

College of Health and Human Services

Administrative Officer

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Admission

Admission to most of the College of Health and Human Services programs requires a separate application and admission process. See program specific details.

The admission policies of individual programs within the College comply with the following standards:

- Prerequisite Course Work
- Grade Requirements
- Repeated Courses
- Ineligibility
- Students with Disabilities
- Essential Abilities
- Admissions Procedures
- Transfer Credit
- Disciplinary Probation

Prerequisite Course Work

Applicants must complete prerequisite courses at an accredited high school (or by GED equivalent), college, or university. Individual programs determine the specific courses and the minimum grade that must be achieved in any course (see specific program information). Each program must approve the completion of a prerequisite course with a Pass/Fail grade. Applicants should read the admission policies and program descriptions in this bulletin for specific admission requirements.

Grade Requirements

Without exception, applicants must have a cumulative grade point average of at least 2.0 on a 4.0 scale for *all* course work completed at Indiana University and/or any other college or university. Some programs have established a minimum grade point average higher than 2.0 on a 4.0 scale. Some programs also use a component of the overall grade point average (for example, math/science grade point average). See specific program information. Only completed course work and the resultant grade point average are evaluated. Students may not be admitted to, hold a position in, or begin a program if they are on probation. Students are placed on probation when the cumulative and/or semester grade point average falls below a 2.00 on a 4.00 scale.

The applicant must also maintain the minimum grade point average as established by the program. The applicant's grade point average will be the major consideration for admission. See specific program information.

Repeated Courses

Programs in the College of Health and Human Services have specific policies governing repeating of courses. See program specific information.

Ineligibility

Failure to successfully complete certain General Education courses may make a student ineligible for admission to College of Health and Human Services programs. A pattern of course withdrawals may reduce the student's chances of admission to a College of Health and Human Services program. See program specific information.

Individuals convicted of sexual crimes will be ineligible for admission to most College of Health and Human Services programs. Should such a situation occur during enrollment in the program, decisions related to dismissal will be addressed on a case-by-case basis.

Essential Abilities

Most academic programs in the College of Health and Human Services have specified essential nonacademic abilities critical to the success of students enrolled in that program. Once admitted to an academic program, students are expected to meet program standards for these essential abilities in order to participate in the educational program. Copies of each program's essential abilities are available upon request from the program office. Modifications in the learning environment to assist students in meeting these essential abilities and all other progression requirements will be made in accordance with federal and university guidelines and in consideration of individual needs. For more information contact the specific program office.

Admission Procedures

1. Individuals must read the program-specific sections in this bulletin for additional admission requirements and deadlines.
2. Individuals seeking admission to a professional program must submit a complete application prior to the program's application deadline. Admission to the professional program is competitive; application for admission to the university does not constitute automatic admission to a program.
3. Applicants who are not Indiana University students must also file an Indiana University application and pay the application fee prior to the program application deadline. Applications for admission to Indiana University can be obtained from the Office of Admissions on the campus of interest. Some campuses may have application deadlines.
4. The program's admission committee reviews all completed applications. The selection of a class is based on school and program admission criteria. All applicants receive written notification of their admission status.
5. Applicants may appeal any admission decision except the minimum requirement of a grade point average of 2.0 on a 4.0 scale. Copies of the policies and procedures governing the appeals process are available on request from the programs' administrative offices.

6. Individuals interested in being admitted to one of the school's programs should contact the program of interest annually for an update of admission criteria.
7. Applicants must obtain an application for the year in which they wish to apply.
8. Applicants should check the current program application for the deadlines for submission.
9. Students who have a positive criminal history may be ineligible for admission, unable to be placed clinically (and thus unable to progress through the program), or unable to obtain appropriate credentials to practice in some disciplines. Contact the program director for further information.
10. A student whose name appears on the Sex Offenders List will not be allowed to pursue admission to any program in the College of Health and Human Services.
11. Programs may calculate the competitive grade point average utilizing grades earned in remedial courses differently. See the program-specific section.

Transfer Credit

The campus Office of Admissions will determine acceptance of credit from a regionally accredited college or university for transfer to Indiana University. Each program in the College of Health and Human Services retains the right to determine the acceptability of transfer credit to meet degree requirements.

While the grades from *all* course work completed at Indiana University and all other colleges and universities are used to calculate the *admission grade point average*, only grades of C or above will be considered for transfer. The university does not accept the transference of special credit by examination awarded by another college or university. The transfer of credit earned through a regionally accredited junior college or a community college is normally limited to the equivalent of two years of academic work toward a baccalaureate degree and one year of academic work toward an associate degree.

Students with Disabilities

Persons who have physical, mental, or learning impairments are encouraged to work with academic counselors to plan how the applicant can be helped to meet essential program requirements. The person with disabilities must meet academic requirements and technical standards that are essential to the program of instruction or to any directly related licensing requirements. Modifications in the means by which academic requirements are met will be given individual consideration. Students can also contact the Office of Student Support Services, Hawthorn Hall at (219) 980-6941.

Disciplinary Probation

Disciplinary probation is administered according to the *Code of Student Rights, Responsibilities, and Conduct and the College of Health and Human Services Disciplinary and Appeals Process*.

Policies & Procedures

General Policies

Student Responsibility

Students in the College of Health and Human Services are responsible for planning their own programs, meeting degree requirements, and receiving academic advising from their respective program advisor each semester. Academic counselors, faculty, and administrators are available to assist students in understanding degree requirements. It is important for students to acquaint themselves with all regulations and to remain properly informed throughout their studies. All provisions of the bulletin are in effect for the year in which the student enters the major. Students interrupting their studies, pursuing part-time study, or full-time students taking more than one year to complete prerequisite requirements are subject to policy and curriculum changes as they occur. Curriculum changes during the progress toward the degree may result in revision of degree requirements.

Drug-free Campus

Students are prohibited by Indiana University to use or possess alcoholic beverages, any drug or controlled substance, or drug paraphernalia on university property or in the course of a university activity or student organization activity. Students are responsible for acquainting themselves with this policy and the sanctions for violation of the policy.

Professional Liability Insurance

All students in the College of Health and Human Services having patient/client contact will be covered under the malpractice contract for Indiana University. This liability insurance will not extend to employment outside of course-related activities. The student should be aware that failure to pay course and other fees will result in non-coverage under the malpractice contract of Indiana University. Such non-coverage makes the student ineligible to attend clinical classes. Some programs may require additional professional liability insurance; see specific program policies.

Standards of Conduct

Students are subject to the standards of conduct as defined in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*. Stated due process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. Additionally, all students are expected to adhere to the College of Health and Human Services Honor Code of Professional Conduct. The CHHS Code can be found at: http://www.northwest.iu.edu/chhs/docs/chhs_code_conduct.pdf.

Dress Code

In clinical courses, students wear the designated uniform of the program. All students wear the designated photo identification badge when in a clinical agency. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence. See program information for program-specific policies.

Drug Screen

Clinical sites may require students to have a drug screen prior to attending clinical at their agency, or may require one on demand in certain situations. Failure to comply immediately will result in removal from the site and possible dismissal from the program. Additionally, a positive drug screen may prevent students from being able to be placed in a clinical agency. See program information for program-specific policies.

Health Requirements

Students in many College of Health and Human Services programs are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical classes. See program information for program-specific policies.

Criminal History Check

Many of the clinical sites where College of Health and Human Services students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require verification of having undergone a criminal background check before students can be placed in their organizations. Failure to meet this requirement will make the student ineligible for clinical classes. It is possible that a positive criminal history may prevent students from progressing in a College of Health and Human Services program. See program information for program-specific policies.

Transportation

Students are to provide their own transportation for educational experiences requiring travel. Classes and clinical facilities are distributed in various locations throughout Northwest Indiana and the Chicago area, with limited public transportation. Students using cars for clinical must be able to show proof of auto insurance that is compliant with Indiana law. In addition, the student must show proof of a valid driver's license. Indiana University does not assume liability for individual incidents involving personal vehicles.

Policies & Procedures

Admission to the College of Health and Human Services programs requires a separate application and admission process. The admission policies of individual programs within the College comply with the following standards.

Disciplinary Probation

Disciplinary probation is administered according to the *College of Health and Human Services Disciplinary and Appeals Process*.

Absences

Loss of time in any one clinical area may require that the student repeat the course. Faculty will distribute program-specific absence policies.

Audit Students

An audit student officially registers for a class and pays applicable credit hour rates. Upon completion, the course is entered on the permanent university record as one taken for no credit (NC). Check with your academic counselor for specific instructions. Required general education courses taken for NC will not apply toward completion of program requirements. Students may not audit any clinical course. The opportunity to audit a didactic course is dependent on the availability of space and permission of the instructor.

Class Standing

Within Indiana University, class standing is based on the total number of credit hours a student has earned. However, within a program, class standing is assigned according to a student's progress in the professional curriculum.

Completion of Degree Requirements

The program records specialist must receive removal of all Incomplete and deferred grades, special credit, and Independent Study course grades no later than three weeks prior to the end of classes of the student's last semester before graduation.

Cumulative Grade Point Average

All work attempted at Indiana University is used to calculate the cumulative grade point average. Courses transferred from another institution are not included for calculation in the cumulative grade point average. However, the pre-program grade point average is calculated by including all (transfer and IU) courses used toward the degree.

Dismissal

Upon the recommendation of the faculty in the student's program, a student may be dismissed from the College of Health and Human Services. Dismissal is based on the failure to meet academic or professional standards. The student will be informed of the dismissal in writing by the dean of the College of Health and Human Services or the dean's representative.

A student in the College of Health and Human Services may be dismissed from the school when, in the judgment of the faculty, the student has ceased to make satisfactory progress toward a degree. When an undergraduate student fails to attain a C (2.0) grade point average in any two consecutive academic sessions, has a cumulative grade point average below C (2.0) for two consecutive sessions, or fails to earn higher than a D (1.0) grade point average in any one semester or has a pattern of withdrawal from professional courses, the student is automatically considered to be making unsatisfactory progress toward a degree and is thereby eligible for dismissal.

In addition, a student who fails to meet program-specific academic requirements is considered not to be making satisfactory academic progress toward a degree and may be dismissed. At the time of initial enrollment, each student receives a copy of the program-specific academic requirements.

A student failing to meet the standards of professional and personal conduct may also be recommended for dismissal.

Honors

The College of Health and Human Services offers the following honors to recognize superior student performances. In addition, see specific program information.

Degrees Awarded with Distinction

To graduate with academic distinction, degree candidates must rank within the highest 10 percent of the graduating class. Additionally, baccalaureate degree candidates must have completed a minimum of 60 credit hours at Indiana University. Academic distinction is conferred on graduates as follows:

- 3.83 - 4.00 Highest Distinction
- 3.66 - 3.82 High Distinction
- 3.50 - 3.65 Distinction

Distinction is based on course work completed at Indiana University, including the final semester.

Dean's List

Full time students at IU Northwest who earned a 3.3 grade point average or higher for the semester and part time students who earned a 3.3 grade point average or higher carrying 12 credit hours or more during the regular academic school year are placed on the Dean's List.

Programs have specific policies regarding reinstatement or reenrollment of students who have withdrawn or are dismissed. See program specific information.

Intercampus Transfers

Students in good academic standing may seek intercampus transfer by petitioning the faculty on the campus of desired transfer at least one semester in advance of requested transfer. Intercampus transfer requests will be evaluated individually on the basis of student record review and the availability of course positions, faculty, and facilities to meet student needs and program objectives.

Probation

Upon the recommendation of the faculty in the student's program, a student is placed on probation. Probationary recommendations are made when the student does not meet standards of academic performance or professional behavior. A student will be placed on academic probation for the academic session following the one in which the student fails to attain a minimum C (2.0) cumulative and semester grade point average. Individual programs may have additional academic and professional standards. A student who fails to meet these program-specific standards may also be placed on probation. Students are informed of program-specific standards upon entering the program. A student will be removed from probation after satisfactorily completing the program's specified requirements. Students are notified in writing of probationary actions by the College of Health and Human Services dean or the dean's representative.

Residency Requirement

A minimum of 51 percent of the required courses must be completed at Indiana University. Courses assigned to the Indiana University transcript through the process of validation will not count toward meeting the residency requirement. The Indiana University campus on which the student met the residency requirement will award the degree. Some program exceptions may exist, See program specific requirements.

Semester Load

To be considered a full-time student by the university, the student must register for a minimum of 12 credit hours each fall and spring semester and a total of 6 or more credit hours during a summer session. The maximum load is 18 credit hours. Students who want to carry more than 18 credits must obtain permission of the program director or dean. In addition, students should have a cumulative B (3.0) average or have earned a B (3.0) average in their last semester.

Students in Good Standing

Students must maintain a minimum cumulative grade point average of C (2.0) and a minimum grade point average of 2.0 for the most recent academic session and meet additional programmatic, academic, and professional standards in order to be considered in good standing. Students are informed of programmatic, academic, and professional standards during program orientation.

Withdrawals (Grade of W)

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal process is completed by the automatic withdrawal deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal process with the appropriate approval. After the automatic withdrawal deadline, the grade awarded will be an F or W as determined by the instructor. Withdrawal after the automatic deadline is not automatic and requires approval of the College of Health and Human Services dean or the dean's representative; permission will be granted only in extraordinary circumstances. *W is an option after the withdrawal deadline only if the student is passing.* A grade of FN will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

Schools & Divisions

Applied Health Science

Administrator

C.J. Chang, Ph.D., Campus Liaison

About the B.S. in Applied Health Sciences

The BSAHS degree is joint online degree program offered collectively by all five IU-managed regional campuses. The curriculum is available in an all-online format through the statewide BSAHS consortium.

The Bachelor of Science (BS) in Applied Health Science program is a 120 credit hour online program. Students with A.S or A.A degrees who enter the program will

transfer in 60 – 64 credit hours from their degree. Students with associate degrees are expected to complete the degree in two academic years (four semesters). Full-time students entering with 30 credit hours are expected to complete in three years.

- The Online BSAHS is “student-centered,” appealing to a wide spectrum of traditional and non-traditional students who have an interest in a health sector career but do not wish pursue clinical degree programs.
- The program allows flexibility for students who are seeking to complete their degrees while meeting their responsibilities to their families and/or employers.
- The degree design offers health workers with previous college credit (including those with associate degrees) a convenient, high-quality option for completing a baccalaureate degree that students can pursue while working full- or part-time.
- The degree provides additional skills and training needed to advance within the student’s chosen profession. It is also appropriate for those who wish to find a new career in the health care field.

Program Learning Outcomes

- Provide students with extensive preparation for work in any field that addresses people’s health.
- Address the needs of those students seeking a broad understanding of the science of human health and its application to their chosen career.
- Respond to a strong need for a degree in the health sciences for students who have a desire to work in health related areas, but who do not wish to be in a clinical program.
- Respond to a need for students to continue their degree progression should they not gain entry into the selective, competitive programs nursing, dental hygiene, and radiology.
- Permit students who have earned an associate degree and for the large pool of similarly degreed health care workers who need a bachelor degree for advancement in their current positions or in related areas in health to continue their formal education.
- Prepare students for entry and mid-level positions in for-profit and not-for-profit health-related organizations.
- Prepare students to acquire knowledge of various health care related subjects and apply this knowledge to improve the health of those with whom they come in contact.
- Provide students the basic, technical and applied aspects of health science, and help students apply this knowledge to a variety of career opportunities.

Admission Requirements

- Minimum 2.0 GPA on a 4.0 grade scale
Full admission to the regional campus from which you will receive the degree

Application Deadline

Rolling admissions. Application review will begin upon receipt of all required application materials.

Degree Requirements (120 cr.)

To graduate with the BSAHS degree, students must complete General Education (varies by campus), 42 credit hour BSAHS core and one 18 credit hour track, either the Community Health Educator or Health Administration, as well as electives to reach 120 credit hours total. Students should choose electives that best support the BSAHS track they are pursuing, and in consultation with their academic advisor. Students must attain a cumulative 2.0 GPA for all courses counting towards the degree and a 2.0 for all AHSC courses.

BSAHS Core (required) 42 credit hours

- AHSC- H302 Healthcare Delivery Systems (3 cr)
- AHSC- H303 Leadership and Management in Healthcare (3 cr)
- AHSC- H330 Intercultural Health Communication (6 cr)
- AHSC- H310 Health Policy, Ethics, and Legal Issues (6 cr)
- AHSC- H360 Epidemiology/Biostatistics and Population Health (6 cr)
- AHSC- H340 Research in Health Sciences (3 cr)
- AHSC- H320 Consumer Health (3 cr)
- AHSC- H350 Economics of Health Care (3 cr)
- AHSC- H370 Informatics (3 cr)
- AHSC- H480 Grant Writing & Internship (6 cr)

BSAHS Track (one required) 18 credit hours

Track 1: Community Health Educator Coursework will provide instruction in the skills necessary to conduct general health and wellness assessments and the techniques of health education. Students majoring in the BSAHS with a concentration in the Community Health Educator track will be able to take the Certified Health Education Specialist Examination (CHES) offered by the National Commission for Health Education Credentialing. Becoming a CHES opens many more opportunities for students in public health.

- AHSC- C415 Community Health Assessment, Education, and Promotion (6 cr)
- AHSC- C425 Program Assessment, Planning, Evaluation I (6 cr)
- AHSC- C430 Environmental Health (3 cr)
- AHSC- C435 Program Assessment, Planning, and Evaluation II (3 cr)

Track 2: Health Administration Coursework will provide instruction in health care organization, planning, budgeting and finance.

- AHSC- A420 Health Care Budgeting and Finance (6 cr)
- AHSC- A430 Health Care Organization Supervision and Resource Management (6 cr)
- AHSC- A440 Health Care Administration and Strategic Planning (6 cr)

Dental Education

Administrative Officer

Donna S. Krause, CDA, LDH, MPA
Assistant Dean, College of Health & Human Services
Director, Dental Education, Clinical Associate Professor

Web site: www.northwest.iu.edu/dental / **Phone:** (219) 980-6770

About Dental Education

The IU Northwest Dental Education department offers an entry-level Bachelor of Science in Dental Hygiene degree, a Bachelor of Science in Dental Hygiene Degree Completion program, and a Certificate in Dental Assisting. Detailed information is presented in the sections that follow. While every effort has been made to provide accurate information, students should seek academic advice from the Dental Education Advisor before making final decisions based on the program descriptions contained in this bulletin.

Mission

The mission of the Dental Education Programs is to be a leader in providing high quality education and clinical experiences to undergraduate students for future roles as oral healthcare providers. We are committed to fostering an environment of diversity, equity, and inclusion for all students, faculty and staff. Collectively, we all have a responsibility to create a safe and welcoming community where individuals are encouraged to engage and succeed. Our programs are committed to excellence in the theory and practice of dental hygiene and dental assisting and in the development of competent, culturally diverse, and ethically responsible professionals.

Program Goals

At the completion of the dental hygiene/dental assisting program students will be able to:

- A. Exhibit the highest level of competency, professionalism, and cultural sensitivity
- B. Deliver high quality patient care by the use of sound judgement, critical thinking skills, and evidence-based decision making
- C. Emphasize the role of the dental hygienist/dental assistant as a patient educator and advocate involved in community oral health engagement activities related to health promotion and disease prevention

Program Outcomes

1. Apply didactic information through patient care experiences
2. Demonstrate critical thinking through, writing, communication, and listening skills
3. Adhere to the ethical, professional, and legal codes of conduct expected of the oral healthcare practitioner
4. Evaluate the different career roles of the dental hygienist/dental assistant
5. Plan dental health community events which provide experiences that support access to oral healthcare and education to diverse populations

Accreditation

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: <https://coda.ada.org>.

Professional Student Memberships

Students currently enrolled in one of the accredited Dental Education programs are required to be a member of the national, state, and local constituents of the American Dental Assistants' Association (ADAA) or the American Dental Hygienists' Association (ADHA). In addition, there are many member benefits for students including scholarships and opportunities for personal and professional development. The purpose of this membership is for the students to become familiar with the organization and structure of their professional association.

Admission Policies

Essential Performance Standards

A certificate in dental assisting or degree in dental hygiene attests to the mastery of knowledge and skills. Graduates must possess the essential knowledge and skills to function in a variety of clinical situations and render a wide spectrum of patient care in a safe and effective manner. The Dental Education faculty has therefore specified non-academic criteria, *Essential Performance Standards*, which all applicants and students are expected to meet in order to participate in the dental assisting and dental hygiene programs. These criteria include the following five categories: observation; communication; motor function; intellectual-conceptual, integrative and qualitative abilities; and behavior and social attributes.

Dental Education Policy & Procedure Handbook

All Dental Education students are provided with a **Dental Education Policy & Procedure Handbook** prior to their *Student Orientation*. This document is updated annually to reflect ongoing changes in clinical and program requirements and policies. While the Dental Education department provides these updates, it is the student's responsibility to maintain the currency of the handbook and refer to the most current regulations.

CPR Requirement

All Dental Education students enrolled in their respective programs must present evidence of current healthcare provider certification *prior* to the beginning of each year. Two options are available:

- American Heart Association's Basic Life Support (CPR & AED) for HealthCare Provider level (preferred)
- American Red Cross CPR/AED for the Professional Rescuer

OSHA Regulations

Health requirements and OSHA regulations include annual education on bloodborne pathogens and hazardous communications training and HIPAA training. See the **Dental Education Policy & Procedure Handbook** for annual regulatory requirements.

Health Requirements

All Dental Education students must show proof annually that they have met the immunization, physical examination, and dental examination requirements prior to participating in any clinical courses. Specific instructions are distributed prior to the *Student Orientation*. Special circumstances may arise which require additional action. Failure to meet health requirements and their deadlines makes the student ineligible for clinical courses.

Criminal Background Checks

Most of the clinical sites where IU Northwest Dental Education students complete their clinical externship experiences require a national criminal background check before students can be placed in their assigned facilities. Based on the requirements of these agencies, as well as state and federal regulations, all students in the Dental Education programs must undergo a national background check prior to admission and annually thereafter. The Dental Education department has selected *CastleBranch.com* to complete these background checks. The results of a student's background check may impact their admission status in the Dental Education programs, preclude students from attending clinical, and/or affect their ability to obtain licensure. If an incident occurs that would change the student's background check, the student is required to notify the Dental Education department immediately. The student will be required to pay for a background re-check. Failure to adhere to the above policy will result in dismissal from the program. The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred. If clinical time is missed, the student is subject to the clinical absence policy.

Drug Screen Policy

Some clinical sites may require a drug screen. In addition, faculty reserves the right to require a drug screen, at the student's expense, if the situation warrants. Failure to comply immediately will result in dismissal from the Dental Education program.

Personal Health Insurance

The Dental Education department strongly encourages students to carry personal health insurance. The department will not be liable for any health problems requiring medical treatment for students enrolled in the programs.

Professional Liability Insurance

All students in the Dental Education programs having patient/client contact are covered under the malpractice contract for Indiana University. This liability insurance does not extend to employment outside of course-related activities. The student should know that failure to pay course and other fees results in non-coverage under Indiana University's malpractice contract. Non-coverage makes the student ineligible to attend clinicals or externships.

Dental Assisting Admission Procedures

Responsibilities of the Dental Assistant

The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, responsibilities may include:

- assisting the dentist during a variety of treatment procedures
- taking dental radiographs (x-rays)
- asking about the patient's medical & dental history and taking blood pressure, pulse, respiration, and temperature
- serving as an infection prevention officer, developing infection protection protocol, preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during, and after dental treatment
- providing patients with instructions for oral health care following dental treatment procedures
- teaching patients appropriate oral hygiene procedures to maintain oral health such as toothbrushing, flossing, rinsing, and nutritional counseling
- taking impressions of patients' teeth for study casts (models of teeth)
- performing office management tasks that include an electronic patient record
- communicating with patients and dental suppliers (e.g., scheduling appointments, answering the telephone, billing, and ordering supplies)
- helping to provide direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics, endodontics, prosthodontics, and oral surgery

Dental Assisting Admissions Procedures

Candidates for admission to the program must be high school graduates with a 2.0 grade point average (on a 4.0 scale), or HSE (High School Equivalency Exam) equivalent. High school courses in biology, chemistry, and computers are strongly recommended.

Each candidate must submit the following materials to the Dental Education Advisor **prior to July 1** for consideration for entry into the class beginning in the fall semester of that year. (Applications submitted beyond the July 1 deadline will be considered based upon class availability)

1. Applicants must **first** make application to IU Northwest if *not* previously admitted by an Indiana University campus.
2. Complete an **online** Dental Assisting Program Application. This application is available at <https://northwest.iu.edu/dental/programs/application.html>. A separate application must be submitted to each campus the student is interested in attending.
3. Submit **online** two IU Northwest Dental Education **Recommendation Forms** at <https://northwest.iu.edu/dental/programs/application.html>
4. Submit official college and university transcripts, if applicable.
5. Complete and pass a criminal background check (CBC).

In July, upon receipt of all application materials, applicants are *required* to attend the **Dental Assisting Applicant Open House**. Applicants will be notified by e-mail concerning the date and time of the Open House. Class size for the dental assisting program is limited. Therefore, each applicant is encouraged to schedule an appointment with the Dental Education Advisor and to apply early. Please contact the Dental Education Department at (219) 980-6770 or dmarcini@iu.edu for an advising appointment.

Dental Assisting Career Options

Employment opportunities are available in private practice (general or specialty); hospitals; educational institutions;

businesses; dental sales companies; and federal, state, and community clinics.

Dental Assisting Curriculum

Certificate in Dental Assisting

The dental assisting program at IU Northwest is a one year, 37 credit hour certificate program. A dental assistant is a member of the dental health team who is educated to assist the dentist. The dental assistant aids the dentist in the detection, care, and treatment of the patient's oral health.

Graduates that have completed a professional, accredited program are eligible to take a national certification examination administered by the Dental Assisting National Board (DANB). Upon successful completion of this examination, the assistant becomes a **Certified Dental Assistant (CDA)**.

Clinical Externship Hour Requirements

A minimum of 300 clinical externship hours are required to meet academic and accreditation standards. Therefore, all clinical externship hours are mandatory and all missed time must be made up. See the **Dental Education Policy & Procedure Handbook** and/or course syllabus for specific policies regarding clinical externship policies.

Advanced Degree

IU Northwest offers an educational program that allows students to apply a select number of their dental assisting credits toward an associate of science or a bachelor's degree in another discipline.

Fall Semester

- DAST A212 Dental Therapeutics and Medical Emergencies (2 cr.)
- DAST A221 Microbiology and Asepsis Technique (2 cr.)
- DAST A271 Clinical Science I (5 cr.)
- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)
- DHYG H303 Radiology (3 cr.)

Total 16 credit hours

Spring Semester

- DAST A211 Oral Pathology, Physiology, and Anatomy I (2 cr.)
- DAST A213 Oral Pathology, Physiology, and Anatomy II (1 cr.)
- DAST A231 Dental Materials I (2 cr.)
- DAST A241 Preventive Dentistry and Nutrition (2 cr.)
- DAST A252 Radiology Clinic II (1 cr.)
- DAST A272 Clinical Science II (5 cr.)

Total 13 credit hours

Summer I Session

- DAST A232 Dental Materials II (2 cr.)

- DAST A261 Behavioral Science (1 cr.)
- DAST A262 Written and Oral Communication (2 cr.)
- DAST A282 Practice Management, Ethics, and Jurisprudence (2 cr.)
- DHYG H224 Oral Histology and Embryology (1 cr.)

Total 8 credit hours

Additional Information

Please contact the Dental Education Program Advisor, Dawn Marciniak for additional information at (219) 980-6770 or by email at dmarcini@iu.edu.

Bachelor of Science in Dental Hygiene (BSDH) Entry-Level Responsibilities of the Dental Hygienist

The dental hygienist is a primary oral healthcare professional who has graduated from an accredited dental hygiene program in an institution of higher education, licensed in dental hygiene to provide education, assessment, research, administrative, diagnostic, preventive, and therapeutic services that support overall health through the promotion of optimal oral health.

Although state regulations vary, the dental hygienists' responsibilities may include:

- performing oral health and risk assessments that include the review of patients' medical and dental histories, taking and recording vital signs, dental and periodontal charting, and evaluation of oral health/disease
- evaluating a patient's current health status including all medications
- performing an extraoral and intraoral examination
- completing a comprehensive dental and periodontal charting that includes a detailed description and evaluation of the gingiva (gums) and periodontium (supporting structures)
- developing a dental hygiene diagnosis and dental hygiene care plan
- exposing and interpreting dental images (x-rays)
- removing biofilm and calculus (soft and hard deposits) from teeth both coronally and apically to (above and below) the gingival margin (gumline) using dental instruments
- applying caries-preventive agents such as fluorides and sealants to the teeth
- administering local controlled and sustained release antimicrobial agents
- administering pain control agents such as local anesthetics and nitrous oxide oxygen sedation
- providing patient education on biofilm control and home care protocol by incorporating techniques and products that will become part of an individualized self-care oral hygiene program
- counseling and coordinating tobacco cessation programs

- educating patients on the importance of good nutrition for maintaining optimal oral health
- documenting patient care and treatment rendered

Dental Hygiene Admission Procedures

Bachelor of Science in Dental Hygiene (BSDH) Entry-Level

The dental hygiene program requires 56 credit hours of prescribed general education and prerequisite courses. The 56 credit hours may be completed at any accredited college or university. Required courses should not be taken under the Pass/Fail option; the Dental Education Admissions Committee must approve any exceptions.

The student must maintain at least a 2.5 GPA on a 4.0 scale to be eligible for consideration. Courses completed at institutions other than Indiana University must show a grade of C or higher to be accepted as transfer credit by Indiana University Admission's Office. All applicants must complete all required prerequisite courses and receive a minimum grade of C or better to be eligible for the program.

1. Applicants must first make application to IU Northwest if *not* previously admitted by an Indiana University campus. (Courses cannot be transferred without making application to IU Northwest)
2. Applicants must complete the **Dental Hygiene Application** online. Applications are available online at <https://www.northwest.iu.edu/dental/dental-hygiene-application.html>. All applications must be submitted no later than **February 1** for entry into the class beginning in the fall semester of that year. A separate application must be submitted to each campus the student is interested in attending.
3. Items that **must** be submitted to the Dental Hygiene Admissions Committee by *February 1* include:
 - Official college and university transcripts (This includes transcripts to be sent for course work completed by February 1)
 - Online Dental Hygiene Application
 - Applicants must complete at least four (4) hours of clinical observation in a dental office
 - Proof of IU Northwest acceptance (if not currently attending an Indiana University campus)

In February, upon receipt of the dental hygiene application and other supporting materials, applicants are **required** to attend the **Dental Hygiene Applicant Open House**. The applicant will be notified of the Open House by e-mail during February.

Class size for the dental hygiene program is limited and each year there are more qualified applicants than can be accepted. Therefore, applicants are encouraged to consult with a Dental Education Program Advisor for pre-dental hygiene advising.

Criteria for Selection of Class

Selection of dental hygiene students is based upon, but is not limited to, successful completion of program prerequisites, number of college credit hours satisfactorily completed, observation hours, college cumulative GPA, prerequisite GPA, applicant Open House attendance,

and an individual appraisal of the applicant's established record and potential for development.

Seven-Year Limit

Required sciences, including Human Biology, Anatomy & Physiology I & II, Microbiology, and Chemistry must have been completed within seven (7) years prior to the semester in which a student begins the professional coursework of the dental hygiene program.

Dental Hygiene Career Options

The dental hygienist is a licensed member of the dental health team and is concerned with the prevention of diseases of the oral cavity. The dental hygienist completes a professional college program that entitles the graduate, upon successful completion of national, regional, and state board examinations, to perform specific preventive treatments; expose dental radiographs (x-rays); provide oral hygiene education; administer local anesthesia and nitrous oxide-oxygen; and/or to participate as a dental health professional in federal, state, or local public health clinics, and educational programs.

IU Northwest currently offers a Bachelor of Science in Dental Hygiene entry-level and a Bachelor of Science in Dental Hygiene Degree Completion.

Students interested in pursuing a dental hygiene degree should consult the Dental Education Program Advisor at IU Northwest at (219) 980-6770 or dmarcini@iu.edu for an advising appointment.

Curriculum for Bachelor of Science in Dental Hygiene—Entry Level

The Dental Hygiene curriculum, which is accredited by the Commission on Dental Accreditation (CODA), leads to the Bachelor of Science degree, and consists of a total of four years of study with 120 college credit hours; two years of general education and prerequisite coursework followed by two years of professional study. Upon completion, graduates are eligible for licensure to practice dental hygiene.

Dental Hygiene General Education & Prerequisite Requirements (56 credit hours)

First Year Degree Map

Fall Semester

- ENG W131 Reading, Writing, and Inquiry I (3 cr.)
- PHSL P130 Human Biology (4 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Total: 14 credit hours

Spring Semester

- PSY P101 Introductory Psychology (3 cr.)
- BIOL M200 Microorganism in Nature & Disease (4 cr.)
- CSCI A106 Introduction to Computing **OR** C106 Intro. to Computers & Their Use (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

Total: 13 credit hours

Second Year Degree Map

Fall Semester

- PHSL P261 Human Anatomy & Physiology I (4 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- PBHL P201 Urban Public Health (3 cr.)
- NURS B215 Nutrition for Health Professionals (3 cr.)

Total: 13 credit hours

Spring Semester

- CHEM C110 Chemistry of Life (3 cr.)
- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- SPEA K300 Statistical Techniques (3 cr.)
- Arts & Humanities Electives (6 cr.)

Total: 16 credit hours

Dental Hygiene Professional Education Requirements (64 credit hours)**Third Year Degree Map - Professional Program****Fall Semester**

- DHYG H205 Medical & Dental Emergencies (1 cr.)
- DHYG H211 Head & Neck Anatomy (2 cr.)
- DHYG H214 Oral Anatomy (3 cr.)
- DHYG H217 Preventive Dentistry (2 cr.)
- DHYG H218 Fundamentals of Dental Hygiene (4 cr.)
- DHYG H303 Radiology (3 cr.)

Total: 15 credit hours

Spring Semester

- DHYG H204 Periodontics (1 cr.)
- DHYG H215 Pharmacology & Therapeutics (2 cr.)
- DHYG H219 Clinical Practice I (4 cr.)
- DHYG H224 Oral Histology & Embryology (1 cr.)
- DHYG H242 Introduction to Dentistry (1 cr.)
- DHYG H305 Radiology Clinic I (1 cr.)
- DHYG H308 Dental Materials (2 cr.)

Total: 12 credit hours

Summer I Session

- DHYG H220 Summer Radiology Clinic (1 cr.)
- DHYG H221 Clinical Dental Hygiene Procedures (3 cr.)

Total: 4 credit hours

Fourth Year Degree Map - Professional Program**Fall Semester**

- DHYG H250 Local Anesthesia & Pain Control (2 cr.)
- DHYG H301 Clinical Practice II (5 cr.)
- DHYG H304 Oral Pathology (2 cr.)
- DHYG H306 Radiology Clinic II (1 cr.)
- DHYG H321 Periodontics II (2 cr.)
- DHYG H311 Dental Health Education (2 cr.)

Total: 14 credit hours

Spring Semester

- DHYG H302 Clinical Practice III (5 cr.)

- DHYG H307 Radiology Clinic III (1 cr.)
- DHYG H320 Practice Management, Ethics and Jurisprudence (2 cr.)
- DHYG H344 Senior Hygiene Seminar (1 cr.)
- DHYG H347 Community Dental Health (3 cr.)

Total: 12 credit hours

Summer I Session

- DHYG H402 Practicum in Dental Hygiene Education - Capstone (4 cr.)
- DHYG H405 Dental Healthcare Research (3 cr.)

Total: 7 credit hours

Total of 120 credit hours**Bachelor of Science in Dental Hygiene - Degree Completion (BSDH)**

The Bachelor of Science in Dental Hygiene Degree Completion program provides an opportunity for licensed dental hygiene graduates to develop future leadership roles in education, public health, commercial ventures, professional associations, and/or health advocacy programs. It can enhance career opportunities available to dental hygienists in a variety of areas, including but not limited to, state and county health departments, academia, sales and marketing, pharmaceuticals, dental consulting, dental insurance companies, and research. Program activities promote development of professional leadership skills and prepare hygienists for entry into graduate programs. The program's objectives are designed to provide students with the education and skills to:

- perform dental hygiene services in a variety of settings (e.g., public health clinics, school systems, institutions, and hospitals)
- serve as a resource person and collaborate with other healthcare personnel in assessing healthcare needs and providing health care services to the public
- assess, plan, implement, and evaluate effective teaching methodologies in an educational setting
- supervise the teaching of dental hygiene services in a clinical or public health setting
- prepare for admission to graduate degree programs
- continue their professional education and personal growth

Admission Policies & Procedures for Bachelor of Science in Dental Hygiene -Degree Completion

Graduates from an ADA accredited dental hygiene program holding an *Associate of Science in Dental Hygiene* degree and a current dental hygiene license must submit an online application by **February 1** to be considered for the Bachelor of Science in Dental Hygiene - Degree Completion program. An applicant who received their *Associate of Science in Dental Hygiene* degree with a minimum of 90 credit hours from an accredited program other than Indiana University will be considered a transfer student for the purpose of fulfilling general education requirements at IU Northwest. If a graduate from an *Associate of Science in Dental Hygiene (ASDH)* program does not have the minimum 90 credits hours, the student will need to take additional *approved* course electives

at IU Northwest which must total 90 credit hours prior to applying to the BSDH degree completion program.

Courses required for admission may be taken at any Indiana University campus or may be accepted as transfer credit from other accredited institutions if the *residency requirement* has been met. However, priority consideration is given to those students completing the majority of their coursework on the IU Northwest campus. Contact the Dental Education Program Advisor for more information.

A minimum cumulative GPA of 2.50/4.00 is required.

Students with the highest overall GPA will be granted admission. Students are expected to complete the coursework for the completion degree within seven years from the date of admission.

Residency Requirements

- A minimum of 30 credit hours must be completed at Indiana University. Transfer credit into Indiana University will not count toward meeting the residency requirement.
- 20 of the 30 credit hours for the BSDH Completion Degree must be taken at IU Northwest.
- Students must earn a grade of C or higher in all required courses and maintain a semester and overall GPA of at least 2.5/4.0.
- Completion of the degree must be within seven years from the date of enrollment in the first course toward the BSDH completion degree.

Admission is competitive based on cumulative GPA, pre-professional coursework, and the GPA for professional dental hygiene courses. The bachelor of science in dental hygiene degree completion requires 30 credit hours beyond the 90 earned for the IU Northwest ASDH degree to equal 120 credit hours.

Bachelor of Science in Dental Hygiene - Degree Completion Requirements

General Education Course Requirements for the Dental Hygiene Degree Completion (23 credit hours)

- MATH M100 Basic Mathematics (4 cr.)
- PBHL P201 Urban Public Health (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPEA K300 Statistical Techniques (3 cr.)
- Arts and Humanities Electives (10 cr.)

Professional Education Courses for the Dental Hygiene Degree Completion (7 credit hours)

- DHYG- H402 Practicum in Dental Hygiene Education - Capstone (4 cr.)
- DHYG- H405 Dental Healthcare Research (3 cr.)

Health Information Management Programs

Administrative Officers

Dorinda Sattler, MJ, RHIA, CHPS, CPHRM, *Interim Program Director, Health Information Management Programs and Clinical Associate Professor*

Patricia Johnson, MS, RHIA, *Clinical Coordinator Health Information Technology and Clinical Assistant Professor*

Web site: www.northwest.iu.edu/health-information-management/

Phone: (219) 980-6899

About the Health Information Management Programs

A career in health information management combines the disciplines of medicine, information management, computer technology, finance, and law within the health care industry.

HIM professionals bring unique skills to the healthcare industry. These skills include the ability to:

- Manage medical records and health information systems
- Enhance the quality and uses of data within the healthcare industry
- Summarize data into useful information
- Comply with standards and regulations regarding health information
- Protect the privacy and security of patient health information
- Ensure health information is complete and available to authorized users
- Code health information for reimbursement and research.

Within the Department of Health Information Management, interested students can obtain an Associate of Science Degree in Health Information Technology or a Bachelor of Science degree in Health Information Administration. For information on related credentialing exams and career opportunities, please refer to the specific degree information that follows.

Programs' Mission, Vision and Goals of the Health Information Management Programs.

Mission Statement

The mission of the Indiana University Northwest Health Information Management programs is to provide a quality health information education that prepares students to fulfill the roles of competent and ethical practitioners in the 21st century. The Program seeks to instill student values related to the privacy, security, integrity, and accuracy of patient health information, thereby helping to improve the quality of life in the communities we serve.

Vision

Students will be prepared to become active citizens, lifelong learners, and enjoy successful careers as part of the healthcare team in Health Information, Informatics, and Information Governance to advance professional practice and standards.

Program Goals

The programs continuously review the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and improvement. This review is met by utilizing a dedicated Program faculty, clinical faculty, and an advisory board. With strong faith in these professionals, we set forth the following student learning goals:

1. To demonstrate competence in curricular standards as set forth by the AHIMA

2. To effectively carry out the functions of the health information management discipline
3. To be prepared for continued learning at a graduate level of study
4. To be actively engaged within the health information professional community

Associate of Science Degree Program

Health Information Technology

The health information technician is a professional skilled in the clinical data analysis, reporting of health care data and provision of clinical data support to health care information systems operations.

The graduate health information technician generally works in the health information department of a hospital or corporate healthcare facility headquarters, ambulatory care facility, or other type of health care facility. Some of the functions are supervising within the health information department; compliance and risk management functions, coordinating flow of health information to all departments of the hospital; compiling statistics; analyzing health record data for electronic completeness and accuracy; coding and classifying diagnoses and procedures that impact facility reimbursement; assigning diagnosis-related groups (DRGs) or ambulatory payment classifications (APCs); operating a cancer registry; functioning as a privacy officer for the facility; preparing special studies and tabulating data for research; performing quality management and utilization management activities, and other performance improvement activities, and acting as an electronic health record coordinator assisting with system implementations and workflow operations.

Graduates are eligible to apply to write the American Health Information Management Association National certification exam. Upon passing this exam, they may use the initials RHIT, Registered Health Information Technician.

Educational Program

Length of the Program

The Health Information Technology Program is two years in length if the student attends on a full-time basis. Opportunities are available for progression through the program on a part-time basis.

Structure of the Professional Program

Health Information Technology core courses are offered primarily during the day, on campus or online.

Design of the Professional Curriculum

Students accepted into the Health Information Technology Program typically begin the course of study in the fall semester. The curriculum consists of general-education courses, technical courses in health information technology, and clinical experience in health care facilities.

Location of Clinical Sites

The program utilizes most hospitals in Northwest Indiana; Additional nonacute care facilities throughout the area are also utilized. The student is responsible for their own transportation to these clinical sites.

Additional Cost

In addition to regular university fees, students are responsible for the cost of a PPD test, completion of a criminal history background check and proof of immunizations before attending clinical sites. They are also responsible for any travel expenses incurred as part of the clinical experience.

Opportunity for Students to Work

Many students accept part-time employment in local health care facilities while completing the professional course work.

Program Facilities

The Health Information Technology Program offices and classrooms are located in the Dunes Medical building at IU Northwest.

Accreditation

The Health Information Technology Program of IU Northwest is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Criminal Background Checks

Most of the clinical sites where IU Northwest Health Information Technology students complete their professional practice experiences require a national criminal background check before students can be placed in their assigned facilities. Based on the requirements of these agencies, as well as state and federal regulations, all students in the Health Information programs must undergo a national background check prior to admission and annually thereafter. The Health Information Program has selected CastleBranch.com to complete these background checks. The results of a student's background check may impact their admission status in the Health Information programs, preclude students from attending professional practice experiences, and/or affect their ability to obtain certification. If an incident occurs that would change the student's background check, the student is required to notify the Health Information department immediately. The student will be required to pay for a background re-check. Failure to adhere to the above policy will result in dismissal from the program. The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred. If professional practice experience time is missed, the student is subject to the professional practice experience absence policy.

Drug Screen

Professional practice sites may require students to have a drug screen prior to attending the professional practice experience at their facility, or may require one on demand in certain situations. Failure to comply immediately will result in removal from the site and possible dismissal from the program. Additionally, a positive drug screen may prevent students from being able to be placed in a professional practice agency. See program information for program-specific policies.

Health Requirements

All Health Information Technology students are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies used for professional practice experiences. Specific instructions will be

distributed prior to professional practice assignment. Failure to meet those health requirements will make the student ineligible for professional practice classes, which will be subject to the program absence policies and will impact the student's ability to graduate with the degree.

Memberships

Students in the Health Information Management Technology program are strongly encouraged to join the American Health Information Management Association (AHIMA). Faculty frequently require students to access the AHIMA site in various courses. In addition, there are many member benefits that the AHIMA offers. A student member receives a discount when applying to sit for the RHIT exam. For more information about Health Information Management, a prospective student may visit my.ahima.org/careermap.

Admission

Admission to the program is open.

Class Size

30 students each fall semester.

Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures found at the beginning of the bulletin, the following admission policies apply to the Health Information Technology Program at IU Northwest.

Application Deadline

Applications are accepted year round.

Minimum Cumulative Grade Point Average

C (2.0 on a 4.0 scale). Grades from remedial courses are not figured into the cumulative grade point average.

Distribution of Credit Hours in Specific Areas

Students must complete 24 credit hours in liberal arts as part of the degree requirements.

Limitations of Course Work

Remedial courses may not be counted as credit hours toward a degree. Courses completed in the former Division of General Studies do not count toward a degree.

Minimum Specific Grade Point Average

The program computes a selected course grade point average based on courses the student may have taken that are required by the program. Grades from remedial course are not included.

Essential Performance Standards

A degree in Health Information attests to the mastery of knowledge and skills. Graduates must possess the essential knowledge and skills to function in a variety of professional situations and render a wide spectrum of expertise. The Health Information Management faculty has therefore specified nonacademic criteria, Essential Performance Standards, which all applicants and students are expected to meet in order to participate in the Health Information programs. These criteria include the following five categories: observation; communication; motor

function; intellectual-conceptual, integrative and qualitative abilities; and behavior and social attributes.

Curriculum

Health Information Technology Curriculum (60 cr.)

Fall Semester

- ENG W131* Elementary Composition I (3 cr.)
- PHSL P261 Human Anatomy & Physiology I (4 cr.)
- HIM M195* Medical Terminology (3 cr.)
- CSCI A106 Introduction to Computers (3 cr.)
- HIM M100* Introduction to Health Care Delivery and Health Information Management (3 cr.)

Total (16 cr.)

Spring Semester

- PHSL P262 Human Anatomy & Physiology II (4 cr.)
- HIM M101* Introduction to Health Records (3 cr.)
- HIM M107* Computer Applications in Health Information Technology (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Total (14 cr.)

Summer Session I

- HIM M193* CPT Coding (2 cr.)

Fall Semester

- HIM M201* Coding and Classification Systems (2 cr.)
- HIM M202* PPE (3 cr.)
- HIM M245* Health Record Law (3 cr.)
- HIM M205* Pathology (3 cr.)
- HIM M208* Coding Lab (1 cr.)

Total (12 cr.)

Spring Semester

- HIM M200* Management in Health Information Technology (2 cr.)
- HIM M203* Health Care Delivery & Quality Management (3 cr.)
- HIM M204* PPE (2 cr.)
- SPCH S121 Public Speaking (3 cr.)
- HIM M206* Reimbursement Principles in Healthcare (3 cr.)
- PSY P101 Introduction to Psychology I (3 cr.)

Total (16 cr.)

*Professional core course: A grade of C (2.0) or higher is required in order to take professional core courses that occur later in the course sequence for this major.

Bachelor of Science - Health Information Administration

The B.S. degree in Health Information Administration prepares students to function in a leadership capacity in a variety of healthcare organizations. Students are prepared to manage the electronic health record working with physicians, nurses, allied health professionals, and administrators to ensure proper workflow, confidentiality, and quality of documentation within the medical records. Professionals can perform the job functions of electronic

health record trainer, support analyst, and work alongside IT experts to ensure proper support and build of systems. HIA professionals are poised to work with data quality experts to ensure accurate collection and presentation of data, manage revenue cycle processes within healthcare organizations, function as a privacy officer, and direct the functions of a Health Information Management Department.

Educational Program

Length of the Program

The Health Information Administration program is four years in length if the student attends on a full-time basis and does not have a prior degree in Health Information Technology. For a current HIT professional it could take two to two and one-half years to complete the HIA professional program courses. Opportunities are available for progression through the program on a part-time basis.

Structure of the professional program

A student accepted into the Health Information Administration program, with no prior degree in Health Information Technology, will be required to take all Health Information Technology program courses which are offered primarily during the day, in class or online. Once a student progresses to 300 and 400 level professional courses all are offered online only.

Design of the Professional Curriculum

Students accepted into the Health Information Administration Program typically begin the course of study in the fall semester. The curriculum consists of general-education courses, technical courses in health information technology, and clinical experience in health care facilities at a location convenient for the student. For those students who already hold a prior degree in Health Information Technology, students can begin the program anytime in the fall or spring semesters.

Location of Clinical Sites

The program generally utilizes all hospitals and other healthcare organizations within the counties that Indiana University Northwest serves. For students not living within these areas appropriate arrangements can be made with the program Clinical Coordinator to accommodate a clinical placement at a facility convenient to their home or work. The student is responsible for their own transportation to these clinical sites.

Additional Cost

In addition to regular university fees, students are responsible for the cost of a PPD test, completion of a criminal history background check and proof of immunizations before attending clinical sites. They are also responsible for any travel expenses incurred as part of the clinical experience.

Opportunity for Students to Work

Many students accept part-time employment in local health care facilities while completing the professional course work.

Program Facilities

The Health Information Management Program offices and classrooms are located in the Dunes Medical building at IU Northwest.

Accreditation

The Health Information Administration Program of IU Northwest is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Memberships

Students in the third and fourth year of the Health Information Administration program are required to join the American Health Information Management Association (AHIMA). Faculty frequently require students to access the AHIMA site in various courses. In addition, there are many member benefits that the AHIMA offers. A student member can also obtain a discount when applying to sit for the RHIA exam. For more information about Health Information Management, a prospective student may visit www.ahima.org/career-map.

Criminal Background Checks

Most of the professional practice sites where IU Northwest Health Information Administration students complete their professional practice experiences require a national criminal background check before students can be placed in their assigned facilities. Based on the requirements of these agencies, as well as state and federal regulations, all students in the Health Information programs must undergo a national background check prior to admission and annually thereafter. The Health Information Program has selected CastleBranch.com to complete these background checks. The results of a student's background check may impact their admission status in the Health Information programs, preclude students from attending professional practice experiences, and/or their affect ability to obtain certification. If an incident occurs that would change the student's background check, the student is required to notify the Health Information department immediately. The student will be required to pay for a background re-check. Failure to adhere to the above policy will result in dismissal from the program. The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred. If professional practice experience time is missed, the student is subject to the professional practice experience absence policy.

Drug Screen

Professional practice sites may require students to have a drug screen prior to attending professional practice experiences at their facility, or may require one on demand in certain situations. Failure to comply immediately will result in removal from the site and possible dismissal from the program. Additionally, a positive drug screen may prevent students from being able to be placed in a professional practice agency. See program information for program-specific policies.

Health Requirements

All Health Information Administration students are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements of hospitals and other health agencies

used for professional practice experiences. Specific instructions will be distributed prior to professional practice assignment. Failure to meet those health requirements will make the student ineligible for professional practice classes, which will be subject to the program absence policies and will impact the student's ability to graduate with the degree.

Admission

Students with no prior education or credential in health information may enter the program after completing the admission requirements of the university.

Students who have graduated with a health information management associate degree from a CAHIIM accredited program may enter the BS in HIA program at the junior level. Credit will be awarded for 100-200 level HIM core courses.

Class Size

Varies

Specific Requirements

In addition to the College of Health and Human Services admission policies and procedures found at the beginning of the bulletin, the following admission policies apply to the Health Information Management Programs at IU Northwest.

Application Deadline

Applicants are accepted year round.

Minimum Cumulative Grade Point Average

C (2.0 on a 4.0 scale). Grades from remedial courses are not figured into the cumulative grade point average.

Distribution of Credit Hours in Specific Areas

Students must complete 57 credit hours in various general education courses as part of the degree requirements.

Limitations of Course Work

Remedial courses may not be counted as credit hours toward a degree.

Minimum Specific Grade Point Average

The program computes a selected course grade point average based on courses the student may have taken that are required by the program. Grades from remedial courses are not included.

Essential Abilities

A degree in Health Information attests to the mastery of knowledge and skills. Graduates must possess the essential knowledge and skills to function in a variety of professional situations and render a wide spectrum of expertise. The Health Information Management faculty has therefore specified nonacademic criteria, Essential Performance Standards, which all applicants and students are expected to meet to participate in the Health Information programs. These criteria include the following five categories: observation; communication;

motor function; intellectual-conceptual, integrative, and qualitative abilities; and behavior and social attributes.

Curriculum

If a student already holds an AS in Health Information Technology it is not necessary to repeat coursework from the Health Information Technology program.

Fall Semester – Year 1

- ENG-W 131 Elementary Composition I (3 cr.)
- PHSL-P 261 Human Anatomy & Physiology I (4 cr.)
- HIM-M 195* Medical Terminology (3 cr.)
- CSCI-A 106 Introduction to Computers (3 cr.)
- PSY-P 101 Introductory Psychology I (3 cr.)

Total 16 cr.

Spring Semester – Year 1

- PHSL-P 262 Human Anatomy & Physiology II (4 cr.)
- MATH-M 100 Basic Mathematics (4 cr.)
- CSCI-A 285 Advanced Microcomputer Applications (3 cr.)
- SOC-S 161 Principles of Sociology (3 cr.)

Total 14 cr.

Fall Semester – Year 2

- HIM-M 100* Introduction to Health Care Delivery and Health Information Management (3 cr.)
- SPCH-S 121 Public Speaking (3 cr.)
- HIM-M 205* Pathology (P: P261 & P262) (3 cr.)
- Cult and Hist Elective (3 cr.)
- CSCI-A 213 Database Applications (3 cr.)

Total 15 cr.

Spring Semester – Year 2

- Arts & Hum elective (3 cr.)
- Cult & Hist elective (3 cr.)
- HIM-M 101* Introduction to Health Records (3 cr.)
- HIM-M 107* Computer Applications in Health Information Technology (3 cr.)
- SPEA-K 300 Statistical Techniques (3 cr.)

Total 15 cr.

Summer Session

- HIM-M 193* CPT Coding (2 cr.)

Fall Semester – Year 3

- HIM-M 201* ICD Coding and Classification Systems (2 cr.)
- HIM-M 208 Coding Lab (1 cr.)
- HIM-M 245* Health Record Law (3 cr.)
- HIM-M 202* PPE (3 cr.)
- BUS-A 201 Intro to Fin. Acctg. (3 cr.)

Total 12 cr.

Spring Semester – Year 3

- HIM-M 203* Health Care Delivery & Quality Assessment (3 cr.)

- HIM-M 204* PPE (2 cr.)
- HIM-M 200* Management in Health Information Technology (2 cr.)
- HIM-M 206* Reimbursement Principles in Health Care (3 cr.)
- ENG-W 231 Prof Writing Skills (3 cr.)
- Arts & Hum elective (3 cr.)

Total 16 cr.

Fall Semester – Year 4

- BUS-Z 302 Organizational Behavior & Leadership (3 cr.)
- HIM-M 401* Healthcare Data Management in HIM (3 cr.)
- HIM-M 410* Computer Systems in Healthcare and HIM (3 cr.)
- HIM-M 302* Health Record Law II and Ethics (3 cr.)
- HIM-M 403* Organization and Management of HIM (3 cr.)

Total 15 cr.

Spring Semester – Year 4

- HIM-M 404* Research Principles for HIM (3 cr.)
- HIM-M 301* Health Quality and Information Management (3 cr.)
- HIM-M 402 * Health Finance and Budgeting for HIM (3 cr.)
- HIM-M 415* Capstone (1-4 cr.)

Total 13 cr.

Summer I – Year 4

- HIM-M 459* Affiliation Experience (4 cr.)

TOTAL 120 cr.

*Professional core course: A grade of C (2.0) or higher is required in order to take professional core courses that occur later in the course sequence for this major.

Minor in Health Administration Administration

The Department of Health Information Management in the College of Health and Human Services is offering a Minor in Health Information Administration (HIA) at the IU Northwest campus.

The minor contains 15 credits, 5 courses from the BS curriculum in HIA. The minor would appeal to students from Computer Science, Nursing, and others. Informatics in the health care industry is a blend of information technology (IT), clinical knowledge, and the electronic health record documentation management and application issues. The minor could also appeal to other majors on the campus, but is particularly useful in the current health care field with the electronic health record, data management, the clinical documentation improvement focus, medical informatics, and healthcare IT departments.

The minor would include the following courses, which must be taken in the sequence listed, from our BS curriculum:

- M195 Medical Terminology (3 cr.)
- M101 Introduction to Health Records (3 cr.) P: M195
- M107 Computer Applications in Health Information Technology (3 cr.) C: M101
- M301 Healthcare Quality and Information Management (3 cr.) P: M195, M101, M107
- M410 Computer Systems in Healthcare (3 cr.) P: M195, M101, M107

School of Nursing

Administrator

Crystal Shannon, Ph.D., RN, CNE, NHDP-BC Associate Professor of Nursing and Director

Web site: www.northwest.iu.edu/nursing/

Phone: (219) 980-6600

About the School of Nursing

The School of Nursing offers the Bachelor of Science in Nursing. In addition to the traditional option, there are two mobility options. First, the B.A./B.S. Mobility Option is an 18-month, full-time program, designed for individuals who have earned a bachelor's degree in a non-nursing field and have decided on a career in nursing. We offer the RN to BSN Mobility Option for Registered Nurses wishing to complete their bachelor's degree. In this option, all nursing courses are online and, after the completion of any remaining general education courses, can be completed in as little as 12 months of full-time study. We also offer a Masters of Science in Nursing Program with track options in Family Nurse Practitioner, Nursing Education and Nursing Administration.

The School of Nursing recognizes and embraces its urban identity and the diversity of all of its stakeholders. The School contributes to the mission of IU Northwest of fostering health and human dignity, by educating professional nurses and developing collaborative partnerships among the health science professions and the surrounding communities. Our focus is on delivering a student-centered education that prepares our graduates for evidence-based nursing practice that contributes to the health and well being of individuals, families, and the communities we serve.

Value Statement

The IU Northwest School of Nursing values a culture of healthcare quality and safety, and embraces excellence in patient-, family-, community-, and population-centered care, evidence-based practice, collaborative partnerships, teamwork, and professional integrity.

Code of Ethics for Nurses

Students who are preparing to enter the profession of nursing are expected to follow the *Code of Ethics for Nurses*. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 1960, 1968, 1976, 2001 and, most recently, 2015. The Code of Ethics with Interpretive Statements can be found at: <http://>

www.nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html.

Accreditation

Both the Bachelor of Science in Nursing and the Master of Science in Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd. NE Suite 850, Atlanta, GA, 30326, phone: (404) 975-5000. In addition, the Bachelor of Science in Nursing program is accredited by the Indiana State Board of Nursing (ISBN only accredits pre-licensure programs).

Memberships

The School of Nursing is an agency member of the National League for Nursing and the American Association of Colleges of Nursing.

Alumni Association

The School of Nursing Alumni Association is a constituent member of the Alumni Association of the university with representation on its executive council.

Sigma Theta Tau International

The Alpha Chapter of the international honor society of nursing was organized at Indiana University. Students may be admitted to membership when they have demonstrated excellence in their nursing programs and have shown superior academic and personal records. Qualified members of the nursing profession, upon demonstration of marked achievement in nursing, are also eligible for membership. Leadership, research, and scholarship constitute the purposes of Sigma Theta Tau.

Student Nurses' Association

Undergraduate students are eligible for membership in the National Student Nurses' Association, Indiana Association of Nursing Students, and IU Northwest's local chapter. The chief purpose of the organization is to aid in the preparation of students for the assumption of professional responsibilities.

Bachelor of Science in Nursing

Philosophy

Baccalaureate nursing education provides a broad foundation in the sciences and liberal arts necessary for preparing professional nurses who are capable of practicing in a competent and responsible fashion as informed citizens in a global society. Graduates of the baccalaureate nursing program are expected to embody the professional identity of the nurse and to demonstrate competencies consistent with being a critical thinker; a culturally sensitive individual; a knowledgeable care coordinator who embraces and uses technology effectively; an effective communicator; an accountable leader and manager who understands the regulatory environments that affect professional nursing; and a competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse care environments. Baccalaureate graduates partner with individuals, families, communities, and populations in attaining mutually established health goals and in facilitating their highest level of functioning and the

maximization of their health potential. Baccalaureate nursing education must prepare graduates to be in the forefront of patient care quality and safety and to design and develop more efficient approaches to the delivery of health care services as full partners on the healthcare team.

Bachelor of Science in Nursing Program Outcomes

1. A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making.
2. A culturally sensitive individual who promotes diversity across the care continuum.
3. A knowledgeable care coordinator who facilitates access to resources across the continuum of health care environments in order to meet the evolving health care needs of individuals, families, communities, and populations.
4. An individual who understands and considers the impact of health care policy, finance, and regulatory environments on care delivery.
5. 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.
6. An effective communicator who collaborates with interprofessional team members, patients, and their support systems for improved health outcomes.
7. A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments.
8. An accountable leader and manager who applies principles of systems and organizational processes and who balances resources to promote quality care and patient safety.
9. An individual who embraces and employs innovations in information management and technology in the delivery of quality patient care.

Admission Policies

Three categories of students are admitted to the baccalaureate program:

- Basic or traditional baccalaureate students pursuing initial preparation for nursing
- B.A./B.S. to B.S.N. (students who hold a bachelor's degree in fields other than nursing)
- RN to B.S.N. (students who hold an associate's degree or diploma in nursing and who hold a valid nursing license)

Admission Procedure

1. Admission to Indiana University as a degree-seeking student.
2. Completion of at least 26-28 credit hours of prerequisite courses (including those listed below) with a grade of C (2.0) or above in each course by the second completed attempt and prior to summer semester admission. Students may repeat no more than three (3) required B.S.N. general-education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.
 - W131 English Composition
 - P261/P262 Anatomy & Physiology I and II

- P101 or P102 Introduction to Psychology
- S161 Principles of Sociology
- M100 Basic Mathematics (or a higher level math course (M118, M119, or M125, excluding M110))
- C110 The Chemistry of Life

3. Submission of the Application for Admission to the Baccalaureate Nursing Major by April 1 for fall semester (traditional) and January 1 for Summer (BA/BS to BSN). Applications for the RN-BSN option may be submitted summer, spring, or fall. Applications are obtained from the School of Nursing website. **STUDENTS MUST MEET WITH A NURSING ADVISOR PRIOR TO APPLICATION.**

4. Achieve a minimum 2.5 cumulative grade point average and a minimum 2.7 prenursing grade point average. The cumulative grade point average (GPA) will be calculated according to the Indiana University Policy for FX Grading Option regardless of when the course was taken. The nursing GPA is calculated on all required courses for the nursing program. Students may exercise the grade replacement policy for a limit of three general education courses not to exceed 10 credit hours.

5. Return of the signed acceptance letter by the date indicated on the offer of admission.

6. Submission of an official transcript to the School of Nursing for all work being transferred from another university. To obtain an official transcript, the student must request an official transcript from the other institution(s) to be forwarded to the Office of Admissions, IU Northwest, for evaluation.

Applicants meeting the above criteria will be placed in rank order from high to low based upon the prenursing grade point average in the required prerequisite courses.

The traditional baccalaureate curriculum has one year of prerequisite courses followed by three years of nursing and other general education courses. Nursing courses are open only to students who have been admitted into the nursing program. Prerequisite courses may be taken at any of the Indiana University campuses or may be accepted as transfer credits from other accredited institutions.

Admission to the baccalaureate nursing major is selective and competitive.

Application and admission are valid only for the semester designated.

Direct all inquiries concerning the School of Nursing, advising, and application to the program to the Coordinator of Student Services, School of Nursing, 3400 Broadway, Gary, IN 46408. Phone: (219) 980-6611.

B.A./B.S. to B.S.N. Mobility Option for Graduates of a Bachelor's Degree Program in a Nonnursing Field

Admission to the B.A./B.S. to B.S.N. Mobility Option is competitive. Candidates for admission will have previously earned a bachelor's degree in a nonnursing field with a graduation GPA of 2.5 or higher, have an IU GPA of 2.5 or higher, and a 3.0 on a 4.0 scale for all general-education course work counting toward the B.S.N. degree. All general education requirements must be met prior to program admission. Application to Nursing is due January 1. **STUDENTS MUST MEET WITH A NURSING ADVISOR PRIOR TO APPLICATION.**

R.N. to B.S.N. Mobility Option for Graduates of an Associate of Science Degree or Diploma Program

Students wishing to be admitted to the RN to BSN Mobility Option must be Registered Nurses with an unencumbered license in the state in which you are practicing and/or plan to meet your clinical requirements, and have a graduation GPA of 2.5 from their Associate Degree or Diploma Program. Students may apply for admission in summer, spring, or fall.

National Background Check Policy

Most of the clinical sites where Indiana University Northwest School of Nursing students complete their hands-on clinical experiences (such as hospitals, clinics, and other agencies) require a national criminal background check before students can be placed in their organization. Based on the requirements of these agencies, as well as state and federal regulations, all students in the School of Nursing must undergo a national background check prior to admission and annually thereafter (more information will be given on admission). The background check includes the residency history for the past seven years, including all counties of residence. The results of a student's background check may impact his or her admission status in the School of Nursing, preclude students from attending clinical, and/or affect ability to obtain licensure as a registered nurse (RN) in the state of Indiana and other states.

Per the School of Nursing's clinical affiliation agreements, all background checks that are other than negative will be sent to the student's clinical agency/agencies for review. If a clinical agency refuses to allow a student to participate in a clinical at the agency, the student may not be allowed to progress in the nursing program.

If an incident occurs that would change your background check, you are required to notify the School of Nursing immediately. You may be required to pay for a background re-check.

Failure to adhere to the above policy will result in dismissal from the program. The student will not be able to re-register until this requirement is met. The student will be responsible for any late registration fees incurred. If clinical time is missed, the student is subject to the clinical absence policy.

Health Requirements

All nursing students at IU Northwest must show proof that they have met the immunization (including mandatory yearly seasonal flu vaccination), physical examination, and laboratory examination requirements of hospitals and other health agencies used for clinical experiences, as well as health care provider CPR certification. Specific instructions will be distributed prior to clinical assignment. Failure to meet those health requirements will make the student ineligible for clinical classes. Annual OSHA training related to blood-borne pathogens is required of all students. Students will be notified of training dates and times. The School of Nursing faculty and administrators strongly encourage students to carry personal health insurance. The school will not be liable for any health problems requiring medical treatment for students enrolled

in programs, including illness or injury during clinical rotation.

Students failing to submit documentation by the stated deadline will not be able to attend clinical courses. The clinical absence policy applies.

Drug Screen Policy

Some clinical sites require a drug screen. In addition, faculty reserve the right to require a drug screen, at the student's expense, if the situation warrants. Failure to comply immediately will result in dismissal from the nursing program.

Dress Code

Nursing students wear the designated uniform of the school. All students wear the designated photo identification badge. For experience in community nursing, all students wear the uniform designated by agency policy. Students not appropriately attired may be asked to leave the clinical area by their instructor. Such an occurrence constitutes an absence.

Application Ineligibility

A student shall be ineligible for the nursing program if, by the second completed attempt, he/she fails to earn a minimum grade of C (2.0) in any required general-education course. Students may repeat no more than three required general-education courses. Of the three courses, no more than two sciences may be repeated. A pattern of course withdrawals may reduce the student's chances of admission to the undergraduate nursing program. Students must meet minimum cumulative and pre-nursing GPA requirements.

Eligibility for Licensure

Any person who makes application for examination and registration as a registered nurse in the state of Indiana shall submit to the Indiana State Board of Nursing at the Indiana Professional Licensing Agency written evidence, verified by oath, that he/she

- has completed an approved high school course of study or the equivalent as approved by the appropriate educational agency;
- has completed the prescribed curriculum in a state-accredited school of nursing and holds a diploma or certificate there from; and
- has not been convicted of any act that would constitute a ground for disciplinary sanction under the state board rules and regulations or of any felony that has direct bearing on the individual's ability to practice competently. (*Note:* Convictions include the possession and use of drugs or controlled substances.) Most states, including Indiana, require a national criminal background check.

Rules and regulations governing licensing in Indiana are available from the Indiana Professional Licensing Agency.

International students and graduates of schools of nursing that are outside the United States must meet the requirements of the Indiana State Board of Nursing for eligibility to sit for the licensing examination.

Application for National Council Licensure Examination (NCLEX)

The School of Nursing will make available the necessary forms to take the examination in Indiana. Those students taking the examination in other states are responsible for obtaining the appropriate forms from those states. It is the student's responsibility to complete the application process and meet the mailing and payment deadlines for taking the NCLEX (state board examination for licensure).

School of Nursing Dean's List

Full-time undergraduate students in the School of Nursing will be placed on the School of Nursing Dean's List each semester that they receive a GPA of 3.5 or above. Part-time students will be honored after they have had consecutive fall and spring semesters (during the same academic year) on a part-time basis and they have accumulated 12 credit hours or more.

Repeating Courses

See School of Nursing Policy on repeat of Nursing courses.

Academic Policies

Academic Standing/Progression Standards Students Admitted to the Nursing Major

The following policies apply to all students admitted to the baccalaureate major in the School of Nursing.

Good Standing

Students who maintain a C (2.0) or higher average in all courses, a grade of C (2.0) or higher in all courses required for the degree, and a grade of S in clinical nursing courses will be in good academic standing.

Academic Probation

A student will be placed on probation when any of the following conditions exist:

1. Cumulative grade point average is below 2.0.
2. Semester grade point average is below 2.0.
3. A grade below C has been earned in a required course.
4. Professional or personal misconduct (may result in dismissal from the School of Nursing).

Academic probation will be removed after the semester when the following conditions exist:

1. Cumulative grade point average is 2.0 or higher.
2. Semester average is 2.0 or higher.
3. A grade of C or above has been earned in the required course(s).
4. Remedial course work, if required, has been completed, and/or specified conditions have been met.

Dismissal

A student may be dismissed from the School when, in the judgment of the faculty, there is lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following, but is not limited to:

1. Failure to attain a cumulative grade point average of 2.0 in two semesters.

2. Failure to attain a grade of C (2.0) or above for didactic or S for clinical upon repeating a nursing course.
3. Failure to attain a grade of C (2.0) or above, or a grade of S for clinical courses, in two or more nursing courses.
4. Failure to meet probationary stipulations in the semester following the assignment of probation.
5. Failure to achieve a grade of C (2.0) or above in any required general education course upon the second attempt.
6. A pattern of withdrawal from nursing courses. See School of Nursing withdrawal policy.
7. Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment; violation of patient/ client confidentiality resulting in denial of access to a clinical facility, or other personal or professional misconduct. *A student may be dismissed from the School of Nursing without being placed on probation when any of these conditions exist.*

The faculty reserves the right to require the withdrawal of any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for professional nursing. Dismissal is subject to the appeal process. The student can initiate the appeal through a letter sent to the coordinator of Student Services, who will forward it to the faculty.

Reentry

Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the student's program. Students who have so interrupted their programs are required to submit written request of intent to reenter the program to the academic advisor. All requests for reentry will be evaluated on the basis of available resources. Students who reenter must adhere to the academic policies in effect at the time of reentry. Reentry of students who have interrupted their study, for any reason, is not guaranteed. Reentry may require validation of skill competency.

Graduation/Degree Requirements

Prospective students should study the requirements for admission to the School of Nursing, the specific curriculum requirements and sequences, and requirements for the degree. Students are responsible for meeting degree requirements and for making application for the degree. The deadlines for filing the application for a degree are September 1 for December and May graduation. The School of Nursing is not responsible for certifying students for the degree if they do not file the application.

All candidates for the Bachelor of Science in Nursing degree must fulfill the following requirements:

1. Satisfactory completion of a minimum of 120 credit hours that apply to the degree.
2. Minimum cumulative grade point average of 2.0.
3. Minimum of a C (2.0) in each required course or equivalent. A C- is less than minimum.
4. Completion of the nursing major within six years of the first enrollment. (traditional option) OR 4 years for BA/BS-BSN option
5. Residency requirements.

S/F Grades for Clinical Nursing Courses

A student must receive a grade of S (satisfactory) in each clinical nursing course. Failure to receive a grade of S constitutes failure. An S indicates a grade of A, B, or C (2.0). Faculty evaluate the quality of clinical performance by standards listed in course syllabi.

Repeat of Nursing Courses

A student who receives less than a C (2.0) in a nursing didactic course or less than an S in a clinical course may be permitted to repeat the course. A student will receive no more than two opportunities to successfully complete a given nursing course. Failure to receive a C (2.0) upon repeating a nursing course or failure in two or more nursing didactic or clinical nursing courses will result in dismissal.

Repeat of Required General Education Courses

To qualify for admission and progression, a student must earn a grade of C (2.0) or higher in all required general-education courses (C- is not acceptable) by the second completed attempt. Students may repeat no more than three (3) required B.S.N. general- education courses. Of the three (3) courses, no more than two (2) sciences may be repeated.

Pass/Fail Option

A maximum of 6 elective credit hours taken under this option may be applied to the B.S.N. degree. Required prerequisite courses may not be taken under this option.

Independent Study Courses

Required and elective courses for the nursing major, except public speaking, currently available as independent study at Indiana University may be taken for credit. Some courses, however, may not meet degree requirements. Students must contact the Coordinator of Nursing Student Services before enrollment. Nursing majors are required to have the academic advisor's signature for all independent study courses. Final examinations in all independent study courses must be completed no later than three weeks prior to the expected graduation date.

Courses Excluded from the Degree

Credits earned in remedial courses do not apply to the B.S.N. degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement for the degree. The second completed attempt will be counted toward the GPA.

Withdrawal from a Nursing Course

If a student withdraws from a didactic course, withdrawal from the co-requisite clinical course is required (and vice versa) if it is before the Automatic Withdrawal Date. A pattern of withdrawals may make the student ineligible to progress; see the School of Nursing Withdrawal Policy.

Seven-Year Limit

Anatomy and Physiology I and II, Microbiology, Chemistry, Statistics, and Life Span Development have a seven year age limit. Students may opt to (1) take the course again or (2) challenge the course by examination.

B.S.N. Curriculum Plans

General Education Requirements for the Bachelor of Science in Nursing (B.S.N.) (Applicable to Traditional Students Only)

The general education courses for the B.S.N. have been divided into six clusters. Some courses within the cluster may be required while others may be selected from a specific list of courses.

Cluster I Mathematical/Physical/Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- MATH M100 (4 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- PSY K300 Statistics (3 cr.)

Cluster II Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)

Cluster III Cultural and Historical Studies (6 credit hours required).

A list of courses meeting this requirement is available on request.

Cluster IV Social and Behavioral Sciences (6 credit hours required)

- SOC S161 Principles of Sociology (3 cr.)
- Select one of the following (3 cr.)
 - PSY P101 Introductory Psychology I
 - PSY P102 Introductory Psychology II
 - PSY P103 General Psychology

Cluster V Arts and Humanities (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

Curriculum Plan for Traditional B.S.N. Students (sample plan only)

Freshman Year

Semester one

- PHSL P130 Human Biology (4 cr.)
- SPCH S121 Public Speaking (3 cr.)
- ENG W131 Elementary Composition (3 cr.)
- SOC S161 Principles of Sociology (3 cr.)
- Literature Course (3 cr.)

Semester two

- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PSY P101 or P102 Introductory Psychology (3 cr.)
- MATH M100 (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)

Sophomore Year

Summer

- NURS A190 Learning Strategies in Nursing (1 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)

Semester three

- BIOL M200 Microorganisms in Nature and Disease (4 cr.)
- NURS B220 Professional Nursing and Healthcare (4 cr.)
- NURS B221 Introductory Clinical Practicum Experience in Nursing (1 cr.)
- NURS B230 Developmental Issues and Health (4 cr.)
- NURS B234 Promoting Healthy Populations (3 cr.)

Semester four

- SPEA K300 Statistics (3 cr.)
- NURS B248 Science and Technology of Nursing (4 cr.)
- NURS B249 Science and Technology of Nursing Practicum (3 cr.)
- NURS B261 Pathophysiology and Pharmacology for Nursing Practice (4 cr.)

Junior Year

Semester five (Option 1)

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 in Concepts Mental Health across the Lifespan Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

Semester five (Option 2)

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)
- PHIL P393 Biomedical Ethics (3 cr.)

Semester six (Option 1)

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

- PHIL P393 Biomedical Ethics (3 cr.)

Semester six (Option 2)

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

Senior Year

Semester seven (Option 1)

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- Cultural/Historical Studies course (3 cr.)

Semester seven (Option 2)

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)
- Cultural/Historical Studies course (3 cr.)

Semester eight (Option 1)

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

Semester eight (Option 2)

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

General-Education Requirements for the B.A./B.S. to B.S.N. Mobility Option

Cluster I Mathematical, Physical, and Life Sciences (26 credit hours required)

- PHSL P130 Human Biology (4 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)
- PHSL P262 Human Anatomy and Physiology II (4 cr.)
- CHEM C110 The Chemistry of Life (3 cr.)
- BIOL M200 Microorganisms in Nature and Disease (4 cr.)

- SPEA K300 Statistics (3 cr.)
- MATH M100 Basic Mathematics (4 cr.)

Cluster II Communication (9 credit hours required)

- ENG W131 Elementary Composition (3 cr.)
- ENG W231 Professional Writing Skills (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

Cluster III Cultural and Historical Studies (6 credit hours required)

- A list of courses meeting this requirement is available on request.

Cluster IV Social and Behavioral Sciences (9 credit hours required)

- SOC S161 Principles of Sociology
- PSY P101 or P102 Introductory Psychology
- PSY P216 Life Span Development

Cluster V Humanistic Appreciation (6 credit hours required)

- PHIL P393 Biomedical Ethics (3 cr.)
- A literature course (3 cr.)

Cluster VI Open Elective (2 credit hours required) if needed to total 120.

Consult the Coordinator of Student Services for advice.

Curriculum Plan for B.A. / B.S. to B.S.N. Mobility Option

Summer I (Irregular)

- NURS B220 Professional Nursing and Healthcare (4 cr.)
- NURS B221 Introductory Clinical Practicum Experience in Nursing (1 cr.)
- NURS B234 Promoting Healthy Populations (3 cr.)

Summer II (Irregular)

- NURS B248 Science and Technology of Nursing (4 cr.)
- NURS B249 Science and Technology of Nursing Practicum (3 cr.)
- NURS B261 Pathophysiology and Pharmacology for Nursing Practice (4 cr.)

Fall Semester (Option 1)

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

Fall Semester (Option 2)

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)

- NURS H380 Health Concepts across the Lifespan I (3 cr.)
- NURS H381 Health Concepts across the Lifespan I Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

Spring Semester (Option 1)

- NURS H368 Nursing Care of Childbearing Families (3 cr.)
- NURS H369 Nursing Care of Childbearing Families Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS H350 Topics in Contemporary Nursing Practice (1 cr.)

Spring Semester (Option 2)

- NURS H372 Concepts in Mental Health across the Lifespan (3 cr.)
- NURS H373 Concepts in Mental Health across the Lifespan Practicum (1 cr.)
- NURS H390 Health Concepts across the Lifespan II (3 cr.)
- NURS H391 Health Concepts across the Lifespan II Practicum (2 cr.)
- NURS R375 Nursing Research and Evidence-based Practice (3 cr.)

Summer I

- NURS S472 A Multi-system Approach to Health of the Community (3 cr.)
- NURS S473 Health of the Community Practicum (2 cr.)

Summer II

- NURS S430 Health Concepts across the Lifespan III (3 cr.)
- NURS S431 Health Concepts across the Lifespan III Practicum (2 cr.)

Fall Semester

- NURS S481 Nursing Management (3 cr.)
- NURS S482 Nursing Management Practicum (1 cr.)
- NURS S483 Nursing Practice Capstone (4 cr.)
- NURS S485 Professional Growth and Empowerment (3 cr.)

General Education Requirements for the RN to BSN Mobility Option

Note: Some of the general education courses may not transfer in as our equivalent courses. However, we accept most general education courses taken for completion of the A.S.N. or Diploma as our equivalent for purposes of the B.S.N.

Students must complete a minimum of one course in each of these areas for a total of 18 credit hours (many if not most of these will be completed in the Associate Degree Program). These areas are:

Written Communication
Speaking and Listening

Quantitative Reasoning
Scientific Reasoning
Humanistic and Artistic Ways of Knowing
Social and Behavioral Ways of Knowing

An additional 34-35 credits of nursing or non-nursing courses must be taken to achieve a total of 120 credit hours and complete the general education requirements. Students should work with their advisor to select appropriate courses.

Curriculum Plan for RN to BSN Mobility Option (Sample only; order of courses is somewhat flexible)

- *Semester 1—Term 1*
 - B331 Transition to Baccalaureate Nursing Practice (must be taken first)
 - B304 Health Policy
- *Semester 1—Term 2*
 - S475 Community Health: RN BSN
 - H355 Data Analysis: RN BSN
- *Semester II—Term 1*
 - H365 Nursing Research: RN BSN
 - S474 Health Care Ethics: RN BSN
- *Semester II—Term 2*
 - S487 Nursing Management: RN BSN
 - Nursing Elective (list available from nursing advisor)
- *Semester III—Term 1*
 - B404 Informatics: RN BSN
 - Nursing Elective (list available from nursing advisor)
- *Semester III—Term 2*
 - R470 Clinical Nursing Practice Capstone: RN BSN
- Thirty-five credit hours of special credit for the remaining nursing courses leading to the BSN degree is awarded after completion of B331. Completion of the aforementioned will fulfill the graduation requirement of 120 credit hours.

TSAP RN-BSN

Completion of an eligible AS or AA degree at Ivy Tech or Vincennes may put you on a Single Articulation Pathway to a BA or BS at IU Northwest, without a loss of credit hours.

For more information on the TSAP RN-BSN see [Single Articulation Pathways - Indiana University Northwest](#).

Master of Science in Nursing

Currently, the Master of Science in Nursing (MSN) program offers three graduate tracks: Family Nurse Practitioner (44 credit hours), Nursing Education (36 credit hours), and Nursing Administration (37 credit hours). The Master of Science in Nursing is delivered through a consortial agreement with the other IU Regional Schools of Nursing.

Purpose:

The purpose of the Master of Science in Nursing Regional Schools of Nursing consortium is to prepare registered nurses with advanced nursing knowledge in nursing

education and administration, and advanced practice as a family nurse practitioner. Nurses with this advanced knowledge and advanced practice will enhance health care for the community and impact the health care delivery system. Serving in education, leadership, practice, and administrative roles will provide opportunities for enhanced healthcare delivery systems and ultimately improved health for citizens. Nurses with master's preparation are and will continue to be in strong demand.

The faculty of Indiana University Northwest's Master of Science in Nursing (MSN) program, understand the need for and the value of a culturally diverse workforce. Our faculty are committed to preparing advanced specialists who model excellence in nursing and use creativity to support the commitment, responsibility, and accountability for the advancement of human health.

IU Northwest Master's Degree in Nursing Program Outcomes

Graduates of the IU Northwest School of Nursing MSN program will:

1. Synthesize knowledge from nursing and related disciplines to inform clinical judgment and innovation in advanced nursing practice.
2. Practice to the full scope of education using effective communication and a systematic approach to coordinate person-centered care, empower advanced decision making, and promote self-care management.
3. Improve population health outcomes through partnerships, advocacy, and policies that improve health equity within systems and at local, regional, national, and global levels.
4. Advance the science of nursing through ethical scholarship and innovative and evidence-based approaches that advance the profession, improve health, and transform healthcare.
5. Apply quality improvement principles to establish a culture of patient, provider, and work environment safety to reduce and mitigate risk, safeguard care delivery, and improve nursing practice outcomes.
6. Facilitate a climate of mutual respect, improved communication, and quality collaboration within interprofessional teams that optimize care delivery.
7. Lead and respond to changes in complex systems through policy and coordination of resources for diverse populations in an equitable and fiscally responsible manner.
8. Evaluate and use information and communication technologies and informatics tools integrating best practices, regulatory standards, and ethical, legal, social implications in direct and indirect care roles.
9. Embody the core values and professional identity of nursing by advocating for social justice and integrating ethical, legal, regulatory, and professional standards.
10. Engages in personal and professional development to promote self-advocacy, resilience, and well-being to expand one's own nursing leadership capacity and contribute to the advancement of the nursing profession.

Admission Policies

Admission Requirements

Admission to the Indiana University Northwest School of Nursing (IUNSON) Master's Degree Program

requires approval by the faculty and is based on the applicant's qualifications as evidenced by grade point average, statement of professional aspirations, official transcripts, references, etc. Acceptance into the program is competitive. The following criteria must be met for unconditional admission:

- Admission to Indiana University Northwest: Submission of an Official College Transcript (Degree granting and graduate courses if applicable). Transcripts from all colleges and universities attended are required.
- Baccalaureate of Science in Nursing GPA of 2.8 or higher on a 4.0 scale from an NLN CNEA, ACEN, or CCNE accredited program.
- Copy of current RN license. Current unencumbered license or multistate license as a Registered Nurse (RN) in the states where practicum experiences will be completed.
- Statistics grade (by transcript or current completion at IU campus): Applicants need to have a grade of C or higher in a three credit, undergraduate college credit statistics course (or successfully complete prior to Research, R500).
- Personal Statement (goal statement): An essay that addresses the following:
 - o Identify your academic goals, career objectives, why you are applying to this program and the qualifications you have that make you a strong candidate for admission. (200-word count limit)
 - o Describe significant professional and life experiences that have prepared you for a master's education. Please discuss these experiences in detail. (400-word count limit)
 - o All students contribute to creating a diverse and inclusive environment when diversity is broadly defined. Whether by a personal attribute, characteristic, culture, experience, or behavior, please tell us how you believe you will contribute to the diversity of Indiana University and the nursing profession. The concept of diversity includes the following dimensions: race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, and religious beliefs. (200-word count limit)
- Essential Abilities. Applicants must agree to the Essential Abilities Policy of the School of Nursing. The policy states that students must demonstrate Essential Abilities in a variety of areas (judgment, neurological function, emotional coping skills, intellectual/conceptual skills, and other behavioral attributions) as well as meeting all progression criteria.
- Criminal Background Check and Urine Drug Screen.
- CV/Resume: May upload via online application
- References. Applicants must provide two professional references via online application (academic references are acceptable but at least one clinical reference should be submitted).
- Clinical practice. For the FNP track, two years of relevant full-time clinical practice as a Registered Nurse (RN) and currently working as an RN is preferred. For the education or administration track, one year of clinical experience as an RN is preferred.

Note: An applicant who does not meet one or more of the above criteria may be admitted with conditions or on probation.

M.S.N. Plan

Sample Curriculum Plan Family Nurse Practitioner Track (subject to change):

- Semester 1 (Spring)
 - NURS P505- Population Health
 - NURS N504- Leadership for Advanced Practice
- Semester 2 (Summer)
 - NURS I630- Introduction to Nursing Informatics
 - NURS F570- Advanced Health Assessment
 - NURS F585- Advanced Health Assessment Lab
- Semester 3 (Fall)
 - NURS Y612- Advanced Pharmacology
 - NURS Y515- Advanced Pathophysiology
- Semester 4 (Spring)
 - NURS R500 Research Methods
 - NURS F580- Primary Care I
 - NURS F586- Primary Care I Practicum
- Semester 5 (Summer)
 - NURS D615- Quality and Safety
 - NURS F581- Primary Care II
 - NURS F587- Primary Care II Practicum
- Semester 6 (Fall)
 - NURS F582- Primary Care III
 - NURS F588- Primary Care III Practicum
- Semester 7 (Spring)
 - NURS F578- Primary Health Care for Families
 - NURS F589- Primary Health Care for Families Practicum

Sample Curriculum Plan for Nursing Education (subject to change; curriculum is very flexible in terms of order of courses)

- Semester 1 (Fall)
 - NURS T670- Teaching in Nursing
 - NURS Y515- Advanced Pathophysiology
- Semester 2 (Spring)
 - NURS P505- Population Health
 - NURS N504- Leadership for Advanced Practice
- Semester 3 (Summer)
 - NURS I630- Introduction to Nursing Informatics
 - NURS F570- Advanced Health Assessment
 - NURS F585- Advanced Health Assessment Lab
- Semester 4 (Fall)
 - NURS Y612- Advanced Pharmacology
 - NURS T615- Nursing Curriculum
 - NURS T679- Practicum
- Semester 5 (Spring)

- NURS R500 Research Methods
- NURS T617 Evaluation in Nursing
- NURS T679- Practicum

- Semester 6 (Summer)
 - NURS D615- Quality and Safety
 - NURS T679- Practicum

Sample Curriculum Plan for Nursing Administration (subject to change; curriculum is very flexible in terms of order of courses)

- Semester 1 (Fall)
 - NURS L530- Legal Environment of Healthcare
 - NURS Y515- Advanced Pathophysiology
- Semester 2 (Spring)
 - NURS P505- Population Health
 - NURS N504- Leadership for Advanced Practice
- Semester 3 (Summer)
 - NURS I630- Introduction to Nursing Informatics
 - NURS F570- Advanced Health Assessment
 - NURS F585- Advanced Health Assessment Lab
- Semester 4 (Fall)
 - NURS Y612- Advanced Pharmacology
 - NURS L574- Administrative Management
 - NURS L579- Practicum
- Semester 5 (Spring)
 - NURS R500 Research Methods
 - NURS L671- Financial Management
 - NURS L579- Practicum
- Semester 6 (Summer)
 - NURS D615- Quality and Safety
 - NURS L579- Practicum

Minor in Public Health

The College of Health and Human Services, in collaboration with other schools and departments, offers courses leading to an interdisciplinary minor in Urban Public Health. This minor leads to a broad understanding of public health principles and their application in an urban context; exposure to issues such as environmental health and justice, public health preparedness, and healthcare structures and policy; as well as an understanding of the urban community in general. Students will be introduced to the roles and functions of public health science and practice.

Requirements (15 cr. hr.)

- PBHL P201 Introduction to Public Health in the Urban Environment (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- AAAD A206 The Urban Community (3 cr.)
- and 2 additional courses (6 credit hours) selected in consultation with a departmental advisor

School of Public and Environmental Affairs

Administrative Officer

Eric Lambert, Ph.D., *Professor, Director and Assistant Dean*

Web site: www.northwest.iu.edu/spea/**Phone:** (219) 980-6695

About the School of Public and Environmental Affairs

The Trustees of Indiana University established the School of Public and Environmental Affairs (SPEA) as a statewide program of the university in January 1972.

The School of Public and Environmental Affairs at IU Northwest offers academic programs at the baccalaureate and master's degree levels for both IU Northwest students and for individuals presently working in public affairs, criminal justice, health services, human services, nonprofit organizations, or environmental affairs settings. The school also operates a unit designed to address a variety of public issues and problems, in particular those in northwest Indiana. SPEA conducts research on public problems, provides services to public agencies, and engages in educational programs designed to aid public officials and to inform the public on a variety of public issues.

Public Service Internship Program

The Public Service Internship Program involves participation by undergraduate students. Undergraduate students enroll in SPEA V380 Internship in Public Affairs or SPEA J380 Internship in Criminal Justice. Graduate students enroll in SPEA V585 Practicum in Public Affairs. Full-time assignment in a public service internship for one semester is acknowledged up to 6 credit hours. Internship credit is recommended for undergraduate students. In the undergraduate program, a maximum of 15 credit hours is allowed for participation in off-campus experiences.

Internship possibilities are developed by the school and involve specific job descriptions from public and private agencies willing to involve students in significant professional activities in public and environmental affairs. The student has the option of identifying their own internship site; however, the site must be approved by the internship coordinator. In all cases, specific job details and descriptions of supervisory capacity of the agencies must be filed before credit may be arranged. No off-campus experiences are approved for credit unless the necessary information is filed and approved before the assignment begins. It is recommended the approval process be complete prior to the internship semester. Information can be obtained from the School of Public and Environmental Affairs at IU Northwest.

While the internship program is intended for students enrolled in the School of Public and Environmental Affairs, students in related disciplines who have an interest in the public sector and meet eligibility requirements may be considered for admission on a provisional basis.

Undergraduate Programs

Bachelor Degrees Degree Policies

The School of Public and Environmental Affairs offers four Bachelor of Science degree programs. The degrees are the Bachelor of Science in Criminal Justice, Bachelor of Science in Forensic Science, Bachelor of Science in Health Services Management and the Bachelor of Science in Public Affairs.

1. A minimum of 120 credit hours distributed to meet degree requirements with a cumulative grade point average of 2.0 for all course work completed is required.
2. A grade point average of at least 2.3 in SPEA core and concentration courses is required.
3. No more than 90 credit hours of transfer credit from another accredited institution may be applied toward the bachelor degree.
4. Courses taken on the Pass/Fail option can only be applied as electives in meeting degree requirements. In no case can more than eight Pass/Fail courses be used in meeting degree requirements.
5. Credit work for this degree can be completed at any campus of Indiana University.
6. Candidates for degrees must file an application for graduation. Application should be filled at least six weeks prior to the conferring of degrees.

Second Bachelor's Degree

A student who already has a bachelor's degree may be admitted to candidacy for a second bachelor's degree. When such admission for a second degree is granted, the candidate must earn at least 30 additional credit hours as a student enrolled in SPEA and meet all the requirements of the SPEA degree being sought. Normally, the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study.

Bachelor of Science in Criminal Justice

The Bachelor of Science in Criminal Justice provides preparation for students interested primarily in a career in criminal justice and related areas. The program includes four main areas: general education, public affairs and policy, criminal justice, and general electives.

Learning Outcomes:

- 1) Describe an overview of the administrative, institutional, and organizational framework of the various components of the criminal justice system in the United States; identify how diversity impacts the policing, processing and punishment of offenders.
- 2) Analyze the history and evolution of major theories of crime and philosophies of punishment; discuss corresponding public policies and social changes influencing the administration of justice.
- 3) Define crime, legally and socially, and how it is measured; interpret major sources of criminal justice/ social science research and data, apply basic research methods to research questions, and evaluate ethical issues involved in research.

4) Examine the constitutional foundations of criminal law and the structure, process and actors in the court system, especially the tension between individual rights and public order. Analyze landmark legal cases, as well as current issues in processing criminal cases.

5) Critically analyze current crime issues, policies and strategies; demonstrate ability to integrate and apply knowledge to evaluate current criminal justice issues and problems.

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements, students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical consideration (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M100 Basic Mathematics (3 cr.)
- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

- BIOL L100 Humans and the Biological World (5 cr.)
- CHEM C101 Elementary Chemistry I (3 cr.)
- CHEM C121 Elementary Chemistry Lab I (2 cr.)
- GEOL G101 Introduction to Earth Science (3 cr.)
- GEOL G102 Introduction to Earth Science Lab I (1 cr.)

3. Intensive Writing Courses (6 cr.)

ENG W231 Professional Writing (3 cr.) Required
SPEA J439 Crime and Public Policy (3 cr.) (See course description for prerequisite)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPEA J201 Theoretical Foundation of Criminal Justice(3 cr.)
- SPEA J222 Murder: Causes and Consequences (3 cr.)
- SPEA J312 White Collar Crime (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

One of the following courses:

- SPEA K300 Statistical Techniques (3 cr.)

ECON E270 Introduction to Statistical Theory for Economics and Business (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA H322 Principles of Epidemiology (3 Cr.)
- SPEA J215 Concepts of Forensic Science (3 cr.)

7. Information Literacy (3 cr.)

SPEA J202 Criminal Justice Data, Methods and Resources (3 cr.)

8. Learning Technologies course (3 cr.)

SPEA V261 Using Information Technology in Public Affairs (3 cr.)

Principle 2 Breadth of Learning

1. Arts & Humanities (6 cr.)

Two of the following courses:

- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)
- AAAD A150 Survey of the Culture of Black Americans (3 cr.)
- AAAD A151 Minority People in the United States(3 cr.)
- ANTH A104 Culture & Society (3 cr.)
- ANTH A104 Cultural Anthropology (3 cr.)
- PHIL P100 Introduction to Philosophy (3 cr.)
- PHIL P140 Introduction to Ethics (3 cr.)
- PHIL P150 Elementary Logic (3 cr.)
- WGS W401 Topics in Women's and Gender Studies (3 cr.)

- *2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list* of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

- SOC S161 Principles of Sociology (3 cr.)
- SOC S163 Social Problems (3 cr.)
- SOC S320 Deviant Behavior & social Control (3 cr.)
- SOC S325 Criminology (3 cr.)

- *4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

SPEA J439 Crime and Public Policy (3 cr.) (see course description for prerequisite)

Principle 4 Diversity (One Course)

One of the following courses:

- SPEA J275 Diversity Issues in Criminal Justice (3 cr.)
- SPEA V264 Community Structures and Policy (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

- SPEA J202 Criminal Justice Data, Methods & Resources (3cr.)
- SPEA V252 Career Development and Planning (3 cr.)
- SPEA V264 Community Structures and Policy

Public Affairs and Policy (4 courses)

Four courses from the following:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA V170 Intro to Public Affairs (3 cr.)
- SPEA V252 Career Development and Planning (3 cr.)
- SPEA V263 Public Management (3 cr.)
- SPEA V264 Community Structures and Policy (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V365 Urban Development and Planning (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)
- SPEA V372 Government Finance and Budgets (3 cr.)
- SPEA V376 Law and Public Policy (3 cr.)
- Other Public Affairs Courses (with advisor's consent)

Concentration (12 courses)

All of the following courses:

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J150 Public Safety in America (3 cr.)
- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)
- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)
- SPEA J439 Crime and Public Policy (3 cr.) (see course description for prerequisite)
- Three additional courses in criminal justice

General Electives (approximately 7 courses)

Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirements of 120 credit hours.

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

TSAP in Criminal Justice - B.S.

Completion of an eligible AS or AA degree at Ivy Tech or Vincennes may put you on a Single Articulation Pathway to a BA or BS at IU Northwest, without a loss of credit hours.

For more information on the TSAP in Criminal see [Single Articulation Pathways - Indiana University Northwest](#).

Bachelor of Science in Health Services Management

The Bachelor of Science in Health Services Management provides preparation for students interested primarily in careers in the health field. Students will be prepared for

management positions within hospitals, nursing homes, healthcare facilities or nonprofit agencies.

Learning Outcomes

- 1) Demonstrate knowledge of the U.S. healthcare system, including delivery, finances, quality, and regulatory policies and practices.
- 2) Demonstrate competencies in communication, interpersonal relations, management, and leadership to enhance organizational effectiveness.
- 3) Demonstrate knowledge of cultural competence with individuals, communities, and populations across the lifespan.
- 4) Demonstrate sensitivity and responsiveness to a diverse patient population and analyze the social and environmental factors that contribute to different health outcomes in various communities.
- 5) Analyze contemporary ethical issues from multiple perspectives, including that of medical professionals, patients, and society in general.
- 6) Analyze the impact of social policy, finance, regulations, and legislation on healthcare for individuals, communities, and populations across the lifespan, and for the professional practice of healthcare management, through an ethical-legal framework

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (Principle 1), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4), and ethical considerations (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH-M 100 Basic Mathematics (3 cr.)
- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)
- MATH M215 Analytic Geometry and Calculus I (5 cr.)

2. Natural Science Class (4-6 cr.)

One course with a lab from biology or chemistry

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

- ENG W231 Professional Writing (3 cr.)
- SPEA H452 Health Disparities (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPCH S223 Business and Professional Speaking (3 cr.)
- SPCH S229 Discussion and Group Methods (3 cr.)
- SPEA V263 Public Management (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

- SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

- SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

- SPEA H322 Principles of Epidemiology (3 cr.)

8. Learning Technologies course (3 cr.)

- SPEA V261 Using Information Technology in Public Affairs (3 cr.)

Principle 2 Breadth of Learning

1. Arts & Humanities (6 cr.)

Both of the following:

- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)

*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following

- POLS Y103 Introduction to American Politics
- ECON E201 Introduction to Microeconomics
- ECON E202 Introduction to Macroeconomics

*4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list of classes; in addition to the natural science class under Principle 1

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

- SPEA H474 Health Administration Ethics Seminar (3 cr.)

Principle 4 Diversity (One Course)

- SPEA H320 Health Systems Administration (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

- SPEA V450 Medical Ethics (3 cr.)
- SPEA H441 Legal Aspects of Health Care

Management Core (4 courses)

The following courses:

- SPEA V263 Public Management (3 cr.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V348 Management Science (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)

Health Service Management Concentration (9 courses)

The following courses:

- SPEA H316 Environmental Health Science (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- SPEA H352 Healthcare Financial Management I (3 cr.)
- SPEA H371 Human Resources Management in Health Care Facilities (3 cr.)
- SPEA H402 Hospital Administration (3 cr.)
- SPEA H411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA H441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA H445 Topics in Public Health (3 cr.)

Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours.

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs.

Bachelor of Science in Public Affairs

The Bachelor of Science in Public Affairs degree program provides students with the knowledge, skills, and abilities to prepare them for a variety of career opportunities in the public sector, nonprofit sector, and allied fields.

Concentration areas of study include management, criminal justice, health services administration, environmental policy and specialized study in public and environmental affairs.

Learning Outcomes

- 1) To analyze policies and the policy process and make suggested changes.
- 2) To analyze, synthesize, think critically, solve problems, and make decisions.
- 3) To communicate effectively.
- 4) To use critical thinking skills to use data and information to advocate for changes to for key aspects of the U.S. public service system.
- 5) To understand diversity, equity, and inclusion in order to interact productively with a diverse and changing workforce.
- 6) To articulate and apply a public service perspective.

Curriculum

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4) and ethical consideration (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

One of the following courses:

- MATH M100 Basic Mathematics (4 cr.)
- MATH M118 Finite Mathematics (3 cr.)
- MATH M119 Survey of Calculus I (3 cr.)
- MATH M125 Precalculus Mathematics (3 cr.)
- MATH M215 Analytic Geometry and Calculus (3 cr.)

2. Natural Science Class with Lab (4-6 cr.)

One course with a lab from biology, chemistry, geology, or physics.

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

- ENG W231 Professional Writing (3 cr.)
- SPEA V368 Managing Government Operations (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

One of the following courses:

- SPCH S223 Business and Professional Speaking (3 cr.)
- SPCH S229 Discussion and Group Methods (3 cr.)
- SPEA V373 Human Resources Management in the Public Sector (3 cr.)
- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

- SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

- SPEA E272 Intro to Environmental Science (3 cr.)
- SPEA H322 Principles of Epidemiology (3 Cr.)

7. Information Literacy (3 cr.)

One of the following courses:

- SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)
- Approved Research Methods class (3 cr.)

8. Learning Technologies course (3 cr.)

- SPEA V261 Using Information Technology in Public Affairs (3 cr.)

Principle 2 Breadth of Learning (9 courses)

1. Arts & Humanities (6 cr.)

Both of the following:

- HIST H105 American History I (3 cr.)
- HIST H106 American History II (3 cr.)

*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list* of classes, not including H105 and H106

3. Social & Behavioral Sciences (6 cr.)

Two of the following courses:

- POLS Y103 Introduction to American Politics (3 cr.)
- ECON E201 Introduction to Microeconomics (3 cr.)
- ECON E202 Introduction to Macroeconomics (3 cr.)

*4. Mathematical, Physical and Life Sciences (3 cr.)

One class from approved College of Arts and Sciences list; in addition to the natural science class under Principle 1.

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

One of the following:

- SPEA V473 Management, Leadership and Policy (3 cr.)
- Other approved SPEA class (3 cr.)

Principle 4 Diversity (One Course)

One of the following:

- SPEA E272 Intro to Environmental Sciences (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- Other approved SPEA class (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

One of the following courses:

- SPEA V450 Medical Ethics (3cr.)
- SPEA H441 Legal Aspects of Health Care (3 cr.)
- SPEA J321 American Policing (3 cr.)

Public Affairs Core (6 courses)

- SPEA E272 Intro to Environmental Science. (3 cr.)
- SPEA V170 Intro to Public Affairs (3 cr.)
- SPEA V263 Public Management (3 cr.)
- SPEA V264 Community Structures and Policy (3 cr.)
- SPEA V372 Government Finance and Budgets (3 cr.)
- SPEA V376 Law and Public Policy (3 cr.)

Concentrations

Criminal Justice Concentration (7 courses) Requirements

- SPEA J101 American Criminal Justice System (3 cr.)

Three of the following courses:

- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J202 Criminal Justice Data, Methods, and Resources (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.) or SPEA J302 Procedural Criminal Law (3 cr.)
- SPEA J439 Crime and Public Policy (3 cr.)

Two of the following three courses:

- SPEA J306 The Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)
- SPEA J331 Corrections (3 cr.)

Management Concentration (6 courses) Requirements

Students will take the following courses:

- SPEA V346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA V366 Managing Behavior in Public Organizations (3 cr.)
- SPEA V368 Managing Government Operations (3 cr.)

Any three SPEA courses selected with consent of advisor.

Health Services Administration Concentration (6 courses) Requirements

The following three courses:

- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H352 Healthcare Financial Management 1 (3 cr.)
- SPEA H441 Legal Aspects of Health Care Administration (3 cr.)

Three of the following courses with the consent of the advisor:

- SPEA H316 Environmental Health Science (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)
- SPEA H371 Human Resources Management in Health Care Facilities (3 cr.)
- SPEA V375 Emergency Services Administration (3 cr.)
- SPEA H402 Hospital Administration (3 cr.)
- SPEA H474 Health Administration Ethics Seminar (3 cr.)

Specialized Public Affairs Concentration (6 courses) Requirements

A specialized concentration adaptable to the student's interest.

Four of the six courses in the concentration must be SPEA courses.

All courses in the concentration (SPEA and nonSPEA) must be at the 300 or 400 level.

Students must have their advisor's approval for the concentration and the courses selected.

Environmental Policy Concentration (6 courses) Requirements

The following courses:

- SPEA E400 Topics in Environmental Studies: Environmental Law

- SPEA E400 Topics in Environmental Studies: Environmental Planning
- SPEA H316 Environmental Health Science

Any other three SPEA courses selected with consent of the advisor.

Note: Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

Certificate in Public Health

The Certificate in Public Health is available to undergraduate students in all divisions of the university.

The curriculum provides a basic understanding of environmental health issues, current health policies, the structure of the medical care delivery system, administration techniques used in health-related facilities, and methods of determining the significance of various factors on health.

The Certificate in Public Health requires 18 credit hours, including three required courses and three courses from a list of health-related courses. To be eligible for the certificate, students must complete the following requirements in addition to all requirements for the baccalaureate degree program of their choice.

Requirements

All of the following courses:

- SPEA H316 Environmental Health Science (3 cr.)
- SPEA H320 Health Systems Administration (3 cr.)
- SPEA H322 Principles of Epidemiology (3 cr.)

Three of the following:

- SPEA H342 Community Health Education (3 cr.)
- SPEA H416 Environmental Health Policy (3 cr.)
- SPEA H441 Legal Aspects of Hospital Health Care Administration (3 cr.)
- SPEA V450 Contemporary Issues in Public Affairs-Health Topics (3 cr.)
- SPEA E400 Topics in Environmental Studies (3 cr.)

Other approved planning, management, and policy courses related to health

Area Certificate in Public Affairs

The School of Public and Environmental Affairs offers the Area Certificate in Public Affairs to students wishing to study public policy, governmental organization, and public management skills in addition to the major area of their undergraduate programs. The program is interdisciplinary, and students from any department or school of Indiana University are eligible.

The Area Certificate in Public Affairs requires a total of 27 credit hours, of which SPEA must teach at least 15 but no more than 21 credit hours. (Each course carries 3 credit hours.) To be eligible for a certificate, Indiana University students must complete the following requirements in addition to satisfying all degree requirements for the baccalaureate degree program of their choice:

Requirements

All of the following:

- SPEA-E 272 Intro to Environmental Science (3 cr.)
- SPEA-V 170 Intro to Public Affairs (3 cr.)
- SPEA-V 264 Community Structures and Policy (3 cr.)

One course each from two of the following groups:

Organizational Behavior

- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-V 270 Survey of Administrative Techniques (3 cr.)
- BUS-Z 302 Managing and Behavior in Organizations (3 cr.)
- POLS-Y 390 Micropolitics and Organizational Behavior (3 cr.)

Public Administration

- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)

Law

- SPEA-V 376 Law and Public Policy (3 cr.)
- POLS-Y 304 / POLS-Y 305 American Constitutional Law I and II (3/3 cr.)
- BUS-L 201 Legal Environment of Business (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)

Four courses from one of the following categories:

School of Public and Environmental Affairs

- SPEA-V 260 Topics in Public Affairs (3 cr.)
- SPEA-V 346 Introduction to Government Accounting and Financial Reporting (3 cr.)
- SPEA-V 348 Management Science (3 cr.)
- SPEA-V 365 Urban Development and Planning (3 cr.)
- SPEA-V 372 Government Finance and Budgets (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 442 Budgeting or Cost/Benefit (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 449 Senior Policy Analysis (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)
- SPEA-V 472 Policy Processes in the U.S. (3 cr.)

Political Science

- POLS-Y 200 Citizen and the Courts (3 cr.) (This is a topics in political science course. The only acceptable topic is "Citizen and the Courts.")
- POLS-Y 302 Public Bureaucracy in Modern Society (3 cr.)
- POLS-Y 306 State Politics in the United States (3 cr.)
- POLS-Y 394 Public Policy Analysis (3 cr.)

Criminal Justice

- SPEA-J 101 American Criminal Justice System (3 cr.)
- SPEA-J 322 Introduction to Criminalistics (3 cr.)
- SPEA-J 370 Social Control Systems (3 cr.) (This is a seminar in criminal justice course. The only acceptable topic is "Social Control Systems.")

Sociology

- SOC-S 320 Deviance and Control (3 cr.)
- SOC-S 325 Criminology (3 cr.)
- SOC-S 461 Urban Sociology (3 cr.)
- SOC-S 424 Sociology of Law (3 cr.)

Certificate in Public Safety

The Certificate in Public Safety offers a broad overview of law enforcement and its relationship to the other elements in the criminal justice process. It is useful to sworn and nonsworn personnel, as well as to those seeking employment in law enforcement. The certificate also provides excellent transition into the Bachelor of Science in Criminal Justice degree program.

General Education (9 cr.)

- ENG-W 131 Reading, Writing and Inquiry I (3 cr.)
- SPCH-S 121 Public Speaking (3 cr.)
- PSY-P 101 Introduction to Psychology I (3 cr.) **OR** SOC-S 161 Principles of Sociology (3 cr.)

Criminal Justice (18 cr.)

- SPEA-J 101 American Criminal Justice System (3 cr.)
- SPEA-J 301 Substantive Criminal Law (3 cr.)
- SPEA-J 310 Introduction to Administrative Process (3 cr.)
- SPEA-J 321 American Policing (3 cr.)
- SPEA-J 320 Criminal Investigation (3 cr.) **OR** SPEA-J 322 Criminalistics (3 cr.)
- SPEA-J 370 Seminar in Criminal Justice (3 cr.)
- Approved SPEA-J course

TOTAL: 27 credit hours

Minors

- Minor in Environmental Science and Health
- Minor in Health Systems Administration
- Minor in Public and Environmental Affairs
- Minor in Criminal Justice
- Minor in Forensics for Criminal Investigation
- Minor in Pre-law

Minor in Criminal Justice Requirements (Five courses)

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)

Three of the following courses:

- SPEA J201 Theoretical Foundations of Criminal Justice Policies (3 cr.)
- SPEA J306 Criminal Courts (3 cr.)
- SPEA J321 American Policing (3 cr.)

- SPEA J331 Corrections (3 cr.)

Minor in Environmental Science and Health Requirements (Five courses)

The following courses:

- SPEA-H 316 Environmental Health Science (3 cr.)

Four additional courses in environmental science and health approved by a SPEA advisor.

Minor in Health Systems Administration Requirements (Five courses)

- SPEA-H 320 Health Systems Administration (3 cr.)
- SPEA-H 371 Human Resources Management in Health Care Facilities (3 cr.) **OR** SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)

Three of the following courses:

- SPEA-H 352 Healthcare Financial Management 1 (3 cr.)
- SPEA-H 402 Hospital Administration (3 cr.)
- SPEA-H 411 Chronic and Long-Term Care Administration (3 cr.)
- SPEA-H 441 Legal Aspects of Health Care Administration (3 cr.)
- SPEA-H 455 Topics in Public Health (3 cr.)

Pre-law Minor (Six courses)

Interdisciplinary Minor in the College of Arts and Sciences (COAS), the School of Business and Economics, and the School of Public and Environmental Affairs (SPEA).

Admission to law schools requires a baccalaureate degree and a Law School Admission Test (LSAT) score. The degree may be in any discipline. Students preparing for law school are advised to take courses in logical thought, American history, American politics, business, and criminal and civil law. While no specific courses are required, IU Northwest offers an interdisciplinary prelaw minor for students interested in attending law school.

The minor includes six courses totaling 18 credits. Students in SPEA, the School of Business and Economics, and history majors in the College of Arts and Sciences could double-count courses that are required for their major or concentration, but they are required to take at least four courses or 12 credits outside of their major or concentration.

The structure of the minor is as follows:

- BUS L201 Legal Environment of Business
- HIST H106 American History II (Twentieth Century)
- PHIL P150 Elementary Logic
- POLS Y103 Introduction to American Politics
- SPEA J101 American Criminal Justice System
- One elective

Students may pick from the following courses for the elective:

- BUS A201 Introduction to Financial Accounting
- BUS L303 The Commercial Law
- ECON E201 Introduction to Microeconomics
- HIST A313 Origins of Modern America

- HIST A315 Recent U.S. History
- HIST H105 American History I
- SPEA H441 Legal Aspects of Health Care Administration
- SPEA J301 Substantive Criminal Law
- SPEA J303 Evidence

The prelaw advisor can approve an elective that is not on the list if it meets the educational objectives.

The university provides prelaw counseling for interested students. Contact the prelaw advisor at (219) 980-6695 or (219) 981-5668.

Minor in Public and Environmental Affairs Requirements (Five courses)

- SPEA-V 170 Intro to Public Affairs (3 cr.)

One of the following courses:

- SPEA-E 162 Environment and People (3 cr.)
- SPEA-E 272 Intro to Environmental Science (3 cr.)

Three of the following courses:

- SPEA-E 400 Topics in Environmental Studies (3 cr.)
- SPEA-V 263 Public Management (3 cr.)
- SPEA-V 366 Managing Behavior in Public Organizations (3 cr.)
- SPEA-V 373 Human Resource Management in the Public Sector (3 cr.)
- SPEA-V 376 Law and Public Policy (3 cr.)
- SPEA-V 432 Labor Relations in the Public Sector (3 cr.)
- SPEA-V 444 Public Administrative Organization (3 cr.)
- SPEA-V 450 Contemporary Issues in Public Affairs (3 cr.)

Minor in Forensics for Criminal Investigation Requirements (Six courses)

- SPEA J101 American Criminal Justice System (3 cr.)
- SPEA J222 Murder in America Causes and Consequences (3 cr.)

One of the following courses:

- SPEA J 150 Public Safety in America (3 cr.)
- SPEA J 370 Seminar in Criminal Justice (3 cr.)
- SPEA J 305 Juvenile Justice (3 cr.)

One of the following courses:

- SPEA J 215 Forensic Science and the Criminal Justice System (3 cr.)
- SPEA J 322 Introduction to Criminalistics (3 cr.)

One of the following courses:

- SPEA J 303 Evidence (3 cr.)
- SPEA J 320 Criminal Investigation (3 cr.)

One of the following courses:

- SPEA J 301 Substantive Criminal Law (3 cr.)
- SPEA J 302 Procedural Criminal Law (3 cr.)

Accelerated Bachelor to Master of Public Affairs Program

The School of Public and Environmental Affairs at IUN offers a joint accelerated Bachelor of Science in the School of Public and Environmental Affairs to Master of Public Affairs program.

- This program is designed to offer current qualified undergraduate students the opportunity to take graduate level coursework as an undergraduate student and earn credit for their undergraduate program requirements while also earning graduate level credit towards the Master of Public Affairs degree.

Students completing approved graduate level coursework will receive credit towards their undergraduate requirements and upon completion of their bachelor's degree will have credits that can be used towards the Master of Public Affairs program provided meeting the minimum admission requirements. Upon admission to the Master of Public Affairs program, students who have completed the graduate level courses at the undergraduate level will have up to 12 credits of graduate level coursework applied to the Master of Public Affairs requirements.

- Undergraduate grade point average (GPA) must be 3.0 overall.
- Major GPA must be 3.2 with a minimum of 15 credit hours of School of Public and Environmental Affairs classes
- Must have at least 60 hours completed in undergraduate
- Must have a letter of support from a School of Public and Environmental Affairs faculty member
- Graduate Record Examination (GRE) requirement for Master of Public and Environmental Affairs admission will be waived if all the above conditions are met
- Completion of Master of Public Affairs application packet upon completion of undergraduate program.

Please contact your School of Public and Environmental Affairs academic advisor for more information about this program and how to apply.

Bachelor of Science in Forensic Science

The Bachelor of Science in Forensic Science degree program provides students with the knowledge, skills, and abilities to prepare to collect and analyze crime scene evidence, work in crime labs at the local, state, and federal levels, and assist law enforcement agencies with dedicated crime scene units. Concentration areas of study include biology, chemistry, and criminalistics.

Learning Outcomes:

- 1) Interpret and explain scientific methodologies applied in the collection, preservation, and testing of evidence for crimes.
- 2) Demonstrate ability to use accepted scientific theories and techniques in the analysis of forensic evidence.

3) Describe the procedures and standards for using forensic evidence in legal proceedings.

4) Demonstrate the ability to communicate effectively in report writing, testimony, and research applications, including demonstrating the ability to document casework, organize data, and compile reports that constitute legal documentation

5) Conduct and present a forensic science case study using the legal and ethical standards required by the legal system.

Forensic Science Biology Track (Concentration) Curriculum

General Education

The General Education requirements are based on five (5) principles. These principles guide undergraduate students in their educational experience at Indiana University Northwest and the School of Public and Environmental Affairs. By fulfilling these requirements students will have an opportunity to develop effective learning and communication skills (principle 1 requirements), a mastery of core concepts in a broad range of disciplines (Principle 2), the ability to analyze and synthesize information (Principle 3), an awareness of diversity (Principle 4) and ethical consideration (Principle 5).

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

MATH M215 Calculus I (5 cr.)

2. Natural Science Class with Lab (4-6 cr.)

CHEM C105 Principles of Chemistry I (3 cr.)
CHEM C125 Experimental Chemistry I (2 cr.)

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

ENG W231 Professional Writing (3 cr.)
SPEA J320 Criminal Investigation (3 cr.)

4. Advanced Oral Communication Course (3 cr.)
SPEA J302 Procedural Criminal Law (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)
SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

PHYS P202 General Physics II (5 cr.)
PHYS P222 Physics II (5 Cr.)

7. Information Literacy (3 cr.)

SPEA J215 Concepts of Forensic Science (3cr.)

8. Learning Technologies course (3 cr.)

CHEM C410 Principles of Chemical Instrumentation (4 cr.)

Principle 2 Breadth of Learning (9 courses)

*1. Arts & Humanities (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

*2. Cultural & Historical Studies (3 cr.)

One class from approved College of Arts and Science list* of classes.

*3. Social & Behavioral Sciences (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

4. Mathematical, Physical and Life Sciences (3 cr.)

BIOL L101 Introduction to Biological Sciences I (4 cr.)

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Principle 4 Diversity (One Course)

SPEA J275 Diversity Issues in Criminal Justice (3 cr.)

Principle 5 Ethics & Citizenship (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Forensic Science Required Courses (9 courses)

- ANTH A105 Human Origins and Prehistory (3 cr.)
- BIOL L391 Special Topics in Forensic Biology (3 cr.)
- CHEM C106 Principles of Chemistry II (3 cr.)
- CHEM C126 Experimental Chemistry II (2 cr.)
- CHEM C341 Organic Chemistry I (3 cr.)
- CHEM C342 Organic Chemistry II (3 cr.)
- CHEM C343 Organic Chemistry Laboratory I (2 cr.)
- CHEM C344 Organic Chemistry Laboratory II (2 cr.)
- PHYS P201 General Physics I (5 cr.) or PHYS P221 Physics I (5 Cr.)

Forensic Biology Concentration (13 courses) Requirements

- ANTH B201 Bio Anthropology and Forensics Laboratory (1 cr.)
- ANTH B300 Fundamentals of Bio Anthropology (3 cr.)
- BIOL L101 Introduction to Biological Sciences I (4 cr.)
- BIOL L102 Introduction to Biological Sciences II (4 cr.)
- BIOL L211 Molecular Biology (3 cr.)
- BIOL L311 Genetics (4 cr.)
- BIOL L323 Molecular Biology Laboratory (3 cr.)
- CHEM C484 Biomolecules and Catabolism (3 cr.)
- SPEA J302 Procedural Criminal Law (3 cr.)
- SPEA J303 Evidence (3 cr.)
- SPEA J320 Criminal Investigation (3 cr.)
- SPEA J322 Introduction to Criminalistics (3 cr.)

- SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Forensic Chemistry Track (Concentration) Curriculum

General Education

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)

MATH M215 Calculus I (5 cr.)

2. Natural Science Class with Lab (4-6 cr.)

CHEM C105 Principles of Chemistry I (3 cr.)

CHEM C125 Experimental Chemistry I (2 cr.)

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

ENG W231 Professional Writing (3 cr.)

SPEA J320 Criminal Investigation (3 cr.)

4. Advanced Oral Communication Course (3 cr.)

SPEA J302 Procedural Criminal Law (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)

SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

PHYS P202 General Physics II (5 cr.)

PHYS P222 Physics II (5 Cr.)

7. Information Literacy (3 cr.)

SPEA J215 Concepts of Forensic Science (3 cr.)

8. Learning Technologies course (3 cr.)

CHEM C410 Principles of Chemical Instrumentation (4 cr.)

Principle 2 Breadth of Learning (9 courses)

*1. Arts & Humanities (3 cr.)

One class from approved College of Arts and Science list* of classes.

*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

*3. Social & Behavioral Sciences (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

4. Mathematical, Physical and Life Sciences (3 cr.)

BIOL L101 Introduction to Biological Sciences I (4 cr.)

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Principle 4 Diversity (One Course)

SPEA J275 Diversity Issues in Criminal Justice

Principle 5 Ethics & Citizenship (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Forensic Science Required Courses (11 courses)

- ANTH A105 Human Origins and Prehistory (3 cr.)
- ANTH B201 Bio Anthropology and Forensics Laboratory (1 cr.)
- ANTH B300 Fundamentals of Bio Anthropology (3 cr.)
- BIOL L102 Intro to Biological Sciences II (4 cr.)
- CHEM C126 Experimental Chemistry II (2 cr.)
- CHEM C341 Organic Chemistry I (3 cr.)
- CHEM C342 Organic Chemistry II (3 cr.)
- CHEM C343 Organic Chemistry Laboratory I (2 cr.)
- CHEM C344 Organic Chemistry Laboratory II (2 cr.)
- PHYS P201 General Physics I (5 cr.) or PHYS P221 Physics I (5 Cr.)
- SPEA J380 Internship in Criminal Justice (3 cr.)

Forensic Chemistry Concentration (13 courses) Requirements

- CHEM C105 Principles of Chemistry I (3 cr.)
- CHEM C106 Principles of Chemistry II (3 cr.)
- CHEM C310 Analytical Chemistry (3 cr.)
- CHEM C361 Physical Chemistry (3 cr.)
- CHEM C363 Experimental Physical Chemistry Laboratory (2 cr.)
- CHEM C430 Inorganic Chemistry (3 cr.)
- CHEM C484 Biomolecules and Catabolism (3 cr.)
- SPEA J215 Concepts of Forensic Science (3 cr.)
- SPEA J302 Procedural Criminal Law (3 cr.)
- SPEA J303 Evidence (3 cr.)
- SPEA J320 Criminal Investigations (3 cr.)
- SPEA J322 Introduction to Criminalistics (3 cr.)
- SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Criminalistics Track (Concentration) Curriculum

General Education

Principle 1 Foundations for Effective Learning and Communication (11 courses)

All students are required to take:

- ENG W131 Reading, Writing, and Inquiry 1 (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

In addition, all students must complete the following requirements under Principle 1:

1. Mathematics (3 cr.)
MATH M215 Calculus I (5 cr.)
2. Natural Science Class with Lab (4-6 cr.)

CHEM C105 Principles of Chemistry I (3 cr.)
CHEM C125 Experimental Chemistry I (2 cr.)

3. Intensive Writing Courses (6 cr.)

Both of the following courses:

ENG W231 Professional Writing (3 cr.)
SPEA J320 Criminal Investigations (3 cr.)

4. Advanced Oral Communication Course (3 cr.)
SPEA J302 Procedural Criminal Law (3 cr.)

5. Advanced Math Reasoning Course (3 cr.)
SPEA K300 Statistical Techniques (3 cr.)

6. Advanced Scientific Reasoning Course (3 cr.)

One of the following courses:

PHYS P202 General Physics II (5 cr.)

PHYS P222 Physics II (5 Cr.)

7. Information Literacy (3 cr.)

SPEA J215 Concepts of Forensic Science (3 cr.)

8. Learning Technologies course (3 cr.)

CHEM C410 Principles of Chemical Instrumentation (4 cr.)

Principle 2 Breadth of Learning (9 courses)

*1. Arts & Humanities (3 cr.)

One class from approved College of Arts and Science list* of classes.

*2. Cultural & Historical Studies (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

*3. Social & Behavioral Sciences (6 cr.)

Two classes from approved College of Arts and Science list* of classes.

4. Mathematical, Physical and Life Sciences (3 cr.)

BIOL L101 Introduction to Biological Sciences I (4 cr.)

Principle 3 Critical Thinking, Integration, and Application of Knowledge (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Principle 4 Diversity (One Course)

SPEA J275 Diversity Issues in Criminal Justice

Principle 5 Ethics & Citizenship (One Course)

SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Forensic Science Required Courses (11 courses)

BIOL L102 Introduction to Biological Sciences II (4 cr.)

- BIOL L211 Molecular Biology (3 cr.)
- BIOL L311 Genetics (4 cr.)
- BIOL L323 Molecular Biology Laboratory (3 cr.)
- CHEM C106 Principles of Chemistry II (3 cr.)
- CHEM C126 Experimental Chemistry II (2 cr.)

- CHEM C341 Organic Chemistry I (3 cr.)
- CHEM C342 Organic Chemistry II (3 cr.)
- CHEM C343 Organic Chemistry Laboratory I (2 cr.)
- CHEM C344 Organic Chemistry Laboratory II (2 cr.)
- CHEM C484 Biomolecules and Catabolism (3 cr.)
- PHYS P201 General Physics I (5 cr.) or PHYS P221 Physics I (5 cr.)

Criminalistics Concentration (11 courses) Requirements

- SPEA J215 Concepts of Forensic Science (3 cr.)
- SPEA J275 Diversity Issues in Criminal Justice (3 cr.)
- SPEA J301 Substantive Criminal Law (3 cr.)
- SPEA J302 Procedural Criminal Law (3 cr.)
- SPEA J303 Evidence (3 cr.)
- SPEA J320 Criminal Investigation (3 cr.)
- SPEA J321 American Policing (3 cr.) or SPEA V450 Medical Ethics (3 cr.)
- SPEA J322 Introduction to Criminalistics (3 cr.)
- SPEA J370 Advanced Criminalistics I (3 cr.)
- SPEA J450 Advanced Criminalistics II (3 cr.)
- SPEA J470 Senior Seminar in Criminal Justice (3 cr.)

Notes:

Electives: Students must take additional courses beyond the requirements listed above to meet the minimum B.S. degree requirement of 120 credit hours.

Grade Policy: Students must earn a grade of C or better in all concentration courses and a minimum grade of C- in all other courses. Failure to meet the minimum grade requirement will result in having to repeat the course(s).

*The College of Arts and Sciences list of classes can be obtained from the School of Public and Environmental Affairs or retrieved from the SPEA website.

Graduate Studies

Master of Public Affairs

The graduate program of the Public and Environmental Affairs consists of the Master of Public Affairs degree.

The mission of the School of Public and Environmental Affairs Masters of Public Affairs Program is to sustain a diverse collaborative community of learning that provides professional education to develop ethical, motivated, and effective leaders and to impact our changing region, nation, and world through community engagement and research.

The Master of Public Affairs program, which is fully accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), is an integrated course of study that requires a minimum of 36 credit hours. The program provides knowledge and experience that can be used by the professional in various roles within a changing public sector. It is also an interdisciplinary, professional program drawing on diverse faculty talents and resources. The goal of the program is to equip the individual with the necessary skills and knowledge to enter local, state, or federal government or quasi-governmental

service and to broaden comprehension of the economic, environmental, political, and social context in which the public servant works.

The curriculum of this program as contained in the core requirements encompasses preparation in a broad range of skills relevant to the operation of public agencies. It is, therefore, interdisciplinary, based on the academic disciplines, but not limited to any one; it is also problem-oriented, bringing the disciplines to bear on critical social, environmental, economic, and administrative conditions.

Although the environment of public service is diverse and changing, effectiveness in that environment requires the development of special skills attained through detailed study in a chosen field of concentration. The fields of concentration span the variety of professional specialties found in public service. Thus, the program provides both expertise in a specific concentration area and in the core requirements, and a general working knowledge of public affairs.

Learning Outcomes

- 1) Apply and integrate concepts learned from SPEA MPA core courses with real world decisions made by policy makers to show an understanding of how to manage in public governance
- 2) Critical Thinking: Evaluating current issues and creating policy and management alternatives with evidence-based decision making.
- 3) Utilize statistical methods, data analysis and interpretation to analyze relevant and reliable information for effective decision-making and problem-solving
- 4) Articulation of public interest and values of social equity and diversity in order to show an ability to communicate and interact with a diverse and changing citizenry.
- 5) Demonstrate solid communication and presentation skills to deliver information clearly, effectively, and concisely.

Admission to the Master of Public Affairs Program Application

The prospective student should complete the online application packet. Contact SPEA for the link.

Application Fee

A nonrefundable application fee of \$40 is required of all applicants. Contact SPEA for a waiver.

Application Requirements

For more information on SPEA's graduate programs and for questions regarding the application process, please call 219-980-6696 or 219-980-6695.

All application requirements must be submitted online to the Graduate Application System. Contact SPEA for the link.

1. Online application.
2. Submit official copies of transcripts from all schools attended for undergraduate and/or graduate programs.

3. Applicants must have a minimum overall undergraduate grade point average of 3.0 for admission or will need to take the GRE. A minimum GRE score of 280 on the GRE is required for admission to the program.

3. Submit a copy of resume or curriculum vitae.

5. Letter of intent (this is applicants personal statement as to why they want to pursue the degree, what they hope to gain from it, career goals, etc.)

6. Two (2) professional references - applicants will enter the contact info (name, address, phone and email address for each reference). Once application is submitted the references will receive a invitation to complete their reference electronically. References should be of a professional nature and cannot be from a fulltime faculty member in the School of Public and Environmental Affairs.

Baccalaureate Degree

Certification of a baccalaureate degree is required for entrance into the Master of Public Affairs Program. Although the student may not have completed the undergraduate work at the time of application, a decision will be made on the strength of the student's work at the time of application. However, a final transcript, showing baccalaureate degree must become a part of the permanent record before the student can be formally admitted.

Application Validity

Following notice of admission, an applicant has one calendar year in which to enroll. Supplementary transcripts of any academic work undertaken during that period are required, and the division may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be canceled. If the applicant fails to enroll within one year, a complete new application is required.

Examinations for Admission

The School of Public and Environmental Affairs will consider results from the GRE, GMAT or LSAT, but the GRE is most common among our applicants. Preparing to take the test and getting official test scores can be a lengthy process, so plan accordingly.

Admission Committee

Each application is considered carefully by the graduate program committee. While the applicant's undergraduate scholastic performance is the most significant index of ability to do graduate work, recommendations and the student's letter of intent are taken into account. The aim is to select those applicants who can successfully complete graduate study and be effective in public affairs.

Degree Policies and Procedures Graduation Requirements

It is the responsibility of students to be certain that their graduation and other academic requirements are met. The graduate advisor office in the School of Public and Environmental Affairs will keep a record of the student's progress and will aid in program planning.

Non-degree Students

Graduate non-degree students make take up to 12 graduate credits. These courses may not necessarily be used toward the Certificate or Master of Public Affairs (see later for more information about the Certificate Program). Financial aid is not offered for non-degree candidates.

Grade of Incomplete

An Incomplete indicates that the work is satisfactory as of the end of the semester but has not yet been completed. This grade may be awarded only when the student's work is of passing quality and have only one assignment or exam to complete. In addition, evidence that personal hardship would render it unjust to hold that student to the time limits previously fixed for the completion of the work. Normally, faculty members are reluctant to give the grade of Incomplete. One calendar year is allowed for the removal of an Incomplete unless the Director authorizes an adjustment of this period due to exceptional circumstances. If those procedures are not followed, the I is changed to F.

Grade Average, Provisional, and Probationary Status

Students may be admitted on a provisional basis for particular reasons, such as deficiencies in certain areas. The provisional status will be removed upon fulfillment of the stipulated conditions. A cumulative grade point average of 3.0 (A=4.0) or higher for all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation. Students whose cumulative grade point average falls below 3.0 will be placed on probation. To be removed from academic probation, a student must raise the overall cumulative grade point average to 3.0 or higher. If a student earns less than a 3.0 grad point average for a given semester while on academic probation, the student is dismissed from the Master of Public Affairs program. In order to earn either the Master of Public Affairs or the Certificate, a cumulative grade point average of 3.0 or higher at graduation is required.

Petitioning Procedures

A student may find it necessary to petition the Graduate Program Committee relative to such matters as dismissal, requirements, transfers, class load, etc. Such requests must be presented in writing to the Graduate Program Committee.

Midcareer Options

The purpose of the midcareer option of the Master of Public Affairs graduate program is to enhance the professional capabilities of those with previous training or experience in public service. It is a program capable of being specially designed to meet the educational and professional needs of the individual.

Some administrators are engaged in professional capacities requiring deeper understanding of certain specialties. Others with considerable experience in a specialization may wish to broaden their knowledge and perspectives. The midcareer option can accommodate those needs.

Credit waiver may be granted to midcareer option students for significant administrative or policy-level work experience. This work experience may be of a managerial nature or may be in program or policy development (which may or may not include experience in management, e.g., as a planner). The work experience need not necessarily be with a governmental agency. Many private and quasi-public organizations have significant governmental contacts. Furthermore, much management-level experience in the private sector is applicable to the public sector.

Students wishing to take full advantage of the midcareer option should apply as soon as regular admission to the program has been granted. The Graduate Program Committee makes a determination of eligibility for the midcareer option for each applicant. Students granted the midcareer option for more than 3 credit hours may not take SPEA V585 Practicum in Public Affairs for credit. Decisions about the midcareer option are made separately from decisions about transfer of credit. Under no circumstances will the midcareer option and the transfer of credit total more than 6 credit hours of the 36 credit hour degree requirement. Students receiving the midcareer option should carefully plan their programs in consultation with an advisor as early as possible. Certification of the plan of study by the graduate advisor is necessary.

Transfer Credit from other Graduate Programs

Previous graduate credit from other schools at Indiana University or other universities may be accepted toward a degree in the Master of Public Affairs program up to a total of 6 credit hours. The particular courses to be awarded credit will be arranged with the Director. A "Transfer of Credit" Form must be completed, and approval must be granted for each course for which transfer credit is desired. This is true both for previous work at Indiana University, outside the School of Public and Environmental Affairs, and for graduate work at other institutions.

General Scholarship Rule

Any student who does not possess the necessary preliminary training or who lacks other qualifications may be required to enroll in such courses designated or to take such other corrective action as is necessary or desirable. The School of Public and Environmental Affairs may review a student's record at any time and take whatever actions seem necessary for the best interest of that student.

Any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the program.

Master of Public Affairs Degree Requirements

The Master of Public Affairs program requires a minimum of 36 graduate credit hours and completion of (1) the core requirements, and (2) the Concentration requirements.

The core requirement consists of 27 credit hours of work in nine courses. Each student must also complete the requirements of one concentration, which consists of 9 credit hours of work. An internship option is available and can count as three hours of elective credit.

Core Requirements

The Master of Public Affairs core ensures that each student acquires both the prerequisite analytical skills and an understanding of policy issues and governmental processes that compose the environment within which graduates will pursue their careers.

The following nine courses are required by all students regardless of concentration:

- SPEA V500 Quantitative Tools for Public Affairs (3 cr.)
- SPEA V502 Public Management (3 cr.)
- SPEA V506 Statistical Analysis for Policy and Management (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA V517 Public Management Economics (3 cr.)
- SPEA V540 Law and Public Affairs (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)
- SPEA V600 Capstone in Public and Environmental Affairs (3 cr.)
- SPEA V601 Workshop in Public Affairs (3 cr.)

Total (27 cr.)

Well-prepared applicants may petition the Director to waive one or more of the core requirements on the basis of advanced work done elsewhere.

Concentration Requirement

The concentrations are designed to give an educational experience in a substantive area of the student's interest. The student chooses a concentration in consultation with an academic graduate advisor. Each concentration requires a total of 9 hours of which there are two required courses and one elective course that students can choose to supplement their knowledge/skill sets.

Concentrations

Students must choose one of the following concentrations:

Criminal Justice

Requirements

- SPEA J666 Criminal Justice Policy & Evaluation (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- Elective course (3 cr.)

Health Services Administration and Social Change

Requirements

- SPEA V545 The U.S. Health Care System (3 cr.)
- SPEA V546 Health Services Utilization (3 cr.)
- Elective course (3 cr.)

Leadership

Requirements

- SPEA V566 Executive Leadership (3 cr.)
- SPEA V602 Strategic Management (3 cr.)

- Elective course (3 cr.)

Sustainability and Social Change

Requirements

- SPEA V559 Principles and Practices of Social Entrepreneurship (3 cr.)
- SPEA V602 Strategic Management for Public and Nonprofit Organizations (3 cr.)
- Elective course (3 cr.)

Cumulative Grade Point Average has to be 3.0 or higher to graduate.

Certificate in Public Management

The Certificate in Public Management is a focused 15 credit hour program of study in public management for those students interested in a less extensive course of study at the graduate level. The certificate program is flexible enough to be adapted to the needs of precareer and in-service individuals and can accommodate people interested in a wide variety of public careers.

The certificate is ideal for those persons in public and community organizations or agencies who wish to supplement their primary fields of professional or technical competence, persons who are changing from professional or technical roles to managerial roles in the public service, career employees of public and community agencies who are interested in studying a sequence of core courses in public management, or students who wish to explore the field of public management before committing themselves to an extended degree program.

Candidates with a bachelor's degree are admitted to the program from a variety of educational backgrounds.

Required Courses (15 cr.)

- SPEA V502 Public Management (3 cr.)
- SPEA V509 Administrative Ethics in the Public Sector (3 cr.)
- SPEA V540 Law and Public Affairs (3 cr.)
- SPEA V560 Public Finance and Budgeting (3 cr.)

and

- Approved Elective (3 cr.)

M.S. in Criminal Justice and Public Safety (Online)

The IU Online MS in Criminal Justice and Public Safety focuses on the intersection of these two exciting fields. The program will appeal to individuals interested in the fields of policing, homeland security, and emergency management. Complete coursework in a variety of special topics, including crime mapping, geographic information systems, and cybersecurity, among others. The flexible online program also meets the needs of individuals currently working in criminal justice and security careers.

As a student in the program, you:

- Examine criminal justice and public safety system actors, agencies, and processes.
- Explore the underlying operations of police, emergency management, courts, and corrections agencies.
- Identify the major policy issues in criminal justice and public safety systems.

- Learn to communicate effectively with individuals working in the complex and diverse criminal justice or public safety sectors.
- Explore the philosophical underpinnings and development of law, and critically evaluate how criminal justice and public safety policies balance individual rights and public order.
- Analyze criminal justice and public safety policies using a variety of tools, including quantitative research methods and statistical techniques, to improve criminal justice and public safety agencies.
- Identify and critically analyze current criminal justice and public safety policies using available research and empirical evidence to discuss the strengths and limitations of various approaches.

Tailor your degree to your professional interests by choosing one of two concentrations:

- Public safety
- Criminal justice

Public Safety Concentration

Assess public safety risks using various analysis tools and develop plans to prepare, manage, and mitigate natural and human-made crises.

Criminal Justice Concentration

Analyze the nature and extent of crime, critically evaluate major theories of crime, and assess the effectiveness of criminal justice systems, non-criminal justice programs, and other policies and practices that respond to crime.

Your IU Online MS in Criminal Justice and Public Safety prepares you for such careers as:

- Correctional officer supervisor
- Police and detective supervisor
- Criminal investigator
- Emergency management director
- Security manager
- Public safety officer

This 100 percent online, consortial program is taught by IU Bloomington, IUPUI, IU East, IU Kokomo, IU Northwest, and IU Southeast. This consortial model allows you to take coursework from several campuses and learn from a wide range of faculty.

Program Learning Outcomes

MSCJPS Graduates will be able to:

- Critically discuss criminal justice and public safety system actors, agencies, and processes; describe the underlying operations of police, emergency management, courts, and corrections agencies, and identify the major policy issues in criminal justice and public safety systems.
- Communicate effectively within a complex and diverse criminal justice or public safety constituencies.
- Discuss the philosophical underpinnings and development of law, and critically evaluate how Criminal Justice and Public Safety policies balance individual rights and public order.

- Rigorously analyze criminal justice and public safety policies using a variety of tools, including quantitative research methods and statistical techniques.
- Identify, analyze, and apply tools essential to improve criminal justice and public safety agencies.
- Identify and critically analyze current criminal justice and public safety policies, using available research and empirical evidence to discuss the strengths and limitations of various approaches.

MSCJPS graduates completing the Public Safety Concentration will be able to:

- Identify public safety risks using various risk analysis tools, and describe ways to plan, prepare, manage, and mitigate natural and human made risks.

MSCJPS graduates completing the Criminal Justice Concentration will be able to:

- Discuss the nature and extent of crime, critically evaluate major theories of crime, and critically analyze and evaluate the effectiveness of criminal justice system and non-criminal justice programs and policies that respond to crime.

Degree Requirements

To graduate with the MS in Criminal Justice and Public Safety, you must complete 33 credit hours.

Requirements are broken down as follows:

Core MSCJPS courses – completed by all students in the program (15 credit hours)

Concentration – students choose either Criminal Justice or Public Safety (18 credit hours)

I. Core Courses

1. Introduction to Public Safety: SPEA-J586 Public Safety in the US (3 cr)
2. Introduction to Graduate Study in Criminal Justice (3 cr)
 - a. Choose one: CJUS-P501 Proseminar: Criminal Justice I –OR– SPEA-J582 Criminal Justice Systems
3. Research Methods (3 cr)
 - a. Choose one: SPEA-J502 Research Methods in Criminal Justice and Public Safety –OR– CJUS-P594 Introduction to Research Methods
4. Statistics (3 cr)
 - a. Choose one: SPEA-V506 Statistical Analysis for Effective Decision Making –OR– CJUS- P595 Data Analysis in Criminal Justice
5. Capstone (3 cr)
 - a. Choose one: CJUS-P619 Crime and Public Policy – OR– SPEA-J666 Criminal Justice Policy and Evaluation
6. Theory Requirement (3 cr)
 - a. Criminal Justice Concentration—

Choose one: SPEA-J501 Evolution of Criminological Thought and Policy I –OR– CJUS-P502 Proseminar: Criminal Justice II
 - b. Public Safety Concentration—SPEA-J528 Risk Analysis for Public Safety

II. MSCJPS – Concentration

Students complete one concentration in Criminal Justice or Public Safety (15 cr)

Criminal Justice Concentration Courses

Students complete five classes selected from the following list:

- CJUS-P512 or CJHS-P 512 Corrections
- CJUS-P515 Police in Society
- CJUS-P517 Juvenile Justice
- CJUS-P519 Probation and Parole
- CJUS-P602 Courts and Criminal Justice
- CJUS-P623 Violent Behavior
- CJUS-P627 White-collar Crime
- CJUS-P629 Victimization
- CJUS-P634 Sentencing Theory and Practice
- CJUS-P671 Comparative Criminal Justice Systems
- CJUS-P680 Seminar: Issues in Criminal Justice and Public Safety
- CJUS-P682 Seminar on Law Enforcement and Minorities
- SPEA-J520 Mapping and Analysis
- SPEA-J550 Topics in Criminal Justice and Public Safety
- SPEA-J588 Law and Control in Society
- SPEA-J587 Criminal Violation: Problems and Characteristics
- SPEA-J682 Planning and Management

Public Safety Concentration

Students complete five classes selected from the following list:

- CJUS-P680 Seminar: Issues in Criminal Justice and Public Safety
- SPEA-J581 Public Safety Law
- SPEA-J520 Mapping and Analysis for Public Safety
- SPEA-J524 Crisis Management for Public Safety
- SPEA-J531 National and Homeland Security in America
- SPEA-J550 Topics in Criminal Justice and Public Safety
- SPEA-V560 Public Budgeting and Finance
- SPEA-V561 Public Human Resources Management

Graduate Certificate in Criminal Justice Leadership and Management (Online)

The Graduate Certificate in Criminal Justice Leadership and Management (GCCJLM) serves current police officers and law enforcement professionals who hold a bachelor's degree and are interested in pursuing graduate study as a means of professional development and career advancement. Coursework completed for the GCCJLM will

jumpstart the graduate career of students who decide they want to continue their education by entering the MSCJPS. GCCJLM students will benefit from an expedited MSCJPS application and admission process, and all four courses and 12 credits required for the GCCJLM can be applied towards satisfaction of MSCJPS requirements.

The four course GCCJLM curriculum focuses on the skills and approaches will simultaneously help students to perform better in their current positions while also open doors to career advancement. Over time, as GCCJLM graduates move into leadership positions within their agencies and organizations and apply the knowledge and skills they develop in the program, they will extend the reach and impact of researchers in the field.

GC in Criminal Justice Leadership and Management—Target Audience

The GC CJLM will appeal to individuals who seek to sharpen their skills and develop new strategies and approaches to the fair and effective administration of justice and promotion of public safety and can serve as a bridge to further graduate study in IU's collaborative M.S. in Criminal Justice and Public Safety. In graduate seminars, students will read and discuss foundational texts and contemporary scholarship to deepen their understanding of the perspectives and policy debates that shape current practices. They will undertake rigorous training in research methods and data analysis to hone the critical skills necessary to evaluate empirical data. This well-rounded curriculum combines rigorous analytical and methodological coursework across both fields with two distinct concentrations (Criminal Justice and Public Safety) to foster an understanding of the field that is both comprehensive and in-depth.

GC in Criminal Justice Leadership and Management—Program Goals and Learning Outcomes

Learning Outcomes

Upon completion of the Graduate Certificate in Criminal Justice Leadership and Management graduates will be able to:

1. Identify core components and processes of the criminal justice system and describe and analyze major issues such as: police use of force, the school to prison pipeline, mass incarceration, and other topics of debate with a particular emphasis on diversity issues.
2. Use appropriate methodological techniques for criminal justice research and discuss findings effectively.
3. Master leadership and management skills for Criminal Justice organizations.
4. Critically analyze and evaluate components of the criminal justice system and apply research-based leadership and management techniques for improved performance and results.

Degree requirements

The four required courses connect essential insights and strategies of graduate study in criminal justice with to the types of issues law enforcement managers face on a daily basis in a time of heightened scrutiny and calls for reform.

Certificate students will complete one course in each of the following four areas for a total of 12 credits.

1. Introductory course on graduate study in criminal justice.

Complete one of:

- a. CJUS P501 Proseminar: Criminal Justice I or
- b. SPEA J582 Criminal Justice Systems.

2. Research Methods in Criminal Justice.

Complete one of:

- a. SPEA J502 Research Methods in Criminal Justice
- b. CJUS P594 Introduction to Research Methods
- c. CJHS P594 Introduction to Research Methods

3. Planning and Management in Criminal Justice.

Complete: SPEA J582 Planning and Management in Criminal Justice and Public Safety

4. Diversity in Criminal Justice

Complete:

SPEA J510 Diversity in Policing

Radiologic Sciences Programs

Administrative Officers

Vesna Balac, Ed.D., R.T.(R) (MR) (AART), *Assistant Dean, Radiologic Sciences Department Chair, Radiography Program Director, and Assistant Professor*

Melynne Durham, M.S., R.T. (R) (MR) (AART), *Clinical Assistant Professor and Clinical Coordinator*

Melody Fisher, M.S., R.T.(T) (AART), *Clinical Lecturer and Director, Radiation Therapy Program*

Nancy Smith, M.S., R.T.(R) (AART), *Clinical Lecturer and Clinical Coordinator*

Ann Walker, M.S., RDMS, RVT, *Clinical Lecturer and Interim Director, Diagnostic Medical Sonography*

Web site: www.northwest.iu.edu/radiologic-sciences/

Phone: (219) 980-6899

Admission Policies and Procedures for All Radiologic Sciences Programs

STANDARD I: Pre- and Co-requisite Coursework

Applicants for the radiologic sciences programs must be high school graduates or the equivalent. They must apply and be admitted to Indiana University Northwest prior to or concurrent with the application for the radiologic sciences programs. Applicants must meet the academic standards for the College of Health and Human Services and must apply to the program by January 15. Applicants must complete the program's Math (M100 or higher) and written communication (W131) requirements with a "C" (2.0) or better prior to beginning the professional coursework that begins each year in summer session II.

These requirements can be fulfilled during summer I coursework. Applicants must pass the required pre- and co-requisite coursework by the second completed attempt.

In addition, specific college and/or high school courses that are recommended include Oral Communication (S121), Psychology (P101), Human Anatomy and

Physiology I and II (P261 and P262), and Medical Terminology (R185). Specific grades in these courses are used as a part of the student's admission profile number. Completing these courses in advance improves a student's chance for admission into the radiologic sciences programs. If a student has not taken the college equivalent of the courses listed above, a high school transcript should be submitted with the application and specific courses will be reviewed for admission purposes.

Anatomy and Physiology I and II have a 7-year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination. In order to qualify for admission and/or progression, the student must pass this course by the second completed attempt.

STANDARD II: Grade Requirements

To be considered for admission to the radiologic sciences programs, all applicants must:

Have a cumulative high school GPA (excluding non-academic coursework) of 3.0 or higher on a 4.0 scale.

OR

Have a cumulative and last semester college GPA (excluding developmental coursework) of 2.5 or higher on a 4.0 scale for ALL coursework completed at Indiana University and/or any other college or university. College GPA will be utilized if the total number of credit hours equals or exceeds 12 and includes at least one math or science course.

STANDARD III: GPA Altering Policies

The student's cumulative GPA for purposes of admission to the program will be based on all past academic courses taken at accredited colleges or universities. This admission GPA will exclude developmental coursework.

STANDARD IV: Credit by Examination

Applicants to the radiologic sciences programs who have received credit by examination in a course that meets a program prerequisite will be considered as meeting this specified requirement. Application of this policy for math/science prerequisites will be determined by the Admission Committee. Any "credit by examination" hours received by the student must be transferred to the student's university transcript before it can be considered as meeting the program's admissions prerequisite. Credit can be earned from a variety of sources.

STANDARD V: Professional Assessment in Radiologic Sciences (PARS)

Applicants who meet the academic requirements for admission to the program will complete the Professional Assessment in Radiologic Sciences. The assessment is used in the selection of students for admission. PARS will assess applicant's professional knowledge, information related to program policies and procedures as outlined in Radiologic Sciences Handbook as well as math skills, higher thinking and problem solving. When the number of applications to the program far exceeds the number of applicants who can be admitted, the Admissions Committee reserves the right to limit the number of

assessments administered to two times the number of positions available.

To prepare for this assessment, applicants should review the following resources:

- [Radiologic Sciences Handbook](#)
- <https://www.arrt.org/about-the-profession/learn-about-the-profession>
- Basic math skills acquired in high school.

Additionally, this assessment includes generic questions designed to assess higher level thinking skills, as well as problem-solving skills, which can be answered using common sense.

STANDARD VI: Technical Standards for Admission & Retention

[Technical standards](#) for admission and retention have been developed and are utilized by the radiologic sciences programs. These are sent to all applicants upon receipt of an application. Once admitted, students are expected to meet these program standards.

STANDARD VII: Additional Requirements

- **Health and Age Requirements:** Students are required to show proof that they have met the immunization, physical examination, and laboratory examination requirements for the program, as well as CPR certification. Specific information is provided to students prior to enrolling in clinical coursework. Additionally, students must be 18 years or older.
- **Criminal History Check:** A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical coursework.
- **Drug Screening Policy:** Students may be required to have a drug screen prior to attending clinical experience. A drug screen may also be required on demand under certain situations in the clinical site. A positive drug screen will result in removal from the clinical site and possible dismissal from the program.

STANDARD VIII: Equal Opportunity and Affirmative Action Policy

Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

ADMISSION PROFILE NUMBER

Applicants are ranked according to a calculated admission profile number developed by the Admission Committee. The academic profile and PARS scores are combined to provide a total admission profile number for each physician.

Associate of Science in Radiography

Length of Program

24 months beginning in May. Professional course work begins in summer session II.

Structure of the Program

The radiography program is a full-time day program involving classroom and laboratory experiences on campus and clinical experiences at local hospitals.

Design of the Professional Curriculum

The curriculum follows a pattern designed to train the student to become adept in the performance of diagnostic radiologic procedures. Courses in radiologic principles, radiographic procedures, clinical coursework, and general education are included in the curriculum.

The associate degree radiography program offered by Indiana University Northwest is designed to prepare students for professional careers as radiographers in the medical field. By providing pertinent learning experiences, the program faculty strives to develop students' interests in lifelong learning through the professional societies and continuing education. The curriculum is designed in accordance with the guidelines established by the American Society of Radiologic Technologists.

Program Goals and Learning Outcomes

The radiography program has set forth the following goals and learning outcomes:

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- Students will demonstrate continued competence in positioning skills.
- Students will select appropriate technical factors.

Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will detail procedural and technical adaptations for a trauma patient.
- Students will evaluate the quality of radiographic images and procedures.

Goal 4: Students will demonstrate professional values.

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will detail the ethical obligations described in the ARRT Code of Ethics.

Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

Student Learning Outcomes:

- Students will participate in professional continuing education.
- Students will be members of professional societies.

Goal 6: The program will provide the medical community with individuals qualified to perform radiographic procedures.

Program Effectiveness Measures:

- Graduates will pass the ARRT certification examination on the first attempt.
- Graduates will successfully complete the program in a three-year period.
- Employers will express confidence in the overall quality of graduates' skills.
- Graduate will express confidence in the overall quality of their skills.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.

Assessment data described in Goal #6 are available for review under Program Effectiveness Data.

Opportunities for Students to Work

Students often seek employment in part-time positions outside the program. These positions cannot interfere with clinical and class schedules and must be balanced with necessary study time. The majority of clinical education is scheduled on weekdays with a few Saturday and PM rotations.

Program Facilities

The radiography program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest.

Location of Clinicals

Clinical experience occurs in local hospitals, including the Community Hospitals in Munster, Northwest Health LaPorte in LaPorte, Methodist Hospital of Gary Inc., in Gary and Merrillville, Northwest Health Porter in Valparaiso, Franciscan Health Crown Point, Franciscan Health Rensselaer, Franciscan Health Munster and Dyer, and St. Mary Medical Center in Hobart.

Additional Costs

In addition to regular university tuition and fees, students should expect to pay program-related expenses such as books, uniforms, physical examination, immunizations, criminal background check, online clinical management and tracking, drug tests, lead markers, and radiation monitoring.

Accreditation

The radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606--3182; phone: (312) 704-5300; www.jrcert.org.

Admission

Students may apply for admission to the radiography program after qualifying for regular admission to Indiana University. Admission to the professional program is competitive; therefore, completion of the application does not guarantee admission to the program.

Class Size

Approximately 36 students each May (beginning professional course work in Summer Session II).

Application Deadline

January 15 of the year of anticipated entry.

Professional Program

Courses in the professional program are sequential and, therefore, must be taken in the order specified by the program faculty.

Awards

The program faculty will recommend to the university graduating students with superior academic performance for degrees awarded with distinction. Also, the program may recognize students with outstanding academic and clinical achievement during their professional program at the time of graduation.

Scholarships

For information on scholarships and grants, students should contact the Financial Aid Office. Some hospitals offer financial assistance for students pursuing radiography. Contact the program faculty for further information.

Graduation Requirements

Satisfactory completion of 73/74 credit hours to include 20/21 credit hours of prerequisite and general education courses and 53 credit hours of professional courses.

All course work must be completed in compliance with the program's and school's academic and professional policies. Upon successful completion of the program, students are eligible to take the examination of the American Registry of Radiologic Technologists (AART) (www.arrt.org).

Curriculum

Two-Year Semester Sequence

Summer Session I

- MATH M100 /M119 College Level Mathematics* (3-4 cr.)
- ENG W131 Reading, Writing and Inquiry* (3 cr.)

Total (6-7 cr.)

Summer Session II

- RADS R100 Orientation to Radiologic Technology* (2 cr.)
- RADS R103 Introduction to Clinical Radiography* (3 cr.)
- RADS R181 Clinical Experience I* (1 cr.)
- RADS R185 Medical Terminology* (1 cr.)

Total (7 cr.)

Fall Semester

- RADS R101 Radiographic Procedures* (3 cr.)
- RADS R102 Principles of Radiography I* (3 cr.)
- RADS R182 Clinical Experience II* (3 cr.)
- PHSL P261 Human Anatomy and Physiology I (4 cr.)

Total (13 cr.)

Spring Semester

- RADS R201 Radiographic Procedures II* (3 cr.)
- RADS R202 Principles of Radiography II* (3 cr.)
- RADS R281 Clinical Experience III* (3 cr.)

- PHSL P262 Human Anatomy and Physiology II (4 cr.)

Total (13 cr.)

Summer Sessions

- RADS R282 Clinical Experience IV* (4 cr.)

Total (4 cr.)

Fall Semester

- RADS R205 Radiographic Procedures III* (3 cr.)
- RADS R222 Principles of Radiography III* (3 cr.)
- RADS R250 Physics Applied to Radiology* (3 cr.)
- RADS R283 Clinical Experience V* (4 cr.)

Total (13 cr.)

Spring Semester

- RADS R260 Radiobiology and Protection* (3 cr.)
- RADS R200 Pathology* (3 cr.)
- RADS R290 Comprehensive Experience* (5 cr.)
- PSY P101 Introductory Psychology (3 cr.)
- SPCH S121 Public Speaking (3 cr.)

Total (17 cr.)

*Core Course requires a C (2.0) or better
Total Credit Hours (73 / 74 cr.)

Bachelor of Science - Advanced**Clinical Concentration for Radiographers****Program Mission and Goals**

The BS program in radiologic sciences advanced clinical concentration for radiographers is designed to prepare graduates for professional careers in the medical field. The program has set forth the following goals:

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- Students will demonstrate competence in the discipline-specific skills.
- Students will practice radiation protection, if applicable to the discipline.

Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will detail procedural and technical adaptations for selected pathologies.
- Students will evaluate images for quality, if applicable.

Goal 4: Students will demonstrate professional values.

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will abide by the ethical obligations of the ARRT Code of Ethics.

Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

Student Learning Outcomes:

- Students will participate in professional continuing education.

Goal 6: The program will provide the medical community with radiographers qualified to perform advanced procedures in cardiac interventional radiography, computed tomography, magnetic resonance imaging, mammography, and vascular interventional radiography.

Program Effectiveness Measures:

- Graduates will pass the appropriate certification examination on the first attempt.
- Graduates will successfully complete the program in a three year period.
- Employers will express confidence in the overall quality of graduates' skills.
- Graduate will express confidence in the overall quality of their skills.
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation.

Location of Clinicals

Clinical experiences occur in local hospitals, including Community Hospital, Munster; Franciscan Health, Crown Point; Franciscan Health, Michigan City; Northwest Health LaPorte, LaPorte; Methodist Hospital of Gary, Inc. - Merrillville and Gary; St. Mary Medical Center, Hobart; Northwest Health Porter, Valparaiso.

Graduates of the Program

Graduates receive a Bachelor of Science degree and are eligible to take specialty examinations depending on their clinical concentration.

Credentials Required to Practice

R.T.(R) (ARRT) Registered Radiographer.

Indiana Certification Requirements

State certification is required to operate an x-ray machine. The state accepts the ARRT Registry for certification.

Length of the Program

A new class begins the professional course work in the fall semester and completes the professional year at the end of the following spring semester. Part-time option is also available.

Structure of the Professional Program

All professional courses are offered online. Clinical experience is scheduled in cooperation with the clinical site with most experience during normal daytime hours.

Design of the Professional Curriculum

Classes and clinical experiences are integrated throughout the two semesters.

Opportunity for Students to Work

Students may be employed as radiographers while enrolled in the program. Students may find full-time employment during the professional year difficult. Students already employed as technologists in one of the advanced clinical modalities are eligible for replacing clinical coursework with internship courses. The program does not provide internship placements for students.

Description of Facilities

The radiologic sciences classroom and offices are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experience is provided at local area hospitals.

Admission Process

General Information

Admission to the professional year is competitive. Students are selected based on their previous academic background, and evidence of registration or registration eligibility with the American Registry of Radiologic Technologists (ARRT). Students will need to select an area of clinical concentration. There are a limited number of spaces available in each clinical concentration.

Applicants must provide evidence of registration eligibility with the American Registry of Radiologic Technologists (AART).

Class Size

Class size is restricted by the number of clinical sites available. An attempt will be made to place all qualified applicants.

Application Deadline

January 15 of the year the student wishes to begin the professional year.

Total Number of Prerequisite Credit Hours

90 credit hours.

Curriculum

Pre- and Co-requisites

General education requirements may be taken at Indiana University Northwest (IUN) or any accredited college or university on a part-time basis. The following courses that are followed by (G) meet the general education requirements of the College of Health and Human Services. *Courses must be completed with a grade of C or better.

- *W131 Reading, Writing and Inquiry I (G) 3 cr.
- *W231 Professional Writing (G) 3 cr.
- *S121 Public Speaking (G) 3 cr.
- *College-level mathematics#(G) 3-5 cr.
- *Human anatomy and physiology I and II with labs (G) 8 cr.
- Introductory psychology (G) 3 cr.
- Arts & Humanities elective (G) 3 cr.
- Cultural and Historical Studies elective (G) 3 cr.
- Additional Arts & Humanities OR Cultural & Historical Studies Elective (G) 3 cr

- Statistics (G) 3 cr.
- Second Social/behavioral science elective (G) 3 cr.
- Professional course work in a radiography program 50-52 cr.

Special Credit/Transfer Policy

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org) should contact the program director for additional information and counseling.

Students may apply for special credit (12 credit hours) for holding a post-primary certification related to Medical Imaging (ARDMS, CT, MRI, Mammography, Nuclear Medicine, etc.). If special credit is awarded, all remaining courses must be taken within the program. Special credit hours do not apply toward the 30 credit hour in-residence minimum required for graduation from Indiana University Northwest.

Professional Program

The professional program consists of 30 credit hours of 400-level courses.

Courses in the professional senior year are sequential. Therefore, the following courses must be taken in the order specified by the program faculty.

Fall Semester

RADS R403 Advanced Topics in Medical Imaging Technology (3 cr.)

RADS R405 Advanced Diagnostic Imaging I (3 cr.)

RADS R472 Multiplanar Anatomy and Pathology I# (3 cr.)

Clinical Concentration Coursework (6 cr.)

Spring Semester

RADS R406 Advanced Diagnostic Imaging II (3 cr.)

RADS R409 Senior Project in Medical Imaging Technology (3 cr.)

RADS R473 Multiplanar Anatomy and Pathology II (3 cr.)

Clinical Concentration Coursework (6 cr.)

Total (30 cr.)

Graduation Requirements

Satisfactory completion of 120 credit hours to include 90 credit hours of prerequisite and general education courses and 30 credit hours of professional courses.

All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

Diagnostic Medical Sonography Program

Program Goals and Learning Outcomes

The diagnostic medical sonography program has set forth the following goals and student learning outcomes:

Goal 1: Student will demonstrate clinical competence.

Student Learning Outcomes:

- Students will demonstrate proper procedural skills.
- Students will select appropriate instrumentation controls.

Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate written communication skills
- Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will detail procedural and technical adaptations for a difficult patient.
- Students will evaluate sonographic images for quality.

Goal 4: Students will demonstrate professional values.

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will abide by the ethical obligations of the ARDMS Code of Ethics.

Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

Student Learning Outcomes:

- Students will participate in professional continuing education.
- Students will become members of professional societies.

Goal 6: To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- Students will take and pass the SPI examination on the first attempt.
- Students will take and pass the OB/Gyn examination on the first attempt.
- Students will take and pass the Abd/Sm Pts examination on the first attempt.
- Students will successfully complete the program in an 18-month time frame.
- Employers will express confidence in the overall quality of graduates' skills.
- Graduates will express confidence in the overall quality of their skills.

Graduates of the Program

Graduates receive a Bachelor of Science degree and are eligible to take the Sonography Principles and Instrumentation, Abdomen /Small Parts, and OB/Gyn exams offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

Length of the Program

A new class begins the professional course work in Summer Session II. The students will complete their professional portion at the end of the following fall semester.

Structure of the Professional Program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site and are also during normal daytime hours.

Design of the Professional Curriculum

Lectures, lab, and clinical experiences are integrated throughout the program.

Opportunity for Students to Work

Students may find full-time employment during the professional year difficult.

Description of Facilities

The classroom and offices of the Radiologic Sciences—DMS Concentration Program are located in the Dunes Medical/ Professional Building at IU Northwest. Clinical experience is provided at local hospitals.

Location of Clinicals

Clinical experiences occur in local hospitals, including Community Hospital, Munster; Franciscan Health, Crown Point; Franciscan Health, Michigan City; Northwest Health, LaPorte, Laporte; Methodist Hospital of Gary, Inc. - Merrillville and Gary; St. Mary Medical Center, Hobart; Northwest Health Porter, Valparaiso; Ingalls Memorial Hospital, Harvey, IL Franciscan Health Rensselaer and Lafayette.

Admission Policies

Preference is given to healthcare professions (AS degree or higher in a healthcare professional field) and radiographers. Admission to the program is highly competitive. Students are selected based on their previous academic background, Professional Assessment in Radiologic Sciences (PARS), and evidence of registration if applying under healthcare professional background.

Class Size

Class size is restricted by the number of clinical sites available.

Application Deadline

January 15 of the year the student wishes to begin the professional year.

Total Number of Prerequisite Credit Hours

66 credit hours

Curriculum

Prerequisites

General education requirements may be taken at Indiana University Northwest (IUN) or any accredited college or university on a part-time basis. The following courses that are followed by (G) meet the general education requirements of the College of Health and Human Services. *Courses must be completed with a grade of C or better.

- * W131 Reading, Writing and Inquiry I (G) 3 cr.
- * W231 Professional Writing (G) 3 cr.

- * S121 Public Speaking (G) 3 cr.
- *College-level mathematics (G) 3-4 cr.
- *Human anatomy and physiology I & II with lab (G) 8 cr.
- * P101 Introductory psychology (G) 3 cr.
- Arts & Humanities elective (G) 3 cr.
- Cultural & Historical Studies elective (G) 3 cr.
- Additional Arts & Humanities OR Cultural & Historical Studies Elective (G) 3 cr.
- Second Social/Behavioral Science Elective (G) 3 cr.
- Statistics (G) 3 cr.
- * Health Professions course work or electives 27-28 cr.

Total minimum number of credit hours - 66

Diagnostic Medical Sonography Curriculum

Summer Semester II

RADS R100 Orientation to Radiologic Technology (2 cr.)

RADS R185 Medical Terminology (1 cr.)

RADS R404 Sectional Imaging Anatomy (3 cr.)

Total 6 cr.

Fall Semester

RADS R250 Physics applied to Radiology (3 cr.)

RADS R490 Fundamentals of Ultrasound (4 cr.)

RADS R181 Clinical Experience (1 cr.)

Total 8 cr.

Spring Semester

RADS R491 DMS Imaging-Abdomen/Sm Pts (5 cr.)

RADS R492 DMS Imaging-OB/Gyne (5 cr.)

RADS R494 DMS Clinical Practicum I (6 cr.)

Total 16 cr.

Summer Semester

RADS R495 DMS Clinical Practicum II (6 cr.)

RADS R497 Vascular Ultrasound (3 cr.)

Total 9 cr.

Fall Semester

RADS R409 Senior Project in Medical Imaging Tech. (3 cr.)

RADS R493 Ultrasound Physics (4 cr.)

RADS R496 DMS Clinical Practicum III (8 cr.)

Total 15 cr.

TOTAL 54 cr.

Graduation Requirements

Satisfactory Completion of 120 credit hours to include 66 credit hours of prerequisite and general-education courses and 54 credit hours of professional courses. All professional courses must be completed in compliance with the program's and school's academic and professional policies.

Radiation Therapy Program

The educational program in radiation therapy accepts students every other year (odd years).

Program Goals and Learning Outcomes

The radiation therapy program has set forth the following goals and learning outcomes:

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- Students will be competent in positioning patients.
- Students will practice radiation protection.

Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate oral communication skills.
- Students will demonstrate written communication skills.

Goal 3: Students will demonstrate critical thinking and problem solving skills.

Student Learning Outcomes:

- Students will be able to adapt to non-routine situations.
- Students will establish resolution and rationale for challenging circumstances that they may encounter.

Goal 4: Students will demonstrate professional values.

Student Learning Outcomes:

- Students will demonstrate appropriate professional values in the clinical setting.
- Students will detail the ethical obligations described in the ARRT Code of Ethics.

Goal 5: Students will be involved in professional continuing education activities to instill a desire for lifelong learning.

Student Learning Outcomes:

- Students will participate in professional continuing education activities.
- Students will be members of professional societies.

Goal 6: The program will provide the medical community with individuals qualified to perform radiation therapy procedures.

Program Effectiveness Measures:

- Graduates will pass the ARRT exam on first attempt.
- Graduate will express confidence in the overall quality of their skills.
- Employers will express confidence in the overall quality of the graduate's skills.
- Of those pursuing employment, graduates will be gainfully employed within 12 months post-graduation
- Students will successfully complete the program in the two year time frame.

Assessment data described in Goal #6 are available for review under Program Effectiveness Data.

Graduates of the Program

The radiation therapy program is designed to prepare graduates to meet the scope of practice standards for radiation therapy. Upon completion of the program,

graduates are eligible to take the radiation therapy certification examination given by the American Registry of Radiologic Technologists (ARRT). Having successfully passed this exam, certificate holders are classified as registered radiation therapists, R.T.(T) (ARRT). State certification is required to operate radiation therapy equipment. The state accepts the ARRT Registry for certification.

Length of the Program

The radiation therapy program is a four-year baccalaureate degree program composed of 51 credit hours of prerequisite and general education requirements and a professional core in the junior and senior years of 69 credit hours.

Design of the Professional Curriculum

The curriculum follows a pattern that trains the student to become skilled in the performance of radiation therapy procedures. Courses in radiologic principles, technical courses in radiation therapy, clinical application of theory, and general education are included in the curriculum. Lectures, lab, and clinical experiences are integrated throughout the program.

Structure of the Professional program

Classes are held during the day. Clinical experience is scheduled in cooperation with the clinical site with experience during normal daytime hours.

Opportunity for Students to Work

Students may find full-time employment during the professional program difficult.

Description of Facilities

The radiation therapy program offices and classrooms are located in the Dunes Medical/ Professional Building at IU Northwest.

Location of Clinicals

Clinical experiences have been planned in local hospitals, including the Community Hospital in Munster; Franciscan St. James Health in Olympia Fields, IL; Franciscan Health Munster in Munster, IN; Ingalls Memorial Hospital in Harvey, Illinois; Methodist Hospital of Gary, Inc., Southlake campus in Merrillville; Michiana Hematology Oncology, PC, in Westville; Franciscan Health Woodland Cancer Care Center in Michigan City, IN; Loyola University Medical Center in Maywood, IL; St. Mary Medical Center in Hobart, IN.

Accreditation

The Radiation Therapy Program is approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; phone (312) 704-5300; www.jrcert.org.

Admission Policies

Preference is given to healthcare professions (AS degree or higher in a healthcare professional field) and radiographers. Admission to the program is highly competitive. Students are selected based on their previous academic background, Professional Assessment in Radiologic Sciences (PARS), and evidence of registration if applying under healthcare professional background.

Class Size

Class size is restricted by the number of clinical sites available.

Application Deadline

January 15 of the year the student wishes to begin the professional year.

Total number of Prerequisite Credit Hours

51 credit hours

Curriculum**Prerequisites**

1. General education requirements may be taken at Indiana University Northwest (IUN) or any accredited college or university on a part-time basis. The following courses that are followed by (G) meet the general education requirements of the College of Health and Human Services. *Courses must be completed with a grade of C or better.
 - *W131 Reading, Writing, and Inquiry I (G) 3 cr.
 - *W231 Professional Writing (G) 3 cr.
 - *Verbal Communication Course 3 cr.
 - *M119 Brief Survey of Calculus or M125 Precalculus Mathematics 3 cr.
 - *Human Anatomy and Physiology I & II with lab (G) 8 cr.
 - Introductory Psychology (G) 3 cr.
 - Arts & Humanities Electives (G) 3 cr.
 - Second Social/Behavioral Science Elective (G) 3 cr.
 - Cultural & Historical Studies Electives (G) 3 cr.
 - Additional Arts & Humanities OR Cultural & Historical Studies Elective (G) 3 cr.
 - Statistics (G) 3 cr.
 - Health Professional Radiography Coursework or Electives 13 cr.

Total minimum number of credit hours - 51 cr.

Special Credit/Transfer Policy

Students seeking to transfer credit or receive special credit for radiography course work taken in a non-credit-awarding radiography program that has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org) should contact the program director for additional information and advising.

Radiation Therapy Curriculum**SUMMER II SEMESTER**

RADS R100 Orientation to Radiologic Technology (2 cr.)

RADS R185 Medical Terminology (1 cr.)

RADS J304 Radiation Oncology Patient Care (2 cr.)

Total 5 cr.

FALL SEMESTER

RADS R250 Physics Applied to Radiology (3 cr.)

RADS J301 Orientation to Radiation Therapy (4 cr.)

RADS J350 Clinical Experience Basic (4 cr.)

RADS R472 Multiplanar Anatomy and Pathology I (3 cr.)

Total 14 cr.

SPRING SEMESTER

RADS R260 Radiation Biology and Protection (3 cr.)

RADS J302 Radiation Oncology Techniques (3 cr.)

RADS J351 Clinical Practicum II (4 cr.)

RADS R473 Multiplanar Anatomy and Pathology II (3 cr.)

Total 13 cr.

SUMMER SEMESTER

RADS J402 Radiation Oncology Techniques II (3 cr.)

RADS J450 Clinical Practicum III (4 cr.)

Total 7 cr.

FALL SEMESTER

RADS J303 Clinical Oncology I (3 cr.)

RADS J305 Clinical Dosimetry I (3 cr.)

RADS J400 Physics of Radiation Oncology (3 cr.)

RADS J451 Clinical Practicum IV (4 cr.)

Total 13 cr.

SPRING SEMESTER

RADS J401 Physics of Radiation Oncology II (3 cr.)

RADS J403 Clinical Oncology II (3 cr.)

RADS J404 Quality Management in Radiation Oncology (3 cr.)

RADS J409 Senior Project in Radiation Oncology (3 cr.)

RADS J452 Clinical Practicum V (4 cr.)

Total 16 cr.

Professional Courses Total 69 cr.

Graduation Requirements

Satisfactory completion of 120 credit hours to include 51 credit hours of prerequisite and general-education courses and 69 credit hours of professional courses.

All professional courses must be completed with a C (2.0) or higher. All course work must be completed in compliance with the program's and school's academic and professional policies.

B.S. in Medical Imaging Technology (Online)

The BS in Medical Imaging Technology is for working professionals who are already certified in Radiography (ARRT), Nuclear Medicine (ARRT or NMTCB), Diagnostic Medical Sonography (ARRT or ARDMS), or Radiation Therapy (ARRT).

Students who are not certified in one of these areas are not eligible to apply. To become certified, students must complete prescribed educational requirements at a two- or four-year college and pass a national professional certification exam.

The program may be completed on a full- or part-time basis.

This 100 percent online, consortial program is taught by IUPUI, IU Kokomo, IU Northwest, and IU South Bend. This

consortial model allows students to take coursework from several campuses and learn from a wide range of faculty.

Program Goals and Learning Outcomes

Students will gain knowledge and skills in the following core areas:

1. Medical Imaging Technology Principles (3 credit hours)
 - Learn the history of the medical imaging profession
 - Master basic imaging principles for a variety of imaging modalities
2. Medical Imaging Technology Procedures (3 credit hours)
 - Compare and contrast the various modalities in terms of radiation sources, uses, and safety
 - Apply medical imaging concepts and principles to analyze new uses and procedures
3. Anatomy and Pathology (6 credit hours)
 - Explain the different disease states that are seen or treated within the field of radiology
 - Determine which radiologic procedures are used in the diagnosis and treatment of various disease states
 - Analyze how physicians use patient data and images for use in patient case management
 - Identify anatomical structures of the human body
 - Describe relationships of structures to one another
 - Discuss the different appearance of anatomy from one modality to another
4. Research in Medical Imaging Technology (6 credit hours)
 - Demonstrate computer skills needed to perform a literature search
 - Formulate a research question
 - Research a selected topic
 - Use a variety of multi-media tools to produce images for presentations and posters
 - Disseminate scientific information in a professional quality poster and research paper
 - Investigate the basic tenets of human subjects research
5. Medical Imaging Technology Nonclinical Concentration (12 credit hours)

Students must complete 12 hours of elective coursework. Students may develop their own tracks with the consent of their program faculty.

Degree Requirements

To graduate with the BS in Medical Imaging Technology, you must:

1. Complete a total of 120 semester credit hours, including

All campus general education requirements
 Program core course requirements
 12 credit hours of elective courses

2. Complete at least 30 credit hours through Indiana University.

3. Complete at least 30 credit hours at the 300- and 400-level.
4. Maintain a minimum GPA of 2.0 and achieve a minimum grade of C in each required course.

Admission Policies

To gain admission to the B.S. in Medical Imaging Technology, you must hold certification in radiography (AART), nuclear medicina (AART or NMTCB), sonography (AART or ARDMS), or radiation therapy (AART).

Limitations of Course Work

- Remedial course work will not count as credit hours toward the degree or for purposes of calculation of a grade point average during the admission process.

Seven Year Limit

- Anatomy and physiology I and II have a 7 year age limit between completion and time of admission. Students may opt to take the course again or challenge the course by departmental examination.

*Credentialed health care professionals are exempt from this requirement.

Transfer Policy

- You can transfer up to 64 credit hours from a regionally accredited community college, or 90 credit hours from an accredited four-year university or college. Students with both a primary and post-primary certification (i.e. RT and CT) are eligible for up to 12 special credit hours. Special credit hours cannot be used towards the 30 hours in-residence IU hours.

Repeated courses

- In order to qualify for admission and/or progression, the student must pass the required pre- and co-requisite coursework by the second completed attempt.

Minimum Cumulative Grade Point Average

- 2.0 on a 4.0 scale.

Minimum Grade Requirement in a Prerequisite Coursework

- C (2.0 on a 4.0 scale).

Medical Imaging Technology Core Courses

Students must complete a total of 120 credit hours composed of general education, college/school requirements (if applicable) and MIT requirements.

1. General educations and college/school requirements according to their campus of residence. Must pass all courses with a letter grade of "C" or better.
2. College or school requirements according to their campus of residence
3. Imaging (6 credits)

Complete one of the following sequence of courses:

- AHLT-R 405 Advanced Diagnostics Imaging I#and AHLT-R 406 Advanced Diagnostic Imaging II
- RADS-R 405 Adv Diagnostic Imaging I#and RADS-R 406 Adv Diagnostic Imaging II
- RAD I-R 451 Medical Imaging Theory I#and RAD I-R 453 Medical Imaging Theory II

1. Multiplanar Anatomy and Pathology (6 credits)

Complete one of the following sequence of courses:

- AHLT-R 472 Multiplanar Anatomy and Pathology I#and AHLT-R 473 Multiplanar Anatomy and Pathology II
- RADI-R 472 Multiplanar Anatomy and Pathology I#and RADS-R 473 Multiplanar Anatomy and Pathology II
- RADS-R 472 Multiplanar Anatomy and Pathology I#and RADI-R 473 Multiplanar Anatomy and Pathology II

1. Research (6 credits)

Complete one of the following combinations of courses:

- AHLT-R 409 Project in Medical Imaging#and HSC-W 314 Ethics in Health Professionals
- AHLT-R 409 Project in Medical Imaging#and PAHM-W 314 Ethics in Health Professionals
- RADI-R 456 Medical Imaging Technology Project I#and RADI-R 457 Medical Imaging Technology Project II
- RADS-R 403 Advanced Topics in Medical Imaging Technology#and RADS-R 409 Project in Medical Imaging Technology

1. Professional Advancement in MIT (12 credits)*

Complete all of the following:

- AHLT-R 413 Introduction to Imaging Technology Leadership
- AHLT-R 416 Trends in Medical Imaging Technology I
- RADI-R 418 The Teaching Technologist: Clinical Instruction
- RADS-R 402 Medical Imaging Informatics

*eSpecial Credit may take the place of Professional Advancement courses for students holding additional credentials. Program Director can evaluate additional transfers should a student request permission.

- AHLT-R 431 Second Certification (Professional Credential) (1-12 credits)
- RADI-R 431 Second Certification (Professional Credential) (1-12 credits)

Division of Social Work

Administrative Officer

Mark D. Thomas, Ph.D., *Associate Professor of Social Work and Interim Director*

Web site: <https://socialwork.iu.edu/northwest/> **Phone:** (219) 980-7111

Overview

General Information

The Division of Social Work is a collaborative effort of the Indiana University School of Social Work and Indiana University Northwest. Both the Master of Social Work (M.S.W.) and Bachelor of Social Work (B.S.W.) degrees are offered on the IUN campus. The Master of Social Work is available on a three or four year part

time schedule designed to meet the needs of working professionals in Northwest Indiana. The Bachelor of Social Work is offered on a full time or part time schedule.

Graduates of the school move into a broad variety of social service settings, including those concerned with aging, family and child welfare, corrections, mental and physical health, and adjustment in schools. In anticipation of such professional activities, the school provides field instruction placements throughout the state where students engage in services to individuals, groups, families, communities, and organizations or function in leadership roles.

The Bachelor of Social Work (B.S.W.) program prepares students for generalist social work practice. The Master of Social Work (M.S.W.) program prepares graduate students for advanced social work practice in clinical and community practice. Although the degree programs vary in their emphasis and levels of complexity, the school's curricula embody features that are systemic in their educational effects: The total curriculum articulates the relationship of the undergraduate and graduate levels as components of a continuum in education for social services.

- The mechanisms of instruction provide opportunities for a range of experiences in substantive areas of interest to students and of importance to society.
- The curriculum focuses on problem-solving and strength-enhancing experiences that involve the classroom and field experience.
- Excellent library and technology resources make social work students effective users of social science information.
- An exploration of educational procedures and arrangements optimizes effective training, including institutional self-study of the entire curriculum as well as the exploration of specific educational tools.

As part of the Indiana University School of Social Work, the IUN program is accredited by the Council on Social Work Education. The Council is the national body authorized to accredit the baccalaureate and graduate level social work programs in this country and to assure student exposure to a quality professional educational experience. The Council conducts its accrediting responsibilities through the Commission on Accreditation. After initial accreditation, all the programs must be reaccredited every eight years. For information on the Council on Social Work Education, including the national accredited program list, contact:

Council on Social Work Education
1725 Duke Street, Suite 500
Alexandria, Virginia 22314-3457

Telephone: (703) 683-8080
Website at <http://www.cswe.org>.

The School is a member of the International Association of Schools of Social Work. The School's administrators are active participants in the National Association of Deans and Directors of Schools of Social Work, the Association of Baccalaureate Social Work Program Directors and the Group for the Advancement of Doctoral Education, among others.

Indiana University School of Social Work Vision and Mission Statements

As an overall guide to its educational activities, the Indiana University School of Social Work holds the following as its mission and vision statements:

Guided by an authentic commitment to diversity, equity and inclusion, the Indiana University School of Social Work is nationally and internationally recognized for educating leaders of tomorrow through community-engaged practice, research and partnerships to positively impact individuals and society.

The Indiana University School of Social Work, across its multiple campuses and online communities, provides a rich array of quality, accessible and affordable educational opportunities to prepare graduates for practice and research in an increasingly diverse world. The School contributes to creating a fair, just, and equitable society by educating competent and ethical professionals to address complex social, environmental, and economic challenges on local, state, national and global levels. Establishing dynamic partnerships, the School enhances the health and wellbeing of individuals, families, groups, organizations and communities, leading innovative and translational solutions through community-engaged practice, advocacy, policy, research and service.

Policy on Non-Discrimination

Based on tradition of the social work profession, and consistent with Indiana University's Equal Opportunity Policy, the Indiana University School of Social Work affirms and conducts all aspects of its teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion/creed, disability, and political or sexual orientation.

The School of Social Work has a strong commitment to diversity and nondiscrimination. Indeed, diversity is celebrated as a strength. This perspective is demonstrated by the composition of its faculty and student body, curriculum content, recruitment and retention activities, participation in University committees dealing with oppressed populations, numerous service activities, including advocacy on behalf of the disadvantaged, selection of field practicum sites, and School policies related to promotion and tenure of its faculty.

Educational Requirements

Students are admitted to the undergraduate (B.S.W.) and graduate (M.S.W.) programs on the assumption that they have the potential academic ability and personal suitability for completing the professional program in which they are enrolled. All students in the B.S.W. and M.S.W. program are expected to maintain the standards established by the School of Social Work and those held by the social work profession. In order to detect possible problems, the School of Social Work reviews students' performance periodically.

The Bachelor of Social Work and the Master of Social Work degrees are recommended by the school and conferred by the university. Undergraduate students must successfully complete 120 credit hours of general education and required social work courses. Graduate students must successfully complete 60 credit hours

of required and elective courses carrying graduate credit. Each student is expected to follow the university and school schedules and dates for completion of requirements. Graduate students must complete all work within six calendar years from the time of first enrollment.

M.S.W. Academic Standard

For continuation in and graduation from the program, students are required to:

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 3.0 cumulative GPA in Social Work courses;
3. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete)
4. Earn a grade of "C" in S555 Practicum I and a grade of "Satisfactory" in S 651, Practicum II and S652, Practicum II.

B.S.W. Academic Requirements

For continuation in and graduation from the program, students are required to:

1. earn at least a "C" in each Social Work course;
2. maintain a minimum 2.5 cumulative GPA in Social Work courses;
3. maintain an overall cumulative grade point average of 2.5
4. have satisfactorily fulfilled any and all contracts for grades of Incomplete (see policy on Grades of Incomplete)
5. Earn a grade of "C" in S 481, Practicum I and S482, Practicum II.

Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses and driving infractions. Master and Bachelor of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosure does not pre-empt an admissions decision for either the B.S.W. or M.S.W. program, admitted students must realize that a criminal history and past driving infractions may impose limitations for students and professionals attempting to obtain field placements, employment in certain practice settings, and eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or matriculation into the B.S.W., M.S.W. or Ph.D. programs. Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the B.S. W. or M.S.W. degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action. This policy and the right of appeal is discussed further in the section on Students' Rights and Responsibilities.

Liability Insurance Students are required to carry professional liability insurance. Under the school's blanket policy, the cost of insurance is included in the student's tuition fees.

Credit for Life Experience Academic credit for life experience and previous work experience is not given in whole or part towards the social work degree.

Bachelor of Social Work

General Information

The B.S.W. program was brought to the Indiana University Northwest campus in 2010 and graduated its first class in 2012.

This four-year degree program prepares students for generalist social work practice. It helps students develop the competence to apply knowledge, values, and skills to practice with individuals, small groups, organizations, and communities. The program also prepares students for graduate education. The B.S.W. degree equips the practitioner to work with people who are encountering challenges related to personal or social circumstances. In addition, qualified graduates may apply for advanced standing to the IU School of Social Work or other M.S.W. programs nationwide. Following the equivalent of a minimum of two postgraduate years of supervised social work practice experience, B.S.W. graduates of IU are eligible to apply for licensure by the state of Indiana. Upon successful completion of licensing requirements, the Indiana State Health Professions Bureau designates the B.S.W. graduate a Licensed Social Worker (L.S.W.).

B.S.W. Program Mission and Vision

In 2011, the School of Social Work B.S.W. Program reaffirmed its mission and vision. The educational mission of the Bachelor of Social Work program of Indiana University is to prepare students for generalist social work practice with vulnerable people in Indiana and beyond and prepare graduates as critical thinkers and lifelong learners, who reflect a global perspective, recognize strengths, enhance opportunities, create change, and contribute to the empowerment of the people they serve.

The B.S.W. Program's vision is to be a leader in preparing social workers for strengths-based generalist social work practice with vulnerable populations. As stated in the B.S.W. Student Handbook, the B.S.W. Program is committed to high standards for educational delivery and achievement; the core values of the profession (service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence); diversity among students, faculty, and staff; and, development, dissemination, and assessment of effective practices.

The B.S.W. degree is offered on the Indianapolis (IUPUI), Bloomington (IUB), Gary (IUN), Richmond (IUE), South Bend (SB) and Fort Wayne (IUFW) campuses. Students in the B.S.W. Program must complete all sophomore and junior social work courses and achieve senior standing before enrolling in the senior social work courses.

For specific information regarding the B.S.W. Program at IU Northwest, contact

B.S.W. Program
Indiana University Northwest

3400 Broadway
Gary, IN 46408-1197
Telephone: (219) 980-7111

BSW Scholars Program (Title IV-E)

The Title IV-E Program is offered to students involved in the Indiana Partnership for Social Work Education in Child Welfare, funded in part by Title IV-E. The program provides training and financial support for seniors pursuing a career in protective services through the Indiana Department of Child Services. Students apply for this program in the junior year with the final selections made by the Department of Child Services. Students begin the program by enrolling in a required course in their junior year and begin their practicum within the Department of Child Services in the senior year.

Overview

Bachelor of Social Work (BSW)

The Student Learning Outcomes for the BSW degree program are derived from the Council on Social Work Education's (CSWE) competencies and specific practice behaviors required for professional social work practice at the Bachelor's level, as articulated in the Educational Policy and Accreditation Standards document (CSWE, 2008).

Competency #1: Identify as a professional social worker and conduct oneself accordingly.

1. Students advocate for client access to the services of social work.
2. Students practice personal reflection and self-correction to assure continual professional development.
3. Students attend to professional roles and boundaries.
4. Students demonstrate professional demeanor in behavior, appearance, and communication.
5. Students engage in career-long learning.
6. Students use supervision and consultation.

Competency #2: Apply social work ethical principles to guide professional practice.

1. Students recognize and manage personal values in a way that allows professional values to guide practice.
2. Students make ethical decisions by applying standards of the National Association of Social Work Code of Ethics and, as applicable, of the International Federation of Students/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles.
3. Students tolerate ambiguity in resolving ethical conflicts.

Competency #3: Apply critical thinking to inform and communicate professional judgments.

1. Students apply strategies of ethical reasoning to arrive at principled decisions.
2. Students distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.
3. Students analyze models of assessment, prevention, intervention, and evaluation.

4. Students demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

Competency #4: Engage diversity and difference in practice.

1. Students recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.
2. Students gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.
3. Students recognize and communicate their understanding of the importance of difference in shaping life experiences.
4. Students view themselves as learners and engage those with whom they work as informants.

Competency #5: Advance human rights and social and economic justice.

1. Students understand the forms and mechanisms of oppression and discrimination.
2. Students advocate for human rights and social and economic justice.
3. Students engage in practices that advance social and economic justice.

Competency #6: Engage in research-informed practice and practice-informed research.

1. Students use practice experience to inform scientific inquiry.
2. Students use research evidence to inform practice.

Competency #7: Apply knowledge of human behavior and the social environment.

1. Students utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
2. Students critique and apply knowledge to understand person and environment.

Competency #8: Engage in policy practice to advance social and economic well-being and to deliver effective social services.

1. Students analyze, formulate, and advocate for policies that advance social well-being.
2. Students collaborate with colleagues and clients for effective policy action.

Competency #9: Respond to contexts that shape practice.

1. Students continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.
2. Students provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

Competency #10(a): Engage with individuals, families, groups, organizations and communities.

1. Students substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.

2. Students use empathy and other interpersonal skills.
3. Students develop a mutually agreed-on focus of work and desired outcomes.

Competency #10(b): Assess with individuals, families, groups, organizations and communities.

1. Students collect, organize, and interpret client data.
2. Students assess client strengths and limitations.
3. Students develop mutually agreed-on intervention goals and objectives.

Competency #10(c): Intervene with individuals, families, groups, organizations and communities.

1. Students select appropriate intervention strategies.
2. Students initiate actions to achieve organizational goals.
3. Students implement prevention interventions that enhance client capacities.
4. Students help clients resolve problems.
5. Students negotiate, mediate, and advocate for clients.

Competency #10(d): Evaluate with individuals, families, groups, organizations and communities.

1. Students facilitate transitions and endings.
2. Students critically analyze, monitor, and evaluate interventions.

Bachelor of Social Work Admission Admission Requirements

Enrollment in the B.S.W. program requires formal admission to the School of Social Work. The following are the minimum requirements for admission consideration:

- Regular admission to the university.
- Completion of a minimum of 12 credit hours. Although advanced students may also apply.
- Satisfactory completion (grade of C or higher) of the required course S141 Introduction to Social Work.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
- Evidence of characteristics or potential required for competent social work practitioners as defined in the mission statement of the school. Such evidence may be derived from application materials, letters of reference, pertinent work or volunteer experience, and performance in S141 Introduction to Social Work.

While the B.S.W. Program uses a rolling admissions policy, applicants, to ensure a timely review of their applications, should submit completed applications in the fall by November 1 and in the spring by the Monday after Spring break. IU Northwest students generally apply at the end of their sophomore year, but can do so later in their academic career. Community college transfer students generally apply at the point of transfer or after completing their first semester at IU Northwest. The formal admission process is electronic. The electronic application can be accessed at: <http://socialwork.iu.edu/Apply-to-BSW/>. Admission information may be obtained from:

Dr. Marshelia Harris
B.S.W. Program Director
Indiana University Northwest

Telephone: (219) 980-5630
Email: mdharris@iu.edu

Transfer Students Students transferring from another four year accredited academic institution or a community college into Indiana University have their transcripts evaluated by the University Admissions office in relation to their progress toward meeting general education and supportive area degree requirements. In most instances, the University Admissions office assessment is accepted in relation to general and supportive area course requirements.

All social work courses beyond the introductory level must be taken in an accredited social work program. Transfer courses taken at another accredited B.S.W. program must also meet Indiana University's academic standards (an earned letter grade of "C" or better), and be judged as equivalent to the School of Social Work's required social work courses by the campus Program Director on the campus where students are applying for admission.

Ivy Tech Transfer Students

The Indiana University School of Social Work welcomes students who are transferring from Ivy Tech community college campuses. Ivy Tech students, who have earned the associates degree in human services, are prepared to complete the four-year B.S.W. degree at the Indiana University School of Social Work.

Students currently enrolled at Ivy Tech are encouraged to plan ahead prior to transferring to an IUSSW B.S.W. program by calling or meeting with the campus Program Director. Early planning can ensure a smoother transfer process.

Bachelor of Social Work Curriculum Educational Requirements

A minimum of 120 credit hours is required for the B.S.W. degree. In addition to social work courses and electives, the following outlines the general liberal arts requirements. Of these, 52 credit hours are social works courses and 36-38 credit hours are devoted to supportive liberal arts courses.

The BSW degree requirements are broken into three areas: general education, support courses, and required social work courses. General education courses requirements vary by campus. Students enrolled at the IU Northwest campus must meet the campus's general education requirements. The B.S.W. Program also has basic educational support course requirements and required social work courses:

Program Support Courses

- Writing in Professional Social Work (SWK-S204)
- Modern American History Course (HIST-H 106)
- Human Biological Science Course (BIOL-L100, BIOL-L104, or PHSL-P130)
- American Government Course (POLS-Y103)
- Introductory Psychology Course (PSY-P101)
- 300-level Psychology or Sociology Course or a Social Work elective course
- Principles of Sociology (SOC-S161)

Social Work Course Requirements (15 courses)

- S102 Understanding Diversity in a Pluralistic Society (3 cr.)
- S141 Introduction to Social Work (3 cr.)
- S221 Growth and Human Development in the Social Environment (3 cr.)
- S251 History and Analysis of Social Welfare Policy (3 cr.)
- S322 Small Group Theory and Practice (3 cr.)
- S331 Generalist Social Work Practice I: Theory and Skills (3 cr.)
- S332 Generalist Social Work Practice II: Theory and Skills (3 cr.)
- S371 Social Work Research (3 cr.)
- S423 Organizational Theory and Practice (3 cr.)
- S433 Community Behavior and Practice (3 cr.)
- S442 Practice-Policy Seminar in Fields of Practice (3 cr.)
- S472 Social Work Practice Evaluation (3 cr.)
- S481 Social Work Practicum I (6 cr.)
- S482 Social Work Practicum II (7 cr.)

Academic Standards

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

In the event of failure to meet such requirements, students will be ineligible to continue in the program. Such students are encouraged to consult with their faculty advisor regarding realistic planning for the future, including the right to petition for administrative review. Detailed descriptions of student continuation policies are in the *B.S.W. Student Handbook*.

Repeated Courses

Required social work courses may be repeated only after the student is reinstated in the program with permission.

Incompletes

Instructors at Indiana University School of Social Work follow closely the university policy regarding the assignment of grades of Incomplete (I). An Incomplete may be assigned by an instructor when exceptional circumstances, such as an illness, injury, or a family emergency, prevent a student from finishing all the work required for the course. Instructors may award the grade of Incomplete only when such hardship would render it unjust to hold the student to the time limits previously set. Furthermore, the grade of Incomplete may be given only when the student has completed three-fourths of the semester with course work of passing quality.

The instructor, on a case-by-case basis, evaluates incompletes. The grade of Incomplete (I) will be changed to a grade by the instructor of record, based upon the contract devised by the course instructor and approved by the B.S.W. Program Director.

If the terms of the Incomplete contract are not met by the student, the instructor will assign the original grade.

Pass/Fail Grades

A maximum of four pass/fail courses may be applied to the B.S.W. degree. All general education, supportive area

requirements, and required social work courses need a letter grade.

TSAP in Social Work - BSW

Completion of an eligible AS or AA degree at Ivy Tech or Vincennes may put you on a Single Articulation Pathway to a BA or BS at IU Northwest, without a loss of credit hours.

For more information on the TSAP in Social Work see [Single Articulation Pathways - Indiana University Northwest](#).

Master of Social Work

General Information

The M.S.W. program was brought to the Indiana University Northwest campus in 1996 and graduated its first class in 2000. Graduates of the Division of Social Work move into a broad variety of social service settings. These include those concerned with aging, family and child welfare, corrections, mental and physical health, communities, political change and analysis, and school adjustment. In anticipation of such professional activities, the school provides field instruction placements throughout northwest Indiana where students engage in services to individuals, groups, families, and communities or function in planning and management roles.

The general goal of the graduate program is preparation for advanced social work practice. In addition to generalist knowledge and skills, the programs provide an opportunity for development of special competence in school social work, mental health and addictions, and health. Educational resources for students in the program include a substantial library, and diversified field instruction settings.

M.S.W Program Mission and Goals

In 2012 the faculty adopted a revised mission for the Master of Social Work program to further reflect the purpose and values of the profession. *The mission of the Indiana University School of Social Work MSW program is to educate students to be prepared for practice with specialized expertise that includes advocating for social, racial, and economic justice, to be critically thinking, research informed, continuously learning, ethical, and competent social workers at rural, urban and global levels.*

The Master of Social Work program goals are to:

- Educate students to be effective and knowledgeable professionals prepared for advanced social work practice.
- Build upon a liberal arts perspective to prepare students to continue their professional growth and development through a lifetime of learning, scholarship, and service.
- Educate students to understand and apply the fundamental values and ethics of the social work profession in their practice.
- Prepare students for social work practice with diverse populations and with client systems of all sizes.
- Educate students about the social contexts of social work practice, the changing nature of those contexts,

the behavior of organizations, and the dynamics of change.

- Engage in scholarly activity including the discovery, integration, application, dissemination, and evaluation of knowledge for practice.
- Promote and advocate for social and economic justice.

Part Time Evening Program The part time evening program at Indiana University Northwest enables student to complete the foundation curriculum (the first 31 credit hours of the program) over two calendar years. Following the first 31 hours of the foundation and practice area curriculum (all concentration courses except for S618 and S623/624), students enter into one of six practice areas. Options for practice areas on the IU Northwest campus include: Health; Mental Health and Addictions; and School Social Work. Students begin the program in late August. Subsequent classes and field practica are held during the week (usually Monday through Thursday or online). Part time evening students are also required to complete the curriculum (the final 29 credit hours of the program) over the course of the third calendar year, although students may elect to extend course work and internships up to four years.

Advanced Standing Program Students holding undergraduate social work degrees may be eligible for this program, which begins during the Fall semester. The following are specific requirements for consideration for admission to the advanced standing program:

- Graduation within ten years from a baccalaureate social work program accredited by the Council on Social Work Education.
- A cumulative grade point average of at least 3.0 on a 4.0 scale.
- A cumulative grade point average of at least 3.0 in all social work courses taken prior to admissions committee action. Accordingly, applicants to the advanced standing program must provide the admissions committee with an official transcript. Senior B.S.W. students must provide a transcript including the fall semester grades of their senior year.
- Evidence of characteristics and/or potential required for competent social work practice as defined in the mission statement of the school. Such evidence may be derived from application materials, letters of reference, and/or pertinent work or volunteer experience.
- BSW seniors enrolled in the IU School of Social Work qualify for the fast track admissions process provided they have a 3.25 GPA and a reference from their campus BSW Program Director.

Indiana Partnership for Social Work Education in Child Welfare (Title IV-E)

The Title IV-E Program is offered to students involved in the Indiana Partnership for Social Work Education in Child Welfare, funded in part by Title IV-E, and enables students to complete the Foundation Curriculum (the first 21 credit hours of the program) the first academic year. Eligibility for the Title IV-E program is limited to current employees of the Indiana Department of Child Services. Classroom courses are offered on weekday evenings. Students

begin the program by enrolling in their first courses during the fall semester.

Master of Social Work Admission

Professional social work education requires students at the master's level to undertake a rigorous program of classroom and field study. The Indiana University School of Social Work seeks to admit individuals who have demonstrated competency through previous academic work, professional achievements, and volunteer commitments. A strong commitment to social justice and service to others should be evident in the application. The school also seeks to provide an ethnically and culturally diversified student body.

Admission information for the Indiana University Northwest M.S.W. program may be obtained from:

Dr. Mark Thomas, Interim Director
Indiana University Northwest
Phone: (219) 980-7111

Web site: socialwork.iu.edu

Enrollment in the M.S.W. program requires official admission to the Indiana University School of Social Work. A limited number of students are admitted each year.

The following criteria are considered when making admissions decisions:

- Evidence of an earned bachelor's degree from a regionally accredited college or university.
- An undergraduate record that reflects a liberal arts perspective as demonstrated by the successful completion of a minimum of six courses in social or behavioral sciences. Courses from the following disciplines are accepted: social work, psychology, sociology, anthropology, economics, history, human services, political science, government, criminal justice, and/or languages.
 - Note: Other social or behavioral sciences courses outside of the listed disciplines may be accepted.
- An undergraduate record that reflects successful completion of a college-level math course or equivalent.
- Critical thinking skills and the ability to communicate effectively in writing, as reflected in the application questions and required writing sample and statement.
- Evidence of personal qualities considered important for social work practice.
- It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or continuation into the BSW, MSW or Ph.D. programs.

Note: The Graduate Record Exam (GRE), the Miller's Analytic Test (MAT), and other graduate tests are not required.

Applications are available in early fall of the year preceding admission. The application process is electronic. Information pertaining to the deadlines, requirements, and program details can be found in the online application at <http://socialwork.iu.edu/Admission/>

[MSW/Index.php](#). All applicants are encouraged to submit applications as soon as possible and before the final application priority date. The M.S.W. admissions committee will make all decisions and notify students beginning in early spring. Applications are evaluated on the basis of the criteria outlined above. Admission is competitive and the instructional resources of the school determine total enrollment.

International Students/International Degrees

Applicants who are not citizens of the United States should apply as early as possible preceding the fall in which they wish to enter. They must fill out the international application and the Indiana University School of Social Work application by the posted deadlines. They also must provide proof of their ability to pay fees and support themselves adequately during the period of their study and, through examinations designated by the school, must demonstrate an ability to comprehend, write, and speak English at an acceptable level.

International students or any person holding a degree obtained outside of the United States should request an international application from the following address:

International Affairs
IUPUI
902 W. New York Street, ES2126
Indianapolis, IN 46202-5154
Telephone: (317) 274-7000
E-mail: uia@iupui.edu

Transfer Students

A limited number of transfer students from other accredited M.S.W. programs may be accepted each year. Master of Social Work students interested in transferring to Indiana University must complete an application for admission to the program. Applicants must submit a reference letter from the previous MSW program director stating that the student left the program in good standing and verifying the student's competence in the field of social work. Upon receipt of the completed application, the division director will review the materials and decide if the applicant may be accepted in the program. If accepted, the division director will analyze the student's transcript and course syllabi to determine which credits earned in another accredited social work program will transfer to Indiana University. In all circumstances, however, transfer students must complete all required courses in the concentration and their chosen focus area.

Academic Regulations and Policies

Phi Alpha National Social Work Honor Society

The purpose of Phi Alpha National Social Work Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Information on selection processes is available from the Director of the School of Social Work on the IU Northwest Campus.

Students' Rights and Responsibilities

IUSSW students in social work programs have a right to participate in decision-making activities about the school. Students regularly contribute to the continued development and growth of our programs. Indeed, the school values students' input in several critical areas: faculty and course evaluations, school committee work, student field placements and others.

All students enrolled at the School of Social Work have an opportunity each semester to evaluate their courses and instructors. At the end of each course, students are electronically sent standardized faculty evaluation forms to complete. These evaluations are confidential, and the results are computer generated. The evaluations are returned to the faculty to use for strengthening content, teaching, and learning methods to improve instruction.

Through their elected and/or volunteer representatives, students provide input to and learn from B.S.W. and M.S.W. program committees and various others that might be convened throughout the year. Student representatives are viewed as valuable members of these committees.

Each student has the opportunity to have input into the selection of his or her field practicum assignments. The field practicum coordinator works closely with students to negotiate suitable placements.

Students have the right to provide feedback about school policies and procedures as well as the behavior of faculty and staff members. In providing either positive or critical feedback, students are expected to follow professional social work norms, values, and ethics. For example, students, who believe that a faculty or staff member's behavior is discourteous or ineffective, should discuss the concern directly with the person or people in question. Students, who have reason to believe addressing the person directly would place them in some jeopardy, should register the concern with the director of the program, who will address and respond to the issue.

Students, who believe that they have been treated unfairly or unprofessionally by a faculty or staff member, or that a policy or procedure is unjust or unwise, may submit in writing a formal grievance petition to the dean of the College of Health and Human Services. Grievance petitions are reserved for those issues or incidences that warrant formal investigation and full exploration. Such petitions should be submitted in a professional manner, consistent with social work norms, values, and ethics.

Student complaints regarding discrimination, sexual harassment, racial harassment, and harassment on the basis of sexual orientation have established complaint procedures available in the Indiana University *Code of Student Rights, Responsibilities, and Conduct*.

Academic and Scholarly Guidelines

Students admitted to the Indiana University School of Social Work have already demonstrated potential for superior academic work. Most students are therefore very familiar and comfortable with high academic and scholarly standards. Obviously, students are expected to attend face-to-face, online, classroom and practicum course meetings. Regular attendance is viewed as the responsibility of each social work student. Active participation in course activities is the expected norm. In participating, it is expected that students reflect interest

in, and respect for, their colleagues in a manner that is congruent with the values, ethics, and skills of the profession, and those of the Student Code of Conduct.

In written assignments, students are expected to prepare documents in a scholarly and professional manner. Submissions should be typewritten in double-spaced format and carefully edited for spelling and grammar. All direct quotations, paraphrases, empirical research findings, and other restatements of the research, scholarship, or creative work of others must be appropriately annotated using the standard bibliographic citation methods set out in the most recent edition of the *Publication Manual of the American Psychological Association (APA)*. The APA manual serves as the guide for style and format of all papers submitted in the School of Social Work.

Social work graduates require well-developed and refined communication skills, including the use of the written word. Writing well helps graduates communicate information accurately and concisely. For this reason, formal writing assignments in social work courses are evaluated on the basis of both the quality of the scholarly content and the quality of its presentation.

Electronic Communication

Students are expected to follow appropriate e-mail etiquette when communicating with faculty, staff, and peers. Correct grammar is expected at all times. Inappropriate use of e-mail will be grounds for student review. For specific guidelines, please visit informationpolicy.iu.edu/policies/.

Academic Misconduct

Indiana University School of Social Work and/or the university may discipline a student for academic misconduct 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

- a. 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.
- b. A student must not use another person as a substitute in the taking of an examination or quiz.
- c. A student must not steal examinations or other course materials.
- d. 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.
- e. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's own individual work.
- f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

g. 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.

h. 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:

- Quotes another person's actual words, either oral or written
- Paraphrases another person's words, either oral or written
- Uses another person's idea, opinion, or theory
- Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

- 4. Interference**
- 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.
 - 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.

Professional Requirements

Students are expected to behave in a manner consistent with the *Indiana University Code of Student Rights, Responsibilities, and Conduct Handbook*, the *Code of Ethics of the National Association of Social Workers*, and other professional guidelines established in the B.S.W. and M.S.W. Handbooks.

Criminal Offense Disclosure and Sexual Offenders Policy

As part of the application process, students provide a disclosure statement regarding past criminal offenses and driving infractions. Master and Bachelor of Social Work graduates are eligible to apply for legal licensure by the State of Indiana. While such disclosures does not pre-empt an admissions decision for either the B.S.W. or M.S.W. program, admitted students must realize that a criminal history and past driving infractions may impose limitations for students and professionals attempting to

obtain field placements, employment in certain practice settings, and eligibility for licensure.

It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offences against children shall be eligible for admission or matriculation into the B.S.W., M.S.W. or Ph.D. programs.

Any student who is already in an IUSSW program and whose name appears on the Registry during the time of matriculation, or has been convicted of an offense for which the student can be listed on the Registry, shall be ineligible for continuation or completion of the B.S.W. or M.S.W. degree. Any faculty member, student, field instructor, or other person within the school who becomes aware of such a situation should bring it to the attention of the respective program director for appropriate action. This policy and the right of appeal is discussed further in the section on Students' Rights and Responsibilities.

Master of Social Work Curriculum

Social work is a dynamic profession concerned with the changing needs of people and society. To respond to such needs, the curriculum of the School of Social Work undergoes continuing review by the faculty with the participation of members of the practice community, and others. Students must complete 60 credit hours of graduate-level course work in order to meet the minimum requirements for the Master of Social Work degree. The MSW curriculum includes three distinct levels through which students progress toward the advanced degree in social work. All students complete a common foundation and concentration curriculum that emphasizes a generalist perspective for social work practice. The Foundation Curriculum includes a one-semester practicum of a minimum of 320 clock hours.

Following that, students complete the MSW program's Concentration Curriculum in Clinical and Community Practice that prepares them for advanced social work practice within one of three practice areas: health, mental health and addictions, or school social work. The Concentration Practicum of a minimum of 640 clock hours is usually completed over the two final semesters. All Foundation Curriculum course work must be completed before students are eligible to enroll in any required courses in the Concentration Curriculum.

The overall objectives/outcomes of the Foundation and Concentration Curricula of the M.S.W program include development of:

1. Basic, generalist competence applicable to a broad range of social work practice;
2. Basic competence at all levels: individual, family, groups, communities, and organizations;
3. Basic competence for practice in social service delivery systems

Foundation Curriculum (21 cr.)

- S502 Research I (3 CR)
- S505 Social Policy Analysis and Practice (3 CR)
- S506 Introduction to the Social Work Profession (1 CR)
- S507 Diversity, Human Rights, and Social Justice (3 CR)
- S508 Generalist Theory & Practice (3 CR)
- S509 Social Work Practice with Organizations, Communities, and Societies (3 CR)

- S555 A field practicum course of 320 hours (3 CR)

Clinical and Community Practice Concentration (27 cr.)

The second level of preparation is the Clinical and Community Practice concentration curriculum which includes 6 courses plus the concentration practicum:

- SWK-S 517 Assessment in Mental Health and Addictions (3 credits)
- SWK-S 518 Clinical Social Work Theory & Practice (3 credits)
- SWK-S 519 Community & Global Theory & Practice (3 credits)
- SWK-S 661 Executive Leadership Practice (3 credits)
- SWK-S 618 Social Policy and Services (3 credits)
- SWK-S 623 Practice Evaluation (3 credits)
- SWK-S 651 Social Work Practicum II (4 credits)
- SWK-S 652 Social Work Practicum III (5 credits)

Focus Area Curriculum (12cr.)

The third level of preparation consists of courses in the student's selected focus area:

Health Focus Area

Students, who elect to practice in the health arena, apply the knowledge and skills of advanced social work practice to build and work effectively with interprofessional teams that include physicians, nurses, dentists, psychiatrists and other health care professionals. They learn the medical terminology to conduct bio-psycho-social assessments based on myriad disease entities and patient dynamics. As social workers, they understand how healthcare is financed in the United States, analyze how financial resources for healthcare affect individual patient care, and advocate for change that improves access for all individuals regardless of race, ethnicity, gender, age, sexual orientation or other factors.

- SWK-S 692 Health Care Practice I (3 credits)
- SWK-S 693 Health Care Practice II (3 credits)
- SWK-S 696 Loss Grief, Death & Bereavement (3 credits)
- 3 credit hours of another 600-level elective course - SWK-S 687 Mental Health and Addictions Practice with Groups recommended

Mental Health and Addictions Focus Area

Students in the MH&A focus area assess mental health and addictions issues from person-in-environment, consumer focused, strengths-based, recovery-oriented, and other relevant perspectives. They formulate intervention, prevention, or support and maintenance plans collaboratively with clients. They prepare to serve as case managers, counselors, clinicians, and advocates for and with mental health and addictions consumers. Also, they are able to seek, discover, and evaluate relevant research studies and apply findings in evidence-based social work practice. Within the context of their practice, they conduct empirical evaluations of the effectiveness of interventions and services.

- SWK-S 683 Community-Based Practice in Mental Health / Addictions (3 credits)
- SWK-S 685 Mental Health and Addictions Practice with Individuals and Families (3 credits)

- SWK-S 686 Social Work Practice: Addictions (3 credits)
- SWK-S 687 Mental Health and Addictions Practice with Groups (3 credits)

School Social Work Focus Area

Social workers in school systems function in an environment where the primary purpose is education and socialization. When primary and secondary school students exhibit behaviors and problems that impede their academic and social progress, they may benefit from interventions that social workers are prepared to deliver. The commitment to utilizing social workers in school settings ebbs and flows, often dictated by fiscal resources for education in general. Nonetheless, preparation of students to enter this field of practice remains a priority for the School of Social Work. Students who enter this field are prepared with clinical skills for working with children and adolescents and their families; with team-building skills for working with school administrators and teachers; and, community skills to garner the resources necessary for to promote a safe, secure environment for those served in the school system.

- SWK-S 616 Social Work Practice in Schools(3 credits)
- SWK-S 613 Specialized Instruction & Support Services for Diverse Student Populations (3 credits)
- SWK-S 614 School Social Work Practice with Children, Adolescents and Families (3 credits)
- 3 credit hours of another 600-level elective course - SWK-S 687 Mental Health and Addictions Practice with Groups recommended.