

Jack Tharp, Vice Chancellor

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The mission of IU Kokomo's Department of Student Services is to provide services that enhance student learning and contribute to individual personal growth. While the variety of services is limited, all members of the student services staff are diligent in assisting students to resolve problems that arise within the university environment. The student services department also plays an important role in fostering student self-development through sponsored events and activities that complement classroom instruction.

The Department of Student Services consists of the following operating units: Office of Admissions, Registrar, Student Development and Campus Life, Office of Scholarships and Financial Aid and Office of the Vice Chancellor. A summary of available services is listed below.

Admissions	Permanent records
Campus climate	Registration
Career services	Research and reports
Certifications	Scholarships
Child care	Student activities
Counseling	Student employment
Financial aid	Student organizations
Internships	Veterans
Job searches	

The Department of Student Services and its several units administer a variety of federal and state laws and university regulations that govern and safeguard student life on the IU Kokomo campus. The Family Educational Rights and Privacy Act of 1974 was established to protect the privacy of student educational records and to permit students the right to review their own records. Students should be aware that some student data, labeled public information, is available for disclosure.

All students should be familiar with university publications that enumerate student rights and responsibilities. These documents include the IU Kokomo Bulletin; the Schedule of Classes; the Code of Student Rights, Responsibilities and Conduct; and other materials published by academic departments and by the Department of Student Services. The Code of Student Rights, Responsibilities and Conduct addresses a number of important issues regarding student conduct in and out of the classroom.

A plan to provide a reasonably safe, healthy and secure environment has been activated campus-wide. In addition, federal law requires the university to release annual reports on specified campus crimes so that students and the public can evaluate the safety of the campus. University officials expect students to become active participants in maintaining a campus climate that enhances learning. Knowing and adhering to the rules and regulations is an obligation of each student as a member of the IU Kokomo community.

Admissions

Patty R. Young, Director

Melissa Smith, Counselor

The Office of Admissions provides information to prospective students and makes decisions regarding admission to Indiana University Kokomo. Students seeking admission to Purdue programs should consult the "Purdue University Programs" section in this bulletin or refer to the Purdue Regulations Handbook.

For each prospective student, the admission process involves the various stages of applying for and receiving an admission status as well as participating in placement testing for entry-level courses and orientation activities designed to familiarize the student with the campus. This office maintains communication with prospective students, high school counselors and guidance directors. The office counsels a number of adults — veterans, homemakers, and employed men and women — who wish to benefit from the courses and programs available at IU Kokomo.

IU Kokomo admits qualified students under policies of equal educational opportunities, and prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status. An Affirmative Action office on the campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

Students and parents who have questions concerning admissions are encouraged to make an appointment with the Office of Admissions. Regular and special admission requirements are outlined below.

Application Dates

Applications may be filed after completion of the junior year in high school. Early admission will be granted to superior students who have completed the required tests and are taking the necessary senior subjects. Applications are available from the Office of Admissions. Transfer applicants may apply during the semester preceding the proposed entry.

Applications should be completed and forwarded to the admissions office as promptly as possible. Application deadlines are generally three weeks prior to the start of the semester or summer session. Applicants should consult the Schedule of Classes or contact the Office of Admissions to confirm deadlines. Action is taken and notice mailed normally within two weeks after all materials required for admission have been processed.

A nonrefundable application fee of \$30 is required of each applicant seeking regular admission to the university. All questions concerning admission should be directed to the Office of Admissions.

Undergraduate Admission Requirements

Beginners

An Indiana resident who (1) graduates from a commissioned (or accredited) high school; (2) ranks in the top half of the class; (3) scores above average for a high school senior on the SAT or ACT; and (4) has a minimum of 28 units of college-preparatory courses and completes the application procedures prior to the admission deadline may expect admission to Indiana University Kokomo. High school courses should include four years of English (one unit each of speech and journalism may be included) and 20 or more units in mathematics, laboratory science, foreign language and social science. Indiana high school graduates who meet the requirements for a Core 40 or an Academic Honors Diploma may be granted guaranteed admission to IU Kokomo. Administration dates for the SAT and ACT can be obtained from the IU Kokomo Office of Admissions. Neither SAT nor ACT scores are required after three years from the high school graduation date.

Applicants holding a General Educational Development (GED) certificate may apply for regular admission if a passing score of 52 or above is achieved. Applicants with a GED score from 45 to 51 may be considered for admission as a nondegree student. Upon completion of 12 credit hours, they will be reviewed for formal admission to the university.

Transfer Students

Transfer applicants whose grades at all colleges attended average at least C (2.0 on a 4.0 scale), whose records of conduct are clear, and whose applications have been completed at the appointed time may expect admission. Transfer students who have been academically dismissed or suspended from another college or university must sit out one semester and then petition for admission. Deadlines for petitioning for admission are July 15 for fall semester and December 1 for spring semester. Petition forms for academically dismissed transfer students are available from the IU Kokomo Office of Admissions.

Course Transfer

Acceptance of course credits from other higher education institutions is not automatic at Indiana University. An evaluation of previously earned credits is conducted for any student who has been officially admitted and desires the transfer of credit. The admissions office at IU Kokomo completes credit transfer reports. Criteria considered in reviewing credits include accreditation of the institution, course contact hours and content, course grade, and comparable course listing at Indiana University.

Additional Division Requirements

In addition to the standard admission requirements of Indiana University Kokomo, candidates for the School of Nursing, School of Business, Division of Education and Allied Health Programs must meet other admission requirements. Special requirements are detailed under the specific divisional information sections.

Special Admissions

Under certain circumstances, applicants may be admitted to one of several categories as a non-degree student.

Collegiate Credit for High School Students

Collegiate credit for high school students (CCHSS) is a program for admission-eligible, mature high school juniors and seniors who demonstrate preparation for college-level coursework. The program (1) gives high school students a taste of college life, (2) provides participants with an opportunity to study with outstanding teachers, and (3) allows participants to pursue a special area of interest. Students interested in CCHSS must complete the High School Student Application for Collegiate Credit, obtain the endorsement of their high school counselor, and provide an official high school transcript. Application forms may be obtained from the Office of Admissions. CCHSS students are not eligible for federal, state or university financial aid.

Adult Non-degree Students

Individuals who are high school graduates or hold GED certificates, who are at least 21 years of age, who have not been academically dismissed or suspended from a college or university, and who do not wish to enroll in a degree program, may apply for admission to IU Kokomo as non-degree students. Students must submit the Special Application for Admission. High school transcripts and GED score reports or SAT/ACT scores are not required, but students are encouraged to submit these records for assessment purposes. Nondegree students are encouraged to complete the English, reading, and mathematics placement tests prior to their first registration. Students without placement test scores will not be permitted to enroll in any English, reading, or mathematics course until the appropriate placement tests are taken. Nondegree students may continue this status for up to 18 credit hours. Upon completion of 18 credit hours, students must apply for formal admission to Indiana University. Nondegree students may enroll for a maximum of 7 credit hours in any one fall or spring semester, and a maximum of 3 credit hours in any one summer session. Nondegree students are not eligible for federal, state or university financial aid.

Guest Students

A guest (transient) student is any student enrolled in another college or university who wishes to take credit courses at Indiana University Kokomo with the intention of transferring those credits back to the home institution. To be admitted as a guest student, the student must file the Special Application for Admission at the admissions office and furnish written evidence of good academic standing and eligibility to return to the home institution. This evidence may be a letter from a dean or counselor, a transcript, or a grade slip for the most recent semester of attendance. A student may enroll for one semester or two summer sessions as a guest. After that, the student must return to the home institution for one grading period. A student wishing to attend two consecutive semesters should first seek formal admission to Indiana University. Guest students are not eligible for federal, state or university financial aid.

Graduate Admissions

Graduate Admission Requirements

Degree-Seeking Students

Graduate Student

A student wishing to register for graduate courses at Indiana University Kokomo must have admission cleared in advance with the dean of the school in which the student wishes to earn a degree. If a student registers for graduate credit without the approval of the appropriate school, there is no assurance that credit for such work will be applied toward fulfilling requirements for an advanced degree. Application forms may be obtained from the dean of the school involved. The following degrees are offered at IU Kokomo: Master of Science in Elementary Education, Master of Science in Secondary Education, Master of Liberal Studies, and Master of Business Administration.

Graduate Special

Bachelor's degree holders who wish to take credit classes (graduate or undergraduate) but have not been formally admitted into a degree program may do so as a graduate special student. Special applications may be obtained from the Admissions Office.

Graduate Continuing

IU bachelor's degree holders who wish to take credit classes (graduate or undergraduate) but have not been formally admitted into a degree program may do so as a graduate continuing student. Special applications may be obtained from the Admissions Office.

Other Admissions Information

Placement Testing

Placement tests are required for most students upon initial enrollment in English, reading, or mathematics courses at IU Kokomo (see note). The test scores may be used in the admissions process for some students and are a guide to assist students in entering classes at the levels appropriate to their skills and prior study.

Note: The math placement test should be taken the semester preceding enrollment in math. Consult with an academic advisor or the director of the Learning Enhancement Center for the criteria for placement test exemption.

Project Success Program

This program is designed to admit students to the university who do not meet regular admission criteria and do not earn satisfactory scores on the placement tests. (For additional information, see the section "University Division.")

Readmission after Academic Dismissal

Academic divisions consider petitions for readmission from students who have been dismissed from IU. Transfer students who have been academically dismissed from another college or university must petition for admission through the Office of Admissions. In order for petitions for readmission or admission to be considered and accepted by the appropriate division, students must comply with the guidelines as specified by the respective academic division (or Office of Admissions if the petitioning student is a transfer student from outside the IU system).

A petition should explain any extenuating circumstances that may have hindered academic performance, and must offer a clear explanation of future schedule and study plans. Petition forms for readmission are available from the academic division where the student desires to pursue a degree.

Note: Transfer students should contact the Office of Admissions for the appropriate petition form.

A student who is reinstated must meet prescribed standards of performance during the semester for which readmission is granted. Readmission to the university does not guarantee readmission to a specific degree-granting program.

Criminal or Disciplinary Records

Indiana University requires applicants for admission who have been convicted of a felony or who have engaged in behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. Transfer students must note any prior disciplinary history at other colleges or universities where they caused injury to another person(s) or property. In some cases, the university may deny admission or admit a student with conditions where a problematic criminal, behavioral, or disciplinary history is reported. The university is committed to maintaining a safe environment for all members of the university community. A student's previous conviction or conduct does not automatically bar admission to the university, but does require review. Students should note that some state professional standards prohibit the issuing of a license (registered nurses, teachers) to a convicted felon. Consequently, academic divisions may choose not to admit a student to the major because of a criminal record.

Scholarships & Financial Aid

J. Kennedy-Fletcher, Director

John Delaney, Counselor

Karen Wooten, Counselor

The Office of Scholarships and Financial Aid at Indiana University Kokomo provides assistance on the basis of scholastic ability and/or financial need. The student and/or his family has the primary responsibility of meeting college expenses, while the financial aid programs are designed to help students meet educational costs.

Basic sources of financial aid include:

- Scholarships and grants that do not have to be repaid.
- Employment opportunities that enable students to work and earn money.

- Loans (borrowed money) that must be repaid with interest.

To qualify for any financial aid at Indiana University Kokomo, students must:

- Receive notification of admission to Indiana University Kokomo from the Office of Admissions.

- Complete the Free Application for Federal Student Aid (FAFSA). This form is available from high school guidance and college financial aid offices.

- File the FAFSA by March 1. (Preference will be given to students who file by this date.)