

# IU School of Continuing Studies

## Welcome to the School of Continuing Studies!

### A Statement from the IUPUI Director Renee Betts

The School of Continuing Studies is dedicated to providing quality educational opportunities for adult learners in central Indiana. The program brings the resources of Indiana University and the innovative spirit of IUPUI to people who cannot get their educational and professional needs met by a traditional degree program. Whether on campus, off campus, or at a distance, the IUPUI Continuing Studies staff is dedicated to providing excellent student services with an emphasis on the needs of busy adult learners.

We look forward to helping you build a vision for your future.

## Overview

### Mission

The school plans and provides both credit and noncredit programs/courses that are offered in various learning formats at convenient times and locations. These programs/courses include:

- Bachelor of General Studies
- Master of Science in Adult Education
- Noncredit certificate programs
- Credit and noncredit programs
- Courses for professional development and personal growth
- Conferences, workshops, and seminars on a wide range of subjects
- Evening and outreach programs
- Weekend courses
- Web courses
- Workforce development and training

The School of Continuing Studies also provides specialized courses for on-site delivery at businesses, industries, and other off-campus locations via telecommunication and other electronic technologies.

### History

Created in 1975, the School of Continuing Studies reflects the commitment of Indiana University and the state government to meeting the educational needs of adult citizens. The school consists of the following units:

- Academic Programs
- Financial Administration
- Marketing and Communication
- Learner Services
- Campus Divisions

### Contact Information

IUPUI Division of Continuing Studies  
 Indiana University School of Continuing Studies 518  
 Indiana Ave Indianapolis, IN 46202  
 (317) 278-7600  
 Website: [www.cln.iupui.edu](http://www.cln.iupui.edu)

## General Studies Degree Program

The School of Continuing Studies administers the General Studies Degree Program, which extends to students the opportunity to pursue a college education regardless of work schedules, domestic responsibilities, or location. Students may fulfill degree requirements by taking on-campus courses, web, or a combination of both.

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. A general studies education is not limited in scope; it establishes the foundation for a lifetime of learning and serves as the framework for a productive professional and personal life.

The B.G.S. provides basic preparation for many careers and graduate programs. B.G.S. graduates are employed in various professional fields, including education, law, government and social service, real estate, and private industry. Many B.G.S. recipients have gone on to graduate programs in fields such as anthropology, business, divinity studies, education, fine arts, international affairs, law, library science, management, medicine, nursing, public health, and social work. B.G.S. graduates have earned masters degrees and doctorates at Indiana University and other universities.

In addition to enrolling in regular session courses at any Indiana University campus, students may fulfill general studies degree requirements in various ways, including credit by examination, credit for educational programs in noncollegiate organizations, military service credit, and credit for courses completed at other regionally accredited institutions.

## Transfer Students

### Transfers from and within Indiana University Campuses

Students with previously earned credit from any academic program on any Indiana University campus may apply to pursue a general studies degree. Credits are evaluated on a course-by-course basis. (To find out how to apply previously earned Indiana University credit to a general studies degree, see Credits from Indiana University.)

Students with academic deficiencies (cumulative GPA below 2.0) may be admitted on probation. Students who have been dismissed from another academic unit of Indiana University and whose cumulative GPA is below 2.0 will not be considered for admission for at least one academic year from the date of dismissal.

### Transfers from Other Colleges/Universities

The School of Continuing Studies welcomes students who want to transfer from other regionally accredited colleges/universities. Applications for transfer admission are evaluated on the basis of applicants cumulative GPA and the number of credits earned in all subjects. Transfer credit is awarded only for courses in which students earn a minimum grade of C in curricula similar to those offered by Indiana University.

Acceptance of credit from other institutions is determined by the Indiana University Office of Admissions, and the applicability of credit toward degree requirements is

determined by the School of Continuing Studies. Only credits earned at Indiana University are calculated in a student's cumulative GPA.

Students who have been dismissed from other postsecondary institutions will not be considered for admission to the General Studies Degree Program for one academic year from the date of dismissal (students are not reinstated for summer sessions).

### Recognition of Previously Earned Credit

Many students have previously earned academic credit from Indiana University or other institutions. These students may be eligible for credit by examination. Previously earned credits are applied to the requirements of the B.G.S. according to the following guidelines:

#### Credits from Indiana University

A maximum of 100 credit hours previously earned at Indiana University may be applied to the B.G.S. Courses in which grades of D+, D, or D were earned may be used as elective credit only; they will not be used to satisfy course distribution requirements.

#### Credits from Other Institutions

A maximum of 90 hours of transfer credit from other regionally accredited colleges/universities may be applied to the B.G.S. NOTE: A maximum of 64 transfer credits from two-year, community colleges may be applied to the B.G.S.

#### Credit by Examination from Other Institutions

Students wanting to transfer credit by examination earned from other institutions must have satisfactorily completed sequential courses in that subject area before transferring.

## Application Procedures

Students interested in pursuing a general studies degree should apply for admission to the School of Continuing Studies as follows:

- All applicants must submit an [application](#).
- Citizens of other countries, including those in the United States on immigrant visas, must submit TOEFL scores and a 300- to 500-word handwritten essay. The essay is to be written on a topic of the student's choice and may include autobiographical information. Students who intend to pursue a general studies degree at IUPUI must submit the [international application for admission](#).
- Applicants who have not previously attended a college/university as a degree student must submit official copies of their high school transcripts or evidence of having earned a GED high school equivalency diploma.
- Applicants who have previously attended a college/university must request that the college(s) or university(ies) attend forward official transcripts to IUPUI General Studies Degree Program Office, 518 Indiana Ave, Indianapolis IN, 46202.
- Applicants who are veterans should submit a copy of the DD214 form.
- Applicants presently on active duty should request an official copy of their AARTS, SMARTS, or Community College of the Air Force transcripts from their education officer.

- Applicants who have completed educational programs/courses in noncollegiate organizations must request that official records of program/course completion be sent directly from the awarding organization.
- Applicants who have taken the College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Support (DANTES) exams, or the ACT-PEP Regents (Excelsior) College exams should request that official transcripts of their exam scores be sent directly from the testing agency.
- Applicants who have been placed on academic probation, dismissed, or denied readmission to a previously attended school must provide a letter explaining the circumstances and the reasons they believe they will now be successful.
- Applicants should submit application materials to: General Studies Degree Program Office, 518 Indiana Ave, Indianapolis, IN 46202.
- For questions, please call (317)278-7600.

### Admission Deadlines

- New Student -- has never attended Indiana University, any campus: Fall - July 1st; Spring - November 15th; Summer - March 30th
- Returning Student -- has not been enrolled for more than two years and has a minimum 2.0 cumulative grade point average at Indiana University: Fall - August 1st; Spring - December 15th; Summer - April 30th
- Current Student: -- is currently enrolled and has a minimum 2.0 cumulative grade point average: Fall - September 5th; Spring - January 25th; Summer - May 20th

The official date of a student's admission is the date the student is accepted into the General Studies Degree Program. This date does not necessarily coincide with the date the application was processed by the Office of Admissions. Current course work of students whose admission has been approved on or before the campus pass/fail deadline will be considered course work taken after admission to the General Studies Degree Program.

### Application Fees

Applicants who have not previously attended Indiana University must pay a nonrefundable application fee at the time they submit their application. As of January 2012, the application fee is \$50.00. Application fees are subject to change without notice.

## Courses

**SCS-G 399 Special Topics: General Studies Internship (3-6 cr.)**

**SCS-I 499 Independent Study Enrollment (1-3 cr.)**

### Graduate Courses

**ACE-D 500 Introduction to Adult Education Theory (3 cr.)** A study of the writings of major adult education theorists, including Lindeman, Knowles, and Freire. Adult education theories of practice in historical perspective.

Students develop and defend their personal theories of practice.

**ACE-D 505 Adult Learning through the Lifespan (3 cr.)**

Review of selected adult education literature describing the adult lifespan as it relates to participation in learning projects and adult education programming. Identify how social and cultural forces influence the engagement of adults in the learning process.

**ACE-D 506 Adult Education Planning and Development (3 cr.)**

Investigate the theory and research of program planning and development for adults, including processes used to develop educational programs in various settings. Topics include needs assessment, program design and development, implementation, and evaluation.

**ACE-D 512 Seminar in Forms and Forces of Adult Education (3 cr.)**

The history and current status of adult education in the United States; the nature, scope, purpose, and historical development of adult education institutions and program areas.

**ACE-D 521 Participation Training (2 cr.)**

Team building in groups; collaborative program planning and implementation; application of the design to appropriate settings; training in roles of group leader, observer, and recorder; recognition and treatment of dysfunctional behaviors in group settings. Emphasis on functional aspects of group cohesion, consensus decision making, shared leadership, and evaluation. This course is available only in residence.

**ACE-D 523 Small Group Theory in Adult Education (3 cr.)**

P: D505 or D500. Theory undergirding small group practices in adult education; emphasis on conditions of collaborative effectiveness in decision-making groups and learning groups; consideration of major models of group formation and development; and implications of theory for social practice. This course has a residential component.

**ACE-D 525 Introduction to Distance Education Systems (3 cr.)**

P: D506 recommended. This course offers a systems-based overview of distance education, including instructional program and technology planning, implementation, and assessment; operations management; program evaluation; learner support; and other critical issues.

**ACE-D 550 Practicum in Adult Education (1-3 cr.)**

P: D505 or D506, and consent of instructor. Supervised practice in instructional planning, teaching, and program development in adult educational settings in schools and agencies.

**ACE-D 590 Independent Study in Adult Education (1-3 cr.)**

P: D500, D505 and consent of instructor. Individual research or study with an Adult Education faculty member, arranged in advance of registration. A one- or two-page written proposal should be submitted to the instructor during the first week of the term specifying the scope of the project, project activities, meeting times, completion date, and student product(s). Ordinarily, D590 should not be used for the study of material taught in regularly scheduled courses.

**ACE-D 600 The Teaching-Learning Transaction in Adult Education (3 cr.)**

P: D505, D512, or consent of instructor. Critical inquiry into the design of adult learning

activities. Includes a review of current theory and research in the teaching-learning transaction and the designing and evaluating of instruction for adults.

**ACE-D 613 The Organizational Context of Adult Education (3 cr.)**

P: D500, D506, D512, or D620. The study of contemporary organizational development and performance improvement theory and practice in the context of professional practice in adult education, including the investigation and critical analysis of the theories and research methods undergirding these topics.

**ACE-D 615 Adult and Continuing Education in Collegiate Settings (3 cr.)**

P: D506. This course focuses on the development and management of adult and continuing education (ACE) programs in collegiate settings: adult-oriented degree programs, distance education, student services, noncredit courses, business and industry training, continuing professional education, economic development, community service, etc.

**ACE-D 620 Adult Education Research (3 cr.)**

P: D505 or D500. Survey course designed to develop an understanding of the philosophies that inform current research paradigms, the methods associated with those paradigms, and the relationship between theory and practice in adult education.

**ACE-D 625 Topical Seminar (variable title) (1-3 cr.)**

Systematic study of current issues and problems related to the theory and practice of program development and research in adult education.

**ACE-D 640 Adult Education Capstone Seminar (3 cr.)**

This course focuses on the integration and synthesis of the student's course work in the program through the development of a portfolio documenting the quality of their work in courses; their progress in understanding and applying adult and continuing education principles, theory, and best practices; and their growth and development in the professional practice of adult and continuing education. This course is to be taken in the student's final semester before graduation.

**ACE-D 650 Internship in Adult Education (1-6 cr.)**

P: D500, D506, D613, D625, or consent of instructor. Relates theory to practice through supervised field work experiences and faculty appraisal and guidance. Students plan, conduct, and evaluate adult education programs in various institutional and community settings.

**ACE-D 660 Readings in Adult Education (1-6 cr.)**

P: Consent of student's faculty advisor. Guided individual study designed to meet the professional individual needs of advanced graduate students.

## Undergraduate Courses

**SCS-G 399 Special Topics: General Studies Internship (3-6 cr.)**

**SCS-I 499 Independent Study Enrollment (1-3 cr.)**

## Undergraduate Program

### Academic Guidance

A counselor provides guidance for each General Studies Degree Program candidate. Note: Although students are encouraged to seek the advice of a General Studies

Degree Program counselor, students are responsible for planning their own programs and meeting the degree requirements for graduation.

### General Requirements for the Bachelor of General Studies (B.G.S.)

(Students must check with their home campus regarding how courses apply to their degree.)

- Students must successfully complete a minimum of 120 credit hours to graduate.
- Students must successfully complete at least 69 of the 120 required credit hours in the arts and sciences. No more than 21 of these 69 credit hours—may be taken in a single arts and sciences department or subject area. In addition, no more than 30 of the 51 credit hours allowed outside the arts and sciences may be taken in any one professional school or technical program.
- Students must successfully complete at least 30 of the 120 required credit hours at Indiana University. Earning credit through an academic department examination at Indiana University is equivalent to having completed that course at Indiana University. Credits earned by Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 30 credit hour requirement.
- Students must complete at least 20 credit hours after admission to the General Studies Degree Program. This should be Indiana University course work. Credits earned by self-acquired competency, Defense Activity for Non-Traditional Education Support (DANTES), and College-Level Examination Programs (CLEP) may not be applied to this 20 credit hour requirement.
- Students must successfully complete at least 30 of the 120 required credit hours at the 300 and 400 upper-division level.
- Students must earn a minimum cumulative GPA of 2.0 on all courses considered for the B.G.S. and on all courses completed after admission to the School of Continuing Studies. C is the minimum grade accepted for any course completed to satisfy course distribution requirements.
- Students must also fulfill the fundamental skills and course distribution requirements (see Fundamental Skills Competency Requirements below and Course Distribution Requirements).

### Fundamental Skills Competency Requirements

For the B.G.S., students must satisfy fundamental skills competency requirements that demonstrate college-level competency in six areas: written communication, intermediate writing course, oral communication, quantitative reasoning, computer literacy, and diversity.

Students may demonstrate competency by completing an appropriate college-level non-remedial course or its transfer equivalent in English composition/writing, speech/communication, quantitative reasoning, computer science, and diversity; by earning a grade of C or higher in a 3 credit hour course.

A course that fulfills one of the six competency requirements at any Indiana University campus fulfills

that requirement for the IUPUI General Studies Degree Program. Acceptable grades for courses meeting competency requirements must be consistent with the campuses requirements.

## Degree Programs

### Course Distribution Requirements for the Bachelors of General Studies (B.G.S.)

Twelve (12) credit hours are required in each of three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. Students must also complete an 18 credit hour concentration in one of these three learning areas. The 12 credit hours required in each learning area, as well as the 18 credit hour concentration, must include courses from at least two academic departments.

An additional 66 hours of elective credit including a minimum of 15 additional credit hours in the arts and sciences and no more than 30 credit hours in any one professional school or technical program must also be completed to fulfill B.G.S. requirements.

Arts and Humanities	12 credit hours
Science and Mathematics	12 credit hours
Social and Behavioral Sciences	12 credit hours
Concentration	18 credit hours
Arts and Sciences Electives	15 credit hours
General Electives	51 credit hours
Total Credit Hours Required for the B.G.S.	120 credit hours

### Completing Course Distribution Requirements

Each general studies degree requires completion of course work in three learning areas: arts and humanities, science and mathematics, and social and behavioral sciences. These requirements provide students with a broad exposure to the humanities and sciences. To fulfill the requirements, students may choose from a wide variety of subject fields within each learning area. These subject fields are described below. Note: The subject fields grouped under the three learning areas may vary among Indiana University campuses. Students should consult their General Studies Degree Program counselors for their campuses specific requirements.

### Arts and Humanities

The distribution courses in this learning area provide knowledge and interpretive frameworks through which students may reflect on the complexity of human history, assess the difficulties of determining moral values, appreciate the range and value of human emotion and thought, and be sensitive to the varieties of aesthetic expression. The following departments offer courses that fulfill the arts and humanities distribution requirement:

- Afro-American Studies
- American Studies
- Classical Studies
- Comparative Literature
- English
- Fine Arts

- Folklore
- Foreign Language Courses
- History
- History and Philosophy of Science
- Musicology and Music History
- Philosophy
- Religious Studies
- Speech
- Theatre and Drama

### Science and Mathematics

The distribution courses in this learning area provide an appreciation of the physical and biological environment, introduce students to the discipline of systematic inquiry, provide insight into experimental methods and results, and illustrate the role and methods of the mathematical sciences. The following departments offer courses that fulfill the science and mathematics distribution requirement:

- Anatomy and Physiology
- Astronomy
- Biology
- Chemistry
- Computer Science
- Geology
- Mathematics
- Microbiology
- Physics
- Plant Sciences
- Zoology

### Social and Behavioral Sciences

The distribution courses in this learning area provide students with the means to analyze and understand the social institutions in which they live, as well as the behavior of individuals in relation to one another and the world. The following departments offer courses that fulfill the social and behavioral science distribution requirement:

- Anthropology
- Economics
- Geography
- Linguistics
- Political Science
- Psychology
- Sociology

### Completing B.G.S. Concentration Requirements

B.G.S. students must complete a concentration area by adhering to the following guidelines:

- 
- Students must complete an additional 18 credit hours in one of three learning areas: arts and humanities, science and mathematics, or social and behavioral sciences.
- Students must complete courses from at least two departments in the learning area they select for their concentration area.
- Students must earn a minimum grade of C in courses used to fulfill the concentration requirement.

Passing grades below C may be used only as elective credit.

### Completing Elective Requirements

B.G.S. students may select any of the nonremedial, nondevelopmental courses offered by Indiana University to fulfill elective requirements. These electives enable students to explore diverse academic areas of interest and to tailor their general studies degree to their individual needs. Students are encouraged to consult with their General Studies Degree Program counselors and to choose courses in subjects related to their academic, professional, and personal interests.

### Awards & Scholarships

The School of Continuing Studies offers several scholarships for general studies degree students. Available to both full and part-time students, the scholarships are based on financial need and academic merit, and usually range from \$500 to \$750 per academic year.

The scholarships may also be eligible for the matching program at the Office of Student Financial Assistance (OSFA), doubling their actual value. Scholarship applications may be obtained from any general studies office until March 15, the application deadline. Check our [website](#) for additional information.

[IUPUI Community Learning Network/General Studies Degree Program](#) 518 Indiana Avenue Indianapolis, IN 46202 Phone: (317) 278-7600 Fax: (317) 274-5041

### Student Learning Outcomes

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

Students who complete the general studies undergraduate program will achieve the following objectives:

#### General Studies 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. **Computer:** 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.

#### General Studies 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.

### General Studies Academic and Career Development

1. **Academic Planning:** Students assess their own knowledge, skills and abilities and develop plans of study for degree completion.
2. **Career Planning:** Students identify classes, minors and/or certificates that will enable them to achieve career goals upon graduation.
3. **Distance Education:** Students develop computing and communication technology skills in the growing open and distance learning environment.

## Minors and Certificates

### Completing Optional Minors

Student completing their degree on an IU campus may earn a minor in conjunction with the Bachelor of General Studies (B.G.S.). Students must discuss this possibility and obtain written approval from the school or department awarding the minor. Students pursuing their degree via distance education do not have the option of earning a minor in conjunction with the B.G.S.

### Completing Optional Certificates

While meeting degree requirements, general studies students may simultaneously fulfill requirements for certain certificates. For example, the certificate in hospital accounting may be completed by at-a-distance (non-campus-based) General Studies Degree Program candidates, as well as by students enrolled on any Indiana University campus.

Most Indiana University campuses offer additional certificate programs that may be completed by local on-campus students. For more information on earning certificates, students should consult their General Studies Degree Program counselors.

## Admission

### Application Deadlines

Applications are accepted and reviewed twice each year. Applications must be complete in order to be reviewed. Incomplete applications and those received after these deadlines will be held until the following admission cycle. The deadlines for application are: Fall semester - July 1; Spring semester - November 1.

### How to Apply

Please submit the following items:

1. the [IUPUI online graduate application](#)
2. \$50 non-refundable application fee
3. a statement of professional development and goals
4. two (2) letters of recommendation

5. official transcripts
6. official GRE scores (only required if you do not meet minimum GPA requirements)

### Application Details

The online application is used by all graduate and professional programs on the IUPUI campus. Please make sure to select "Masters Degree," "Adult Education," and "Adult Education, M.S." to ensure your application is routed correctly.

If you are a current or former IU student (any campus), please log in to the application using your IU user name and passphrase.

To submit the online application, you must pay the \$50 application fee online with a credit card. IUPUI accepts MasterCard, Discover, Visa, and American Express for application fees.

Please note that the department cannot access your application until you pay the fee and submit the forms.

### Admission Notification

The admissions committee will review your completed application in the week following the application deadline. At that point, we may contact you to schedule a telephone interview. We'll then notify you of your admission status by email and postal mail within the following two weeks.

## Graduate Record Exam

If you meet the minimum GPA requirements for regular admission we do not require GRE scores. You have met the minimum GPA requirements if any of these statements apply:

1. You have a minimum cumulative *undergraduate* GPA of 3.2.
2. You stepped out of school for three years or more and you have a minimum GPA of 3.2 in the courses you completed after returning to school and a cumulative GPA of at least 2.8.
3. You have a minimum cumulative *graduate* GPA of 3.5 based on at least 12 graduate credit hours.

If you do not meet one of the grade point average requirements, you do need to provide GRE scores. Scores should be recent and based on exams completed within five years prior to the application. Only the general GRE exam is needed.

Minimum GRE scores for applicants with a low grade point average are 500 Verbal and 4.0 Written Analytical. There is no minimum criterion for the quantitative section.

If you do need to take the GRE, please make sure to do so before Memorial Day for fall applications and before Labor Day for spring applications as it takes approximately three weeks from the date you take the test for scores to reach the adult education department. Visit the [GRE web site](#) to find a testing center in your area.

If you have not taken the GRE but have taken a comparable test such as the LSAT, GMAT, or MAT, please contact the department to determine if these scores will be accepted in place of the GRE.

## Letters of Recommendation

We require two letters of recommendation as part of your application to the Master of Science in Adult Education program. The letters must come from people who can speak directly to your academic skills, your work with adult learners, or your work in related areas.

Preferred recommenders include professors or work supervisors, although co-workers or individuals with whom you work in volunteer or community organizations are also acceptable. Please do not submit recommendations from personal friends or family members.

All recommendations must be current and must include:

- the recommender's reason for believing you will succeed in Master of Science in Adult Education program.
- a response to the following statement: Among the students at this level in the applicant's discipline that I have known, I would rank this student among the top \_\_\_\_\_ percent.
- the recommender's detailed comments and commendations.
- the recommender's name, address, and position/title.
- the date of the recommendation.

Recommenders should either email their letter to [adulted@iupui.edu](mailto:adulted@iupui.edu), or mail their letters to:

[Department of Adult Education](#) Indiana University 408 N. Union St. Bloomington, IN 47405

### Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974 opens many student records for students' inspection and protects those records from release to others.

The rights provided in FERPA impact your letters of recommendation in several ways. If you are requesting a recommendation from a professor or other academic, you may be required to give that person permission to include in the letter of recommendation protected information such as course grades, GPA, and class rank.

The law also permits students to retain or relinquish access to recommendation letters. The adult education program's admissions committee is informed as to which recommenders send confidential letters and which do not. It is not required that recommendation letters be confidential (i.e., you do not have to waive your right to read them), but the committee and most recommenders prefer confidential letters.

## Statement of Professional Development & Goals

The statement of professional development and goals is a 500- to 750-word essay that addresses:

- your professional development interests;
- your professional goals;
- your reasons for selecting adult education as your course of graduate study; and
- how you expect the degree to help you achieve your professional goals.

This statement is an important part of your application and will become part of your program plan if admitted. It

allows the admissions committee to evaluate the clarity of your goals and the suitability of your choice of major and degree to meet those goals.

The statement is also used as a writing sample to allow the admissions committee to evaluate your ability to write at the graduate level. Please proofread your essay for spelling, grammar, and clarity.

## Official Transcripts

When you apply to the Master of Science in Adult Education, you must submit official transcripts from any institution of higher learning you have attended, except Indiana University.

If any of your transcripts are from an IU campus - this does not include IPFW - you do not need to send official copies. We can access these transcripts internally.

Please include transcripts from the institution granting your bachelor's degree, as well as transcripts from any institution where you completed graduate courses or a graduate degree. Send only one transcript per institution.

Unconditional admission cannot be granted until the official transcript has been received showing the date your bachelors degree was conferred.

Official transcripts from schools other than Indiana University should be mailed to:

Department of Adult Education  
Indiana University  
c/o Marlene J. Gardner  
408 N. Union St., room 237  
Bloomington, IN 47405

## Graduate Program

### Mission and History

Offered since 1946, the masters program in adult education is designed to provide the knowledge and skills required of an adult educator for employment in training or human resource development and a variety of postsecondary education or other organizations.

This degree is available via online courses (with one short residency) through the School of Continuing Studies at the Indianapolis campus. Prospective students are strongly encouraged to contact the program office before application to discuss the scope of the program and the nature of delivery relative to their needs.

A wide variety of career opportunities are open to adult education graduates. Students in the program come from diverse backgrounds and are engaged in a wide range of careers. They can be found in education and training, performance improvement, organizational development, and as coaches or consultants in corporations, health care, postsecondary education, government agencies, not-for-profit organizations, professional organizations, and the military. Some adult education courses may be taken as electives to supplement work in other major interest areas.

## Awards & Scholarships

The Department of Adult Education offers the Knabe Scholarship each year. Two awards in the amount of \$250 each are available.

## Contact Information

### [Master of Science in Adult Education Program](#)

Adult Education Program Office 620 Union Drive, Room 129D Indiana University Purdue University Indianapolis Indianapolis, IN 46202-5167  
(317) 274-3456

## Degree Programs

### General Requirements

Masters degree students must complete all program course work within six years of matriculating in the program.

Students must complete a minimum of 36 credit hours, including the following:

### Required Adult Education Core Courses (23 credit hours):

- D500 Introduction to Adult Education Theory (3 cr.)
- D505 Adult Learning through the Lifespan (3 cr.)
- D506 Adult Education Planning and Development (3 cr.)
- D512 Seminar in the Forms and Forces of Adult Education (3 cr.)
- D521 Participation Training (2 cr.) Note: This course has a 3-day residency requirement.
- D525 Introduction to Distance Education Systems (3 cr.)
- D620 Adult Education Research (3 cr.)
- D640 Adult Education Capstone Seminar (3 cr.)

### Professional Focus Area Courses (13 credit hours chosen from the following):

- D523 Small Group Theory in Adult Education (3 cr.)
- D550 Practicum in Adult Education (1-3 cr.)
- D590 Independent Study in Adult Education (1-3 cr.)
- D600 The Teaching-Learning Transaction in Adult Education (3 cr.)
- D613 The Organizational Context of Adult Education (3 cr.)
- D615 Adult and Continuing Education in Collegiate Settings (3 cr.)
- D625 Variable Topic Seminars (variable cr.)
- D650 Internship in Adult Education (1-6 cr.)
- D660 Readings in Adult Education (1-6 cr.)

Or other courses from related areas not to exceed 9 credit hours from outside of the Adult Education department.

### Masters Thesis Option

A masters thesis is an option in many program areas. Most masters students in adult education, however, do not write a thesis. Students who choose to write a thesis are not exempt from completing the Capstone Seminar. Carrying out masters thesis research and writing a masters thesis are particularly valuable experiences for students who seek a scholarly career. Students who choose to carry out a master's thesis should incorporate

appropriate research course work in their program of studies. See the [IU School of Continuing Studies Bulletin](#) for a full description of the thesis process.

## Student Learning Outcomes

### Master of Science in Adult Education (M.S.)

Students who complete the continuing studies graduate program will demonstrate the following:

#### Adult Education Knowledge and Skills

Graduates will be well grounded in the theory, philosophy, and history of adult education including adult development, learning and motivation theory, program and instructional planning, and the history of and current issues in adult education.

They will be able to identify and assess various aspects and forces of adult life that influence adult learning, select, adapt, create and utilize a variety of appropriate teaching and learning materials, resources, methods, and technologies; and plan, develop, manage and evaluate programs that are context and audience appropriate.

#### Effective Communication

Graduates will express themselves clearly and effectively using oral, written and visual means in person and through digitally-mediated interfaces – and demonstrate active listening skills.

#### Collaborative Leadership

M.S.A.E graduates analyze and integrate the functions of leadership as a shared responsibility in appropriate group settings. They demonstrate behaviors that promote and support collaboration towards the successful achievement of group-defined goals and objectives.

They understand that authority and responsibility are shared among all members of a work or learning group, and employ consensus decision-making to lead groups towards autonomous function.

#### Adult Education Research

M.S.A.E graduates understand and can articulate the philosophies that undergird and inform research practice and are able to describe and evaluate the basic assumptions of various research traditions and their implications.

They express an informed personal perspective about what constitutes knowledge, and what methods of inquiry are consistent with that perspective. They are informed and critical consumers of research, able to identify the characteristics of ethical and well-executed studies. They demonstrate competency in developing research proposals in applied settings.

#### Social and Interpersonal Interaction

Graduates will exhibit sensitivity to situations involving moral, cultural, ethical and social issues. They will collaborate effectively, elicit the views of others and help to reach productive and actionable conclusions and/or consensus.

#### Analysis and Problem Solving

Graduates will investigate, organize and critically analyze research-based data and practice-based policy to make recommendations on issues in adult education. Individually and collaboratively, they will formulate,

articulate, and defend strategies that are effective within their context and given existing and potential stakeholders.

### **Cultural, Social, and Ethical Competency**

Graduates will recognize the international and multicultural aspects of adult education and the different traditions and value systems in play. They will identify, acknowledge, and successfully integrate cultural and contextual influences, demonstrate an understanding of the equity, ethical, and human issues in both face-to-face and distance learning while creating a positive learning environment for adults of various generations, cultures, abilities, and beliefs.

## **Academic Policies & Procedures**

### **Graduate Credit Hours**

Graduate-level courses are often completed for personal enrichment; the credits are generally not applied to the undergraduate degree program. However, with prior approval, a maximum of 6 graduate credit hours may be applied to the B.G.S. The application of more than 6 graduate credit hours must have the director's approval.

### **Remedial Course Work**

Remedial courses are not college-level courses and therefore do not count toward the B.G.S.

### **Minors and Certificates**

*Completing Minors* Students completing their degree on an IU campus may earn a minor in conjunction with the B.G.S. Students must discuss this possibility and obtain written approval from the school or department awarding the minor.

*Completing Certificates* While meeting degree requirements, general studies students may simultaneously fulfill requirements for certain certificates. For more information on earning certificates, students should consult a General Studies academic advisor.

### **Program Planning and Counseling Guidelines**

The experience of faculty, academic advisors, and successful students suggests the following guidelines for effective planning of undergraduate programs.

*Requirements* Students should be thoroughly familiar with the school's general requirements, competency and course requirements, and academic policies.

*Counseling* Students consult with a General Studies Degree Program academic advisor as an integral aspect of the School of Continuing Studies enrollment process. The academic advisor assists students in formulating a plan of study, which includes the required and elective courses that students must take to earn their degree.

Students should discuss with their academic advisor the appropriate method to establish fundamental skills competency requirements: specific courses, College-Level Examination Programs (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examination, departmental examination, or departmental exemption.

### **Pass/Fail Option**

B.G.S. students in good academic standing may enroll in a maximum of eight elective courses taken with a grade of P or F.

Courses taken pass/fail must be electives. They may not be used to satisfy any of the course distribution requirements nor counted as part of a student's concentration area. The courses may be used to meet the B.G.S.s 300- to 400-level course requirement and fundamental skills competency requirements.

### **Withdrawal from Courses**

Students must view the IUPUI Schedule of Classes found on the Registrar's website to verify deadlines and procedures for a current term.

## **Special Opportunities**

### **Credit by Examination at Indiana University**

Students who want to pursue credit by examination at Indiana University should consult with their General Studies academic advisor counselor.

### **Credit Awarded through Nondepartmental Examinations**

Indiana University awards credit for Advanced Placement (AP) Examinations, College-Level Examination Programs (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and ACT-PEP Regents (Excelsior) College examinations on the basis of policy established by IUPUI faculty for awarding degrees. Students should consult with their General Studies academic advisor as to the options available through nondepartmental examinations.

Students will not receive credit by taking DANTES, CLEP, or ACT-PEP Regents (Excelsior) College examinations for courses for which they have already received credit. Credits awarded on the basis of CLEP and DANTES scores will not be considered as after-admission or Indiana University credit hours.

Students should request that official transcripts of their AP, CLEP, DANTES, and ACT-PEP Regents (Excelsior) College examination scores be sent directly to the IUPUI General Studies office.

### **Credit Awarded for Educational Programs in Noncollegiate Organizations**

The School of Continuing Studies will consider the evaluation and credit recommendations of the following two publications when awarding credit to students who have successfully completed noncollegiate or in-company sponsored programs/courses:

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

Students must request that official records of program/course completion be sent directly from the awarding organization. Students must also submit a complete description of the program/course, preferably a copy of

program/course literature or an explanatory letter on the organizations letterhead stationery. For assistance with requests for transcripts or program/course descriptions, students may contact their General Studies academic advisor.

### **Military Service Credit**

Indiana University adheres to the American Council on Educations Guide to Evaluation of Educational Experiences in the Armed Services in granting students credit on the basis of education gained through military service, schools, and experience. To receive credit for their military service background, students must submit copies of their official discharge (DD214), AARTS, SMARTS, Community College of the Air Force, or Defense Language Institute transcripts.

## **Academic Standing of Students**

### **Candidates for Degrees in Good Standing**

Students are considered to be candidates in good standing for a general studies degree when they have:

1. been officially admitted to degree status.
2. earned a minimum academic GPA of 2.0 for the last semester's work.
3. earned a minimum school GPA of 2.0
4. earned a minimum cumulative GPA of 2.0

### **Graduation Certification**

Candidates for graduation initiate the certification process by filing out the [Graduation Application](#). Students should consult with their General Studies academic advisor at the time they enroll for their final semester/course.

### **Degrees Awarded with Distinction**

The School of Continuing Studies recognizes outstanding performance in course work by awarding degrees with three levels of distinction: distinction, high distinction, and highest distinction. The level of distinction is determined by the overall GPA of each graduating class.

In order to graduate with distinction, students must have successfully completed 60 graded Indiana University credit hours for the B.G.S. Remedial courses and courses taken on a pass/fail basis are not counted.

### **Dean's List**

General studies students are placed on the School of Continuing Studies Deans List when they have:

- Completed after admission to the School of Continuing Studies at least 12 credit hours of graded course work. (Grades of FX, I, P, R, S, and SAC are not counted in the 12 credit hours.) The course work must have been completed during the previous academic year (from August 1 to July 31). Note: Independent study courses must be completed by August 31 for Deans List consideration.
- Earned a minimum GPA of 3.5 for applicable credit hours. For part-time students, all course work completed during the previous academic year (from September 1 to August 31) is included in calculating the GPA. For full-time students, one semester (or both summer sessions) in which a minimum of 12

credit hours is completed may be considered in calculating the GPA.

Students placed on the Dean's List receive a letter and certificate signed by the dean.

### **Academic Probation**

Students are automatically placed on academic probation whenever their GPA for a full-time semester or a 12 credit hour unit of work is below 2.0. Students academic performance and the academic performance of students who have been admitted on probation will be evaluated upon completion of an additional 12 credit hours at Indiana University.

Students will be removed from probationary status if their GPA for these 12 credits is at least 2.0 and if their cumulative GPA is at least 2.0. If a probationary student's GPA for the additional 12 credits is 2.0 but the cumulative GPA remains below 2.0, probationary status will be continued for another 12 credit hour unit of work; the cumulative GPA must be raised to at least 2.0 during this time, or probationary students will be dismissed (see below).

### **Dismissal**

Students are subject to academic dismissal when they fail to make satisfactory progress toward their degree. Students will be dismissed whenever their GPA for a full-time semester or a 12 credit hour unit of work is below 1.0 and their cumulative GPA is below 2.0.

Probationary students will be dismissed if their GPA for the additional 12 credit hour unit of work is below 2.0. Students whose probationary status has been continued for a second 12 credit hour unit and who fail to achieve a cumulative GPA of 2.0 will also be dismissed.

### **Readmission to the School of Continuing Studies**

The director of general studies may consider petitions for readmission from students who have been dismissed. The director may recommend reentrance without delay if warranted by exceptional circumstances and if the director believes the student will make satisfactory progress toward the degree. Students dismissed a second time may not be admitted for the next regular semester, but they are eligible to submit a petition for readmission after at least one regular semester has elapsed.

### **Academic Forgiveness**

Upon successful completion (minimum GPA of 2.0) of 12 credit hours in the General Studies Degree Program, the following policies take effect:

- At a student's option, grades of D or F earned at Indiana University five years or more before admission to the School of Continuing Studies may be deleted from the internal School of Continuing Studies record. The cumulative GPA on the Indiana University transcript will not change.
- Students may request forgiveness of an unsatisfactory semester or 12 credit hours of part-time work at Indiana University if the semester/12 credit hours is/are within a five-year period before admission to the School of Continuing Studies.

Although all Indiana University courses remain on a students permanent record, the school can exclude all credits attempted and grade points earned during this unsatisfactory semester/12 credit hours when computing a students School of Continuing Studies GPA.

**NOTE:** If students exercise this option, none of the grades and credits earned during the unsatisfactory semester/12 credit hours may be applied to a general studies degree. Therefore, students are advised to consult with their General Studies Degree Program counselor about this policy's advisability.

**NOTE:** Although the options above allow unsatisfactory grades to be removed from the School of Continuing Studies internal record, the grades remain on the official record maintained by the Indiana University Office of the Registrar.

## Faculty

### Administrative Officers

- Daniel J. Callison, Ed.D., Dean and Professor
- Bruce Colston, Ed.D., Assistant Dean and Director of IU High School
- Eileen Balliet, J.D., Research Associate
- John P. Beeson, M.A., Executive Director, Office of External Affairs
- Lisa Denlinger, B.A., Executive Director, Office of Marketing and Communication
- J. Susan Straub, Executive Director, Office of Financial Administration

### General Studies Degree Program-Campus Directors

- Sandra Brown-Gordon, M.S., Manager, Credit Programs, Indiana University Southeast (New Albany)
- Fred Hakes, M.S., Director, Indiana University Kokomo
- Renee Betts, M.S.W., Director, Indiana University-Purdue University Indianapolis
- Julie Hook, Ed.D., Indiana University-Purdue University Fort Wayne
- Paul Joray, Ph.D., Director, Indiana University South Bend
- Bob Lang, M.S., Academic Advisor, Indiana University East (Richmond)
- Attila Tuncay, Ph.D., Chairperson, Indiana University Northwest (Gary)
- Vickie Welsh-Huston, Director, Indiana University-Purdue University Columbus
- Ron White, Ed.D., Director, Indiana University Bloomington

### Department of Adult Education

- Frank Disilvestro, Ed.D., Associate Professor and Chair
- Daniel Callison, Ed.D., Professor and Dean
- Henry S. Merrill, Ed.D., Associate Professor
- Jeani Young, M.S.Ed., M.S., Ph.D Candidate, Lecturer and Program Coordinator