principles of Interactive and Dynamic Media (Class 2, Lab 2, 3 cr.) P: CGT 216. This course explores the development of interactive and dynamic media components for multimedia and hypermedia products. The course examines the design, creation and integration of text, 2D animation and sound for use in CD, DVD and Web media. Students also learn the basics of scripting and how it can be used to create interaction.

356 Dynamic Content Development I (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 141, CPT 267. A course focusing on the development of dynamic content and applications to facilitate information distribution. The course stresses development strategies for managing the rapidly changing information of corporations and organizations for just-in-time distribution, using authoring programs to create interactive multimedia products that utilize database management systems, file systems, and XML to provide a method for visualizing and manipulating that data. Significant time is spent on intermediate to advanced programming and scripting.

426 Industry Applications Of Simulation And Visualization (Class 2, Lab 2, or Class 3, 3 cr.) P: CGT 226; P or C: MET 212 or 213 or equivalent or consent of instructor. This course focuses on developing mathematically accurate physical-visual simulations of mechanisms, systems, and assemblies. Topics include physical system analysis; coordinate systems; inverse kinematics; linear, rotational, and reciprocating motion. Simulations will be created using modeling technology, programmed scripting, and diverse software.
Computer Integrated Manufacturing Technology (CIMT)

100 Introduction to Computer Information Technology (1 cr.) Manufacturing practices and the various issues related to the application of computer integrated manufacturing will be explored. Key areas of discussion will include the definition of CIM, the CIMT plan of study and industrial case studies related to CIM implementation.

243 Automated Manufacturing I (Class 2, Lab 2, 3 cr.) P: ECET 214, CPT 175 or CSCI C201 or consent of instructor. The application of industrial control components (relays, motor starters, etc.) and programmable logic controllers (PLCs) in both discrete and continuous automated manufacturing environments. The theory of operation and selection of common industrial control components is explored. Students learn to design, program, and troubleshoot PLC systems. An introduction to closed loop control systems is included.

244 Automated Manufacturing II (Class 2, Lab 2, 3 cr.) P: MET 242 or consent of instructor. Shop floor components of computer-integrated manufacturing are introduced. Emphasis is focused on current applications and programming practices of various computer automated manufacturing processes and technologies. Topics include: CAD/CAM integration, computer-assisted numerical control programming, computer-assisted quality control, and automatic identification.

248 Automated Manufacturing III (Class 2, Lab 2, 3 cr.) P: CIMT 243 or consent of instructor. Industrial robots and general motion control systems as they apply to the automated manufacturing environment will be addressed in this course. Topics include: robot classifications and programming, end-of-arm tooling, operation simulation, safety considerations, and an introduction to robot vision systems and sensors. Students are introduced to general motion control through the application and use of stepper motor technology, servo motor technology, and feedback devices.

300 Applications of Automation In Manufacturing (Class 2, Lab 2, 3 cr.) P: ECET 214 and MET 242; or consent of instructor. Basic introduction to automation applications in manufacturing and the impact of computer-based systems on a manufacturing company. Coverage includes practices and the various issues related to the application of computer integrated manufacturing. Emphasis placed on CAD, CAM, CNC, robotics, industrial control elements, PLCs, and computer-based process controls. Does not carry credit toward graduation in CIMT.

Computer and Information Systems Technology (CPT)

135 Personal Computing Technology and Applications (Class 1, Lab 3, or Class 2, 2 cr.) Not available for credit to Computer Technology majors. This course provides an introduction to personal computer technology and problem solving. Topics include computer hardware, computer operations, operating systems and environments, and computer ethics. Students gain hand-on skills and experience with personal computer applications such as desktop and file management, word processing, spreadsheets, presentation graphics, electronic mail, personal information management, and Internet browsing, searching, and publishing.

145 Introduction to Information Systems (Class 2, Lab 2, or Class 3, 3 cr.) P: CPT 135 or CSCI A110. Not available for credit to Computer Technology majors. An introduction to information systems, business computing, data processing, and information resource management in the modern organization. A survey of business applications, information system applications, data management, enterprise networking, information system development process, information technology, and the information technology industry. Emphasis is placed on relevance of information systems to all careers.

172 Introduction to Application Development (Class 2, Lab 2, or Class 3, 3 cr.) P: CSCI A110 or PC Literacy. This course introduces the development of information systems through the use of a database. Topics include business information systems, system and application development, database management systems, problem solving, logic, data types, and programming using database technology. Given a database design and application requirements, students design, construct, and test a personal computer information system.
175 Visual Programming (Class 2, Lab 2, or Class 3, 3 cr.) P: CPT 135 or CSCI A110 or PC Literacy, and MATH M125. This course introduces event-driven application development and programming using a visual programming environment. Topics include problem solving and program design; control structures; objects and events; user interface construction; documentation; and program testing.

267 Introduction to C++ Language Programming (Class 3, 3 cr., or Class 2, Lab. 2, 3 cr.) P: Any programming course or instructor approval. This course is an introduction to C++ language programming for persons with prior programming experience. Course topics include data types, control flow, operators and expressions, and an introduction to class construction including other object-oriented concepts and constructs. Applications are designed for business, manufacturing, or technology, depending on audience.

Electrical & Computer Engineering Technology (ECET)

214 Electricity Fundamentals (Class 2, Lab 2, 3 cr.) P: MATH M125; P or C: MATH M126. For non-EET majors only. An introduction to elemental electrical components and their characteristics, basic electrical circuit theory and use of basic laboratory test equipment, electrical motors, and industrial motor controls.

233 Electronics and Industrial Controls (Class 2, Lab 2, 3 cr.) P: ECET 214 or consent of instructor. For non-EET majors only. Familiarization with electronics as applied to industry. Basic theory and application of electronics to controls for industrial equipment and data processing.

Industrial Engineering Technology (IET)

104 Industrial Organization (3 cr.) Detailed survey of organizational structures, operational, financial, marketing, and accounting activities; duties of management; planning, control, personnel, safety, wages, policy, and human factors necessary for effective management.

204 Techniques of Maintaining Quality (3 cr.) P: MATH M125 or consent of instructor. Analysis of the basic principles of quality control. Includes an overall view of quality control from an engineering and manufacturing perspective. Includes the statistical aspects of tolerances, concepts of variation and control charting.

224 Production Planning and Control (3 cr.) Preproduction planning of the most economical methods, machines, operations, and materials for the manufacture of a product. Planning, scheduling, routing, and detailed procedure of production control.

250 Fundamentals of Production Cost Analysis (3 cr.) P or C: IET 104. Surveys of fundamental mechanics of accounting, principles of account classification, financial and operating statements, and the generation of cost data according to cost accounting principles. Surveys the generation of cost data according to the principles of engineering economy. Examines applications of cost accounting data and engineering economy cost data to specific management decision areas through selected case problems.

264 Fundamentals of Work Design (3 cr.) Study of the various techniques of motion study including process charts, operation charts, multiple activity charts, micro and memo motion study, therbligs, and the movie camera, along with actual practice in their use. Includes study and application of the basic principles used to develop better methods of performing work.


290 Experimental Design—Conventional Methods (3 cr.) P: IT 342 or IET 204, MATH K300. An applications-oriented course for presenting the fundamental concepts and emphasizing the basic philosophy of problems, many from actual research work. For each type of experiment, the distinctions among the experiment, the design, and the analysis are emphasized.
291 Experimental Design—Taguchi Methods (3 cr.) P: IT 342 or IET 204, MATH K300. An applications-oriented course in industrial problem solving utilizing the experimental design concepts of Genichi Taguchi. The Loss Function is emphasized along with the differentiation among system design, parameter design, and tolerance design. Actual case histories are used to explain and promote comprehension of orthogonal arrays, linear graphs, classification of characteristics and signal-to-noise ratio.

296 Industrial Technology Case Problems (2 cr.) Application of theories developed in the several industrial technology courses to selected general case problems in order to provide practice in the integration of principles.

299 Industrial Engineering Technology (1-9 cr.) Hours and subject matter to be arranged by staff. Course may be repeated for up to 9 credit hours.

300 Metrology for Quality Assurance (Class 2, Lab 2, 3 cr.) P: MATH M125 or consent of instructor. An analysis of the basic principles of linear and geometric dimensional metrology. Topics include basic measuring instruments; mechanical, electronic, pneumatic, and optical measuring instruments; coordinate measuring machines; attribute gauging; geometric functional gauging; surface integrity determination; and geometric profile measurement.

310 Plant Layout and Material Handling (3 cr.) P: CGT 110 or equivalent, or permission of instructor. A study and analysis of material flow in a manufacturing facility; material handling equipment; plant layout principles for manufacturing service, storage, and office areas; and industrial packaging techniques. Emphasis is on application to manufacturing problems.

354 Attribute and Variable Sampling (3 cr.) P: IT 342 or IET 204. Survey single, double, sequential, variable, and continuous production sampling plans. It includes the calculation and plotting of OC and AOQ curves and determining the economic sampling number. Also includes the use of Dodge Romig, MIL STD 105, and MIL STD 414 tables.

364 Total Quality Control (3 cr.) The course is aimed at determining customer needs and wants and interpreting these into design during production, follow-up on field performance, and feeding back quality information to further improve the quality system.

451 Monetary Analysis for Industrial Decisions (Class 2, Lab 2, or Class 3, 3 cr.) Not open to students who have had IET 250. An introduction to the time value of money and how it relates to capital investments, equipment replacement, production cost, and various engineering technology alternatives.

Industrial Technology (IT)

101 Biotechnical Studies (Class 3, 3 cr.) Students are introduced to the fields of biotechnology, bioengineering, biomedical engineering, and bio-molecular engineering. Students design, fabricate and evaluate devices that solve biotechnical problems.

102 Aerospace Studies (Class 3, 3 cr.) This course introduces students to the world of aeronautics, flight, and engineering. Students apply scientific and engineering concepts to design materials and processes that measure, repair, improve, and extend aeronautical systems.

103 Exploring Civil Engineering and Architecture (Class 3, 3 cr.) Students learn various aspects of civil engineering and architecture, apply their knowledge to designing and development of a commercial property. Students learn about documenting their project, problem-solving, and communications in the civil engineering community.

105 Introduction to Engineering Design (Class 3, 3 cr.) This course develops students’ problem solving skills, with emphasis placed upon the concept of developing a three dimensional model of an object. Students focus on the application of visualization processes and tools currently used in the design and manufacturing environments.
106 Digital Electronics (Class 3, 3 cr.) This course is the study of applied digital logic. Students will study the application of electronic logic circuits and apply Boolean logic to the solution of problems. Students will design circuits, export their design to a printed program that generates printed circuit boards, and construct the design using electronic components.

107 Principles of Engineering (Class 3, 3 cr.) P: IT 105. This course explores various engineering systems and manufacturing processes. Students examine how the field of engineering technology addresses social and political consequences of technological change.

108 Computer Integrated Manufacturing (Class 3, 3 cr.) P: IT 105. This course builds on students’ solid modeling skills to develop manufactured products. Students evaluate products using mass property analysis, make appropriate modifications, and use prototyping equipment to produce three dimensional models of the solutions.

109 Industrial Technology Engineering Design And Development (Class 3, 3 cr.) P: IT 105, IT 106, IT 107, and IT 108. In this capstone course students work in teams to design and construct a solution to an engineering problem, applying the knowledge and skills previously developed. Students maintain a portfolio of their design and development activities. Teams are responsible for making final presentations of the solution to an engineering review panel.

114 Problem-Solving in Manufacturing (Class 2, Lab 2, or Class 3, 3 cr.) P: IET 104. Field trips required. For IT majors only or consent of instructor. A study of practices used in industry to determine the optimal solution of a given problem. The use of role-playing, computer simulation, and case study analysis will be an integral part of the course.

190 Topics in Industrial Technology (1 3 cr.) Hours, credit, and subject matter to be arranged by staff. This is not for independent study.

191 Supervised Work Experience (3 cr.) Supervised work experience directed toward providing background and orientation rather than depth in a particular specialty. Craft, technical, industrial, and participation in the conduct of industrial training programs are typical examples of acceptable experiences. This course may be repeated for up to a total of six credits.

214 Introduction to Lean Manufacturing (3 cr.) Lean manufacturing is a systematic approach to eliminating non-value added activities throughout a production system. Five basic principles characterize a lean production system: value definition, value stream mapping, flow optimization, pull production, and continuous improvement.

230 Elements of Distribution (Class 2, Lab 2, or Class 3, 3 cr.) A study of types and systems of industrial distribution. Emphasis is on in-plant shipping and receiving functions; modes of distribution; functions of, and services provided by, distributors. Consideration also is given to the nature of career opportunities.

332 Warehouse Management and Inventory Control (Class 2, Lab 2, or Class 3, 3 cr.) P: IT 230 Field trips may be required. A course designed to develop understanding of types of warehouses, methods of organizing the warehouse environment, and determining efficient inventory control procedures. Purchasing of products, storage of inventory, placement of inventory and other internal logistics management topics will be explored. Real world projects conducted in lab environment will be utilized.

342 Introduction to Statistical Quality (Class 2, Lab 2, or Class 3, 3 cr.) P: MATH M125 & M126. Field trips may be required. Basic concepts of quality systems in business and manufacturing settings are presented. Basic statistical methods as applied to quality control and an introduction to sampling plans are included.

371 Instructional Planning and Evaluation (Class 2, Lab 2, 3 cr.) Field trips may be required. Students gain experience in determining content and writing instructional objectives. Emphasis is placed on developing good testing instruments and evaluating those instruments as they relate to measuring student achievement in the cognitive, affective and psychomotor domains.
375 Methods of Teaching Technology Education (Class 2, lab 2, 3 cr. or Class 3, 3 cr.) P: IT 371. Field trips may be required. Students identify a variety of instructional techniques appropriate for teaching technology education subjects. Students plan lessons and develop evaluation instruments to determine student achievement. Methodological insights and understanding for teaching technical subject matter is stressed.

381 Total Productive Maintenance (Class 2, Lab 2, or Class 3, 3 cr.) P: IT 342 or IET 204, PHYS P201. Field trips may be required. This course is a study of the role and scope of total productive maintenance (TPM) in manufacturing. The three types of maintenance activities: corrective, preventive, predictive, and their associated quantitative techniques are studied. Reliability and queuing theory are discussed. Team projects are required.

385 Industrial Ergonomics (Class 2, Lab 2, or Class 3, 3 cr.) P: MATH M125, MATH M126 and junior standing in IT or consent of instructor. Field trips may be required. A course designed to focus on work design and ergonomics in manufacturing. Specific attention will be focused on introducing the terminology and the techniques used in work design, and on the fundamental concepts embodied in industrial ergonomics. During scheduled laboratory times, exercises will permit the student to apply the concepts of industrial ergonomics.

442 Production Planning (Class 2, Lab 2, or Class 3, 3 cr.) P: IT 114, MET 242 or consent of instructor. Field trips may be required. A study of industrial organization and management, research and development, production, personnel, and sales. Examples of the procedures necessary to provide a product or service are included.

446 Advanced Statistical Quality Control (Class 2, Lab 2, 3 cr.) P: IT 342. Advanced topics in quality systems as applied to manufacturing and industrial settings are studied. Application of statistical concepts and theory for control charting, acceptance sampling plans for attributes and variables, reliability, introduction to design of experiments, and Taguchi’s loss function and other related topics are emphasized. Field trips may be required.

490 Individual Research Problems (1-3 cr.) P: Consent of department. Supervised individual research in industrial education appropriate topics.

Mathematics (MA)
221 Calculus for Technology I (3 cr.) P: MATH M125 & M126. Elementary properties of algebraic systems; the real number system; analytic geometry, differential and integral calculus of one variable.

222 Calculus for Technology II (3 cr.) P: MA 221. Continuation of MA 221.

Mechanical Engineering Technology (MET)
090 Industrial Applications of Mechanical Engineering Technology (Class 1-3, Lab 0-2, 1-3 cr.) P: Varies with course content. This course may be repeated. Does not carry credit toward degree requirements in Mechanical Engineering Technology. This course includes specialized topics, skills, and applied problem-solving associated with Mechanical Engineering Technology. The level of coverage varies according to the audience. Varied topics may be offered under this title.

102 Production Design and Specifications (Class 1, Lab 5, 3 cr.) P: CGT 110 and MET 162; or consent of instructor. The design, evaluation, and documentation of engineering specifications required for manufacturability and assembly are introduced. Emphasis is on CAD-based details, assemblies, design layouts, equipment installations and related industrial practices.

111 Applied Statics (Class 2, Recit. 2, 3 cr.) P: MATH M125 and MET 162; P or C: MATH M126. Force systems, resultants and equilibrium, trusses, frames, beams, and shear and moments in beams are studied.

141 Materials I (Class 2, Lab 2, 3 cr.) An overview of structures, properties, and applications of metals, polymers, ceramics, and composites commonly used in industry is presented. Problem solving skills are developed in the areas of material selection, evaluation, measurement, and testing.
142 Manufacturing Processes 1 (Class 2, Lab 2, 3 cr.) P: MET 141 or consent of instructor. Basic casting, forming, and joining processes are surveyed. The course emphasizes the selection and application of various processes.

162 Computational Analysis Tools in MET (Recit. 3, 1 cr.) Instruction is given in analytical and computational problem-solving techniques. The electronic calculator, the factor-label method of unit conversions, and engineering graphs are used to solve technical problems in Mechanical Engineering Technology. Credit will not be given for both MET 162 and MET 160.

163 Computer Application Tools in MET (Class 1, Lab 2, 2 cr.) P or C: MET 162. The computer is used to solve technical problems in mechanical engineering technology. Emphasis is on spreadsheet analysis, graphics, and generation of technical reports through the integrated use of computer software packages. Credit will not be given for both MET 163 and MET 160.

211 Applied Strength of Materials (Class 3, Recit. 2, 4 cr.) P: MET 111; P or C: MA 221; or consent of instructor. The principles of strength, stiffness, and stability are introduced and applied primarily to mechanical components.

212 Applications of Engineering Mechanics (Class 3, Recit. 2, 4 cr.) P: MATH M125 and M126. For non-MET majors only. Applications of engineering mechanics are introduced, based on an elementary expansion of Newtonian physics as applied to static and dynamic force systems. Internal stresses and strains produced by these forces in selected machine elements are considered. Work, energy, and power are discussed.

213 Dynamics (Class 2, Recit. 2, 3 cr.) P: MET 111; P or C: MA 221. Kinematics and kinetics principles of rigid-body dynamics are introduced. Emphasis is on the analysis of bodies in plane motion.

214 Machine Elements (3 cr.) P: MET 211, 213 or consent of instructor. The methods developed in statics, dynamics, and strength of materials are applied to the selection of basic machine components. The fundamental principles required for the selection of the individual elements that compose a machine are developed. Selected course topics are included as computer exercises.

220 Heat/Power (Class 2, Lab 2, 3 cr.) P: PHYS P201 and MET 162; P or C: MA 221; or consent of instructor. Heat/Power is an introduction to the principles of thermodynamics and heat transfer. Basic thermodynamic processes are used to evaluate the performance of energy-based systems such as internal combustion engines, power plants, and refrigeration equipment.

230 Fluid Power (Class 2, Lab 2, 3 cr.) P: MET 111 or PHYS P201; P or C: MA 221; or consent of instructor. This course consists of the study of compressible and incompressible fluid statics and dynamics as applied to hydraulic and pneumatic pumps, motors, transmissions, and controls.

242 Manufacturing Processes II (Class 2, Lab 2, 3 cr.) P: MET 141, MATH M126 or MET 162, or consent of instructor. This course surveys the manufacturing processes and tools commonly used to convert cast, forged, molded and wrought materials into finished products. It includes the mechanisms of material removal, measurement, quality control, assembly processes, safety, process planning and automated manufacturing.

290 Special Topics in MET (0-3 cr.) Hours, subject matter, and credit to be arranged by faculty. Group instruction in new or specialty areas of mechanical engineering technology is provided by MET faculty, subject to MET curriculum subcommittee approval.

299 Mechanical Engineering Technology (1-3 cr.) P: MET major. Independent project or laboratory work is conducted under the supervision of appropriate MET faculty. Hours and subject matter must be arranged by instructor and approved by MET curriculum subcommittee.
344 Materials II (3 cr.) P: MET 141, CHEM C105 and C125, or consent of the instructor. Metals and polymers are studied. Topics include the bonding of atoms; the structures of crystals and polymers; the coldworking, alloying, and heat treating of metals; and the physical behavior of plastics. Course emphasis is on the development and control of material properties to meet engineering requirements and specifications.

382 Controls and Instrumentation for Automation (Class 2, Lab 2, or Class 3, 3 cr.) P: MATH M125 and M126, CSCI C202, PHYS P202, or consent of the instructor. Study of the procedures and techniques essential to industrial measurement and transmission of data is provided in the areas of machine control, process control, and automated testing. Concepts of hysteresis, repeatability, weighted signals, span, suppression, range, and closed loop control are emphasized.

Organizational Leadership and Supervision (OLS)

100 Introduction to Organizational Leadership (1 cr.) Introduction and orientation to the Department of Organizational Leadership and Supervision and an overview of the supervision and personnel functions in the world of work.

252 Human Behavior in Organizations (3 cr.) A survey of the concepts which provide a foundation for the understanding of individual and group behavior in organizations of work, with special emphasis on typical interpersonal and leadership relationships.

274 Applied Leadership (3 cr.) Introduction to applied leadership in the context of organizational functions, structures, and operation.

284 Leadership Principles (3 cr.) Mastery of the basic knowledge managers need to effectively lead individual employees. Includes primary measures of performance success, leadership strategies, core leadership actions, and a comprehensive theory that explains how the strategies and actions cause positive attitudes and increased performance.

299 Organizational Leadership and Supervision (1 3 cr.) P: OLS 252 & OLS 274 or consent of instructor. Variable topics in organizational leadership. This course may be repeated for up to a total of six credits. (Variable title)

325 Meeting Management (3 cr.) P: SPCH S121 or consent of instructor. An applications-oriented course in presenting technical information and conducting problem-solving and decision making meetings. Special emphasis on leading and facilitating interactive meetings, as well as structuring information for effective presentations.

331 Occupational Safety and Health (3 cr.) P: OLS 252 or consent of instructor. A presentation of the aspects of occupational safety and health that are essential to the organizational leaders. Special emphasis is placed on developing an understanding of the economic, legal, and social factors related to providing a safe and healthy work environment.

345 Critical Thinking in Organizations (3 cr.) P: OLS 386 & 388, or consent of instructor. This course focuses on systems thinking and the understanding of research design and measurement theory used in solving organizational and human resource development problems. The emphasis is on applied methodology rather than on statistical issues, with the intent of the student becoming an effective consumer of information. The students will learn how to report findings in a practical and influential manner. Includes the importance of knowledge management issues in organizations.

351 Innovation and Entrepreneurship (3 cr.) An in-depth study of innovation in existing organizations as well as entrepreneurship in start-up businesses, franchises, family-owned firms, and other business formats.

362 Cooperative Education Program (3 cr.) P: OLS 252 & OLS 274, or consent of instructor. Supervised work experience directed toward professional development in supervisory or related leadership positions. Rotational work-study periods planned and coordinated by department staff in conjunction with the student and the employing organization. (Fulfills OLS Experiential Requirement.)
364 Professional Development Program (3 cr.) P: OLS 386 and OLS 388; or consent of instructor. A survey course covering many professional and personal facets relative to entering the work force upon graduation. Major areas addressed include résumé preparation, interviewing techniques, development of job-search plans, social skills, and analysis of career fields and opportunities.

375 Training Methods (3 cr.) P: OLS 386 & OLS 388 or consent of instructor. Principles, practices, and methods of employee training. Introduction to systematic training program design, development, and evaluation. Emphasis is on the supervisor as a trainer.

376 Human Resource Issues (3 cr.) P: OLS 386 & OL 388 or consent of the instructor. Analysis and discussion of selected case problems concerning typical leadership and human resource management situations faced by a supervisor/manager. Emphasis is directed toward developing the student's attitude, philosophy, analytical ability, and problem solving skills within the working environment.

378 Labor and Management Relations (3 cr.) P: OLS 386 & OLS 388 or consent of instructor. An introduction to, and overview of, the fundamental concepts of labor relations, collective bargaining, and dispute resolution procedures. An international comparative analysis is used to assess some of the legal economic and political structures of labor relations.

386 Leadership for Organizational Change (3 cr.) P: OLS 252 & OLS 274 or consent of instructor. Introduction to and overview of fundamental concepts of leading organizational change.

388 Leadership through Teams (3 cr.) P: OLS 252 & OLS 274 or consent of instructor. Introduction of teams and dynamics that affect their performance.

440 Leading with Integrity (3 cr.) P: OLS 386 & OLS 388 or consent of instructor. An investigation of ethical problems in business practice. Topics include personal morality in profit-oriented enterprise; codes of ethics; obligations to employees and other stakeholders; truth in advertising; whistle-blowing and company loyalty; regulation, self and government; the logic and future of capitalism. Emphasis on business law and legal impacts on ethical decision making.

450 Project Management for Organizational and Human Resource Development (3 cr.) P: OLS 386 & OLS 388 or consent of instructor. An introduction to project management concepts and practices in the context of human resource development projects.

454 Gender and Diversity in Management (3 cr.) P: OLS 376 or consent of instructor. The work force of the future will represent multiple differences including gender, race, culture, ethnicity, physical abilities, and age. Following this broad-based perspective of diversity, this course will focus on using knowledge of diversity to develop the leadership potential of individuals in organizations.


467 Supervised Practicum (Class 1, 3 cr.) P: OLS 331, OLS 375, OLS 376, or consent of instructor. Credit awarded upon the completion of departmental approved project. (May be repeated for up to six credits.) An instructor-directed practicum designed to combine University study with work experience directly related to the student’s plan of study. Designed to be scheduled during a regular semester. (Fulfills OLS Experiential Requirement.)

474 Conference Leadership (3 cr.) P: OLS 386, OLS 388; or consent of instructor. Understanding the role of facilitating group discussion in business and industry conferences. Special emphasis on developing group facilitation skills.
476 Compensation Planning and Management (3 cr.) P: OLS 376 or consent of the instructor. Planning and implementation of a total compensation system, including job analysis, job evaluation, salary survey and analysis, benefits and development of a structured pay system. Includes behavioral implications and legal compliance issues.

477 Conflict Management (3 cr.) P: OLS 386 and OLS 388; or consent of the instructor. A study of the methods for dealing with intra-personal, inter-personal, and political disputes by means generally outside the traditional court system. Students will investigate the theoretical and practical aspects of conflict assessment, negotiation, problem solving, mediation and arbitration.

479 Staffing Organizations (3 cr.) P: OLS 386 and OLS 388; or consent of instructor. An applications-oriented study of key concepts in staffing organizations, including principles and issues in conducting job analysis; preparing job descriptions/specifications; and screening/selecting employees. Special emphasis on the design, validation, and operation of high-volume staffing systems.

484 Leadership Strategies for Quality and Productivity (3 cr.) P: OLS 386, OLS 388, & IT 342; or consent of the instructor. A study of how organizational leaders create an environment conducive to high levels of employee self-motivation, quality, and productivity. Actual case situations are used to illustrate the application of course content.

487 Leadership Philosophy (3 cr.) P: OLS 386 & OLS 388; or consent of the instructor. A review of current managerial education and development theories and practices; discussion of fundamental social, economic, and political changes affecting business and the work of managing; implications of these changes for management development and continued growth.

488 Leadership for Lean Enterprise (3 cr.) P: OLS 484; or consent of instructor. A study of how organizational leaders create an environment conducive to lean enterprise. Actual case studies of leadership techniques are used to illustrate the application of course content.

490 Individual Research Problems (1-3 cr.) P: Consent of instructor and department approval. Supervised individual research on appropriate topics. (Fulfills OLS Experiential Requirement.) (variable title)

491 Internship Program (1-3 cr.) A practicum designed to combine University study with work experience directly related to the student’s plan of study. (Fulfills OLS Experiential Requirement.)

574 Managerial Training and Development (3 cr.) P: OLS 375 or consent of the instructor. Review of current managerial education and development theories and practices; discussion of fundamental social, economic, and political changes affecting business and the work of managing; implications of these changes for individual manager development and continued growth.

577 Organizational and Administration of Training and Development (3 cr.) P: OLS 375; P or C: OLS 574; or consent of instructor. The function and management of training and development in the world of work.

Technical Graphics (TG)
See Computer Graphics Technology

Technology (TECH)

100 Technology Freshman Seminar (1 cr.) A survey course of engineering technologies and of strategies for success, both academically and professionally.
Glossary of Terms

**Academic Advisor** - Your advisor may be a faculty member in the academic field you have chosen or a full-time employee who works in the advising center. An advisor will help you plan your college schedule or choose a major.

**Accredited** - Colleges and schools must meet specific requirements in academic programs, facilities, etc. to be certified by accrediting agencies. Usually, colleges must be accredited for their students to receive financial aid.

**Alumni** - People who have graduated from your college or university.

**Articulation** - The procedure by which a school determines which credits from another school may be transferred. Despite good grades, not all of your courses may be accepted. When you transfer from one college to another, it is your responsibility to learn which courses and grades will transfer.

**Associate Degree** - The degree granted by colleges after you complete a two-year, full-time program of required courses, or its part-time equivalent. These degrees are offered by many types of colleges, including junior colleges, technical colleges and colleges and universities that offer bachelor’s degrees.

**Authorized Courses** - Courses that require you to obtain permission from the instructor or the department before you register.

**Baccalaureate or Bachelor’s Degree** - The degree granted by a college after you have satisfactorily completed a four- or five-year, full-time program of required courses, or its part-time equivalent.

**BSS** - Behavioral and Social Sciences

**Certificate** - A credential given to you for completing a specified list of courses. The number of credits varies, but is usually 60 or fewer. Its purpose is to certify that you have developed expertise in a certain area. It may stand alone or may be granted only as part of a degree program.

**Chair** - The highest administrator of an academic department; is usually a professor.

**Chancellor** - The chancellor is the chief executive officer of a campus.

**Checklisted** - When checklisted, you cannot register for classes because you have failed to meet some requirement of the university and cannot proceed until the problem is resolved. It may be that you have unpaid library fines or outstanding parking tickets, for example. If you are checklisted, call your academic advisor immediately.

**COLI** - Computer Literacy courses are known as COLI classes.

**Computation Skills** - Quantitative or mathematical skills.

**Computer Disks/CD-ROM Courses** - Some classes are offered on computer disks or CD-ROMs. The disks and study materials are mailed to your address. If you do not have your own computer, you can use one at a Learning Center or your public library.

**Consortium** - Arrangement between schools that enables students who attend one school to go to class and use resources at another school.

**Core Classes** - Classes that all students in a major program are required to take.

**Corequisite** - A class taken with a related course.

**Correspondence Course** - A class where you receive lessons in the mail and send completed assignments to instructors. Correspondence is an example of independent study.

**Course Number** - Numbers assigned to courses to show their level of difficulty or depth/breadth of study. A 100-level course is less difficult or broader in scope than a 200-level course.

**Credit hour** - A unit of credit you earn for course work that takes a semester to complete. Many college courses carry 3 credit hours.
Critical Thinking - A sophisticated cognitive process which involves the careful examination of ideas and information from multiple perspectives in order to clarify and improve our understanding and to develop ideas that are unique, useful, and worthy of future elaboration.

Developmental Courses - Courses that are designed to build your skills in basic areas such as math, reading, and writing. They do not count toward your degree.

Distance Education - Classes taught over satellite or local television, through the Internet, by video tape or CD ROM, and by correspondence. Some may be regularly scheduled; others may be taken when most convenient for the student's schedule.

Drop - You may drop courses without penalty during specified periods of time (refer to schedule of classes for those times). You must know the proper procedure, since you will need to complete certain forms and obtain official signatures. Discuss dropping with your academic advisor.

Dual Enrollment - High achieving high school students enroll in college courses that may fulfill both high school and college graduation requirements. You will need the permission from your high school principal or guidance counselor and admission to a college.

EDUC - Education

Electives - This is a course you may select from an academic area that is of interest to you.

Encumbrance - If you owe money that is past due, the Student Accounts Office will put an encumbrance on your account. You will not be able to register, get an official transcript, or obtain other services from the university until you have settled your account.

FAFSA (The Free Application for Federal Student Aid) - The required application for federal, state, and institutional financial aid. You must file their applications between January 1 and March 1 of the year you plan to attend college. The application is available in the Financial Aid Office in Whitewater Hall.

Federal Pell Grant - A college federal financial aid grant program. You may apply by filling out the FAFSA.

Federal Perkins Student Loan - A low-interest loan for students who show financial need. It must be repaid after graduation. You may apply by filling out the FAFSA.

Federal PLUS (Parent Loans for Undergraduate Students) and/or Federal Direct PLUS - Financial aid processed through a bank, other lending agency, or college or university to help pay for college. These loans must be repaid with interest and are not deferred.

Federal Stafford Loan and Direct Ford Loan - Student financial aid processed through a bank and/or a college. You must be enrolled in a college degree program at least part time to receive a Stafford Loan. Loans must be paid back with interest after a student leaves school. Requires a completed FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG) - Federal grant for students with exceptional need. Apply by filling out a FAFSA.

Federal Unsubsidized Stafford/Direct Unsubsidized Ford Loan - Similar to a Federal Stafford Loan, except interest is paid by you during college.

Gift Aid - Financial aid that is not repaid, such as grants and scholarships.

GPA - Your grade point average is figured by adding all the points from your grades and dividing the number of credit hours you have completed. Each grade is worth a certain number of points. Indiana University East uses a 4.0 scale, which means an A is worth a maximum of 4 points. A B is worth 3 points etc. This can be confusing, so see your advisor for assistance.

HFA - Humanities and Fine Arts

ICN or Distributed Education Courses - ICN stands for the Indiana College Network. Courses from campuses all over the state are offered through ICN. Because of different starting and ending times for the semester on various campuses, the class may begin and end at a different time than IUE courses. For more information go the ICN Web site or contact the Teaching and Learning Center in Hayes Hall 064 on the IUE campus, 765-973-8561.

IHETS Satellite Television Courses - An IHETS course, is delivered from a university—often with live interaction with the instructor on campus, over the IHETS (Indiana Higher Education Telecommunication System) Satellite Television Network. You will be able to see the instructor and the students at the instructor’s location and to talk with the instructor via telephone. IUEast is a receive site for some IHETS courses.
Interactive Video Conferencing or VIC – VIC stands for Virtual Indiana Classroom. This is a system that links classrooms all over the state. Students use a live video conference to see and talk to the instructor and other students in the class at all of the locations. Although technology is used to assist in communication in the class, students are still expected to attend class at one of the VIC sites.

Interdisciplinary - Programs or courses using knowledge from two or more academic areas.

Internet - Courses are delivered over the Internet often, but not always, on the World Wide Web. They may include material to read online, exercises to complete online using interactive forms, discussion lists in which you exchange ideas with the professor and other students in the class, and many other types of instructional activities. Students with access to the Internet can take classes via their own computers at home. If you don't have a computer with Internet access you may use a computer on the IUE campus or at another ICN site. Many local libraries also provide internet connections for patrons. Most Indiana University Internet courses use Oncourse. Some courses are entirely on the Internet. Other courses require that you attend class on campus anywhere from once at the beginning or end of the semester to weekly or monthly.

Internship - Class credit given to students who work at jobs on or off campus. You receive practical experience in your major.

IUCAT - The Indiana University Catalog is a service that allows you to check out books from the IU campuses. The books will be sent to the IU East library for you to check out.

Liberal Arts - A broad course of study including courses taken in the humanities, as well as the social sciences.

NSM - Natural Science and Mathematics

NURS - Nursing

Oncourse - Is a way of using the World Wide Web to interact with your instructor and classmates. You need to have access to a computer and you need an IU username and password. When you log into Oncourse, you can access information for the IU courses that you are registered for. Your instructor makes materials available to you such as a course syllabus, assignments, tests and quizzes, and/or other class resources. You may also send email to the instructor and to others in your class through Oncourse.

OneStart - OneStart is Indiana University's Web based application portal that provides a common front door to online services at all IU campuses. OneStart offers easier and more direct access to the multitude of services available for students, faculty, and staff. The goal for OneStart is to create a virtual campus community.

Pioneer Press - IU East student newspaper.

Pioneers - IU East basketball teams.

Prerequisite - Noted in the Catalog and schedules as a P, prerequisite courses must be completed and passed before you can continue to the next level.

Satisfactory/Fail - Some courses do not carry regular grades. All students are given a grade of satisfactory (S) if they pass the course and fail (F) if they earn a grade of F. A grade of S does not count towards your GPA, but a grade of F does.

Schedule of Classes - This is the list of classes being offered each semester.

Scholarship - Financial aid awarded for academic and other achievements (music, athletics, etc.). Scholarships do not have to be paid back.

Service Learning - This learning involves you in community service as part of an academic class. You relate the service experience to class objectives through learning activities as structured reflection.

SPEA - School of Public and Environmental Affairs

Student ID Number - A randomly assigned ten digit number.

Syllabus - Instructors pass out this important document at the beginning of a course. It outlines the requirements, assignments, goals, and objectives of the course.

Transcript - The official record of your college course work, which is maintained and updated each semester by the registrar. Your courses, grades, GPA, and graduation information will be included in your transcript.

Transient student - A student who receives permission from his or her regular college to take courses from another college. Also called “visiting student”.

Tuition - The money you pay for your college courses.
**Undergraduate** - A student working on a bachelor’s degree.

**University** - A postsecondary institution which has several colleges or schools, grants graduate degrees, and may have research facilities.

**UDIV** - University Division

**VIC** - Virtual Indiana Classroom. This is a system that links classrooms all over the state. You use a live video conference to see and talk to the instructor and other students in the class at all of the locations. Although technology is used to assist in communication in the class, you are still expected to attend class at one of the VIC sites.

**Work-Study Program** - A form of financial aid in which you earn money by working part-time at your college. Apply for work-study by filing out the FAFSA. See Free Application for Federal Student Aid.

**Withdrawl** - This requires a form and signature, and if you don’t follow the prescribed procedure, you may receive failing grades on all courses, which could place you on academic suspension.
Departmental Directory

Security Emergency Contact 983-0055
Information/Reception 973-8200
Academic Advising 973-8235
Academic Affairs 973-8239
Adjunct Faculty Offices 973-8520
973-8507
973-8464

Admissions and Financial Aid 973-8208
Affirmative Action 973-8275
Alumni Relations & Ceremonies 973-8221
Anthropology 973-8372
Behavioral and Social Sciences 973-8222
Biology 973-8330
Bookstore 973-8273
Connersville Bookstore 765-825-4171

Bursar's Office (Student Accounts) 973-8345
Business Division 973-8343
Campus Life 973-8240
Student LEADERS 973-8483
The Pioneer Press 973-8255
Men's & Women's Basketball 973-8567
Child Development Center 973-8241
Graf Recreation Center 973-8566
America Reads Office 973-8480
Volunteer Action Center 973-8585

Campus Police 973-8429
Career Planning & Placement 973-8450
Center for Health Promotion 973-8316
Chancellor 973-8461
Chemistry/Physical Science 973-8285
Child Development Center 973-8241
Communication Studies 973-8219
Communications and Marketing 973-8444

Computer Labs
ML 226 973-8527
ML 102 973-8381
WZ 208 973-8528
RW 107 973-8410
HY 115 973-8264

Computer Science 973-8343
Conflict Resolution Center 973-8511
Connersville Center 765-825-4171
Criminal Justice/SPEA 973-8222
Economics 973-8343
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Enrollment Services/
Dean of Students 973-8252
Extended Learning 973-8401

University Advancement 973-8419
Financial Aid 973-8206
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Foreign Language 973-8219
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Library and Media Services 973-8311
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Philosophy 973-8219
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Social Work/Human Services 973-8535
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Student Accounts
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Student Records 973-8270
Student Support Services 973-8310
Twenty-First Century Scholars 973-8536
Teaching and Learning Center 973-8561
Tutorial Support Programs 973-8431
WCTV 973-8488
### Academic Calendar

#### Fall 2005
- **Classes Begin**: M Aug 29
- **Labor Day**: M Sep 5
- **Thanksgiving/Fall Break**: M-F Nov 21-26
- **Classes Resume**: M Nov 28
- **Classes End**: M Dec 12
- **Finals End**: M Dec 19

#### Spring 2006
- **Martin Luther King Day**: M Jan 16
- **Classes Begin**: M Jan 17
- **Spring Break**: M-F Mar 20-25
- **Classes Resume**: M Mar 27
- **Classes End**: M May 1
- **Finals End**: M May 8
- **Commencement**: F May 12

#### Summer I 2006
- **Classes Begin**: M May 15
- **Memorial Day**: M May 29
- **Classes/Finals End**: M Jun 26

#### Summer II 2006
- **10-Week Classes Begin**: T June 6
- **6-Week Classes Begin**: M July 3
- **Fourth of July**: T July 4
- **Classes/Finals End**: M Aug 14

#### Fall 2006
- **Classes Begin**: M Aug 28
- **Labor Day**: M Sep 4
- **Fall Break**: M-F Nov 20-25
- **Classes Resume**: M Nov 27
- **Classes End**: M Dec 11
- **Finals End**: M Dec 18

#### Spring 2007
- **Classes begin**: T Jan 16
- **Martin Luther King Day**: M Jan 15
- **Spring Break**: M-F Mar 19-24
- **Classes Resume**: M Mar 16
- **Classes End**: M Apr 30
- **Finals End**: M May 7
- **Commencement**: F May 11

#### Summer I 2007
- **Classes Begin**: M May 14
- **Memorial Day**: M May 28
- **Classes/Finals End**: M Jun 25

#### Summer II 2007
- **10-Week Classes Begin**: T June 5
- **6-Week Classes Begin**: M July 2
- **Fourth of July**: W July 4
- **Classes/Finals End**: M Aug 13
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Armstead, Sheila J., M.S.W. (IUPUI, 1992),
Clinical Assistant Professor of Social Work/Field Instruction Coordinator.

Baker, Diane M., M.A. (Ball State University, 1984),
Lecturer in Nursing

Baldwin, Lora K., M.S.L.S. (Indiana University, 1985),
Associate Librarian

Barton, Gregory A., Ph.D. (Northwestern University, 1999),
Assistant Professor of History

Battraw, Judith L., Ph.D. (Arizona State University, 2004),
Assistant Professor of Education

Baumann, Paula K., M.B.A. (Ball State University, 2003),
Lecturer in Nursing

Bergen, Mardic C., M.A. (Miami University, 1968),
Lecturer in Speech

Bingaman, Ronald H., M.S. (California State University Hayward, 1977),
Visiting Lecturer in Physics

Blakey, George T., Ph.D. (Indiana University, 1970),
Professor Emeritus of History

Blakefield, Mary K., Ph.D. (University of Kentucky, 1994),
Associate Professor of Biology

Brow, C. M. S.N. (Ball State University, 2001),
Lecturer in Nursing

Boyd, Stephanie K., Ph.D. (University of Michigan, 2005),
Assistant Professor of Behavioral/Social Sciences

Branstrator, Margaret L., M.S. (University of Cincinnati, 1971),
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Braxton-Brown, Greg, D.B.A., Ed.D. (United States International University, 1985; Columbia University, 1990,
Professor of Management)

Bremmer, Tony, L., M.S.N. (Ball State University, 2005),
Lecturer in Nursing

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Assistant Professor of Reading Education

Bullock, Denise M., Ph.D. (University of Missouri-Columbia, 2001),
Assistant Professor of Sociology

Carter, Ronnie D., Ph.D. (University of Wisconsin, 1972),
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Chang, Wendy C., Ph.D. (SUNY at Buffalo, 1998),
Associate Professor of Computer Science

Clapp-Itnyre, Alisa, Ph.D. (University of Illinois at Urbana-Champaign, 1996)
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Clark, Karen C., Ed.D. (Ball State University, 2004),
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Assistant Professor of Biotechnology

Cooksey, M. Angela, M.A. (Ball State University, 1982),
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Cowling, John F., Ph.D. (Indiana University, 1989),
Associate Professor of Accounting

Curry, Michele C., M.S.N. (Wright State University, 1996),
Lecturer in Nursing

Dempsey, Kelly A., M.S.N. (IUPUI, 1990),
Clinical Assistant Professor of Nursing

DeSantis, Kimberly L., M.S.N. (Wright State University, 1997),
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Dhawale, Shrikrishna W., Ph.D. (University of Bombay, 1968),
Professor of Chemistry

Doerger, Daniel W., Ph.D. (University of Cincinnati, 2002),
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Lecturer in Nursing

Engler, Lawrence R., M.B.A. (University of Dayton, 1972),
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Ette, Ezekiel U., Ph.D. (Portland State University, 2005),
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Professor of English

Felt, Kathleen A., Ph.D. (Carleton University, 2000),
Assistant Professor of Psychology

Fitzgerald, Edward A., J.D. (Indiana University-Purdue University at Indianapolis, 1997),
Assistant Professor of Social Work

Folkerth, Mary T., M.S.N. (University of Pennsylvania, 1982),
Clinical Assistant Professor of Nursing

Foos, K. Michael, Ph.D. (The Ohio State University, 1972),
Professor of Biology

Franz, David W., D.Min. (University of Chicago, 1980),
Associate Professor of Management

Fulton, David J., Ph.D. (Indiana University, 1974),
Associate Professor of History/Political Science

Grohsmeyer, Frederick A., Ph.D. (Purdue University, 1954),
Professor Emeritus of Psychology

Harper, Jean, M.F.A. (Emerson College, 1991),
Assistant Professor of English

Helton, Edwina L., Ph.D. (Miami University, 1995),
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Huffman, Errol A., M.S. (Miami University, 2002),
Visiting Lecturer in Biology

Humphries, M. Paulette, M.S.N. (Ball State University, 1990),
Lecturer in Nursing
Jayasuriya, P. Kumara, Ph.D. (University of Wisconsin-Milwaukee, 1993),
Associate Professor of Mathematics
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Assistant Professor of Education
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Lecturer in Education
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Associate Professor of Education
Kriese, Paul, Ph.D. (Purdue University, 1977),
Associate Professor of Political Science
Lafuze, Joan E., Ph.D. (Indiana University, 1981),
Professor of Biology
Lemming, Emily M., Ed.S. (Indiana University, 1989),
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Associate Professor of Philosophy
McFadden, J. Brandon, M.A. (Miami University, 1981),
Lecturer in Fine Arts
McFadden, Sue A., M.S.L.S. (Indiana University, 1994),
Associate Librarian
Mahaffey, Jerome D., Ph.D. (University of Memphis, 2000),
Assistant Professor of Communication
Meadow, H. Lee, Ph.D. (Virginia Tech University, 1983),
Professor of Marketing
Morse, Mary Ann, Ed.D. (Ball State University, 1983),
Associate Professor of Science Education
Naaeke, Anthony Y., Ph.D. (Duquesne University, 2005),
Assistant Professor of Communication
Nishihara, Laverne H., Ph.D. (University of Virginia, 1989),
Associate Professor of English
Osgood, Thomas W., Ph.D. (University of Illinois, 1973),
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Passet, Joanne E., Ph.D. (University of Wisconsin-Madison, 1999),
Assistant Professor of History
Peacock, Frances L., M.A. (Ball State University, 1997),
Lecturer in English
Pomper, Markus, Ph.D. (University of Illinois at Urbana-Champaign, 2000),
Assistant Professor of Mathematics
Powell, Mona L., M.S. (Ball State University, 1989),
Lecturer in Nursing
Ramsey, Robert J., Ph.D. (University of Cincinnati, 2002),
Assistant Professor of Criminal Justice
Rankin, Sherry L., M.S.N. (Ball State University, 1985),
Clinical Assistant Professor of Nursing
Rao, Vandana, Ph.D. (SUNY at Stony Brook, 1985),
Associate Professor of Economics
Richards, Laurence D., Ph.D. (University of Pennsylvania, 1980),
Professor of Management
Rivard, Timothy J., M.F.A. (Indiana University, 1989),
Associate Professor of English
Roberts, M. Diane, D.P.H. (University of Texas, 1976),
Associate Professor of Business
Roman-Royer, Judith A., Ph.D. (Indiana University, 1984),
Associate Professor of English
Roswell, Roberta L., M.S. (Rensselaer Polytechnic Institute, 1977),
Lecturer in Mathematics
Sabine, Neil B., Ph.D. (Brigham Young University, 1987),
Associate Professor of Biology
Scales, Timothy W., M.B.A. (Anderson University, 1998),
Visiting Lecturer in Marketing
Scott, Walter D., M.A.T. (Purdue University, 1987),
Lecturer in Mathematics
Sedgighin, Morteza, Ph.D. (University of Colorado-Boulder, 1981),
Associate Professor of Mathematics
Shapiro, Susan J., Ph.D. (University of South Dakota, 1990),
Associate Professor of Psychology
Slattery, Elizabeth L., M.A. (Miami University, 1994),
Lecturer in English
Stanforth, Diana L., M.S.N. (Andrews University, 1992),
Lecturer in Nursing
Stolle, Cheryl S., Ed.D. (Ball State University, 1981),
Clinical Assistant Professor of Education
Szopa, Anne, Ph.D. (Ball State University, 1986), Associate Professor of Sociology
Thomas, Thomas J., M.F.A. (Miami University, 1975),
Associate Professor of Fine Arts
Thomas Evans, Margaret A., M.A. (Wright State University, 1989),
Lecturer in Writing
Tolley, A. Robert, M.A. (Miami University, 1977),
Lecturer in Anthropology/Sociology
Turk, Eleanor L., Ph.D. (University of Wisconsin, 1975),
Professor Emeritus of History
Veramallay, Ashton L., Ph.D. (Iowa State University, 1976),
Professor Emeritus of Economics
Vincent, Jane E., Ed.D. (Ball State University, 1992),
Assistant Professor Emeritus of Nursing
Wagon, Walter F., Ph.D. (Vanderbilt University, 1984),
Professor of Psychology
Watkins, Marilyn S., Ph.D. (University of Wisconsin, 1981),
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Weber, Gregory D., Ph.D. (Indiana University, 1980),
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Wilde, Jerald K., Ph.D. (Marquette University, 1993),
Associate Professor of Education
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Lecturer in Nursing
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Alenskis, Brian A., M.E. (Rensselaer Polytechnic Institute, 1974),
Associate Professor of Mechanical Engineering Technology
Brattain, Frank, M.S. (Indiana University, 2000),
Assistant Professor of Computer Graphics Technology
Kozak, Michael, J., M.S. (University of Cincinnati, 1986),
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Klosinski, Carl H., M.A., (Northern Arizona University, 1969),
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Strate, Merwyn L., Ph.D., (University of Nebraska, 2004),
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**Adjunct Faculty**

Please contact the IU East Academic Affairs Office or Purdue University College of Technology, as appropriate, for a current listing.

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Buckler, Karolyn
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Development Director, Connersville Arts and Sciences Center
Burkhardt, Debra
Children’s Services Coordinator, Area 9

**Cartee, Hali**
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Director, Human Resources

**Cox, Virginia**
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Case Manager, Area 9

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Director, Child Development Center

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Site Coordinator, Danielson Center

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   Case Manager, Area 9
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   Director, Student Support Services
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   Director of Annual Fund
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   Academic Advisor
Yeager, Andrew
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   Vice Chancellor for Enrollment Services/Dean of Students
Young, Lanette
   Assistant Vice Chancellor for Student Success

Purdue University College of Technology
Ikuomenisan-Olatunji, Kenny
   Specialist, Manufacturing Engineering Technology
Swain, Michael Q.
   Coordinator, Student Services/External Relations
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Degree Listing

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• American Ethnic and Minority Studies
• Drug and Alcohol Abuse Counseling
• Gerontology
• Fundamental Business
• Hispanic Studies
• International Business
• Laboratory Science
• Small Business Entrepreneurship
• Post Baccalaureate General Business
• Post Baccalaureate in Teaching and Learning
• Technical Communication

Associate Degrees
• Associate of Arts with concentrations in:
  Anthropology, English, Fine Arts
  History, Political Science, Psychology,
  Sociology, Communication,
  Women & Gender Studies
• Associate of Arts in General Studies
• Associate of Science in Business with
  concentrations in:
  Accounting, Management
• Associate of Science in Computer Science
• Associate of Science in Criminal Justice
• Associate of Science in Human Services
• Associate of Science in Natural Science and
  Mathematics
  with concentrations in Biology, Chemistry,
  Earth Science, Mathematics
• Associate of Science in Nursing

Bachelor's Degrees
• Bachelor of Science in Biology
• Bachelor of Science in Behavioral & Social
  Sciences with concentrations in: Psychology,
  Political Science, Sociology
• Bachelor of Science in Business with
  concentration in: Accounting, General Business,
  Finance, Economics, Management Information
  Systems, Marketing, International Business
• Bachelor of Arts in Communication
• Bachelor of Science in Criminal Justice
• Bachelor of Science in Elementary Education
• Bachelor of Science in Secondary Education
• Bachelor of Arts in English
• Bachelor of Arts in Fine Arts
• Bachelor of Arts in the Humanities
• Bachelor of Arts in Natural Science and
  Mathematics
• Bachelor of Science in Management
  Information Systems
• Bachelor of General Studies
• Bachelor of Science in Nursing
• Bachelor of Social Work

Post Graduate Opportunities
Master's degrees are available in adult education, business administration, and engineering.

Purdue University College of Technology Degrees
Please refer to page 96 for a listing of the Purdue University degrees offered on the IU East campus.