

Division of Continuing Studies

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Mission

The Division of Continuing Studies provides credit and non-credit courses, conferences, seminars, and designs custom-tailored programming to meet the needs of people in north central Indiana. Higher-education degree opportunities are offered through a variety of learning options to individuals who currently are not being reached or served through traditional academic programs. Among the special services and programs offered are:

- Project Outreach
- Associate and bachelor's degrees in general studies
- ACCEL – new Accelerated Degree program
- Bridge-to-College
- Noncredit courses
- Certificate programs
- Professional, customized in-house training
- Conferences and seminars
- English as a Second Language (ESL)

Project Outreach

Project Outreach provides postsecondary educational opportunities to all citizens of north central Indiana who may not otherwise be able to further their educational goals because of geographic location, family responsibilities, and/or employment commitments. In many instances, courses may be offered in the student's own community. IU Kokomo Outreach courses have been offered in Anderson, Frankfort, Gas City, Logansport, Marion, Peru, Tipton, Winamac, and Wabash.

Many courses applicable to the degree-granting programs offered by IU Kokomo are scheduled through Project Outreach. To identify courses that fit the particular requirements of each community, the director of the Division of Continuing Studies works with individuals and groups to determine the educational needs in each area.

Students may register for outreach classes by touch-tone phone, computer, or in person at the IU Kokomo campus. Books, payable by check or credit card only, can be sent from our bookstore via UPS to your door.

Tuition fees may or may not be payable at the time of registration; please check the schedule of classes for deadlines. For more information, consult the condensed Outreach schedule in the IU Kokomo Schedule of Classes.

Any student in need of financial aid forms should call the Financial Aid Office at (765) 455-9216. Students who have never attended Indiana University must be admitted to the university prior to registration. All new students should contact the Office of Admissions for formal admission and an appointment with an academic advisor.

Outreach students may come to campus to use facilities such as the library, computer services, and other campus facilities. Every effort is made to provide the outreach students with the same educational services and advantages enjoyed by those who attend classes on campus.

Individuals wishing to make requests for credit courses to be offered at an off-campus location should contact the director

of the Division of Continuing Studies at Indiana University Kokomo, Project Outreach; telephone (765) 455-9395.

General Studies Degree Programs

As part of Indiana University's School of Continuing Studies, the Division of Continuing Studies provides the opportunity for study leading to two degrees, the Associate of Arts in General Studies (A.A.G.S.) and the Bachelor of General Studies (B.G.S.).

The General Studies Degree Program offers the opportunity of a college education to those who have been prevented from beginning or completing work in a traditional degree program because of work schedules, domestic responsibilities, or logistical problems. The program enables students to complete a degree in general studies at their own pace and their own location.

Course work consists of a core of arts and sciences courses — humanities, social and behavioral sciences, mathematics, sciences —and a wide range of electives.

Requirements toward a degree may be completed in a variety of ways, allowing students to design a flexible program of study that is tailored to their backgrounds and needs. The program accepts course work earned by the following:

1. Regular session courses completed at any Indiana University campus
2. Evening courses and television courses
3. Independent study by correspondence
4. Course work done at other accredited institutions

In addition, students may complete requirements through:

1. Credit by examination
2. Educational programs in noncollegiate organizations
3. Credit for self-acquired competency
4. Military service credit

A separate, more detailed bulletin is available from the Division of Continuing Studies, Indiana University Kokomo. Call (765) 455-9395 for more information or to receive a detailed bulletin.

Admission

The General Studies Degree Program is open to all adults. Those over 21 years of age who have not earned a high school diploma or a General Educational Development (GED) certificate may be granted probationary status and may apply for admission as regular students after successfully completing 12 credit hours.

Applicants who have earned a high school diploma or its equivalent during the three years preceding their application and who have pursued academic work at another accredited college or university are normally required to meet admission criteria established by the admissions office of the campus to which they apply.

Complete admission policies and procedures are contained in the Indiana University School of Continuing Studies General Studies Degree Bulletin.

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Degree Requirements

Both the A.A.G.S and the B.G.S. degrees consist of two parts: (1) course work that must be done in broad categories called “required areas of learning” and (2) course work called “elective credit” that can be done in any school, division, or program of the university. The three required areas of learning are (1) arts and humanities, (2) science and mathematics, and (3) social and behavioral sciences. These requirements are designed to provide the student with a broad exposure to the humanities and the sciences. The electives permit students to explore other areas of interest and to tailor the degree to their individual needs.

Students may not be awarded the A.A.G.S and the B.G.S. degree within the same academic year.

Fundamental Skills Degree Requirements

In each plan of study for both the A.A.G.S and B.G.S. degrees, students must meet fundamental skills requirements that demonstrate college-level competency in each of the following areas: written communication, oral communication, quantitative reasoning, and computer literacy. Acceptable grades for courses meeting basic competency requirements must be consistent with the requirements of the campus. Students should consult with their advisor to determine which courses fulfill basic competency requirements.

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

Requirements:

The requirements for the Associate of Arts in General Studies degree are as follows:

36 cr.—Twelve credit hours in each of the three required areas of learning: Social and behavioral sciences, arts and humanities, and science and mathematics (Note: Credit hours required in each area must be taken in at least two academic disciplines.)

24 cr.—Electives

60 cr.—Total credit hours required for the A.A.G.S.

Other requirements:

No more than 15 credit hours in any single subject field may be applied to the A.A.G.S. degree.

At least 15 of the 60 required credit hours of course work must be taken within Indiana University. Self-acquired competency credit may not be counted toward this 15 credit hour minimum.

At least 10 credit hours of course work applied to the A.A.G.S degree must be taken after the student is admitted to the School of Continuing Studies. This should be Indiana University course work. Self-acquired competency credit may not be counted toward this 10 credit hour minimum.

In order for courses in the three required areas to be counted toward the degree, a grade of C– or better must be achieved in these courses.

Students who pursue the B.G.S. degree following completion of the A.A.G.S. degree must fulfill requirements in effect at the time of admission to the bachelor’s program.

Bachelor of General Studies Degree (B.G.S.)

Requirements:

The requirements for the Bachelor of General Studies degree are:

36 cr.—Twelve credit hours in each of the three required areas of learning: social and behavioral sciences, arts and humanities, and science and mathematics (Note: Credit hours required in each area must be taken in at least two academic disciplines toward this 30 credit hour requirement.)

18 cr.—A minimum of 18 additional credit hours in one of the preceding areas with courses from at least two academic departments-concentration area.

66 cr.—Electives

120 cr.—Total credit hours required for the B.G.S.

Other requirements:

Students must successfully complete at least 69 credit hours of course work in the arts and sciences. No more than 21 of these credits may be taken in a single arts and sciences department or subject area. In addition, 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 of the 120 required credit hours of course work must be taken within Indiana University. Self-acquired competency credit may not be counted toward this 30 credit hour minimum.

At least 20 credit hours of course work applied to the B.G.S. degree must be taken after the student is admitted to the School of Continuing Studies. This should be Indiana University course work. Self-acquired competency credit may not be counted toward this 20-credit-hour minimum.

At least 30 of the required 120 credit hours must be in upper-division course work. Upper-division courses are numbered in the 300s and 400s.

A grade of C– or better must be achieved in the three required areas and the concentration area to be counted toward the degree.

ACCEL Format of the General Studies Degree

ACCEL is an accelerated degree-completion program specifically designed for adults who have earned a minimum of 26 college credits, but have been unable to finish a degree because of family obligations, work responsibilities, or other circumstances that limit their time.

ACCEL students earn a Bachelor of General Studies (B.G.S.) degree from Indiana University with a choice of minors in areas such as business, communication arts, sociology, criminal justice, labor studies, etc. Students may also elect to follow a generalist approach to fulfilling their B.G.S. degree requirement (see B.G.S. requirements).

ACCEL offers busy but committed adult students the opportunity to earn a bachelor’s degree from IU in as few as 30 months. Courses are offered in shorter course terms (7-8 weeks instead of 16), with evening classes meeting once a

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week for 4 hours. Students may have to take some regular semester-length courses to complete a specific concentration or minor. Credits may be earned for life experience (Prior Learning Assessment), and through standardized tests (CLEP, DANTES, etc.).

Recognition of Previously Earned Credit

Many students in the General Studies Program have previously earned academic credit at Indiana University or at other institutions. Such credit is applied to the degree requirements of the B.G.S. or A.A.G.S degrees within the guidelines listed below.

Credits from Indiana University Eligible for Transfer

A maximum of 50 credit hours previously earned at Indiana University can be applied to the A.A.G.S degree and a maximum of 100 credit hours can be applied to the B.G.S. degree, provided the grades earned were D or better. Exception: credit for the grade of D will be granted only for elective courses, not those in required areas of learning.

Credits Eligible for Transfer from Institutions Other than Indiana University

A maximum of 45 credit hours at an institution other than Indiana University can be applied to the A.A.G.S degree and a maximum of 90 credit hours can be applied to the B.G.S. degree, provided the applicant has earned grades of C or better. In order for transfer credit to be applied in any of the required areas of learning, courses taken must be equivalent in nature to those offered by Indiana University in these areas. Courses taken at another institution in which the student received grades of D or F will not be accepted for credit.

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

University regulations require that the admissions office indicate on the credit transfer report any deficiencies in grade point average (average grade below 2.0 on a 4.0 scale) at another institution.

Credit by Examination at Indiana University

Students who wish to pursue credit by examination at Indiana University should consult with their General Studies Degree Program advisor and with the appropriate departments at their local Indiana University campus.

Credit by Examination from Other Institutions

If the transcript indicates credit by examination and if students do not enroll in sequential courses to validate their knowledge in the subject matter, credit will be granted only on the basis of review by the appropriate academic department of Indiana University.

Credit Awarded Through Nondepartmental Examinations

Indiana University awards credit for such programs as Advanced Placement Examinations and College Level Examination Programs (CLEP) on the basis of scores determined by the Indiana University faculty. For more information, consult your advisor.

Credits Awarded for Educational Programs in Noncollegiate Organizations

Where relevant to the academic program sponsored by the General Studies Degree Program, the School of Continuing

Studies will consider the evaluation and credit recommendations of the two publications below as a guide in awarding credit to persons who have successfully completed noncollegiate or in-company sponsored instruction:

The National Guide to Educational Credit for Training Programs, American Council on Education and A Guide to Educational Programs in Noncollegiate Organizations, The State University of New York.

Credit for Self-Acquired Competency (SAC)

The General Studies Program recognizes that students do gain college-level knowledge and understanding through various life experiences that are equivalent to the subject matter of specific courses in the university curriculum or that may be recognized as general-elective credit. Students who believe themselves eligible for such credit may accelerate their college programs by discussing their background in detail with their General Studies Degree Program advisor.

Transfer of Self-Acquired Competency Credit within Indiana University

Self-acquired competency credit awarded by the faculty of one Indiana University campus is recorded and explained on the permanent record of the student in the university-wide office. Any other Indiana University campus to which the student may transfer in order to complete an associate or bachelor's degree will therefore honor such credit. The student should be aware, however, that such credit will not necessarily be honored by other degree programs of Indiana University, nor by other institutions.

Transfer of Self-Acquired Competency Credit from Other Institutions

Up to 8 credit hours of the possible credit toward the A.A.G.S. degree and up to 15 credit hours of the possible credit toward the B.G.S. degree will be awarded for self-acquired competency previously recognized by other accredited postsecondary institutions. Additional credit hours of self-acquired competency credit from other institutions must be reviewed in the same manner as other Indiana University self-acquired competency credit.

Military Service Credit

Veterans of military service and military personnel on active duty are eligible for academic credit as a result of their military training and experience. The General Studies Degree Program of the School of Continuing Studies follows the provisions of the American Council on Education's "Guide to Evaluation of Educational Experiences in the Armed Services" in granting credit.

Graduation Requirements

To be eligible for graduation, students must complete the course work specified in their plans of study with an overall grade point average of 2.0 (C) or better. Students must receive a grade of C- or better in all courses used to fulfill course requirements in the three principal areas and the concentration area of learning. Any course in which a student receives a grade of D will count as a general elective to fulfill total credit hours required for the degree program. In order to graduate, a student must have a Division of Continuing Studies grade point average of 2.0. This is taken from classes taken after being admitted to the General Studies degree program.

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Student Responsibility

Students should understand that the responsibility for designing an appropriate academic program and for meeting every degree requirement rests with them; academic advisors are obligated only to assist students in meeting this responsibility. Students needing clarification of any of the requirements for their baccalaureate degrees are urged to obtain that clarification from their academic advisors.

Independent Study by Correspondence

Students may take courses through Independent Study by Correspondence. The Indiana University Independent Study Program offers more than 200 university-level correspondence courses. Students enrolling in independent study courses receive a study guide that contains reading assignments in the required textbooks, discussion sections, and written assignments. Lessons are sent to an instructor who reviews and grades student work. Students can talk to their instructors by calling a toll-free number. Most courses have one or more examinations, which must be taken under supervision at an accredited school. Students have one year to complete a course.

More information concerning Independent Study by Correspondence is available from the Division of Continuing Studies.

Bridge-to-College Program

The Bridge-to-College program, also offered through IU Kokomo, provides college-level courses to area high school students at schools, usually as part of the regular school day. This enables high school students to get a head start on college, adjust to college courses early, save money by taking courses while living at home, and use study period time more profitably. The Bridge-to-College program also provides a challenge to gifted and talented students.

Continuing Education (Noncredit) Programs

Noncredit Programs

Recognizing that learning is a lifelong process, the Office of Continuing Education in the Division of Continuing Studies has developed a variety of short courses, seminars, and workshops that provide individuals of all ages with an opportunity to sharpen basic academic skills, upgrade their abilities in light of occupational trends, and maximize their creative talents.

Courses cover such subjects as business, management, computer technology, college proficiency, communication, creative arts, foreign languages, health, personal growth, professional development, real estate, EMT, recreation, women's studies, and adult educational skills.

Certificate Programs

Continuing studies offers a variety of noncredit certificate programs for professional growth and development, thereby enhancing career opportunities. Certificates are available in Microsoft Office User Specialist (MOUS), A+ certification, Webmaster, computer technology, paralegal studies, security officer, office management, supervision, therapeutic massage, photography, and personal trainer.

Conferences and Seminars

The Division of Continuing Studies offers a variety of conferences, seminars, and workshops for educators, business and industry, and the general public. Sessions may be tailored to specific educational and professional development needs.

Admission

Admission to continuing education programs is open to all. Formal admission to the university is not required. The Office of Continuing Education is a self-supporting office of Indiana University. Courses and programs are designed to pay for themselves with fees based on instructional costs, supplies, and other course expenses. Some courses offer senior citizen discounts, veteran discounts, IU Kokomo Alumni Association discounts, and corporate discounts.

Customized Courses

Upon request, the Office of Continuing Education will design courses and seminars for business, industry, and public organizations. Continuing Education provides assistance in developing training programs customized to suit individual needs. A new computer laboratory has recently been added to deliver training in high-end computer applications.

Further information may be obtained by writing to the Office of Continuing Education, Division of Continuing Studies, Indiana University Kokomo, 2300 South Washington, P.O. Box 9003, Kokomo, IN 46904-9003, or by calling (765) 455-9426 or (765) 455-9395.

English as a Second Language (ESL)

The Office of Continuing Education offers basic, intermediate, and advanced English-as-a-Second Language courses for individuals, families and businesses. Each individual is tutored on either a one-on-one basis or within a small group atmosphere. ESL programs are tailored to meet the language and culture needs of a specific company or individual.