

IUPU Columbus

Welcome to the Indiana University-Purdue University Columbus (IUPUC) Bulletin!

Mission

IUPUC's mission is to be the first choice for those who seek a small university campus experience in south central Indiana emphasizing intellectual and personal development, community engagement, and preparation to enter the global workforce.

Overview

Established in 1970, Indiana University-Purdue University Columbus (IUPUC) is located one hour south of Indianapolis. While Columbus has a population of only 45,000, it is ranked sixth in the nation for architectural innovation and design by the American Institute of Architects. Visitors will find more than 70 buildings and pieces of public art by internationally noted architects and artists, including I.M. Pei, Eliel Saarinen, Eero Saarinen, Richard Meier, Harry Weese, Dale Chihuly, and Henry Moore. Columbus is also home to the Indiana University Center for Art and Design, which opened in 2011.

Students and faculty

IUPUC primarily serves students who live in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

For the 2016-17 academic year, IUPUC served more than 1,750 undergraduate and graduate students. Many students complete their entire degree programs on the IUPUC campus. Other students complete their first year or two at IUPUC and then transfer to Indiana University-Purdue University Indianapolis (IUPUI) or Indiana University's Bloomington campus to complete degree programs that are not currently offered on the Columbus campus.

- About 65 percent of IUPUC undergraduate students carry a full-time academic load. In comparison, 64 percent of its graduate students carry part-time academic loads. At 68 percent, the majority of its students are 24 years of age or younger, while 32 percent are 25 years of age or older. Of the graduate students at IUPUC, 79 percent are 25 or older. Female students comprise 66 percent of the undergraduate population and 66 percent of the graduate student population.
- IUPUC has 64 full-time faculty members, 15 of whom are tenured and 18 of whom are tenure-track, in addition to over 100 part-time adjunct faculty. On average, these instructors teach 96 online and 295 on-campus courses in Columbus each fall and spring.
- IUPUC works closely with its educational partner, Ivy Tech Community College of Columbus, to develop articulation agreements so that associate degree holders can apply their Ivy Tech credits toward an Indiana University or Purdue University bachelor's degree.

The advantages of an IUPUC education include: (1) a welcoming campus that is geographically convenient

to where southern Indiana students live and work; (2) the ability to earn affordable, globally recognized IU and PU degrees in Columbus; and (3) a cost-effective alternative to relocating and/or commuting to campuses in Bloomington, Indianapolis, or elsewhere.

Degree programs

Currently, IUPUC offers undergraduate degrees in business, communication studies, education, English, general studies, mechanical engineering, nursing, psychology, and sociology. IUPUC also offers two graduate degree programs: the Master of Business Administration and Master of Arts in Mental Health Counseling.

Many IUPUC students complete general education, elective, and some required courses and then transfer to IUPUI to complete degrees that are not offered in their entirety on the Columbus campus. These students pursue a variety of academic majors and degrees, including informatics, computer science, physical education, an array of health science disciplines, criminal justice, public and environmental affairs, and many other fields. IUPUC graduates also continue their educations and enroll in law, medicine, physical therapy, social work, and other graduate programs at IUPUI and other campuses.

Regional focus

IUPUC has a long-standing tradition of partnering with key K-12, business, and civic leaders to develop responsive educational programs that are aligned with regional needs. IUPUC received a substantial grant from Duke Energy in 2011, for example, to implement a science, technology, engineering, and math (STEM) teaching and learning initiative for K-6 school districts throughout southern Indiana.

Because the region IUPUC serves has a strong niche in advanced automotive manufacturing, there is a growing need for professional engineers in the area workforce. To help meet that need, the Purdue University Bachelor of Science in Mechanical Engineering (BSME) program was established in 2011. By providing this IUPUI program, IUPUC is the only university in the southern half of the state to offer a four-year degree in engineering. With support from two private funding sources, IUPUC now offers an endowed scholarship for female engineering students.

While many IUPUC students begin their studies in Columbus and transfer to IUPUI or other campuses to complete their degrees, data show that IUPUC graduates have deep roots in south central and southeastern areas of the state. The majority of IUPUC students have lived, worked, and raised families in southern Indiana for generations and continue to do so after they graduate.

IUPUC Programs

Undergraduate Certificate Programs

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a two- or four-year degree to complete a certificate program. Specific requirements can be found in the section for the division offering the certificate.

Bachelor's Degree (Baccalaureate) Programs

The typical undergraduate degree program is either a bachelor of science or a bachelor of arts degree. The degree takes four years for full-time students and substantially longer for part-time students. IUPUC's baccalaureate degrees are awarded in the professional divisions and within the arts and sciences.

Master's Degree Programs

Outstanding students who wish to continue their education may begin graduate work after the completion of their bachelor's degrees. Most master's degree programs require applicants to take standardized national examinations. To be considered for admission, a four-year baccalaureate degree or its equivalent from an accredited institution is required.

Division of Business

The Indiana University-Purdue University Columbus Undergraduate Program in Business provides opportunities for breadth of education as well as a reasonable amount of specialization. The program subscribes to the principle that a significant portion of a student's academic program should be in general education subjects, complemented by focused study of the essential areas of business administration. This assures the planning of balanced study programs while enabling a student with an interest in one or more of the professional areas of business to specialize in those fields. Courses and assignments engage students in ethical decision making, diversity, corporate social responsibility, international business, and teamwork. An experiential learning requirement exposes students to real-world business practices.

Bachelor of Science Degree Programs

Bachelor of Science in Business Administration with a Concentration in Accounting

The accounting curriculum prepares students for careers in corporate accounting, auditing, management consulting, taxation, and accounting for governmental and nonprofit organizations. In addition, it equips the future business executive with tools for intelligent analysis, planning, control, and decision making. Students study the methodology required to create and maintain accurate financial records of business transactions and the economic and managerial perspectives on the relationships between business activity, economic outcomes, and positive and negative evaluations of performance by preparing financial statements and reporting information such as business assets, liabilities, and operating expenses. The accounting curriculum helps students prepare to pass the Certified Public Accountant (CPA) exam and Certified Management Accountant (CMA) exam, and provides an excellent foundation for students who want to pursue graduate work in business, public administration, or law.

Bachelor of Science in Business Administration with a Concentration in Finance

As the most common professional background among the CEO's of the Fortune 500, finance as a body of knowledge allows students and practitioners to understand the value of business activities, and how to decide which activities to pursue. Finance as an academic concentration explains the connections between business activity, societal utility,

money, and the capital markets. Every day, business managers, investment managers, bankers, and individual investors around the globe make choices about buying, selling, or holding assets and liabilities, and the field of finance comprises the study of how these resources are best allocated and managed. Knowledge learned in the area of finance allows a business manager to understand how to measure the value of their resources, providing a basis for the manager to invest in business projects, to manage debt, or to reward shareholders with a dividend.

Concepts learned in finance will apply to business management, investment management, and personal financial acumen. Financial analysis and study will involve other areas such as marketing, forecasting, risk assessment, and psychology.

Bachelor of Science in Business Administration with a Concentration in Health Services Administration

Health service professionals develop policies and programs that protect individuals, families, and communities. Demand for medical and health service managers is expected to grow by 23 percent through 2022. The Health Services Administration curriculum is a great educational option for students who are new to the health care and medical fields, pre-nursing students seeking an alternative to the Bachelor of Science in Nursing (BSN) degree, and RNs and other health care specialists interested in managerial career paths. Armed with a solid foundation of business management principles as well as specialized knowledge through coursework in Epidemiology, Community Health, Legal Aspects of Health Care Administration, Health Care Reimbursement, and Health Systems Administration, students are prepared for a successful and effective career in health services administration.

Bachelor of Science in Business Administration with a Concentration in Innovation Management

Effective leadership in an advanced manufacturing setting increasingly emphasizes innovative thinking. The Innovation Management concentration infuses rigorous scientific methodology with design thinking in business, focusing on value creation in organizations where engineered systems are paramount to success. Students in the innovation management concentration take 21 more credits in science, technology, engineering, and math (STEM) compared with other business concentrations, providing specialized capabilities for solving complex business and operations problems. The curriculum combines business management principles, theories, and applications with advanced knowledge in STEM and design topics. Students explore core business areas and topics required to help businesses reach their strategic goals and effectively manage resources. Potential career opportunities include positions such as supervisor or manager of production, projects, and operations, accountant or auditor (with a dual concentration in accounting), management analyst, or logistician with the potential for advancement to plant manager, controller, or CEO.

Bachelor of Science in Business Administration with a Concentration in Management

Society recognizes the importance of understanding both management itself and the complex nature of the organizations—in business, government, hospitals, and

universities—in which managers operate. Management requires skill in coordinating people, processes, systems, and technology to generate desired outcomes for organizations. Effective business managers are proficient in supporting and enabling organizations to meet and exceed strategic priorities, goals, and objectives.

The management curriculum includes study of strategic management, organizational theory, human resource development, leadership, teamwork and diversity, and skills needed to address challenges in the global business environment. Through elective offerings students are able to pursue specialized areas such as project management concepts and theories, domestic and international supply chain management, corporate or international finance, marketing research and more.

Bachelor of Science in Business Administration with a Concentration in Marketing

The study of marketing concerns all activities related to the marketing and distribution of goods and services from producers to consumers. Areas of study include customer behavior, the development of product offerings to meet consumer needs, pricing policies, institutions and channels of distribution (including retailers and wholesalers), advertising, selling, sales promotion, research, and the management of marketing to provide for profitable and expanding businesses.

The marketing curriculum endeavors to provide the business community with broadly trained professionals who approach problems with a clear understanding both of marketing and of the interrelationships between marketing and other functions of the firm. Students majoring in marketing will be qualified for careers such as advertising, public relations, marketing communications, sales and sales management, marketing research, product management and distribution and retail management.

Minors

Business

A minor in business can be a valuable addition to any major. The study of business helps students succeed in roles as citizens, consumers, and employees. It accentuates and develops skills in decision-making, understanding and improving processes, and interpersonal relations, and broadens perspectives in the workplace. A business minor can be particularly worthwhile for students who may someday hope to run their own business.

General Studies

The Bachelor of General Studies Degree is specifically designed for students who want a degree that combines IU's high academic standards with flexibility and convenience. The BGS allows students to customize their own degree programs. Students may select courses from a broad range of subjects to tailor their course work to personal interests, goals, or career needs. Earning a degree in general studies allows students to apply for and pursue advanced degrees in a variety of fields, increase earnings, advance in careers, build confidence, and become role models for their children

The core of each general studies degree is a broadly based education encompassing the arts and humanities;

the social and behavioral sciences; and mathematics and natural sciences. The curriculum expands students' body of knowledge and awareness of major areas of human experience.

For more information regarding the Bachelor of General Studies program, visit this IUPUC [degree information](#) page.

Division of Education

The mission of the Indiana University School of Education at Columbus is to improve teaching, learning, and human development in a diverse, rapidly changing, and increasingly technological society. We prepare reflective, caring, and highly skilled educational practitioners and scholars who lead in their chosen professions; participate in dialogue and inquiry into school change; and work in partnership with a range of constituents to improve teaching and learning at the local, national and international levels. To serve the region in which it is situated, the IUPUC Education programs focus on learner-centered education within the context of a professional community and facilitate post-secondary investigations into the teaching profession. Students will recognize the interdependency of professionals within the educational community and will come to regard teaching as a complex, multidimensional act that requires many different types of knowledge, interactions, behaviors and decision-making abilities.

Accreditation

National Council for Accreditation of Teacher Education, Nationally Recognized

Council for Exceptional Children (CEC), Nationally Recognized

Teaching English to Speakers of Other Languages (TESOL), Nationally Recognized

Contact Information

Division of Education at IUPUC
4601 Central Avenue, CC155
Columbus, IN 47203
Ph: 812.348.7325
Email: education@iupuc.edu

Degree Programs

Bachelor of Science in Elementary Education K-6

K-6 License Addition Options:
English as a New Language
Special Education

Content Coursework Options:
Mathematics
Science

Division of Mechanical Engineering

The Purdue University Bachelor of Science in Mechanical Engineering (BSME) program at IUPUC offers a unique engineering education. In the spirit of a responsive, regional campus, IUPUC is focused on ensuring student success and meeting the educational needs of southeastern Indiana. Graduates are well-prepared for employment with major employers in the local market and beyond. They also have a firm foundation for graduate

study and pursuing master's and Ph.D. degrees in diverse engineering disciplines.

The BSME program builds on the fundamental principles of science and engineering, including engineering theories, concepts, and practical applications so graduates have the skills to serve as innovative leaders and highly competent professionals.

Why choose a mechanical engineering career?

- Mechanical engineering is an exciting discipline, with great potential for careers in traditional fields like propulsion, power generation, and automotive engineering as well as emerging enterprises, such as sustainable design, energy conversion, biomedical and forensic engineering, and advanced nanoscale materials. In the complex, ever-evolving world in which we live, the field of mechanical engineering offers tremendous opportunities!
- The skills required for mechanical engineers are diverse and emphasize the ability to work in collaborative design teams, technical competence, having a global perspective and an entrepreneurial spirit, sound managerial ability, and an understanding of societal forces governing new product development and the marketplace.
- BSME students at IUPUC may have the opportunity to minor in business or math, which can make a significant impact on post-graduation employment.
- Student research and internship opportunities with major employers in the engineering and advanced manufacturing sector are available for IUPUC's BSME students. Seniors in the program will complete design projects sponsored by local industry, for example, providing them with a professional experience requiring real-world problem-solving and the need to effectively communicate ideas and results—all before they graduate and enter the workplace.
- Mechanical engineers are in demand. Average entry-level salaries for mechanical engineering graduates are nearly \$59,000, according to the National Association of Colleges & Employers.

For more information:

If you have questions about the BSME program at IUPUC or would like more information, please call 812.348.7200 or e-mail engineering@iupuc.edu. For additional information, including required coursework and information on careers in engineering, you may also visit IUPUC's Mechanical Engineering program [online](#).

Undergraduate Degree Programs

- Division of Business
- Division of Education
- Division of Liberal Arts
- Division of Mechanical Engineering
- Division of Nursing
- Division of Science
- General Studies Degree Program
- University College
- Center for Teaching and Learning

- Other Areas of Study

Division of Liberal Arts

A liberal arts education begins with the premise that one's world and one's self are at the core of the pursuit of knowledge. It leads to viewing the world from more than one perspective and learning something about its social, cultural, intellectual, and spiritual dimensions. Those different perspectives within the liberal arts encompass two major groups of academic disciplines: the humanities, which explore the history and experience of human culture; and the social sciences, which examine the social and material foundations of human life.

Regardless of the perspective, the focus in the liberal arts is on knowledge itself, on both its substance and the tools for pursuing it, on what is known and what is worth knowing. Skills for acquiring and generating knowledge, as well as the preservation of knowledge, are contained within the School of Liberal Arts curriculum.

Visit the IUPUC website to view [degree requirements](#) for the Division of Liberal Arts.

Bachelor of Arts in Communication Studies

Students may complete the requirements for the Bachelor of Arts in Communication Studies at IUPUC. Communication studies students will learn about communication theories, research methods, and competencies from a variety of contexts: rhetoric, public address, organizations, family, health, and media. The department offers a diverse curriculum for students interested in majoring or minoring in Communication Studies. Students learn about the communication process inherent in the areas of interpersonal, group, organizational, public, and media studies.

Courses in Communication Studies aid students in enhancing their critical inquiry, oral performance, message design, problem-solving, and interpersonal skills. Students who pursue Communication Studies degrees are well-suited for graduate work in various areas of communication studies, humanities, and in professional programs such as law and business. Course work also assists those students pursuing career fields: public relations, marketing, training and development, human resources, public affairs and social advocacy, and event planning.

Bachelor of Arts in English

Students may complete the requirements for the Bachelor of Arts in English with a concentration in Creative Writing or the Bachelor of Arts in English with a concentration in Literature at IUPUC. The IUPUC Undergraduate Program in English provides opportunities for personal and professional achievements. Our multi-dimensional program offers courses in professional writing, creative writing and literature that seek to foster students' abilities to read closely, think critically, research effectively, and write with clarity and purpose. Our English degrees prepare students for meaningful lives and a variety of careers.

Bachelor of Arts in English with Concentration in Creative Writing

Creative Writing students will improve their creative expression through a range of courses and workshops.

In addition, they will work closely with published faculty; read and critique a variety of experimental, canonical, and original texts; participate in intensive workshops while practicing the craft of writing with a community of writers; consider wider audiences for their creative work through internships, educational field trips and travel, readings, community projects, and capstone course. They should consider submitting original creative work to the university's student literary magazine *Talking Leaves*, as well as other venues. Students may aspire to publish an original book.

Bachelor of Arts in English with Concentration in Literature

Literature students will read, discuss, and analyze a range of written works. For example, students may study historical complexities of Elizabethan drama in the plays of Shakespeare; American transcendentalists in New England such as Ralph Waldo Emerson and Henry David Thoreau; the golden age of high society and aristocracy in novels by Edith Wharton and Henry James; life in the southern United States by writers like William Faulkner, Tennessee Williams, and Flannery O'Connor; or the nuanced aesthetics of modernist and contemporary poetry and prose in the works of Gertrude Stein, Langston Hughes, Sylvia Plath, and Toni Morrison. In reading and analyzing works like these, students will develop broad and deep understandings of the human condition across many cultures. Students will sharpen critical thinking skills that will serve them well, personally and professionally.

Sociology

IUPUC Students may complete the requirements for the Bachelor of Arts in Sociology, and may also choose a concentration in Medical Sociology to go with their degree. Human beings are social animals. We live in groups and do most things with other people. Much of what we think, say, and do is influenced by what others expect of us and by how others treat us. Sociologists study the patterns of interaction between people in all sorts of settings: at work, at play, at home, etc. They try to clarify what is going on, what lies behind it, what is likely to come from it, and what might be done differently. Their theories and research findings can provide insights into processes and events that affect us in our everyday lives.

The optional concentration in medical sociology consists of four of five sociology electives from a list of approved courses. The medical concentration provides students with an understanding of the social factors connected to health, illness, patient care, and health-related professions. It prepares students for entry into a variety of those health professions such as nursing, optometry, medicine, social work, medical sociology, and psychology. Once completed, the concentration is noted on the student's transcript.

Other Liberal Arts Degrees

The following liberal arts programs are jointly offered by IUPUC and IUPUI. Successful IUPUC students automatically have access to specialized courses on the Indianapolis campus required for graduation.

Anthropology

Anthropology is the study of human culture, biology, and social interaction across time and place. It includes the

archaeological investigation of past and present human material culture; ethnographic study of contemporary cultures around the world and in the United States; research into human evolution and the origins of human physical diversity; and analysis concerning the origins, structure, and social use of language.

Geography

Geography, like history, is a way of looking at the world. Whereas historians study variation through time, geographers study variation through space: how and why the earth's natural and human features vary from place to place. Underlying this spatial approach are such recurring themes as spatial diffusion of people, goods, and ideas; the significance of location in human interaction; the power of place in human conscience; and the interaction of physical and human processes to create landscapes. Geographers work at the intersection of social and natural sciences, using the concepts and methods of both to examine human-environmental relationships in their full complexity. This integrative approach is a hallmark of geography and one of its main attractions. Geographers can be found in a great variety of positions often not specifically identified as geographic: environmental management, urban planning, conservation, recreation and tourism, transportation planning, international affairs, and many others.

History

The Department of History offers students the opportunity to better understand the human social condition through the systematic study of the human past. A variety of courses are offered, dealing with the history of the United States, Europe, Latin America, and some non-Western areas. The history major not only provides opportunities to serve the avocational interest of the liberal arts student, but also provides a foundation for continued work at the graduate level. Courses in history serve the student admirably in fulfilling the tradition of a liberal education. They also provide a solid basis for professional training in fields such as law, business, environmental affairs, historic preservation, public administration, and government.

Philosophy

Philosophic inquiry aims, ultimately, at a general understanding of the whole of reality. It draws on the insights of the great historical philosophers, on what has been learned in all other major fields of study, and on the rich perspectives embodied within ordinary ways of thinking. Philosophers address a diverse array of deep, challenging, and profoundly important questions. Examples include the nature of the self and of personal identity; the existence or nonexistence of God; the nature of time, mind, language, and science; the sources and limits of human knowledge; the nature of the good life; the foundations of state authority; the requirements of social justice; and the nature of art, beauty, and aesthetic experience. Philosophical questions are addressed not by reference to empirical information alone, but by means of analysis, synthesis, argument, and the construction and evaluation of philosophical theories.

Political Science

Politics is about power: who has it and how it is used. The study of political science provides students with an understanding of the many different and intriguing ways in which power is given, taken, distributed, limited,

manipulated, and used, and helps them better appreciate and understand the many different forms taken by systems of government around the world.

Religious Studies

Religious studies offers students opportunities to explore the patterns and dimensions of the many different religious traditions of the world from the perspectives of the academic study of religion. The courses are designed to help students develop basic understandings of the many ways in which religions shape personal views of the world, create and sustain the communities in which we live, and interact with politics, economics, literature and the arts, and other structures of society. Through this curriculum, students are provided the skills that will allow them to understand religions as a part of the study of human history and traditional and nontraditional values.

Public and Environmental Affairs

This discipline is dedicated to applied interdisciplinary learning combining the study of public affairs and environmental sciences. The following areas are covered by this discipline: criminal justice, environmental science and policy, finance and economics, law, nonprofit management, policy and administration, public safety, and urban affairs.

Criminal Justice, B.S.

A degree in criminal justice gives students a broad understanding of the operations of the criminal justice system. Students take courses in research methods, criminological theory and policy, criminal law, courts, corrections, and policing. Students may also study such specialized topics as homicide, terrorism, juvenile justice, and cyber crime. A criminal justice major is a great option for any student who is interested in the criminal justice system or law, wants a rewarding career that involves helping others, and enjoys working and interacting with people.

Public Affairs, B.S.

The Bachelor of Science in Public Affairs provides students with an overview of the issues that engage the public and nonprofit sectors such as: (1) how organization and management differ among sectors, (2) the tools required to solve public problems and undertake leadership roles in the community, and (3) the policy processes that lead to effective decision making.

Minors available in Liberal Arts

A minor can enhance the breadth and depth of your academic experience, strengthen your marketability and employment opportunities, or enable you to fulfill a life goal to simply learn more about a particular topic.

- * Anthropology
- * Communication Studies
- * Creative Writing
- * Criminal Justice
- * Digital and Professional Writing
- * History
- * Leadership Studies
- * Literature
- * Medical Sociology
- * Sociology
- * Women's Studies

Division of Nursing

Mission

The IUSON exists to lead the “knowledge work” of nurses today and tomorrow to positively influence the health of communities served by: inspiring learning through excellence in teaching; creating and advancing knowledge through science and research; shaping care through evidence-based practices; innovations and partnerships; and appreciating, developing, and recognizing faculty, staff, and students.

Core Values

These core values are fundamental to the success of the nursing profession and the Indiana University School of Nursing community. They serve as the foundation for our work, how we interact with one another, and help guide the strategies we employ to fulfill our vision, mission, and strategic goals. We are supportive of one another's efforts, loyal to one another, and care for one another both professionally and personally. We embrace, own, and are energized by these core values.

Collaboration

We build relationships and community partnerships among students, faculty, clinical partners, and other stakeholders to facilitate the delivery of professional knowledge and skills through effective communication and educational strategies.

Integrity

We believe an environment that promotes honesty and trust creates a positive educational experience and is indicative of a nursing professional who displays morality and good character.

Quality

We foster continuous program improvement reflected by our commitment to continued growth, measurement, and evaluation of program outcomes, and dedication to the advancement of nursing education.

Respect

We create a positive environment by treating all people with mutual respect and sensitivity, recognizing the importance of their contributions and the value of diversity.

Accreditations, Licenses and Memberships

Accreditation

- Commission on Collegiate Nursing Education
- Indiana State Board of Nursing; BSN program
- American Nurses Credentialing Center's Commission on Accreditation Center for Professional Development and Lifelong Learning
- Society for Simulation in Healthcare, IUPUC Simulation Center

Memberships

The School of Nursing is an agency member of the National League for Nursing's Council of Baccalaureate and Higher Degree Programs, Commission on Collegiate Nursing Education (CCNE), as well as the Committee for Institutional Cooperation (CIC). The school is also a

constituency member of the national League for Nursing and the American Association of Colleges of Nursing.

Contact Information

Indiana University School of Nursing at IUPUC
4601 Central Avenue, CC 251
Columbus, IN 47203
812-348-7250

Accelerated BSN Track

This prelicensure option is offered for students who have obtained a bachelor's degree in a non-nursing field and want to pursue a nursing career. Students complete coursework emphasizing health promotion, disease prevention, health restoration, and health maintenance. The curriculum reflects the current trends in health care, focusing on wellness/illness concepts and the delivery of care in both hospital and community based settings.

Applications and due dates for Indiana University School of Nursing at IUPUC may be found at www.iupuc.edu/nursing. *The admission process is competitive, and acceptance depends on the number of applicants and the applicant's ability to compete academically in the pool of applicants.*

ASN to BSN/RN to BSN Track

This hybrid BSN option is offered for nursing students finishing an associate degree nursing program or registered nurses holding an associate degree or diploma in nursing from an accredited nursing program. Current ASN students and registered nurses seeking admission to the Indiana University School of Nursing must apply to the campus Office of Admissions and may apply to the program anytime throughout the academic year. Students who have previously attended an IU campus or who are graduates of the associate program at IU should contact the nursing academic advisor. Students who have attended another college or university must forward an official transcript to the campus Office of Admissions.

RN to BSN Degree Completion Track

This online only option is offered on IU campuses for nurses holding an associate degree or diploma in nursing from an accredited nursing program. Registered nurses seeking admission to the Indiana University School of Nursing must apply to the campus Office of Admissions and may apply to the program anytime throughout the academic year. Students who have previously attended an IU campus or who are graduates of the associate program at IU should contact the nursing academic counselor. Students who have attended another college or university must forward an official transcript to the campus Office of Admissions.

Traditional BSN Track

This prelicensure option is for undergraduate students who would like to pursue a career in nursing. Traditional BSN program students complete coursework emphasizing health promotion, disease prevention, health restoration, and health maintenance. The curriculum reflects the current trends in health care, focusing on wellness/illness concepts and the delivery of care in both hospital and community based settings.

Applications and due dates for Indiana University School of Nursing at IUPUC may be found at www.iupuc.edu/

[nursing](#). *The admission process is competitive, and acceptance depends on the number of applicants and the applicant's ability to compete academically in the pool of applicants.*

Division of Science

Bachelor of Arts/Bachelor of Science in Psychology

Psychology is a science that studies behavior and mental processes, including perceptions, thoughts, feelings, and actions. Understanding human behavior is essential for improving the quality of life of individuals and improving relationships within and between societies.

There are many areas within psychology and many types of psychologists. Although about half of all psychologists work to help people with psychological problems, others seek new knowledge or apply their understanding of psychology to solve problems and improve the way things work.

Applied psychologists use psychological principles to help change behavior and solve real-world problems. For example, school psychologists help children adjust academically and socially, industrial/organizational psychologists suggest how companies can improve employee morale, and clinical psychologists help people with mental disorders.

Bachelor of Arts/Bachelor of Science Degree Requirements

Certificates

IUPUC offers a certificate in Case Management and a Certificate in Substance Abuse Counseling and Prevention. These certificates, which can help students prepare for positions as Case Managers and Substance Abuse Counselors, are available to students whether or not they are majoring in psychology.

Other Studies at IUPUC

Successful IUPUC students may choose to transfer to IUPUI to complete any of a large number of degree programs that cannot currently be completed in their entirety on the IUPUC campus. To help students complete these programs most efficiently, IUPUC aligns its curriculum with IUPUI so that IUPUC credits transfer to IUPUI. Support for these programs is provided by [University College](#) resident staff.

Center for Teaching and Learning Center for Teaching and Learning Resident Faculty

Crystal Walcott, Director of the Center for Teaching and Learning

Marsha VanNahmen, Assistant Director of the Center for Teaching and Learning

Sally Jamerson, Senior User Education Specialist

Degree Programs

Degree programs are not offered by this center. The mission of the Center for Teaching and Learning (CTL) is to support learners of all ages and those who teach them. For more information regarding the role of the CTL, please visit the [Center for Teaching and Learning](#) web site.

University College

Welcome to University College!

[University College](#) was founded to support new beginning and transfer students as they make the transition into IUPUC. University College offers a unique array of services for all entering students as well as opportunities to participate in programs that will help ensure academic success and campus engagement. University College at IUPUC houses exploratory students, pre-engineering students, as well as many other students who ultimately finish their degrees in other divisions and/or campuses. Students remain in University College until they have met the necessary conditions for transfer to a degree-granting school or division.

Programs and services offered by University College focus on assisting students with the development of the knowledge and skills needed for success in the collegiate environment, including academic advising, academic support, career planning, first-year seminars, peer mentoring, and new student orientation. University College also offers several college readiness programs, which focus on helping high school students to become college bound.

Graduate Degree Programs

Outstanding students wishing to continue their education may begin graduate work after the completion of their bachelor's degrees. Many master's degree programs require applicants to take standardized national examinations. The **Master of Arts in Mental Health Counseling** program requires students to take the [Graduate Record Examination](#) (GRE) as part of the admission process. To be considered for admission to either program, a four-year bachelor's degree or its equivalent from an accredited institution is required.

[Master's Degrees](#)

Master of Business Administration

The M.B.A program at Columbus is a 45-credit-hour general management degree program. Courses are sequenced to maximize learning potential while balancing the work load to accommodate the needs of working students. To be considered for admission, a four-year bachelor's degree or its equivalent from an accredited institution is required. If applicable, the student may be required to submit scores of the Test of English as a Foreign Language (TOEFL) and/or take the IUPUI language examination.

Master of Arts in Mental Health Counseling

The curriculum of the MA in Mental Health Counseling program meets the criteria for the education requirement for licensure as a mental health counselor (LMHC) in the State of Indiana. Information about Indiana LMHC licensure requirements can be viewed at the Indiana Professional Licensing Agency

Program Mission

The MA in Mental Health Counseling program at IUPUC trains effective, ethical, and culturally competent counselors who hold a strong identity as professional

mental health counselors. Our students develop the necessary knowledge, skills, and values to:

- Significantly contribute to the profession of mental health counseling through active participation in professional organizations and continued professional development.
- Exhibit the essential counseling skills and processes in order to provide effective, collaborative and culturally competent services to diverse clients in a variety of settings through a strengths-based approach to personal development and wellness.
- Engage in ethical practices that provide evidence-based counseling and evaluation services.
- Cultivate a relevant area of practice/specialization while incorporating the latest advances in communication and technology.

Undergraduate Programs

Undergraduate Certificate Programs

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are stand-alone programs, which means that a student does not have to be working toward a two- or four-year degree to complete a certificate program. Specific requirements can be found in the section for the division offering the certificate.

Bachelor Degree (Baccalaureate) Programs

The typical undergraduate degree program is either a bachelor of science or a bachelor of arts degree. The degree takes four years for full-time students, and substantially longer for part-time students. IUPUC's bachelor degrees are awarded in the professional divisions and within the arts and sciences.

Admission

The best and most complete information source on admission standards and procedures is the IUPUC Admissions [website](#).

Zachary's Law

The state of Indiana maintains a registry of individuals who have been convicted of sex offenses committed against minors. As a number of degree programs and specific courses either prepare students to work with minors or place them in contact with minors as a part of the course, enrollment in those courses or programs is not available to anyone who appears on the Sex Offender Registry. Consult individual division sections to see if appearance on the registry will be a barrier to enrollment.

Criminal Activity Disclosure

IUPUC is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants who have been convicted of any felony or a misdemeanor such as simple battery or other convictions for behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the

university, but does require review. For more information visit the [Admissions website](#).

Freshman Admission & Qualifications

IUPUC offers beginning freshmen enrollment as degree-seeking or visiting students.

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associate, or bachelor degree program, apply as a degree-seeking student (even if you are unsure of which degree program). As a beginning freshman, you must not have enrolled in any college, business, or vocational school after high school graduation.

For a beginning student, we will examine your high school record including courses completed, grades earned, and standardized test results. The trend in your grades and the difficulty of your courses are also important. The most important factors in our decision will be the courses you attempted and the grades you earned.

High School Graduates Admission Requirements Regular Admission

- Graduated from high school or will graduate before enrolling at IUPUC.
- Provide the results of your SAT or ACT, and the required writing section of the test.
- Indiana high school graduates are expected to complete Core 40. (Academic Honors diploma is highly encouraged.)

For students who have completed Core 40 with a C average or higher in all Core 40 courses, SAT combined math and verbal (critical reading) combined scores should be 900 or higher; ACT composite should be 19 or higher.

Applicants who have earned Academic Honors diplomas will be considered fully qualified regardless of test scores; however, scores must be provided.

We recommend that all high school students complete the following: four years of English; four years of mathematics (including second year algebra), three years of social sciences; three years of laboratory science; four years of additional college preparatory courses selected from English, mathematics, social sciences, laboratory sciences, or foreign language.

Returning adult students should note that SAT or ACT scores are not required, but a high school transcript is required.

Conditional Admission

If you do not meet the above criteria, you will be considered for conditional acceptance based on other factors that will indicate your potential for success at IUPUC.

If you have significant deficiencies in either academic preparation or performance, we will defer your acceptance until you complete designated courses at Ivy Tech or another two-year college. A deferral letter outlining the courses to complete will be sent to you.

High School Equivalency and GED Admission Requirements

Students enrolling at IUPUC who have not attended college after earning a High School Equivalency (HSE)

diploma or a GED are considered beginning freshmen students. The following are the admission requirements:

- Earned the HSE or GED with a score of 53 (530 on new scale) or higher. If your GED score is below 53 (530), you may be deferred to the Community College of Indiana. (See above section on conditional admission.)
- If you are under 19 years of age, you must provide the results of an ACT or SAT I test.

Students Visiting in the Summer After High School

Students graduating from high school may enroll at IUPUC as a visiting student for the second summer session. As a student applying under this status, you must do the following:

- Verify with the Admissions Office of the institution you will attend in the fall that they will accept IUPUC course credits.
- Submit a copy of your letter of acceptance from your future institution.
- Submit an IUPUC application online as a visiting student, preferably before the end of May.
- Submit the application fee.

Note: According to federal regulations, visiting students are not eligible for financial aid. To apply, please complete the application online through [admissions](#).

Transfer Admission & Qualifications

Transfers from Other IU Campuses

A student at another Indiana University campus, whether coming to IUPUC on a temporary or permanent basis, should contact the IUPUC Office of Admissions for help in beginning the intercampus transfer process.

Transfers from Other Universities

A student from any other college or university must complete an official undergraduate application through the IUPUC Office of Admissions. Applicants are required to provide official transcripts from all post-secondary institutions they have attended.

IUPUC offers transfer students two categories of undergraduate admission (degree-seeking and visitor).

Degree-Seeking Students

If you wish to enter an undergraduate degree program, you will apply as a degree-seeking student (even if you are unsure of which degree program).

Admission Standards General Policy

For regular admission you must have a cumulative grade point average of 2.0 on a 4.0 scale and be eligible to return to your previous college. If you do not have a 2.0 or you are not eligible to return to your former school, you must apply for reinstatement through IUPUC.

Admission on Probation

If your grade point average is below 2.0, and you are eligible to return to your previous college, you may be considered for admission on probation.

Credentials needed:

- Official college transcript from every college attended. An official copy is one that has the embossed or raised seal of the school. Fax copies,

photocopies, and grade reports are not considered official.

- High school transcript, High School Equivalency, or GED if you have fewer than 26 hours of transferable work. (We will accept a faxed high school transcript provided it is sent directly from the high school with the school fax number on the faxed pages.)

Please note that you are responsible for mailing the request to your former colleges and paying whatever fee is charged.

Transfer Credit

The grades from all course work previously completed are considered in the admission process.

Course work done outside of the IU system with grades of C (2.0) or better are transferred for possible use toward an IUPUC degree. No courses with grades of C– or lower will transfer to IUPUC. None of the grades transferred from other colleges or universities count in the IUPUC grade point average. Some divisions, however, may consider such grades for admission purposes and other academic matters.

How accepted credit is applied to program requirements is determined by the division and/or department that offer the course(s). Courses that were completed 10 years ago or even more recently may not be accepted in some programs and must be approved by the individual division awarding the degree.

Course work taken at another institution for which there is an equivalent Indiana or Purdue University course (in terms of course description, level, and prerequisites) will generally be transferred as credit in the equivalent courses. Other course work will be transferred as undistributed and reviewed by the appropriate division to determine how it will be counted toward degree requirements. In addition, the university does not accept the transference of special credit by examination awarded by another college or university.

Courses taken at another institution on a quarter system rather than a semester system will be evaluated as carrying fewer credit hours (e.g., a 3 credit hour course taken on a quarter system will transfer as 2 credit hours).

Visiting Students

If you are working on a degree from another institution and wish to take courses at IUPUC, apply as a visiting student. You are responsible for verifying that your home institution will accept the course credits. Your permission to enroll is for one term. You are not eligible for financial aid as a visiting student. If you wish to enroll in mathematics or English courses, you must either have completed a transferable (non-remedial) college course in that academic area or you must complete the IUPUC placement tests.

Required Credentials and Qualifications

- Provide a photocopy of your most recent grade report or transcript.
- Have a cumulative grade point average of at least 2.0 on a 4.0 scale. (Purdue students are eligible regardless of grade point average provided they are not on drop status.)

Students at Other IU Campuses

Students working on degrees at other IU campuses who wish to register for courses at IUPUC one semester should complete the temporary intercampus transfer online through [admissions](#).

International Students

Information about how to apply, test scores, English proficiency, and deadlines can be found on the IUPUC [website](#). IUPUC follows the same policies and practices established by IUPUI. The IUPUI Office of International Affairs Web site at www.international.iupui.edu.

Admission Requirements

The admission requirements for students hoping to enter an associate, bachelor's, or certificate program as either a beginning or transfer student are described below. Depending upon the admission requirements of their desired programs, students will be considered either for admission to University College or for dual admission to University College and the division of their intended program. Regardless of the admission category, beginning undergraduate students and most undergraduate transfer students will have the benefit of the University College Orientation program.

Primary and Secondary Education

Beginning undergraduate applicants should have completed the primary and secondary education system of their own country. The U.S. primary and secondary education system consists of 12 years of study. IUPUC expects that applicants from other countries will have studied for a similar number of years in primary and secondary school to be eligible for university admission.

Pre-primary education is not included in this total number of years. However, applicants from countries with at least 11 standard years in the primary and secondary system may be considered if they have achieved a strong academic record and can submit the final, official school-leaving certificate.

Applicants applying from abroad are expected to have reached their 18th birthdays **no later** than the end of their first semester of study here.

Applicants from countries with more than 12 years of primary and secondary study may qualify for advanced standing.

Secondary school programs should have included study of a student's native language, English or other foreign languages, mathematics, natural and/or physical science, humanities, and social sciences.

General Certificate of Secondary Education

Applicants from British-style systems must have earned at least six GCSE (General Certificate of Secondary Education)—or their equivalents—0-level passes, including passes in English and mathematics. GCE (General Certificate of Education) Advanced A-level results may be considered to yield credit for advanced standing where the grade earned is D or higher.

Students with 0-level certificates who do not meet the minimum age requirements are encouraged to continue

their studies to earn A-level certificates prior to applying to IUPUC.

When to Apply

You may apply as early as one year in advance of your proposed enrollment.

If you file an application with all required credentials and the application fee by the priority date, you will receive full consideration for the semester requested. If admitted, you will be invited to an early orientation program during which you will register for classes.

Priority date	Term
July 1	Fall
December 1	Spring
April 1	Summer I
May 1	Summer II

Academic Advising

New and transfer students with less than 12 transferable credit hours should schedule their initial academic advising appointment after placement testing, and preferably before orientation. To make an advising appointment, contact University College 812.348.7200.

- Preparing for Advising Sessions
- Elements of an Undergraduate Degree
- Scheduling Tools and Information
- First-Year Seminars or Learning Communities
- General Education Requirements/Introduction to Majors
- Undecided and Exploratory Options

Preparing for Advising Sessions

Students are ultimately responsible for their own success. Students need to prepare themselves by understanding their degree requirements. University College and division advisors can provide tools and advising that aid students in making wise choices in the types and numbers of classes to take. Visit the [University College](#) web site or your division advisor for helpful hints on preparing for an advising appointment.

Elements of an Undergraduate Degree

Basic to planning a college education, rather than just semester-by-semester picking of classes, is an understanding of what components make up a college degree. Most four-year college degrees are made up of about 40 courses. These courses generally are 3 credit hour courses, though some are 1, 2, 4, 5, and even 6 credit hour courses. Each hour of credit generally means four hours of academic work (i.e., one hour per week in class plus three hours of study time outside of class), though in some programs, especially in the sciences, there are additional credit hours for laboratory or recitation work.

Courses fall into three categories: general-education requirements, major or concentration requirements, and electives. The exact courses that may be used in each of these areas vary according to the program of study.

First-year students generally begin with a learning community, general-education courses, and introductory

courses in their majors. Courses required for college degrees are often sequential (that is, they build on the content, concepts, and skills learned in lower-level courses). As a result, most schools number their courses 100, 200, 300, and 400 to indicate the order in which students should take the courses. First-year students should generally take courses in which the first number in the course number is either a 0 or 1; occasionally, first-year students might take a 200-level course.

Some courses require students to take prerequisites or lower-level courses before enrolling in the higher-level courses. Prerequisites are listed in the course descriptions in this bulletin. General-education requirements and the specific major requirements are listed in school sections of this bulletin. University College advisors also have checksheets of requirements for the different degree programs. Electives, generally five to ten courses depending on a student's program, are usually taken during junior or senior year.

Scheduling Tools

IUPUC provides a number of resources for students to conduct their work with the university. The Student Center in [One.IU.edu](#) allows students to review information about themselves, including the status of an admission application, the status of a financial aid application (and any award), their latest course schedule, book list, bursar account (fees owed or refund due), unofficial transcript, as well as information about a federal tax law that may result in an income tax credit tied to tuition paid in a calendar year. Students may also update address information through [One.IU.edu](#). In addition, students and the public may review course offerings for current and upcoming semesters via the [IUPUC Website](#). The Student Center system in [One.IU.edu](#) is not intended to replace regular meetings with an academic advisor.

Students planning their schedules should also consult the degree requirements in this bulletin, the IUPUC Web site or the appropriate checklists provided by their advisors. The Registration Guide is available every March for summer and fall classes and in October for spring classes.

First-Year Seminars

National studies have shown that successful first-year students need five elements: an introduction to campus resources and support services, the creation of a support network (which is especially important on a commuter campus), ongoing personal interaction with faculty and staff, the development of skills and habits basic to academic achievement, and a realization of the high expectation that the campus has for each of its learners.

IUPUC requires all first year students to take a First-Year Seminar course. The seminar team approach of faculty members, librarians, advisors, and student mentors provides students with in-depth knowledge and contacts for key elements of the campus. Some seminars are specific to the program of study, while others have an added focus on career exploration.

General-Education Requirements

Beginning students will also be advised to start on the general-education requirements for the program(s) in which they are interested. These classes may include communication skills, natural and mathematical sciences,

social and behavioral sciences, or arts and humanities, depending on the division or program. Particularly if students are attending full time, they will be encouraged to enroll in the introductory course or courses in their program of study during the first or second semester of enrollment. These are usually 100-level courses.

Undecided Options

Some students come to IUPUC uncertain of what they want to study, in part because they do not know all their options, and because they are unsure of their own strengths. They want to remain undecided until they explore all their options and feel more certain of their interests. All IUPUC students have access to career counseling.

There also are courses specifically focused on helping students make career choices. This is a healthy process. Exploring possible options early in a college career is common and far better than changing direction in the junior or senior year.

Graduate/Professional Students

Graduate Students

The types of financial aid available to graduate students include loans and federal work study from Federal Title IV programs. Please visit our office at CC156 for aid counseling or call 812-348-7231. Students may also email // // financialaid@iupuc.edu

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Eligibility

The federal government determines a student's financial aid eligibility by evaluating the information submitted on the Free Application for Federal Student Aid (FAFSA). Financial aid is available in the form of grants, loans, and work-study employment.

The FAFSA priority deadline to qualify for State financial aid is April 15. The federal school code for IUPUC is E01033. It is important for students to list the IUPUC school code on their FAFSA to ensure processing for financial aid at IUPUC. It is recommended that all students file their FAFSA online at www.fafsa.ed.gov.

State grants, such as Frank O'Bannon or the 21st Century Scholar, are controlled by the State Student Assistance Commission of Indiana (SSACI). SSACI requires eligible students to be enrolled in at least 12 credit hours each fall and spring semester and to file their FAFSA each year by April 15 to receive these funds. Other enrollment completion requirements might be needed for renewal of state awards.

The **federal Pell grant** does not require a minimum credit hour enrollment. Students must enroll in a degree program and be in good academic standing.

To qualify for student **loans or work-study** each fall and spring semester, undergraduate students must enroll in a minimum of six credit hours (half time), and graduate students must enroll in four credit hours.

for assistance.

Satisfactory Academic Progress

A student's academic progress is carefully monitored throughout each semester. Please remember all or a portion of any financial aid received may have to be paid back if a student adjusts his/her enrollment status during a semester. Please visit Student Services for financial aid counseling or call 812-348-7231. Students may also email // // financialaid@iupuc.edu or visit the Office of Financial Aid [online](#) for assistance.

Financial Aid

IUPUC's financial aid program is coordinated through the IUPUI Office of Student Financial Services. All policies, procedures and guidelines enforced at IUPUI are also applicable for IUPUC students and can be viewed via the following links. Questions regarding financial aid policies and procedures can be emailed to financialaid@iupuc.edu or by calling (812)348-7231.

The FAFSA code for IUPUC is E01033.

- Types of Financial Aid
- Eligibility
- Aid for Graduate/Professional Students
- Satisfactory Academic Programs

Types of Financial Aid

- [Federal Pell Grant](#)
- [IUPUC 21st Century Scholars Grant](#)
- [Loans](#)
- [Work Study](#)
- [Scholarships](#)
- [Child of Disabled Veteran](#)

How to Apply for Financial Aid

What is the FAFSA?

The Free Application for Federal Student Aid (FAFSA) is used to apply for grants, loans, and work-study. In addition, it is used by SSACI for consideration of their grants and awards. The student may file the FAFSA electronically at www.fafsa.ed.gov, or he or she may submit a paper copy to the processor. To award financial aid to students, IUPUC must receive the student's FAFSA data. IUPUC's school code is **E01033**.

Once the FAFSA is processed, the information is electronically sent to the school(s) listed on the FAFSA. In addition to the information being sent to the school(s), a paper copy of this information is sent to the student. The form the student will receive is called a Student Aid Report (SAR). The student should receive his or her SAR within 4 weeks from the time the FAFSA was submitted. When the student receives the SAR he or she should review the information to make sure it is correct. If the student needs to make corrections he or she should submit the changes to the federal processor.

Completing the FAFSA and applying for student financial aid is FREE. Students should be wary of mailings or web sites that offer to submit their application or to find money for school if the student pays them a fee. Generally, any information or service paid for can be obtained for free from IUPUC or from the U.S. Department of Education.

When should a student submit the FAFSA?

The FAFSA must be submitted EACH year the student is applying for financial aid. The form is available October 1st of each year (as of 2017). For priority consideration, the student must file the form by April 15th of each year. If a student files after the priority deadline, he or she will still be considered for federal aid, which may include grants, loans, and work-study employment.

Graduation Requirements

Applying for Graduation

Candidates for graduation initiate the certification process by filing an Intent to Graduate form with the advisor of their division at least one year prior to their expected graduation date. Purdue degree candidates must register for CAND 991 as noted in the Registration Guide. Details concerning the application deadlines of specific divisions and any additional requirements related to graduation are available from the advisor or the division sections of this bulletin.

Completion of Degree Requirements

When students contact the advisor about graduation, they should double-check that they in fact will have completed graduation requirements. The “My Degree Progress” option in the self-service area in OneStart shows which courses students still need to take and whether all transfer work has been entered. Some divisions perform degree audits either when students file for graduation or at the beginning of their senior year.

Students should go over audits with their advisors to make sure they are accurate, and contact the division advisor with questions. Common mistakes that result in a student’s failure to graduate are unacceptable grades and not registering for necessary courses, dropping courses during the last semester, or otherwise failing to complete required courses. Students may graduate with incompletes on their record, provided they are not for required courses. Residency requirements also affect graduation eligibility.

Required Grade Point Average

In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their program to graduate. Most divisions also require grades of C or higher in program courses. Students should familiarize themselves with the policies of their program.

Orientation

University College, in conjunction with the divisions, requires all beginning and transfer students with less than 12 transferable credits to attend an orientation program. At orientation, students receive an overview of campus resources, receive information about the divisions/program in which they are interested, receive success tips from current IUPUC students, engage with members of the IUPUC family, explore opportunities for student involvement, and have their photo taken for their student I.D. card. Students must obtain their IU account before attending orientation. Technology will be covered during two portions of the orientation program. For more information please see the [IUPUC Orientation Website](#).

Students are required to pay a New Student Enrollment Fee that is assessed to all students who are beginning their first semester in a degree-seeking program. The fee is not contingent on participation in the orientation

program. Those students who do attend orientation will be assessed an orientation fee.

Placement Testing

New IUPUC students may be asked to obtain placement testing. The Testing Center at IUPUC delivers secure, confidential, and efficient placement testing services. The results from placement tests help your academic advisor place you in appropriate courses and maximize your academic success. Learn more about placement testing on our public web site at <http://www.iupuc.edu/admissions/admitted/placement-testing/>

English for Academic Purposes (EAP)

All new students—graduate and undergraduate—whose native language is not English are required to take the ESL placement test prior to registration. This test is administered by the [IUPUC Testing Center](#) on behalf of the English as a Second Language Program. All international students from non-English speaking countries as well as U.S. permanent residents and others referred by the Office of Admissions take the ESL placement test in lieu of the English Placement Test that native speakers of English are required to take.

Accommodations

Students who need accommodation because of disabilities or need special equipment, extended time, or tests taken in separate rooms—whether for placement testing, orientation, or for actual classes—must contact the testing services coordinator to schedule your placement tests.

Students requesting accommodations for placement testing will need to provide documentation or [proof of disability](#) the day of testing.

External & National Testing

For more information regarding External and National Testing, please visit IUPUC’s online [site](#).

Registration

- Registration
- Waitlisting
- Enrollment Permissions and Holds
- Dropping or Adding Classes (Schedule Adjustments)
- Fees

Waitlist

Occasionally, students will be turned away from a class section because it is filled to capacity. Seats may open up, however, if registered students drop the class during the registration period. Through an automated waitlisting system, the first person to make a waitlist request for a class is placed at the top of the waitlist. When a seat opens up, that person is registered automatically for the course. For more information, visit the Web site registrar.iupuc.edu.

Enrollment Permissions and Holds

An advisor’s approval for a student to register does not guarantee enrollment in a particular class; it only authorizes that the student is eligible for enrollment that term. Divisions may restrict enrollment in particular courses, so students should review the course

descriptions in this bulletin or view course listings online through One.iu.edu to see if they meet the requirements.

For instance, some courses, such as upper-division courses in business, are open only to students officially enrolled in certain divisions. Other courses may be restricted to students with sophomore, junior, senior, or graduate student status. Finally, some courses require a student to have completed one or more courses prior to enrollment (known as “prerequisites”). Otherwise ineligible students who believe their personal preparation overrides the restrictions may seek the division’s or instructor’s permission to enter the class.

On occasion, students have a hold placed on their enrollment. When this occurs, they cannot register for courses because they have failed to meet some requirement of the university or division and cannot proceed until the problem is resolved. Problems that result in a hold include having a grade point average below the required level or failure to pay tuition or other fees.

Students with unpaid library fines, outstanding parking tickets, or with a disciplinary problem also may be placed on hold. Students can look for holds by going to their Student Center via One.iu.edu. Students with a hold can contact the office(s) listed in the details to resolve the problem. For more information about holds, students may contact the department or division involved, or the Office of Registrar Services at 812.347.7287.

Dropping/Adding Classes

Students may make changes to their class schedules via One.iu.edu, but it is important to take action within certain date periods and to understand how those changes can impact financial aid, date of graduation, and grades. Learn everything you need to know about schedule changes on the [Dropping and Adding](#) page of our public website.

Check the [Academic Calendar page](#) each semester for exact drop/withdraw and refund dates. You may also contact the Office of Registrar Services at 812.348.7287 or [online](#).

Registration Process

Registration for first-time students takes place in conjunction with orientation. In subsequent semesters, students may register themselves using One.iu.edu. Information about [registration](#) is available online and in person at the Office of Registrar Services. Students may contact their academic advisor for assistance with registration or questions regarding degree requirements.

The Enrollment Contract

When you enroll (register) for a new term (semester), a space in each class is reserved for you. The university decides how many class sections to offer and what other resources to make available based on the data provided through the enrollment process. Other students may be prevented from enrolling in a preferred class section after the last available space is reserved for you.

In exchange for the university’s commitment of resources on your behalf, you assume responsibility to pay the fees assessed for those classes (or to officially withdraw from the university if you will be unable to attend) so that those

class spaces may be released in time to be available to other students.

Payment arrangements must be made by the due date indicated in the Bursar calendar. If you change your mind and will not be attending the classes you reserved, you will still be responsible for payment of fees until you officially withdraw. Furthermore, if you are still on class rosters at the end of the term, you may receive grades of “F” for those courses.

The university provides well-defined instructions and a schedule for officially withdrawing from classes. See page 5 in this guide, or visit the Office of Registrar Services for help with this process.

Registration Reminders

It is vital that students keep both local and home addresses and phone numbers up to date with the university. In some cases, local and home addresses are identical, though some use their parents address as their home address. Students can change their addresses online through One.iu.edu. Addresses may also be changed by completing an address change form, available in the Office of Registrar Services.

All students are issued university e-mail addresses. It is the responsibility of the student to learn how to access their university e-mail and to check it frequently. Many university offices correspond with students and share announcements only through university e-mail accounts.

Fees

IUPUC tuition is set annually by the Trustees of Indiana University. Current fee information is provided by the Bursar at bursar.iupuc.edu, and the rules that determine whether students are residents or nonresidents for fee-paying purposes are available under policies [online](#) as well.

In addition to tuition, there are some special course fees for equipment, e-text books, and other mandatory supplies. All undergraduates are assessed technology and student activities fees, but new students are also charged a new student enrollment fee. The semester parking fee is optional, but you will be ticketed and fined if found parking without a permit. Various fee payment options are described at bursar.iupuc.edu. Books & miscellaneous supplies are additional costs paid separately by the student.

Students whose financial aid, including loans, have not yet arrived may qualify for automatic aid deferments through the Financial Aid Office. As long as students have anticipated aid listed on their One.iu.edu account, they only need to pay tuition and fees in excess of the amount of anticipated aid listed. If the anticipated aid has not been credited by the second due date of the semester, it is the student’s responsibility to resolve his or her issue with the financial aid office or personally pay the balance. Students are not removed from classes for failing to pay their bills, but cannot register for next semester courses until balance is below \$200. It is, therefore, critical that students check with the Bursar or monitor their accounts via One.iu.edu to determine whether they received financial aid.

If a bill remains unpaid and the student does not withdraw during the refund period, he or she is still responsible for unpaid tuition and fees regardless of attendance or grade received. If the student withdraws during a refund period, the bills will be adjusted accordingly.

Student Learning Outcomes

Student Learning Outcomes (SLO's) for undergraduate programs that students can complete at IUPUC are found in the links below:

- Business*
- Case Management
- Communication Studies
- Education
- English (with concentration in Creative Writing or Literature)
- General Studies
- Mechanical Engineering
- Nursing
- Psychology
- Sociology
- Substance Abuse Counseling

Students who wish to complete degrees not listed here may transfer their IUPUC credits to IUPUI. Student Learning Outcomes for IUPUI programs can be found on the [IUPUI Bulletin](#) website.

*Includes concentrations in Accounting, Finance, Health Services Administration, Management, and Marketing.

Bachelor of Science in Education

The following Student Learning Outcomes apply to the undergraduate Elementary Education degree and teaching certification programs offered by the IUPUC Division of Education.

Principle 1: Conceptual Understanding of Core Knowledge

Definition: The ability of teachers to communicate and solve problems while working with the central concepts, tools of inquiry, and structures of different disciplines. For prospective secondary teachers this means developing rich expertise within their chosen discipline. This principle is demonstrated by the ability to:

- Set learning goals that reflect command of the subject matter.
- Design and implement instruction that develops students' conceptual understanding of core knowledge.
- Interact with learners, providing meaningful and strategic information.
- Improve learners' communication and quantitative skills through meaningful learning engagements.
- Model effective communication and problem solving.
- Use a variety of media and technology.
- Distinguish high quality educational materials.
- Write and speak with clarity.

Principle 2: Reflective Practice

Definition: The ability of teachers to step outside of the experiences that make up teaching and to analyze and critique from multiple perspectives the impact of these

experiences and contexts. This principle is demonstrated by the ability to:

- Explain the principles that guide teaching.
- Demonstrate teaching as an inquiry process, collecting and analyzing data about students' learning and generating plans designed to support student understanding.
- Entertain multiple perspectives.
- Self-assess from multiple perspectives.
- Collect information through observation of classroom interaction.
- Assess learners' development and knowledge.
- Use assessment processes appropriate to learning outcomes.
- Invite learners to employ multiple approaches, solutions, and diverse pathways to learning.

Principle 3: Teaching for Understanding

Definition: The ability of teachers to draw on their conceptual understanding to plan, implement, and assess effective learning experiences and to develop supportive social and physical contexts for learning. This principle is demonstrated by the ability to:

- Set clear and developmentally appropriate goals for learning experiences.
- Establish suitable classroom routines.
- Provide learners with meaningful choices.
- Create a collaborative, supportive social environment.
- Engage learners in generating knowledge and testing hypotheses.
- Help learners articulate their ideas and thinking processes.
- Use multiple strategies that engage students in active, meaningful learning.
- Encourage learners to see, question, and interpret ideas from diverse perspectives.
- Support learners in assuming responsibility for themselves and for their own learning.
- Create an inviting, interactive learning environment.
- Ask questions that promote meaningful learning.
- Build on children's prior knowledge.

Principle 4: Passion for Learning

Definition: The ability of teachers to continually develop their own complex content and pedagogical knowledge and to support the development of students' habits of continual, purposeful learning. This principle is demonstrated by the ability to:

- Synthesize and teach complex concepts and networks of knowledge.
- Learn about learners and teaching through reflective practice.
- Recognize and support learners' intellectual, social, and personal growth.
- Support all learners with special needs including learners new to English.
- Engage learners in multiple ways of knowing.
- Convey reasonable, but high and positive expectations for learner achievement.
- Integrate the disciplines to create meaningful curriculum.

- Give learners opportunities to solve community problems and to make authentic and meaningful choices.
- Provide all learners with equitable access to meaningful learning opportunities.
- Seek help from other professionals when needed.
- Engage in personal inquiry to construct content and pedagogical knowledge and skills.

Principle 5: Understanding School in Context of Society and Culture

Definition: The ability of teachers to value and to teach about diversity, inclusivity, and equity; to recognize the impact of social, cultural, economic, linguistic, geographic and political systems on daily school life; and to capitalize on the potential of school to minimize inequities. This principle is demonstrated by the ability to:

- Act as a change agent.
- Demonstrate willingness and growth toward multicultural competence and culturally responsive teaching.
- Recognize cultural differences and strive to address the discontinuities that can become obstacles to equitable teaching and learning.
- Mediate when learners need help to resolve problems or change attitudes.
- Initiate and engage in partnerships with families, teachers, administrators, and other community members involved in the lives of students, and respect families as partners in teaching and learning.
- Embed knowledge of home, school, and community into teaching.
- Recognize and challenge deficit perspectives about, and utilize strength-based approaches to engage with students, families, and communities.

Principle 6: Professionalism

Definition: The ability of teachers to be active contributors to professional communities that collaborate to improve teaching and student achievement by developing shared ethics, standards, and research-based practices. This principle is demonstrated by the ability to:

- Demonstrate the ethical principles guiding professional conduct.
- Demonstrate and document standards-based practice that aligns with Common Core, Indiana, and professional standards.
- Stay current in terms of research on pedagogy, content, and assessment.
- Participate in professional organizations and resource networks beyond the school.
- Collaborate with colleagues about issues that are complex and difficult.
- Give presentations for other professionals.
- Initiate activities such as teacher research, study groups, and coaching to improve the teaching and learning of a school community.
- Promote positive attitudes.
- Facilitate decision making.
- Operate on democratic principles.

Bachelor of Science in Business

The Division of Business has adopted four program learning outcomes for the Bachelor of Science in

Business Degree Program at IUPUC. Upon completion of undergraduate business studies at IUPUC, student achievement of learning outcomes is demonstrated by proficiency in:

1. Communication

- Creates effective visuals as needed.
- Demonstrates appropriate communication mechanics.
- Communicates clearly, expressively and connects to audience.
- Organizes and supports content.
- Works effectively as a member of a team.

2. Critical Thinking

- Clearly frames key issues or problems.
- Interpret relevant information and data.
- Develops feasible solutions.
- Articulates conclusions or recommendations.

3. Integration

- Demonstrates proficiency from a business management perspective across all key business functional areas.
- Integrates knowledge from multiple disciplines to frame business situations.
- Establishes a high level, business management perspective in problem solving.
- Demonstrates awareness of the social and cultural context of the business enterprise.
- Demonstrates proficiency in Microsoft Excel based skills.

4. Professional Development

- Demonstrates effective application of knowledge and skills to internship, research project, or international experience.
- Contributes meaningfully to community or campus organizations.
- Participates in career skills development activities such as: mock interviews, resumes, business etiquette training, networking, and job fairs.

NOTE: Includes concentrations in Accounting, Finance, Health Services Administration, Innovation Management, Management, and Marketing.

Psychology

PUL #1: Core Communication and Quantitative Skills

The ability of students to write, read, speak, and listen, perform quantitative analysis, and use information resources and technology - the foundation skills necessary for all IUPUC students to succeed.

#1A: Language Skills

Psychology SLOs Equivalent to this Learning Outcome

- Demonstrate effective, situation appropriate writing and speaking skills.
- Comprehend, interpret, and analyze college-level sources of information and vocabulary.
- Understand and correctly use discipline-specific terminology in psychology.

#1B: Quantitative SkillsPsychology SLOs Equivalent to this Learning Outcome

- Read, comprehend, and critique research methods in original research articles.
- Use scientific research methods including design, data analysis, and interpretation to solve problems related to issues in psychology.
- Identify and propose solutions for problems using quantitative tools and reasoning.
- Interpret and perform statistical analyses for basic research designs and understand distinctions between and appropriate use of correlational and experimental findings.

#1C: Information Resources SkillsPsychology SLOs Equivalent to this Learning Outcome

- Perform literature searches effectively using a variety of sources and techniques.
- Utilize computers and other technologies for many purposes, including professional communication of information, and data management.

PUL #2: Critical Thinking

The ability of students to analyze carefully and logically information and ideas from multiple perspectives.

Psychology SLOs Equivalent to this Learning Outcome

- Understand, remember, apply, analyze, evaluate, create, and synthesize knowledge, procedures, processes, or products.
- Use these skills to solve problems, produce reasoned choices, make informed decisions, and generate new questions.
- Design, carry out, and defend research projects.

PUL #3: Integration and Application of Knowledge

The ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives.

Psychology SLOs Equivalent to this Learning Outcome

- Develop self-awareness by identifying personal strengths, weaknesses, values, and goals.
- Develop clear and realistic goals and expectations for a career in psychology or related field.
- Apply psychological knowledge to enhance their personal lives and the lives of others.
- Further the goals of society and pursue them at a local level.
- Understand and abide by the ethics of psychology.

PUL #4: Intellectual Depth, Breadth, and Adaptiveness

The ability of students to examine and organize disciplinary ways of knowing and to apply them to specific issues and problems.

Psychology SLOs Equivalent to this Learning Outcome

- Remember and understand the major concepts, theoretical perspectives, methodologies, and empirical findings in psychology.
- Be able to distinguish between approaches to knowledge in psychology and other fields.

- Be able to modify approaches based on context or situational demands.

PUL #5: Understanding Society and Culture

The ability of students to recognize their own cultural traditions and to understand and appreciate the diversity of the human experience, both within the United States and internationally.

Psychology SLOs Equivalent to this Learning Outcome

- Recognize, understand, and respect the similarities and differences that exist between individuals, societies, and cultures on values, behaviors, and thought processes.
- Understand the influence of culture and society on individuals' cognition and behavior.
- Analyze and understand the interconnectedness of local and global communities.
- Operate with civility, especially toward those who differ from oneself.
- Work effectively, respectfully, and collaboratively with others with diverse backgrounds and perspectives.

PUL #6: Values and Ethics

The ability of students to make judgments with respect to individual conduct, citizenship, and aesthetics.

Psychology SLOs Equivalent to this Learning Outcome

- Make informed and principled choices in their personal and public lives and be aware of the consequences of these choices.
- Recognize the importance of aesthetics in their personal lives and to society.
- Understand ethical principles within diverse cultural, social, environmental, and personal settings.
- Understand and abide by ethical standards of the professional organization of the chosen profession (e.g., APA for clinicians and psychologists, Belmont Report for researchers).

Certificate in Case Management

Upon completion of this certificate program, students will:

1. Acquire and apply basic knowledge to case management contexts.
2. Identify different groups and their culturally nuanced needs.
3. Recognize different approaches that are appropriate for specific diverse populations.
4. Demonstrate understanding of approaches to working with diverse populations in community settings.
5. Define community resources locally available.
6. Match client needs with appropriate community resources.
7. Integrate community resources into the management and improvement plan.
8. Empower clients to find, understand, and obtain resources in their community.

9. Develop, implement, and evaluate a behavior management and improvement plan for the client and family.
10. Deliver a cohesive family development plan.
11. Maintain professionally ethical behaviors.
12. Exhibit collaborative behaviors with co-workers and clients.
13. Demonstrate professionalism in personal ethics.

Bachelor of General Studies

Upon completion of the General Studies program, students will acquire the following competencies:

1. Core Competencies

1. **Communication - Written/Oral:** Students effectively communicate in written or spoken language to diverse audiences. Students comprehend, evaluate and respectfully respond to the ideas of others.
2. **Diversity:** Students appreciate local and global diversity and are respectful and empathetic during personal interactions. Students effectively collaborate and resolve conflicts.
3. **Mathematical/Quantitative Reasoning:** Students demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas. Students compute, organize data and effectively problem-solve using quantitative tools.
4. **Information Technology:** Students locate, critically evaluate, synthesize, and communicate information in various traditional and new media formats. Students understand the social, legal, and ethical issues related to information and its use.

2. Degree Requirements

1. **Arts and Humanities:** Students interpret and critique the historical, cultural and literary dimensions of human experience. Students develop an appreciation of the aesthetic value of these subjects.
2. **Science and Math:** Students investigate, evaluate and develop skills to comprehend and apply basic principles of scientific methodology and differentiate among facts and theories.
3. **Social and Behavioral:** Students compare, contrast and construct an understanding of the role social, economic, cultural and political institutions play in shaping human thought and behavior. Students are able to function as engaged members of society, who are willing and able to assume leadership roles.

3. Integration and Application

1. **Lifelong Learning:** Students assess their own knowledge, skills and abilities and develop plans of study for baccalaureate as well as ongoing personal and professional pursuits of knowledge.

2. **Synthesis of Learning:** Students demonstrate integration of baccalaureate learning in an academic focus area.

Bachelor of Science in Mechanical Engineering

Upon completion of this degree program, students will be able to:

1. Demonstrate and apply knowledge of mathematics, science, and engineering with chemistry and calculus-based physics in depth; mathematics through multivariate calculus, differential equations, and linear algebra; probability and statistics; and mechanical engineering sciences: solid mechanics, fluid-thermal sciences, materials science, systems dynamics.
2. Conduct experiments methodically, analyze data, and interpret results.
3. Design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability, with applications to mechanical systems and thermal systems.
4. Function in teams to carry out multidisciplinary projects.
5. Identify, formulate, and solve engineering problems.
6. Understand professional and ethical responsibilities.
7. Communicate effectively in writing and orally.
8. Understand the impact of engineering solutions in a global, economic, environmental, and societal context through broad education.
9. Recognize the need to engage in lifelong learning.
10. Demonstrate knowledge of contemporary issues.
11. Use the techniques, skills, and modern tools of engineering effectively and correctly in engineering practice with mechanical engineering analysis tools (e.g., ProMechanica); engineering design and manufacturing tools (e.g., ProEngineer); internet and library information resources; and mathematical computing and analysis tools (e.g., Matlab, Excel, LabView, and C).

Bachelor of Science in Nursing

As a graduate of the BSN program, you will be:

- A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making
- A culturally sensitive individual who provides holistic, individual, family, community, and population-centered nursing care
- A knowledgeable care coordinator who facilitates access to resources across the continuum of healthcare environments in order to meet the evolving healthcare needs of individuals, families, communities, and populations
- An individual who understands and considers the impact of healthcare policy, finance, and regulatory environments on care delivery
- An individual who embodies the professional identity of the nurse and who translates the inherent values of the nursing profession into the ethical and legal practice of nursing

- An effective communicator who collaborates with inter-professional team members, patients, and their support systems for improved health outcomes
- A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments
- An accountable leader and manager who applies principles of systems and organizational processes and balances resources to promote quality care and patient safety
- An individual who embraces and employs innovations in information management and technology in the delivery of quality patient care

Bachelor of Arts in Communication Studies

Students who complete the Communication Studies degree program will be able to:

1. Demonstrate the ability to develop messages in ways appropriate for specific audiences
2. Express ideas and facts effectively to others in a variety of formats, including written and oral formats
3. Employ appropriate research techniques to analyze, interpret, and present various data effectively
4. Assess research for accuracy, adequacy, correctness, accessibility, and usability
5. Demonstrate the ability to critically think through analysis and evaluation of knowledge and processes in order to make informed decisions
6. Demonstrate an understanding of a Communication specialization (i.e., Communication Studies or Rhetoric and Culture)
7. Recognize and understand basic communication theories
8. Select and apply theoretical concepts and principles to the interpretation of communication phenomena
9. Recognize and overcome biases, prejudices, and limited viewpoints in order to communicate effectively
10. Demonstrate an appreciation of the global diversity of communication and its influence on the world

Bachelor of Arts in English

The English degree program will prepare graduates to demonstrate the following outcomes:

1. Demonstrate the importance and power of reading/ thinking critically and writing with clarity and purpose.
2. Define basic concepts, terms and theories in at least two areas of English studies (creative, literature, writing and literacy).
3. Read analyze, synthesize, evaluate, and interpret language and texts critically.
4. Construct and write a reasoned argument integrating public/expert and personal voices.
5. Recognize the importance of diverse perspectives and specializations in English studies.
6. Analyze and evaluate the impact of culture, diversity, and time on texts and ideas as well as language use and structure.
7. Describe and discuss the interdisciplinary context of English as a field of study and its connection to other disciplines.

8. Explain how language influences intellectual and emotional responses.

This degree program also includes two concentrations: Creative Writing, and Literature.

Bachelor of Arts in Sociology

The Sociology degree program will train and equip graduates to:

1. Know how to collect data on social phenomena.
2. Know the background in a specific concentration area of sociology (e.g., medical sociology, gender, sex, and family studies).
3. Understand how to analyze data on social phenomena.
4. Understand increasing diversity of disciplinary specialties and backgrounds of those involved in program.
5. Be able to apply sociological knowledge and methods in community projects.
6. Be able to organize and conduct independent projects.
7. Be able to present and defend their analyses of social phenomena.

Certificate in Substance Abuse Counseling and Prevention

Upon completion of this certificate program, students will:

1. Utilize professional skills when working with people and families with substance abuse issues.
2. Match and utilize community resources to meet client needs.
3. Exhibit cultural competency skills working with diverse populations.
4. Provide direct services in substance abuse counseling and prevention.
5. Demonstrate collaborative problem-solving and networking skills with co-workers and clients.
6. Mentor and teach life skills to clients.
7. Demonstrate competence in substance abuse prevention and counseling during a field placement experience.

General Education Core 30

The IUPUC plan for general education defines common competencies for all IUPUC undergraduate students, regardless of their degree program. The IUPUC general education plan meets Indiana's statewide transferable general education core, a system designed to maximize flexibility for students transferring from one university campus or academic program to another. Your academic advisor will help you select courses that meet the statewide requirements. These courses should be taken as early as possible, preferably in the first year.

Learn more about IUPUC's plan for [general education!](#)

Graduate/Professional Program Overview

Indiana University-Purdue University Columbus offers two graduate degree programs: The **Master of Arts in Mental Health Counseling** and the **Master of Business Administration**. Details about each program are in sub-sections of this bulletin. IUPUC also offers life-long learning and professional development opportunities to graduate students not currently seeking an advanced level beyond their existing bachelor's degree.

Graduate Students Not Seeking Another Degree

Students who already hold bachelor's degrees frequently want to take courses without being admitted to one of the university's degree programs. These are students who are not currently enrolled in a degree program but are working toward admission or taking classes for personal or professional enrichment with no plans to work toward a degree.

Such students must apply to the Graduate Non-Degree (GND) program. As GND students, they can take both undergraduate and graduate courses. However, many graduate courses will require GND students to obtain preregistration permission from either the instructor or the department. GND students may not accumulate more than 18 credit hours in a single subject area.

Students who are initially admitted as nondegree students, but who later wish to obtain a graduate degree, must make formal application for admission to a departmental degree program. Once admitted, the department may recommend to the dean of the Indiana University Graduate School that credit earned as a nondegree student be applied to degree requirements. Students should be aware that certain divisions specifically prohibit course work taken under nondegree status from counting toward a degree after a student has been admitted to a degree program.

The types of financial aid available to graduate students include loans and federal work study from Federal Title IV programs.

Master of Business Administration Overview

Master of Business Administration

Application Deadlines

The IU MBA Program at IUPUC starts new student cohorts every fall and spring semester. Application deadlines for fall admission are May 1 for international students and June 1 for all other MBA applicants. Application deadlines for spring admission are October 1 for international students and November 1 for all other MBA applicants. Please visit the program [web site](#) for current details.

The MBA program is....

- Six **thematic modules** that provide an integrated experience to help you learn business management in ways similar to how real business is conducted and let you address complex management problems.

- **Analytical skills** you need to understand business problems and the **personal and professional development skills** to address those problems in productive, ethical ways.
- **Full-time, available faculty** who combine their industry experience with ongoing academic and applied research.
- **International perspectives** in the curriculum as well as in the classroom, with approximately a dozen countries represented in current cohorts.

Overview

Study part-time, finish in 24 months.

By targeting general management and decision-making skills, the IU MBA Program at IUPUC becomes a powerful credential that continues serving you well as your professional life develops and grows.

It is an applied educational experience, utilizing problem- and project-based learning to exercise concepts and strategies. Faculty mentor you through the program by fusing their own business experiences with ongoing academic and applied research. And they are easily available to you: At a time when so much educational contact is relegated to nameless or faceless online encounters, faculty in the IU MBA Program at IUPUC interact with you face-to-face. In real life 3D, inside and outside of the classroom.

Best of all, the IU MBA Program at IUPUC is convenient and affordable. Begin your studies in August or January, attend classes part-time, two nights a week, and complete your degree in 24 months.

Prep for Success

Unlike other MBA programs, IUPUC offers the Prep for Success course during the initial three weeks of your first semester that eliminates the need for traditional prerequisites. A combination of financial and case-study analysis, MBA Prep for Success helps ensure you and your peers are ready for graduate business study.

MBA Admissions

Students who have completed a four-year undergraduate degree in any discipline from a regionally accredited (or equivalent international) institution are welcome to apply to the MBA Program at IUPUC.

Your application to the program will consist of several items:

- A completed application form, available from the website.
- Scores from the [Graduate Management Admissions Test \(GMAT\)](#) or [Graduate Record Examination \(GRE\)](#) taken within the past five years. Have your scores sent to IUPUC, school code 065-BW-28 (OPTIONAL).
- Official transcripts from any institution of higher education at which you have studied, even if you did not earn a degree.
- Current resume.
- A 500-word essay based on one of three topics we provide.
- In-person interview

- A non-refundable application fee.

NOTE: Some international students may have additional requirements; visit the [International Students website](#) for details.

Application Documents

Visit the [IU MBA Program at IUPUC website](#) for current application instructions and deadlines.

Application Deadlines

The [IU MBA Program at IUPUC](#) starts new student cohorts every fall semester. Depending upon enrollment, students may apply for spring semester admission to join the previous fall's cohort. Application deadlines for fall admission are May 1 for international students and June 1 for all other MBA applicants. Application deadlines for spring admission are October 1 for international students and November 1 for all other MBA applicants. Please visit the [program website](#) for current details.

What We Look For

Our admissions decisions rest on three pillars of evaluation:

1. **Academic Performance:** Your GMAT/GRE scores, GPA, and quality of undergraduate institution and program are combined into a metric to rate academic potential. The GMAT/GRE scores are optional, but applicants with a low GPA are encouraged to submit test scores as evidence of academic performance potential.
2. **Written Communication:** Your essay and resume will serve as examples of your ability to communicate effectively in writing.
3. **Years of experience:** There is no minimum requirement for years of experience. The program recognizes that as work experience increases, so does a student's capacity to contribute to classroom discussion. A student's potential for making associations between newly acquired and accumulated knowledge also increases.
4. **Community Involvement:** The MBA program is highly integrated into the community and it sees applicants with histories and potential for community involvement.
5. **In-Person Interview:** This allows both the applicant and the program to better determine if each is a good fit for the other. When an in-person interview creates a hardship for the applicant, both parties can arrange for a videoconference interview.

Contact Information

MBA Program

Arvin Center for Graduate Business and Executive Education

Indiana University-Purdue University Columbus (IUPUC)

4601 Central Avenue
Columbus, IN 47203

812.348.7288 or 812.348.7273

812.348.7276 (Fax)

iumbacol@iupuc.edu

www.iupuc.edu/mba

MBA Learning Outcomes

MBA Program Philosophy

The purpose of the IU MBA Program at IUPUC is to create a graduate business learning experience in which students integrate management knowledge and skills in ways that lead to effective decision-making, complex problem-solving, and leadership within a global and ethical context.

To accomplish this, graduate business faculty and staff rely heavily on these three activities:

1. Designing and delivering a curriculum that integrates graduate level content and skills into learning experiences that more closely resemble how real business is practiced by the general manager.
2. Creating operational processes and policies that are student-centered.
3. Actively engaging business and community leaders.

Student Learning Outcomes and Assessments

The Division of Business has adopted four program learning outcomes for the IU MBA Program at IUPUC

Upon completion of graduate business studies at IUPUC students should be able to demonstrate:

1. Communication

- Creates effective visuals as needed.
- Demonstrates appropriate communication mechanics.
- Communicates clearly, expressively and connects to audience.
- Organizes and supports content.
- Works effectively as a member of a team.

2. Critical Thinking

- Clearly frames key issues or problems.
- Interpret relevant information and data.
- Develops feasible solutions.
- Articulates conclusions or recommendations.

3. Integration

- Demonstrates proficiency from a business management perspective across all key business functional areas.
- Integrates knowledge from multiple disciplines to frame business situations.
- Establishes a high-level, business management perspective in problem solving.
- Demonstrates awareness of the social and cultural context of the business enterprise.

4. Professional Development

- Demonstrates effective application of knowledge and skills to projects.
- Contributes meaningfully to community or campus organizations.
- Demonstrates proficiency in a professional networking environment.

MBA Curriculum

The modular format allows us to more easily integrate knowledge, skills, exercises, cases, and your overall

learning experience. As a student, this means you will have comprehensive learning experience focused on the following themes:

Enterprise Structures

The basic structure of the business enterprise is molded by its legal, economic, and technology environments and by the ways in which it measures and controls prices and costs.

Strategy, Alignment and Change

Effective management begins when leaders of departments, divisions, and firms adopt a strategic view of their organizations.

Global Perspectives and Human Resources

Effective managers in successful business enterprises are ones that understand how to manage a diverse workforce in a global setting.

Innovation and Application

Increasingly, problem solving in business management is about a manager's ability (and willingness) to imaginatively frame questions and consider multiple perspectives.

Analysis and Decision Making

The essential knowledge and skills in financial, marketing and operations management make the most sense when learned as interrelated functions.

Managing and Leading

This capstone experience is designed so you can demonstrate how well you have developed and can apply general management tools and thinking.

MBA Contact Information

MBA Program

Arvin Center for Graduate Business and Executive Education

Indiana University-Purdue University Columbus (IUPUC)

4601 Central Avenue
Columbus, IN 47203

812.348.7366 or 812.348.7302
812.348.7276(Fax)

iumbacol@iupuc.edu
www.iupuc.edu/mba

Master of Arts in Mental Health Counseling Program Overview

Overview

The Indiana University master's degree in mental health counseling at Indiana University-Purdue University Columbus (IUPUC) is a 60-credit-hour program that prepares you for a career as a licensed mental health provider. You will learn to assist individuals, groups, and families in maximizing their human potential and managing life challenges and transitions.

As a graduate of our program, you will gain the knowledge, skills, and experiences needed to provide expert service guided by the values of ethical practice and respect for all people. The curriculum is consistent with accreditation guidelines and meets the criteria for preparing you for licensure as a mental health counselor in the state of Indiana.

Courses are sequenced so that you can complete the degree on a full- or part-time basis. In addition to course work, you will complete the following field experiences:

- 100-hour practicum
- 600-hour internship
- 300-hour advanced internship

Careers and employment

Demand for graduates of mental health counseling programs is expected to be strong. IUPUC is preparing the region's next generation of professionals with the knowledge, skills, and values to deliver effective and ethical counseling services. As a graduate, you may seek employment in community or social service agencies, mental health clinics, hospitals, group homes, correctional facilities, substance abuse treatment centers, domestic violence shelters, women's centers, or rehabilitation programs for those who are incarcerated. You may also work with clients in private clinics, hospitals, or rehabilitation facilities. You will have met the education requirements for state licensure in mental health counseling.

Program objectives

Our goal is to educate students with professional identities as well-trained, fully-licensed mental health counselors who are active participants in their profession. As a student in this program, you can expect to:

- Develop a broad background in foundational fields such as personality theory, development, interpersonal relationships, psychopathology, and psychopharmacology.
- Gain expertise in clinical assessment, treatment, coordination, collaboration, referral, and prevention related to behavioral health issues in individuals, groups, and families.
- Engage in research to understand and critique the research literature and to employ and evaluate evidence-based practices.
- Complete coursework and field experience, integrate theory and practice, and link assessment to treatment within the context of various theoretical perspectives.
- Understand the role of mental health counseling within the contexts of the community, individual and cultural/ethnic diversity, and relevant ethical and legal issues.

What to expect

Pursuing the Indiana University Master of Arts in Mental Health Counseling degree at IUPUC requires motivation and dedication. The program is academically challenging and requires full engagement in class discussions, hands-on activities, and field experiences in small, interactive classes. Your classmates represent diverse educational, professional, and life experiences.

At IUPUC, you will work closely with expert mental health counseling faculty and professionals in your field experiences. You will be encouraged to work collaboratively with your fellow classmates, the start of professional networking, as a pathway to increased learning opportunities and develop skills in collegial professional practice.

MHC Admissions Program Requirements

The MA program requires students to successfully complete 60 total credit hours (48 credit hours in major core courses and 1,000 clock hours (12 credit hours) of field experience). Students must also successfully complete a comprehensive examination prior to graduation. Furthermore, students must maintain ethical behavior and conduct consistent with the professional standards of mental health counseling as outlined by the Indiana Professional Licensing Agency, American Counseling Association, and the accrediting bodies in counseling.

Major Core Courses (48 credits)

PSY - G502 – Professional Orientation and Ethics (3 cr.)
 PSY - G505 – Individual Appraisal: Principles and Procedures (3 cr.)
 PSY - G514 – Lifespan Development (3 cr.)
 PSY - G520 – Research in Counseling (3 cr.)
 PSY - G522 – Counseling Theories (3 cr.)
 PSY - G523 – Laboratory in Counseling (3 cr.)
 PSY - G532 – Introduction to Group Counseling (3 cr.)
 PSY - G552 – Career Counseling and Development (2 cr.)
 PSY - G553 – Career Counseling Lab (1 cr.)
 PSY - G563 – Foundations of Mental Health Counseling (3 cr.)
 PSY - G567 – Introduction to Marriage and Family Counseling (3 cr.)
 PSY - G575 – Multicultural Counseling (3 cr.)
 PSY - G598 – Seminar in Professional Issues (3 cr.)
 PSY - G615 – Psychopathology and Treatment I (3 cr.)
 PSY - G616 – Psychopathology and Treatment II (3 cr.)
 PSY - G622 – Advanced Theories of Counseling (3 cr.)
 PSY - G645 – Consultation and Organizational Development (3 cr.)

Field Experience (12 credits)

PSY - G524 – Practicum in Counseling (3 cr.)
 PSY - G550 – Internship in Counseling (2 semesters of 3 cr. each) (6 cr.)
 PSY - G647 – Advanced Internship (3 cr.)

For detailed course descriptions, see [LINK](#)

Licensure

Becoming a Licensed Mental Health Counselor (LMHC) in Indiana

Graduates of the Indiana University Master of Arts (M.A.) in Mental Health Counseling degree at Indiana University-Purdue University Columbus (IUPUC) must satisfy post-degree professional experience requirements.

For LMHC licensure, the State of Indiana requires 3,000 counseling contact hours and 200 hours of face-to-face supervision by a licensed counselor or other licensed mental health professional and approved supervisor.

For current Indiana requirements, applicants should contact the Indiana Professional Licensing Agency. Those who seek licensure in other states should contact those state boards for requirements.

MHC Contact

Admission requirements and procedures can be viewed at the [program web site](#). For further questions about admission contact:

Kevin McCracken, MS Ed., MBA, LMHC

Associate Director, Graduate Education

(812) 248-7302 / kjmccrac@iupuc.edu

Indiana University-Purdue University Columbus
 4601 Central Avenue, CC Room 169, Columbus IN
 47203-1769

Academic Policies & Procedures

Indiana University has adopted a code that applies, with only minor differences, to students on all Indiana University campuses. The code spells out what constitutes unacceptable behavior and the procedures to be followed when there are alleged cases of misconduct. What follows is not the code but rather abbreviated and paraphrased statements on key elements of the code: academic and personal misconduct as well as a section on what students should do if they believe that other students, faculty, or staff have violated their rights. The code also explains the procedures employed and how students may appeal decisions. For more information, consult the IUPUC Office of Registrar Services. For an online copy of the code, visit our [website](#).

A. Academic Misconduct

The university may discipline a student for academic misconduct, which is defined as any activity that tends to compromise the academic integrity of the institution and undermine the educational process. Academic misconduct includes, but is not limited to, the following:

1. Cheating

1. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized such assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
2. A student must not use another person as a substitute in the taking of an examination or quiz.
3. A student must not steal examinations or other course materials.
4. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
5. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's own individual work.

6. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
7. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
8. A student must not alter a grade or score in any way.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

1. Quotes another person's actual words, either oral or written;
2. Paraphrases another person's words, either oral or written;
3. Uses another person's idea, opinion, or theory; or
4. Borrows facts, statistics, or other material, unless the information is common knowledge.

4. Interference

1. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
2. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules

A student must not violate course rules as contained in a course syllabus or other information provided to the student.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

B. Personal Misconduct on University Property

The university may discipline a student for the following acts of personal misconduct which occur on university property:

1. Dishonest conduct including, but not limited to, false accusation of misconduct; forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
2. Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report concerning a fire or that a bomb or other explosive has been placed in any university building or elsewhere on university property; or transmitting such a report to an official or an official agency.

3. Release of access codes for university computer and duplicating systems and other university equipment to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.

4. Lewd, indecent, or obscene conduct.

5. Disorderly conduct which interferes with teaching, research, administration, or other university or university-authorized activity.

6. Actions which endanger the student, the university community, or the academic process.

7. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction.

8. Unauthorized entry, use, or occupancy of university facilities; refusal to vacate a university facility when directed to do so by an authorized official of the university.

9. Unauthorized taking or possession of university property or services; unauthorized taking or possession of the property or services of others.

10. Damage to or destruction of university property or of property on university premises belonging to others.

11. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.

12. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.

13. Possession of firearms or other weapons on university property contrary to law; possession or display of any firearm on university property frequented by the public, except, in the course of an authorized activity, possession of weapons in residence halls on university property in violation of residence hall rules; and intentional possession on university property of a dangerous article or substance as a potential weapon.

14. Acting with violence; and aiding, encouraging, or participating in a riot.

15. Sexual harassment, as defined in section I.A.3 (above) of this code.

16. Harassment based on sexual orientation, as defined in section I.A.4 (above) of this code.

17. Racial harassment, as defined in section I.A.5 (above) of this code.

18. Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

19. Physical abuse of any person, including the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
2. Physical behavior that involves an express or implied threat to interfere with an individual's

personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or

3. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

20. Verbal abuse of another person, including the following:

1. a. An express or implied threat to:
 1. Interfere with an individual's personal safety, academic efforts, employment, or participation in university sponsored activities; or
 2. Injure that person, or damage his or her property; and under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
2. "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

21. Unauthorized possession or use of alcoholic beverages.

1. The following actions are prohibited by Indiana University:
 1. Use or possession of alcoholic beverages on university property, or in the course of a university activity or student organization activity, contrary to law;
 2. Use or possession of alcoholic beverages in any undergraduate residence supervised by the university, including fraternity and sorority houses;
 3. Use or conspicuous possession of alcoholic beverages in or on any property of the university frequented by the public, except in areas specifically designated by the chief administrative officer of the campus.
2. The possession or use of alcoholic beverages is not forbidden in the following areas of the university unless otherwise prohibited by law:
 1. In designated graduate housing and residence hall buildings designated as restricted to students who are twenty-one years of age or older, including residence rooms and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
 2. In designated undergraduate residences supervised by the university when temporary permission is granted by the Dean of Students for events at which persons twenty-one years of age or older may lawfully possess and use alcoholic beverages.

3. In designated family housing, including residence rooms, apartments, and certain common areas approved for such purpose by the Dean of Students. The Dean of Students may enact rules to regulate such use or possession.
4. In Union Buildings, including guest rooms and certain other areas specifically approved by the chief administrative officer of the campus.
5. In other areas, such as private offices and faculty lounges, not accessible to the public and specifically approved by the chief administrative officer of the campus.

3. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or of university regulations occur. Individual students who plan, sponsor, or direct such functions also may be subject to discipline.

22. Unauthorized possession or use of illegal drugs.

1. The following actions are prohibited by Indiana University:
 1. Use or possession of any drug or controlled substance, or of drug paraphernalia, on university property or in the course of a university activity or student organization activity, contrary to law. It is not a violation of university regulations for students to possess such drugs or controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances.
 2. Use of university facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.
 3. Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia to Indiana University students, whether or not such sale, gift, or transfer occurs on university property or in the course of a university activity or student organization activity.
2. The term "controlled substance" is defined in Indiana law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.

23. Violation of other published university regulations, policies, or rules.

24. A violation of any Indiana or federal criminal law.

C. Personal Misconduct Not on University Property

The university may discipline a student for acts of personal misconduct on or off university property. Acts of personal misconduct that are not committed on university property but arise from university activities that are being conducted off the university campus, or if the misconduct undermines the security of the university community or the integrity of the education process are also subject to disciplinary action. Examples of this kind of personal misconduct are:

1. Altering academic transcripts

2. Arson
3. Battery
4. Drug trafficking
5. Forgery
6. Fraud
7. Harassment of a student
8. Hazing
9. Rape
10. Sexual Assault
11. Trafficking in term papers
12. Unauthorized use of a computer off the campus to obtain access to information on campus
13. Participation in group violence

D. Complaints Against Faculty, Staff, and Students

When a student believes that any of his or her rights, as defined in Part I of the *Code of Student Rights, Responsibilities, and Conduct* have been violated by another student or by a member of the university faculty, administration, staff, or a student organization, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person or organization involved.

If the problem is not resolved to the complainant's satisfaction by contacting the person(s) involved, personnel in the Dean of Students Office or other appropriate persons can be consulted about options for resolution of the problem.

E. Disruptive Conduct

IUPUC strives to maintain a spirit of civility in a community in which diversity is welcomed. Every student, staff, and faculty member plays a significant role in promoting an environment that is conducive to academic excellence by fostering a climate of civility and mutual respect. In all circumstances it is expected that everyone will act with respect for one another. Difference of opinion and dissent are ordinarily thought of as disagreement or debate. They are not "disruptive conduct" as long as they do not impinge upon the rights of others or interfere with the teaching/learning process in an academic setting. As a community which values the uniqueness of people, behavior which is thought of as "different" or "unusual" is not "disruptive behavior" unless it infringes upon the rights of others or seriously interferes with the teaching/learning process in an academic setting.

The IUPUC instructional program is based on the premise that students enrolled at IUPUC are entitled to receive instruction free from interference by other students. When students are admitted to IUPUC, they accept the responsibility to conform to all IUPUC rules and regulations. Students are expected to comply by conducting themselves in an orderly and cooperative manner.

Administrative Withdrawal

Preamble

Attendance has been proven to be a key factor in academic success. Faculties of IUPUC are supportive of all course coordinators' and instructors' efforts to

ensure that students in their courses are attending course meetings and/or participating in required course activities.

Policy

This policy is effective for courses that are at least 6 weeks in duration. Students who miss more than 50% of an undergraduate course meetings and/or required activities during the first 25% of the course duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. Students enrolled in Undergraduate courses may be administratively withdrawn regardless of their class standing. In addition, this Administrative Withdrawal Policy is subject to the following provisions:

- The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy (see recommended language below). Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.
- The course instructor initiates the administrative withdrawal process and has the right to stop the process at any time. Students will be notified by the Office of the Registrar prior to being administratively withdrawn from a course.
- Administrative withdrawal will take place after the fee refund period. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.
- Administrative withdrawals will be managed through the student performance roster.
- Administrative withdrawal attendance values will be available after the refund period for each course. Faculty will submit requests to administratively withdraw by selecting the appropriate attendance value:
 - Administratively withdraw – No attendance
 - Administratively withdraw – Some attendance
- Academic units may establish an Administrative Withdrawal Policy more restrictive than provisions outlined in this policy. It is the responsibility of the academic units to communicate their policy to their students and put this information in the course syllabus.

The Registrar's office will maintain data on the number of administrative withdrawals for each course.

Revised and Approved by IFC Academic Affairs

Grade Appeals

Grade Changes

On occasion, students inquire about the possibility of changing a grade. This may be because the student believes there was an error in the calculation or assigning of the grade or the student failed to officially withdraw in a timely fashion.

Policy on Consideration of Requests for Change of Grade after Conclusion of the Course

These policies apply to undergraduate students only. Any requests by graduate students for change of grade after

the conclusion of a course are subject to the policies of the academic unit.

This policy refers to requests for change of grade, grade discrepancies or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.

Undergraduate units will not consider petitions for change of grade from concluded courses older than 5 years. Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.

Other options, such as grade forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

For the situation where a student believes there was an error in the calculation or assigning of a course grade it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade following the procedures established by awarding academic unit.

Requests for change of grade after the conclusion of a course will be honored only to correct a mistake or error in calculating or assigning the course grade. To facilitate this process, the Office of the Registrar shall maintain a Change of Grade Petition document.

The Change of Grade Petition shall require course information, a provision for the student to make a personal statement explaining why she or he believes the grade should be changed and a provision to include supporting documentation.

Decisions on grade changes are made within the schools. If the request is supported, the school will notify the Office of the Registrar of the new grade and the student will be mailed a notification of the grade change, including a new cumulative GPA. For this reason it is important that students keep their addresses current. If the request is denied, students will be so notified by the school.

Approved by IUPUI Faculty Council December 5, 2002

Process

The student may appeal a grade following the process established by the IU school offering the course. A change of grade petition is found on the IUPUC [Change of Grade](#) web page. The form should be completed online, printed, and returned to the Office of Registrar Services.

The Change of Grade Petition requires course information (course title, semester taken) as well as provides the student the chance to make a personal statement explaining why she or he believes the grade should be changed. Please note that individual schools may impose a deadline beyond which they will not consider requests for changes of grade for a particular semester.

If the student's performance or withdrawal was medically related, the student should provide appropriate supporting documentation. Only persons with a need to know will see any confidential materials you may submit.

Decisions on grade changes are made within the schools. Please allow 3-4 weeks for the review process and somewhat longer in the summer and during semester breaks. You will be notified in writing with the decision. Please be sure your address is current.

Dismissal

Students may be dismissed from their division or program if they fail to meet academic or professional standards. The student will be informed of the dismissal in writing by the division head or the division head's campus representative.

Academic Dismissal Policy for Beginning Students

This policy applies to all beginning students who enroll in 12 or more credit hours their first semester at IUPUC. Beginning students, both new and transfer, who attempt 12 or more credit hours (including Ws) must obtain at least a 1.0 GPA at the end of their first semester or they will be dismissed. This includes students whose first semester is summer. Students who withdraw from all courses are exempt from this policy.

- Students who are dismissed for the first time must sit out for a minimum of one fall or one spring semester before being eligible to petition for reinstatement.
- Students dismissed two or more times must remain out of school for at least two consecutive (fall and spring or spring and fall) semesters before being eligible to petition for reinstatement.
- Students must petition by the established deadlines to be considered for reinstatement. Reinstatement is not automatic.

This policy was ratified by IUPUC Faculty Senate on February 8, 2011 and amended on March 16, 2012.

Academic Dismissal Policy for Continuing or Returning Students

Some factors considered when continuing or returning students are dismissed are failure to maintain a minimum GPA of 2.0 (IUPUC's GPA of good standing) or the division's GPA of good standing after being placed on probation, a lack of progress toward the degree requirements in the judgment of the faculty, or a lack of acceptable ethical or professional behavior. Students who have completed a minimum of 12 IUPUC/IUPUI grade point average (GPA) hours are subject to dismissal if they fail to attain an overall GPA of at least 2.0. Continuing and returning students should check with their academic division for specific information about the dismissal policy of that division.

Reinstatement

Students who are dismissed for the first time must sit out for a minimum of one semester and petition by the established deadlines to be reinstated. Reinstatement is not automatic. Students' chances of reinstatement will be enhanced by the student removing grades of incomplete, undertaking assessment of their academic problems, participating in career workshops, and providing evidence

of their ability to do successful academic work upon their reinstatement to IUPUC.

Students dismissed more than once must remain out of school for at least one full year and petition by the established deadlines to be reinstated. Readmission after a second dismissal is extremely rare. Students' chances of reinstatement will be enhanced by the length of time the student has been away from the university, successful academic course work completed at other accredited institutions, military service, participation in career workshops, and providing evidence of their ability to do successful academic work upon their reinstatement to IUPUC.

Individual divisions may refuse to readmit students on the basis of their academic records.

Students already enrolled in and even attending classes will be administratively dropped from those classes and their money returned if they are dismissed.

Grade Point Average

Required Grade Point Average

In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their program to graduate. Most divisions also require grades of C or higher in program courses. Students should familiarize themselves with the policies of their program.

Graduation

Associate, bachelor's, and master's degrees are conferred in December, May, and August each year. Commencement Day Ceremonies, held in Indianapolis and Columbus, occur in May each year. Present on the stage in Columbus are the Vice Chancellor and Dean of IUPUC and the Division Heads of IUPUC. The IUPUC, IU, and Purdue Alumni Associations induct their graduates into their respective associations and provide them with an introductory membership.

Information about preparing to graduate and information regarding the ceremony, including date and time, is available at [commencement at IUPUC](#).

Academic Level

Information about **credit hours** applies to several areas: the quantity and other factors that determine [Class Standing](#), how many credit hours are required for [Full-time vs. Part-time](#), and credit hour [Load Limits](#) for a term.

Academic Probation

Academic Probation Policy for Continuing Students

Students are placed on probation any time their cumulative GPA falls below their division or program GPA of good standing. Individual divisions and programs vary in their policies. Contact individual programs for further information on probation.

At IUPUC, a 2.0 cumulative GPA is the minimum necessary to be considered in good academic standing. Students below this GPA are not making progress toward degree completion and are subject to dismissal from the university.

Students whose cumulative GPA falls below a 2.0 will be placed on probation. Students will be informed by letter

of their probationary status. Students may be continued on probation when their semester GPA is above a 2.0 but their cumulative GPA is below a 2.0.

Students will be removed from their probationary status once their cumulative GPA is above 2.0.

Academic Probation/Dismissal Policy for Beginning Students

This policy applies to all beginning students who enroll in 12 or more credit hours their first semester at IUPUC. Beginning students (those admitted with less than 12 credit hours of transfer credit) who attempted 12 or more credit hours (including Ws) must have obtained at least a 1.0 GPA at the end of their first semester or they will be dismissed. This includes students whose first semester is summer. Students who withdraw from all courses are exempt from this policy. Beginning students that receive between a 1.0 and a 2.0 GPA the first summer will be placed on probation in accordance with the policy for continuing students discussed above.

- Students who are dismissed for the first time must sit out for a minimum of one fall or one spring semester before being eligible to petition for reinstatement.
- Students dismissed two or more times must remain out of school for at least two consecutive (fall and spring or spring and fall) semesters before being eligible to petition for reinstatement.
- Students must petition by the established deadlines to be considered for reinstatement. Reinstatement is not automatic.

This policy was ratified by IUPUC Faculty Senate on February 8, 2011

Reinstatement

On occasion, students are dismissed from IUPUC or another IU campus due to poor academic performance. After sitting out for some time, students can apply to be reinstated. Read below to find out more about submitting a reinstatement petition. Please note that this is the reinstatement petition to University College at IUPUC. **If you were dismissed from another division (e.g., Education, Business, etc.) you will need to contact that division to inquire about their reinstatement procedures. Do not use this petition.**

1. Reinstatement will be the decision of the UCOL Probation/Reinstatement Committee.
2. Students who are reinstated will be classified as probationary students until their cumulative GPA is 2.0. During the first semester after being reinstated, the student must achieve a semester GPA of at least 2.3. In each subsequent semester on probation, the student must achieve a semester GPA of 2.0. Failure to meet the semester GPA requirement will result in dismissal.

IUPUC University College policy is that students whose cumulative GPA is below 2.0 and they have been dismissed from any IU campus, must sit out for a minimum of one semester (fall or spring) and petition by the established deadlines to be reinstated. Students who have been dismissed two or more times, must sit out for a minimum of one full year before petitioning for reinstatement.

University College does not reinstate for the summer sessions.

Reinstatement Deadlines

Fall semester: June 1st

Spring semester: October 1st

No exceptions will be made for these deadlines.

Academic Dismissal Reinstatement Fee

IUPUC will assess a \$55.00 fee to students who have been dismissed for academic reasons and who wish to return to University study. The fee will be assessed at IUPUC at the time an appeal is submitted. Students may pay by money order or check payable to "IUPUC".

IUPUI Policy on Returned Checks: www.bursar.iupui.edu/returnedchecks.htm

Reinstatement Petition

Students can find the most recent University College reinstatement petition on the IUPUC public website at <https://www.iupuc.edu/academics/policies/reinstatement/>

Repeating Courses

If a student repeats a course, it will only be counted once toward graduation or electives in the program, though the grades will be calculated in the overall GPA. Exceptions are variable topics courses, internships, or some other courses that can be taken more than once for credit. Courses repeated under the grade replacement policy may be excluded from the overall GPA. See the individual division's section of this bulletin to determine any restrictions on use of grade replacement.

Grade Replacement Policy

The IUPUC Grade Replacement Policy (formerly known as the FX policy) was revised effective fall 1996. This policy allows approved undergraduate students seeking their first degree to repeat courses—a maximum of 15 credit hours subject to division approval—in order to improve poor grades, including grades of F. If a student earns the same or a higher grade after repeating the course, only the second grade will be counted in the cumulative GPA.

Replacement does not happen automatically, so students must notify the division advisor that the course has been taken a second time and that they wish to exercise this option. Certain restrictions apply, and the grade replacement policy may not be honored by some divisions when considering admission to the division or in computing graduation honors. For more information, students should contact their division.

The 15-credit-hour limit includes any course(s) previously replaced using the FX policy. A student may exercise the Grade Replacement Policy no more than two times for a single course, and once invoked, a student may not reverse the grade replacement granted in a particular course. The replaced grade will be excluded from the cumulative GPA, but the course and the replaced grade will remain on the student's academic record with a notation indicating that the grade exists but is excluded from the cumulative GPA. The use of the forgiveness policy does not preclude a student from using grade

replacement for course work taken subsequent to re-enrollment as defined by the forgiveness policy.

If the original course was taken on another IU campus, that campus must be willing to place the replacement flag on the course at IUPUC's request.

Not all IUPUC units accept the general policy as stated above. If a student changes programs, divisions, or campuses to a program that does not recognize the Grade Replacement Policy, the original grades will once again be averaged into the student's GPA.

Transfer Credits

IUPUC's Transfer Credit Policy

As part of your application review, the Office of Undergraduate Admission will review courses taken at other colleges and university and determine where transfer credits can be awarded. In order to have your transcripts formally reviewed, you must first apply for undergraduate degree-seeking admission, and submit official transcripts from each school you have attended after high school. If you have received college credit while still attending high school, you still need to submit a transcript from the college awarding the credits.

Most often, IUPUC will transfer credits into the university from another college or university if there is an equivalency course offered on our campus. When an equal course is not available, the course may either be transferred in as a undistributed elective, or a decision may be made that there is no transferable credit.

IUPUC and IUPUI is accredited by the North Central Association of Colleges and Schools (NCA-HLC), and in order to transfer credits from another institution, IUPUC requires that the student received at least a grade of "C" or better and that the school to be regionally accredited. When a school is not regionally accredited, we may transfer up to 15 hours of general education coursework only; however, this is not automatic, there are several other criteria those courses have to meet in order for them to transfer as undistributed credits.

Transfer, Test, and Special Credit

Courses accepted in transfer from other institutions are listed under the appropriate headings. No grades are awarded and the course numbers and titles reflect Indiana University equivalents. Transfer hours and quality points are not reflected in the cumulative grade average, nor do they appear in the "Hrs Earned" field. The total number of transfer hours on the record does appear in a separate transfer hour category in the grade point average summary. A course suitable for credit which does not parallel an Indiana University course at the campus of evaluation may be designated by a course subject followed by "UN" and a number indicating an equivalent Indiana University course (class) level. For example, HIST-UN 200 represents a 200 (sophomore) level History course. Applicability of accepted transfer credit toward a particular degree is determined by the Indiana University school or division offering the degree program. Credit awarded as a result of placement tests, credit by examination, or successful completion of a higher level course may be reflected as Special Credit with a transcript note or may appear as separately designated

"Test Credits." See the appropriate division for more detailed information.

Transfer Credit Limits

Generally, no more than 64 credit hours earned in accredited junior or community colleges can be applied toward a degree. See the appropriate division for more information regarding transfer credit limits.

Undergraduate Policies

- Academic Level
- Academic Probation
- Administrative Withdrawal
- Appeals
- Dismissal
- GPA
- Grade Replacement
- Graduation
- Reinstatement
- Repeating a Course
- Transfer

Adaptive Educational Services (AES)

IUPUC is committed to helping students with disabilities achieve their goals by augmenting their existing strengths and abilities. Adaptive Educational Services (AES) provides a range of services based on the documented needs of qualified students with disabilities that meet the requirements of the American Disabilities Act (ADA) and the Rehabilitation Act of 1973.

AES facilitates tests that require extended time, provides interpreters, coordinates financial support and service through Indiana Vocational Rehabilitation, assists in registration, provides note takers, works with faculty to make reasonable modifications of programs and courses for students with disabilities, upholds academic standards, and maintains legally appropriate confidentiality for students with disabilities.

Students are encouraged to contact the AES office several weeks before the start of each semester to ensure services are in place.

To apply for AES services, please [click here](#) for more information and next steps or contact the AES Coordinator at (812)375-7525.

Academic Resource Center

The Academic Resource Center (ARC) provides assistance for learning math, science, public speaking, and many other subjects. Knowledgeable tutors can provide assistance for several classes offered at IUPUC. The ARC is located in room 1620 at the back of the University Library so that students from IUPUC, Ivy Tech, and Purdue Polytechnic can easily find it.

Spring and fall semester hours are usually Monday and Wednesday 9 a.m. to 8 p.m., Tuesday and Thursday 9 a.m. to 6 p.m., Friday 9 a.m. to 5 p.m. Hours are different for the summer terms, spring break, and fall break. Call the ARC at (812) 314-8757 or go to our public web page <http://iupuc.edu/arc>.

Alumni Association

Upon graduation, IUPUC students not only become alumni of Indiana University or Purdue University, but also of IUPUC. The IUPUC Alumni Association is dedicated to connecting alumni, building lifelong relationships, and serving IUPUC.

IUPUC Alumni Association is a vital link between alumni, students, faculty, staff, and the community. The vision is to improve the lives of students and alumni through education, personal development, and camaraderie. The Association serves as a dynamic organization by facilitating communications and sponsoring a wide variety of programs to actively engage alumni in the success, growth, and development of IUPUC.

Annual Alumni Association-sponsored activities include the Ice Cream Social, Cultural Business Etiquette, Etiquette Luncheons, Hungry Mile, Harvest Bicycle Boogie, Student Career Preparation, and Grad Bash event. For more information on these programs and the Association, please contact the Office of Alumni Relations at (812) 375-7531 or alumni@iupuc.edu or visit the [Alumni Relations website](#).

Bursar (Student Account Services)

The Office of the Bursar collects payments for student fees, orders refund checks, and applies financial aid credits. The Office of the Bursar also accepts authorizations for sponsor billings from qualifying governmental and corporate agencies.

FEES

IUPUC tuition is set annually by the Trustees of Indiana University. Current fee information is available [online](#), and the rules that determine whether students are residents or nonresidents for fee-paying purposes are available [online](#) as well. Undergraduate programs and most graduate/professional programs charge by the credit hour.

In addition to tuition, there are some special course fees for equipment or supplies; all graduates and undergraduates are assessed a General Fee and Repair and Rehabilitation Fee. New students will be charged a New Student Enrollment Fee. The semester parking fee is optional, and books and supplies are additional. Various payment options are described in the Registration Guide. See bursar.iupuc.edu for more information, including current fees.

Students with anticipated aid listed on their Student Center record (accessible through One.IU.edu), under Finances, will only need to pay the tuition and fees in excess of the amount of anticipated aid listed. If the anticipated aid has not been credited by the second statement due date of the semester, it is the student's responsibility to resolve his or her issue with the financial aid office or personally pay the balance. Students are not removed from classes for failing to pay their bills.

If a bill remains unpaid and the student does not withdraw during the refund period, he or she is still responsible for the unpaid tuition and fees regardless of attendance or grade received. If the student withdraws, the bill will be adjusted only if the withdrawal occurs during a refund period. It is therefore critical that students monitor their

accounts via One.iu.edu to determine whether they received financial aid.

Calendar

- [Academic Calendar](#)
- [Events Calendar](#)

Career Services, Internships & Job Searching

Career services are available for all IUPUC students and alumni, assisting them in developing and implementing a sound career planning strategy. Students can receive help in choosing a major, obtain information on employment trends, and learn about career and internship opportunities in local areas, the state of Indiana, and across the nation.

Students have the opportunity to meet with a career counselor for an individual career counseling appointment. Students can choose to complete a career interest or personality assessment such as the Strong Interest Inventory, Do What You Are, or the Myers-Briggs Type Indicator. Workshops in choosing a major and job search strategies, including resume writing and interviewing techniques, are offered. A career and internship fair is held each spring and fall at the Learning Center. Information on dates of workshops and fairs is available on the career services [website](#).

Students and alumni can access Career Point, the online job and internship posting at www.iupuc.edu/careerpoint.

Students who are undecided about their major are encouraged to visit the Career Services office early in their first year of college to start the self-assessment process and begin to research majors and careers.

The Career Services office is located in the Learning Center building, Suite 1200. For more information visit the [website](#) or call 812-375-7527.

Counseling Services

Solutions Student Assistance Service

Sometimes, life presents us with circumstances that challenge our ability to cope. Along with work, family, and other responsibilities, students must also manage academic responsibilities. Students at Indiana University-Purdue University Columbus (IUPUC) can take advantage of up to five free sessions with a licensed counselor.

Solutions Student Assistance Service (SAS) provides free, local, professional, and confidential consultations for IUPUC students. Solutions SAS can help you clarify and develop a plan to address life's challenges. Their counselors can help you find the tools and support you need to navigate the tough times and set clear priorities, both now and for the future.

All IUPUC students are eligible for up to five (5) free counseling sessions per documented issue, which include, but are not limited to:

- Depression
- Addiction
- Stress
- Grief/Loss
- Anxiety

If more than five sessions are needed, students can utilize their individual medical and health insurance. Other financing options can be discussed and arranged with a [Solutions staff member](#).

To utilize these services, please contact [Solutions](#) directly at 812.377.5074 or 1.800.766.0068. If you have an after-hours emergency, you can call the above numbers and speak to a crisis agent.

Solutions is a service of [Centerstone Indiana](#).

Counseling and Psychological Services (CAPS)

If you drive to Indianapolis, the professionally trained counselors of IUPUI Counseling and Psychological Services provide services to IUPUC students, faculty, and staff who may be experiencing emotional, psychological, and/or cognitive difficulties that have an impact upon academic or work performance.

Counseling is free to students. Private and confidential appointments are available in individual, couples, or group formats. Evening appointments are available Monday through Thursday by appointment only.

Assessments are also available for learning disabilities and attention deficit disorder by licensed psychologists on a fee-per-service basis. For information, call (317) 274-2548; e-mail [@](#), or visit the Web site at life.iupui.edu/caps.

CrimsonCard (ID Card)

The official form of identification for members of the IUPUC campus community is the CrimsonCard. All full- and part-time students, faculty, and staff are required to have a CrimsonCard for convenience and security. With a current photo ID in hand, simply visit the the UITs office in LC 1511, 8AM-5PM Monday through Friday to have your photo taken. If you have the previous Campus Card (C-card), please bring it with you to exchange for your new CrimsonCard.

You can use your CrimsonCard to access university services and features including purchases made in the IUPUC Cafe or the Barnes and Noble Bookstore, printing, libraries, and secure entry to IU buildings. It is more convenient because you will be able to use one card for everything, on any IU campus. And, it is more secure, thanks to the built-in smart chip with encryption technology.

Call 812-375-7555 or email techwork@iupuc.edu with any questions about the CrimsonCard.

Dean of Students

The dean of students is charged with working with students, faculty, staff, and administrators to promote ethical behavior and civility. The dean of students is the chief judicial officer for issues related to the Code of Student Rights, Responsibilities, and Conduct. Every student should be familiar with the code and can obtain a copy at this [link](#). For more information, contact the Office of the [Dean of Students](#), or call (812) 375-7525.

Graduation

Associate, bachelor's, and master's degrees are conferred in December, May, and August each year. Commencement Day Ceremonies, held in Indianapolis

and Columbus, occur in May each year. Present on the stage in Columbus are the Vice Chancellor and Dean of IUPUC and the Division Heads of IUPUC. The IUPUC, IU, and Purdue Alumni Associations induct their graduates into their respective associations and provide them with an introductory membership.

Additional information regarding the ceremony, including date and time, is available at commencement celebration at IUPUC can be found on our [website](#).

Resources and Services

- Adaptive Educational Services (AES)
- Alumni Association
- Academic Resource Center (ARC)
- Bursar
- Calendar
- Counseling Services
- Career Services, Internships, & Job Search Assistance
- CrimsonCard (ID Card)
- Dean of Students
- Graduation
- Information Technology
- International Students
- Ombudsman
- Parking and Transportation
- Safety
- Veterans Affairs

Information Technology

University Information Technology Services (UITS) at Indiana University develops and maintains a modern information technology environment throughout the university in support of IU's vision for excellence in research, teaching, outreach, and lifelong learning. UITS provides tools and services to support the academic and administrative work of the university, including a high-speed campus network with wireless access, central web hosting, a rich selection of free and low-cost software for personal use, tools and support for instruction and research, and supercomputers for data analysis and visualization.

The Support Center

The UITS Support Center provides 24x7 IT support for all faculty, staff, and students of Indiana University. The Support Center provides assistance with desktop and mobile devices, email, accounts, network services, and software applications. Support is available via telephone, (812) 375-7555, email (techwork@iupuc.edu), live chat (<http://ithelpive.iu.edu>), and by walk-in. The walk-in service is located in the Columbus Learning Center building, room 1511, and is available Monday through Friday, 8 a.m. to 5 p.m., and extended evening hours based on the class schedule each semester. Office hours are posted on the LC 1511 door. Online self-support can be found via the UITS Knowledge Base (<http://kb.iu.edu>), or by visiting the UITS website, <http://uits.iu.edu>

Student Outreach

UITS Student Outreach promotes the latest technology available to students via information tables, special events, classroom presentations and visits with student

organizations. Contact UITS by email to schedule an event at techwork@iupuc.edu

Student Technology Centers and Consulting

Student Technology Centers (STCs) are located on campus in the Columbus Center (CC 111 when classes are not scheduled there, and CC 299 at the top of the main entrance stairs) and the Columbus Learning Center (LC 1600).

Individual study areas and collaborative spaces for group work are available in addition to Wi-Fi and power for those who prefer to bring their own devices. All STCs are equipped with either Windows or Macintosh workstations and many offer thin-client access to IUanyWare applications as well as easy access to printing.

IT Training

Each semester, UITS IT Training offers hands-on workshops in a classroom and online on topics such as Microsoft Office and Adobe applications, word processing, email, graphic design, desktop publishing, databases, spreadsheets, web development, programming, statistics, and more. These noncredit workshops are free for students and provide beginning and in-depth instruction on subjects of special interest and importance to students in their academic work. Earn a certificate by taking a series of related workshops that will help grow skills in depth. IT Training's free workshop materials and exercise files can be downloaded from <http://ittraining.iu.edu/downloads>. Read descriptions and register online at ittraining.iu.edu or download a printable schedule at <http://ittraining.iu.edu/schedules>. Contact IT Training at (317) 274-7383 or by e-mail at ittraining@iu.edu.

Student Network ID and ADS Domain Account

The Network ID gives students access to the computer systems maintained by UITS at IUPUC. With a Network ID, students can create various computer accounts, change the passwords for their accounts, choose their preferred email address (the address that corresponds to the account where they want to receive their messages), and more. With a Network ID, students can log into Student Technology Center computers, as well as use Canvas, IU's online course environment (canvas.iu.edu).

Students who do not have a Network ID should see the IU Accounts Management Service page at itaccounts.iu.edu. On the first screen, select "Create my first IU account." From there, the student will be asked to review and agree with the guidelines for appropriate use of IU accounts. Students will then identify themselves by entering last name, birth date, and the last four digits of their IU student ID number. Call the UITS Support Center at (812) 375-7555 when experiencing difficulties setting up a Network ID.

IUware and License Agreement Software

IU maintains a number of university-wide software license agreements with a variety of vendors in order to provide a wide range of multi-discipline software titles. Examples include the Microsoft Office suite (Word, Excel, PowerPoint, etc.) and Adobe Creative Suite (Acrobat, Photoshop, After Effects, etc.). A large variety of other tools are also available to students at no charge via

download. For a complete listing of the products available and how to get them, visit IUware at <http://iuware.iu.edu>

International Students

The Office of International Affairs Web site (<http://international.iupui.edu/>) provides information on admissions for international undergraduates and graduates, links to the online applications, downloadable and printable application and financial support agreement forms, and links to Web sites of other offices. All policies, procedures, and guidelines for international admissions that are enforced at IUPUI are also applicable for IUPUC students.

To apply for admissions at IUPUC an online application must be submitted. Undergraduate applicants apply to www.iupuc.edu/applynow and graduate applicants apply to www.iupuc.edu/gradapply. Once the application has been submitted, applicants must provide all official and original educational documentation to the university, to include all transcripts, diploma's, and mark-sheets. If they are not in English, a professionally translated version must be submitted along with the non-English document.

For additional information on applying to IUPUC as an international student, please visit the following links.

English Proficiency (Undergraduate): <http://international.iupui.edu/admissions/how-apply/freshman/english.html>

English Proficiency (Graduate): <http://international.iupui.edu/admissions/how-apply/graduate/english.html>

Application Process (Undergraduate): <http://international.iupui.edu/admissions/how-apply/freshman/index.html>

Application Process (Graduate): <http://international.iupui.edu/admissions/how-apply/graduate/index.html>

Deadlines: <http://www.iupuc.edu/admissions/how-to-apply/international-student/deadlines/>

University Ombudsman

At Indiana University-Purdue University Columbus (IUPUC), the University Ombudsman is a neutral, impartial IUPUC staff member charged with helping to solve problems and resolve disputes. The most important function of the university ombudsman is to provide confidential and informal assistance to student, faculty, and staff who are members of the IUPUC campus community.

The ombudsperson role has a long and honorable tradition as a means of protecting against abuse, bias and other improper treatment or unfairness. Serving as a neutral third party, the ombudsperson is neither an advocate for any individual nor the organization, but rather, an advocate for fairness who acts as a source of information and referral, and aids in answering individual's questions, and assists in the resolution of concerns and critical situations. In considering any given instance or concern, the rights of all parties that might be involved are taken into account.

This office supplements, but does not replace, the university's existing resources for conflict resolution.

If you are in need of these services, please contact the University Ombudsman, Sandra Miles, at smiles3@iupuc.edu.

Parking & Transportation

General Information

Parking is available to students, staff, and faculty by permit. Faculty and staff may purchase year-round "EM" permits based on the fiscal year July 1 through June 30. Students are eligible to purchase an "ST" permit. Students may purchase their semester parking permits when registering for classes. All permit purchases are initiated through a centralized, online portal. The permits are delivered via USPS regular mail.

Parking regulations are enforced 24 hours a day, 7 days a week. Parking without a permit or in an invalid space will result in a citation. Repeat offenders risk the possibility of having their cars towed or being checklisted from registering for classes or purchasing a new parking permit.

People with a physical disability should contact the bursar's office to request a special parking permit. The staff can authorize special permits for short-term disabilities, but students must get state certification before receiving a special long-term parking permit. Disabled permits allow you to park in any parking area.

Parking Fees and Fines

For current information, please visit the Office of the Bursar online for fees and fines.

Parking Policy

- All vehicles parked in a permit lot must properly display a parking permit attached to the rear view mirror so that the letter designation is clearly visible from the front of the vehicle.
- Parking of motor vehicles on campus is confined to areas designated for that purpose. Parking is prohibited on lawns, in construction/maintenance areas, or any other area that would mar the landscape of campus, create a hazard or interfere with use of University facilities by others.
- Students, Faculty, and Staff may not park in Visitor Parking. Visitor parking is limited to IUPUC visitors only. If someone will be visiting for more than one hour, they must go to the IUPUC Business Office and obtain a temporary permit.
- Any vehicle in violation of parking regulations or any which are apparently abandoned (**left more than 48 hours**) may be towed and stored at the owner's expense.
- During the winter months, and when there is snow on the ground, please make every attempt to remove your vehicle from campus property after hours. Vehicles left on campus may become "Plowed In" during snow removal. Please note that this is not intentionally done, but is an unavoidable component of the snow removal process.
- Accumulation of 2 or more unpaid parking citations can result in a car being booted. All fines will be paid to the Bursar's Office as well as a \$50 boot removal fee prior to the vehicle being released.

- In addition to IUPUC regulations, Students, Faculty, Staff and visitors are subject to the parking rules and regulations set forth by IUPUI where applicable on the IUPUC Campus.

Safety

Emergency Procedures

In an emergency, from any on-campus phone, dial 9-911.

Building Security

IUPUC has no student housing. Building hours are determined by the Vice Chancellor's Office. When a building is closed, only faculty, staff, and students with specific needs are allowed inside. Environmental and lighting concerns are monitored continually by the Maintenance Department, and they respond to all requests for service dealing with safety or security hazards that are structural or mechanical in nature. All members of the university community are encouraged to report any safety hazards to the Maintenance Department at (812) 348-7237.

Office of Public Safety

The Office of Public Safety is dedicated to upholding the highest in professional standards while ensuring the safety and security of IUPUC students, faculty, staff, and visitors.

- We are committed to the enforcement of local, state, and federal laws to protect life and property, while also respecting constitutional rights and individual dignity. In addition, we are committed to employing creativity, patience, and persistence in establishing and maintaining positive relationships.
- We perform our responsibilities with an unwavering commitment to integrity and are accountable to those we serve for our decisions and actions.
- We strive to practice empathy, compassion, and sensitivity at all times, recognizing that every individual is valuable and should have the maximum opportunity to reach his or her potential.
- To Contact Public Safety call 812-348-7388 or 812-348 SAFE (7233)

Veterans Services

Students wishing to use Veterans Affairs (VA) education benefits should notify the School Certifying Official in the Office of Registrar Services, Room 156M, (812) 348-7319. For official VA information about all the different chapters of the GI Bill®, visit the Veterans Affairs site [online](#). A guide for veterans applying for admission to IUPUC may also be helped on the [IUPUC Veterans](#) page.

Scholarships for IUPUC

Scholarships

Unlike student loans, scholarships are a form of financial assistance that you are not required to repay. IUPUC offers three types of scholarships: admissions-based, competitive, and donor-funded.

Types of Scholarships

- [Admission Based](#)
- [Donor Funded](#)
- [Competitive IUPUC Scholarships](#)

Faculty

Faculty

Administrative Officers

- **Reinhold Hill**, Vice Chancellor and Dean
- **Gary Felsten**, Associate Dean, Academic Affairs
- **Carol Branson**, Director, Communications and Marketing
- **Paul Burris**, Director, Facility Services
- **Jennifer Chandler**, Director, Registrar Services & Scholarships
- **Naomi Cohenour**, Executive Director, Administration and Finance
- **Jane Donald**, Director, Personnel Administration
- **Bill Fields**, Executive Director, University Information Technology Services
- **Joseph Heltzel**, Director, Enrollment Management
- **Bryant Lucas**, Lieutenant, Office of Public Safety
- **Sandra Miles**, Director, Student Affairs, Dean of Students
- **Matt Souza**, Special Assistant to the Vice Chancellor and Dean for Strategy
- **Beth VanGordon**, Regional CIO
- **Brenda Vogel**, Director, Development and External Affairs
- **Crystal Walcott**, Director, CTL and Outcomes & Assessment
- **Debra Winikates**, Director, UCOL

Division Heads and Program Directors

- **Lauren Burch**, Director, MBA Program
- **Darrin Carr**, Director, MA in Mental Health Counseling Program
- **Anna Carmon**, Director, Communication Studies Degree Program
- **Jennifer Conner-Zachocki**, Division Head, Division of Education
- **Emily Dill**, Executive Director, University Library of Columbus
- **Barbara Hass-Jacobus**, Director, Biology Degree Program
- **Tom Lawrence**, Director, Mechanical Engineering Degree Program
- **Kimdy Le**, Director, Psychology Degree Program
- **Shannon Love**, Director of the Simulation Center in the IU School of Nursing at IUPUC
- **Joan Poulsen**, Division Head, Division of Science
- **Beth Sharer**, Division Head, Division of Nursing
- **George Towers**, Division Head, Division of Liberal Arts
- **Frank Wadsworth**, Division Head, Division of Business
- **Lana Watson**, Director of Traditional and Accelerated B.S.N. Track & Assessment & Evaluation in the IU School of Nursing at IUPUC
- **Laura Watson**, Director of R.N. to B.S.N. Nursing Track
- **Vickie Welsh-Huston**, Director, General Studies Degree Program and IUPUC Honors Program
- **Katherine Wills**, Director, English Degree Program
- **Aimee Zoeller**, Director, Sociology Degree Program

Courses

Courses

- Business
 - Accounting
 - Economics
 - Finance
 - General Business
 - Health
 - Management
 - Marketing
- Business Graduate (MBA)
- Education
 - English as a Second Language
 - Exceptional Needs
 - Foundations of Education
 - General Education
 - Graduate
 - Methods
 - Student Teaching
- Engineering - Technology
 - Electrical Technology
 - Mechanical Engineering
- Liberal Arts
 - Anthropology
 - Art
 - American Sign Language
 - Communication
 - Division of Liberal Arts
 - English
 - Folklore
 - Geography
 - General Studies
 - History
 - Music
 - Philosophy
 - Political Science
 - Religion
 - Sociology
 - Spanish
 - Women Studies
- Mental Health Counseling
- Nursing
 - BSN
 - Pre-Nursing
 - RN to BSN
 - RN to BSN Practice-Focused
- Health, Physical Education, and Tourish Management
 - Foods & Nutrition
 - Health, Physical Education, and Recreation
 - Tourism, Convention, and Event Management
- Science
 - Astronomy
 - biology
 - Chemistry
 - Communication Studies
- General Science
- Geology
- Math
- Physics
- Psychology
- Statistics
- Social Work & Labor Studies
- School of Public & Environmental Affairs
 - Criminal Justics
 - Public Affairs
- Purdue - State Wide Technology
- University College