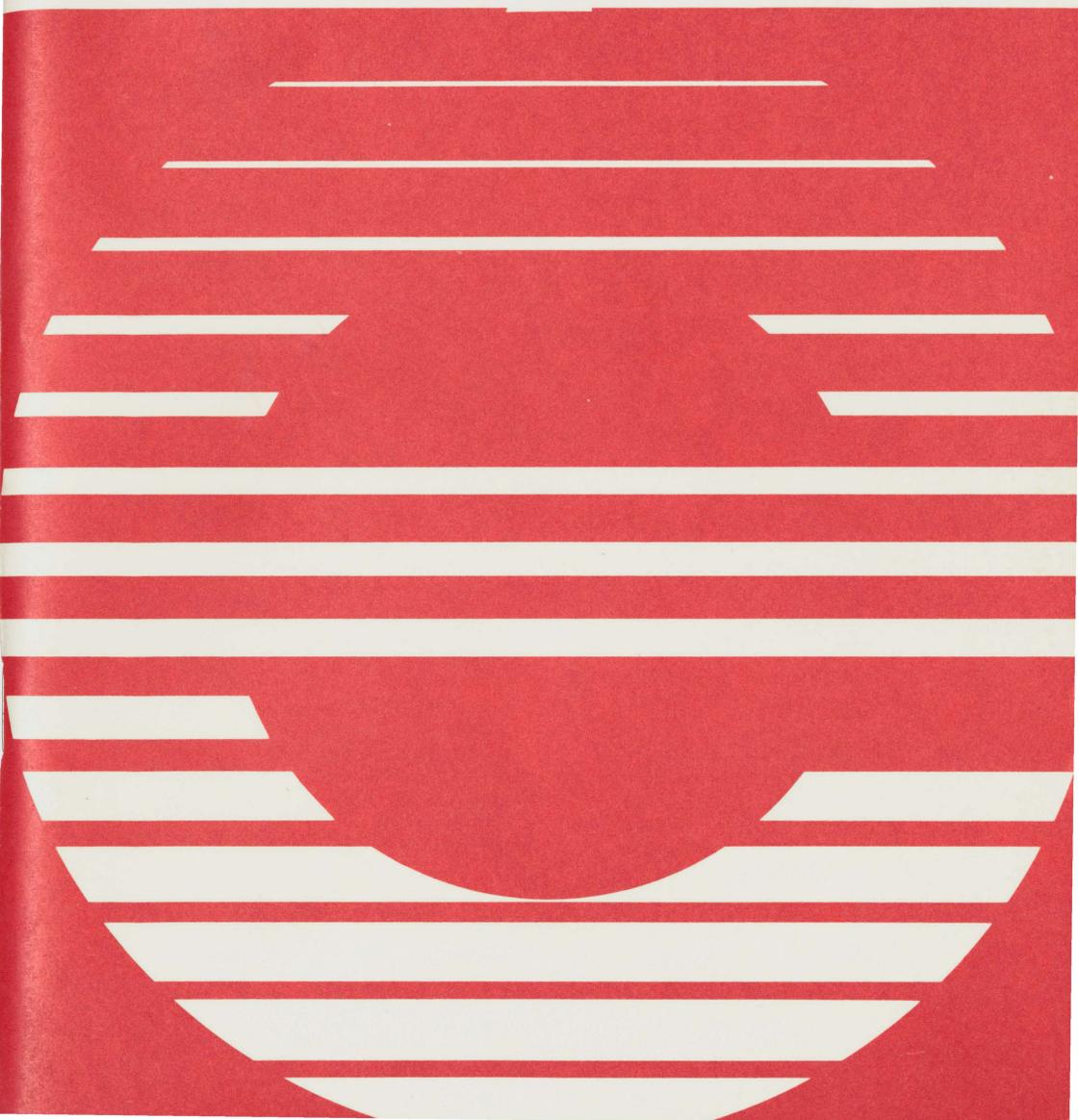


Indiana University East

1985/87 Bulletin



Indiana University East 1985-87 Bulletin

2325 Chester Blvd.
Richmond, Indiana 47374

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Academic Year Calendar

Fall Semester 1985

Registration	M-T	Aug. 19-20
Classes begin	R	Aug. 22
Labor Day Recess	M	Sep. 2
Thanksgiving Recess	R	Nov. 28
Classes resume	M	Dec. 2
Classes end	M	Dec. 9
Final Exams	T-M	Dec. 10-16

Spring Semester 1986

Registration	W-R	Jan. 8-9
Classes begin	M	Jan. 13
Spring Recess		TBA
Classes end	S	May 3
Final Exams	M-S	May 5-May 10

Summer Session I 1986

Classes begin	M	May 19
Memorial Day Recess	M	May 26
Classes and Final Exams end	M	June 30

Summer Session II 1986

Classes begin	M	July 7
Classes and Final Exams end	F	Aug. 15

Fall Semester 1986

Registration	T-W	Sep. 2-3
Classes begin	R	Sep. 4
Thanksgiving Recess	R	Nov. 27
Classes resume	M	Dec. 1
Classes end	S	Dec. 13
Final Exams	M-S	Dec. 15-20

Spring Semester 1987

Registration	W-R	Jan. 7-8
Classes begin	M	Jan. 12
Spring Recess		TBA
Classes end	S	Apr. 25
Final Exams	M-S	Apr. 27-May 2

Summer Session I 1987

Classes begin	M	May 18
Memorial Day Recess	M	May 25
Classes and Final Exams end	M	June 29

Summer Session II 1987

Classes begin	M	July 6
Classes and Final Exams end	F	Aug. 14

The Students' Responsibility

All colleges establish certain academic requirements which must be met before a degree is granted. These regulations concern such things as curricula and courses, majors and minors, and campus residence. Advisers, directors, and deans will help students understand these requirements, but students alone are responsible for fulfilling them. At the end of student's course of study, the faculty and Board of Trustees vote upon conferral of the degree. If requirements have not been satisfied, the degree will be withheld pending fulfillment of all requirements. For this reason, it is important for students to acquaint themselves with all regulations and remain informed throughout their college careers.

While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements in the Bulletin series concerning rules, policies, fees, curricula, courses, or other matters.

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Indiana University

When you become a student at Indiana University, you join an academic community internationally known for the excellence and diversity of its programs. Indiana University was founded at Bloomington in 1820 and is one of the oldest and largest of the state-supported universities. It has consistently met its original commitment of providing a statewide system of public higher education.

Indiana University has eight campuses, including Indiana University East. The others are

- Indiana University Bloomington
- Indiana University at Kokomo
- Indiana University Northwest (Gary)
- Indiana University at South Bend
- Indiana University Southeast (New Albany)
- Indiana University-Purdue University at Fort Wayne
- Indiana University-Purdue University at Indianapolis

More than 80 percent of the population of Indiana lives within 50 miles of one of these campuses. Because of the similarity of course work within the system, students can transfer their credits from one campus to another in pursuit of degrees.

There are nearly 80,000 students studying on the campuses of Indiana University. These students come from all over the world to work toward associate, bachelor's and graduate degrees in nearly 800 programs. There are programs in the arts, in the humanities, in the social, behavioral, biological and physical sciences, and in professional fields such as law, health sciences (medicine, nursing, dentistry, optometry, physical education), education, music, business, journalism, public administration, social work, and library and information science.

The Indiana University library system is one of the most extensive in the country, and it is open to all residents of the state. The holdings of the system include over 5.9 million books and bound journals and more than 16.5 million other materials. The Lilly Library on the Bloomington campus houses the University's collection of rare books and manuscripts, including a Gutenberg New Testament, four Shakespeare folios, and George Washington's letter accepting the presidency of the United States.

The Indiana University hospitals are the state's primary referral hospitals and the

chief centers for clinical instruction in the health professions. The IU Medical Center complex in Indianapolis includes the Indiana University Hospital, the Richard L. Roudebush Veterans Administration Medical Center, the James Whitcomb Riley Hospital for Children, Wishard Memorial Hospital, Long Hospital, and LaRue Carter Hospital.

Indiana University provides its services without regard to gender, age, race, religion, ethnic origin, veteran status, or handicap. An Affirmative Action Office on each campus monitors the University's policies and assists individuals who have questions or problems related to discrimination.

Indiana University East

In 1946 Earlham College and Indiana University established the Eastern Indiana Center, which was originally administered as a cooperative program to give adults in the community an opportunity to pursue college-level study as part-time students.

The effectiveness of this joint enterprise prompted the development of a new plan in 1967. Under this plan, Ball State University and Purdue University joined Earlham and Indiana University to broaden the post-high school educational opportunities in East Central Indiana. Credit courses from all four institutions were offered.

The Center's growth made the need for separate facilities increasingly obvious, and in 1969 Richmond citizens formed the Eastern Indiana Community College, Inc., for the purpose of raising funds toward the cost of a new site and construction of a campus on the north edge of Richmond. This organization undertook a successful campaign to raise \$1 million toward this end. With the consent of the four cooperating institutions involved with the Center, it then requested Indiana University to assume responsibility for this new operation and to establish a regional campus in Richmond, which would incorporate and enlarge the work heretofore carried on at the Center.

In October 1970, Indiana University assumed complete administrative control and began working toward the development of the new campus. In January 1975, a new IU East campus was opened and occupied on a 230-acre site on the north edge of Richmond, Indiana.

Mission

Indiana University East was established at the request of the citizens of East Central Indiana to provide the region with opportunities for higher education. Indiana University East, therefore, recognizes and affirms that these opportunities are to be available to qualified people irrespective of age or life circumstances. The campus holds the belief that learning is a lifelong experience and that formal learning at any point in a lifetime is beneficial to personal growth. IU East believes as well that the pursuit of learning is an individual responsibility and that the benefits to be derived can only result from an individual commitment to learning.

The primary mission of Indiana University East is to provide opportunities for formal learning through instructional programs that lead to the completion of baccalaureate or associate degrees. Such degrees are available in fields determined by the Indiana University Board of Trustees to be relevant to student interest and community need and within the resources of the University as made available by the State of Indiana. Because Indiana University East is part of the Indiana University system of schools and campuses, students may plan programs of study leading to degrees available elsewhere in the University. Transfer education is a major part of the campus's instructional mission. The campus provides additional educational opportunities for the development of personal and professional interests of people in the region.

Instructional programs at Indiana University East incorporate both liberal and career concepts of educational purpose. These concepts are defined as follows:

Liberal education at Indiana University East is meant to stimulate students' intellectual growth by providing a basic awareness of the values, experiences, and knowledge which have shaped our world civilization and by assisting students to work effectively with concepts, assumptions, and the relationships of ideas. Through its commitment to liberal education, Indiana University East also encourages the natural sense of inquiry that leads to self-improvement, which in turn promotes the betterment of the institutions, the enterprises, the communities, and the nation in which our students live and work.

Career education helps the individual acquire the knowledge and develop the skills that are necessary to fulfill roles demanded by

today's society. Specialized knowledge and expertise are combined with a broad educational background to promote growth and development throughout an individual's career.

Service to organizations, groups and communities in East Central Indiana and in the larger community is a second mission of Indiana University East. High quality leadership and academic resources are made available by the campus to serve useful purposes in the region. Through the professional involvement of faculty and staff and through departmentally-based service projects, Indiana University East actively participates in efforts to improve the quality of life in the region.

In pursuit of its instructional and service missions, Indiana University East is committed to human development, to the betterment of all those who come into substantive contact with the campus. Students progress through an educational program with the aid of teachers and counselors. Faculty grow through their involvement in research and professional services, and staff through the development of their professional skills. The best and perhaps only proper measure of Indiana University East's success in carrying out its mission is the personal development of those involved with the campus. Ultimately, this can be the only real purpose of an educational institution.

Academic Programs

Indiana University East offers the following credit programs:

- The Associate of Arts degree in liberal studies with several basic fields of concentration, such as fine arts, history, sociology, psychology, economics/political science, English/literature, and mathematics/science.
- Associate of Science degree in business with concentrations in management and administration or accounting.
- Associate of Science degree in criminal justice.
- Associate of Applied Science degrees from Purdue University in mechanical engineering technology, industrial engineering technology (also material management option), and supervision.
- The freshman year in engineering for Purdue University.
- The freshman year in agriculture for Purdue University.
- Associate of Science degree in human services.

- Associate of Science degree in Nursing (offered by the Indiana University School of Nursing).
- Associate of Science in computer science.
- Courses applicable to undergraduate degrees awarded at other campuses of Indiana University. Requirements for these degrees are listed in the *Bulletins* of the schools and campuses granting the degrees. Students must meet the requirements of the school or campus awarding the degree. *Bulletins* may be obtained from the Administrative Office, IU East, or from the University Registrar, Student Services Building, Indiana University, Bloomington, Indiana 47405.
- Courses applicable to graduate degrees awarded at other campuses of Indiana University, provided the students (1) have been formally admitted for graduate study, and (2) have courses officially approved by the appropriate dean or graduate adviser of their school. When students register for graduate credit without such approval, they do so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree.
- Correspondence study available through their Independent Study Division, Owen Hall 002, Indiana University, Bloomington, Indiana 47405.
- Seminars, short courses, conferences, symposiums focused on the professional, occupational, and cultural growth of the individual offered by the Division of Continuing Studies and Community Services.
- Bachelor of General Studies and Associate of General Studies degrees are offered through the cooperation of Indiana University's School of Continuing Studies.
- Associate of Science degree in pre-elementary education.
- Bachelor of Science in Nursing (offered by the IU School of Nursing).
- Bachelor of Science in supervision from Purdue (offered through Purdue's statewide technology program).

Purdue University Engineering Technology Programs Students wishing to pursue one of the Purdue technology programs offered at IU East are still considered Indiana University students and therefore must make application for admission to Indiana University. Each application should be clearly marked to indicate the Purdue program desired and should be filed with the IU East Admissions Office. The Admissions Office will determine the applicant's eligibility on the basis of the admission requirements

established for the Purdue University curriculum desired.

In general, applicants for Purdue technology programs must have graduated in the top two-thirds of their high school class, must have completed specific high school subjects including algebra and geometry, and must have suitable scores on the SAT. They must also present scores on the college achievement tests in English, mathematics, and chemistry or another science. Further information regarding the Purdue programs should be requested from the Director of Purdue Programs at IU East.

Human Services and Nursing Program

Applicants Students may be accepted into these programs according to the admission requirements of these programs after they have been admitted first to Indiana University East. Students should contact the directors of these programs to indicate their interest.

The Admission and Academic Affairs

Committee is authorized to make exceptions to certain admission standards and invites students to submit evidence of unusual skills or abilities.

Applications Applications for admission may be filed after completion of the junior year in high school. Early admission will be granted to superior students who have completed required tests and are taking the necessary senior subjects. Applications for transfers from other colleges and universities may be filed during the academic year preceding proposed entry. An application fee of twenty dollars (\$20) is required of each new applicant to the University. Applications may be obtained from area high school counselors or the IU East Admissions Office.

Skills Reviews All new students are required to take the one and one-half hour Skills Review in Mathematics and English Composition for placement purposes, prior to registration. If you have any questions, please contact the Director of Advising.

Admissions and Transfers

All questions relating to undergraduate admission should be directed to the Admissions Office at Indiana University East, 2325 Chester Boulevard, Richmond, Indiana 47374, phone 966-8261.

Nondiscrimination Policy

Indiana University has an Affirmative Action Office on each campus and complies with all federal regulations against discrimination on the basis of sex, age, race, religion, ethnic origin, veteran status, or handicap.

General Requirements

An Indiana Resident who (1) graduates from a commissioned (or accredited) high school, (2) ranks in the top half of his or her class, (3) makes above average scores for a high school senior on the College Board Scholastic Test (SAT) or the American College Assessment Program Test (ACT), and completes application procedures at the appointed time may expect admission to Indiana University East. Nonresident freshmen will normally be selected from applicants whose class rank and test scores are in the top fourth of high school seniors.

Preparatory courses should include four years of English (one-half unit each of speech and journalism may be included) and nine or more units in mathematics, science, foreign language, and social studies. Students seeking admission to the Division of Arts and Sciences should include two or more years each of mathematics, science, and foreign language. Students seeking admission to the School of Business should include two or more years of algebra and trigonometry.

Conditional Admission may be granted to those students who do not qualify for regular admission. Students admitted "with conditions" will be screened by the Special Services Program for eligibility for those services. Successful completion of developmental courses and general education requirements qualifies students to continue their college education in the same manner as those who were regularly admitted.

Transfer Applicants who reside in Indiana, whose grades at all colleges attended average at least C (2.0 on a 4.0 scale), whose records of conduct are clear, and whose application has been completed at the appointed time may expect admission. Presentation of a record of time spent and credits and grades

secured in all subjects taken in other institutions is required. No credit will be allowed for courses taken in another institution in which the student received a grade equivalent to C- or below at Indiana University. Students with 26 or more transferable hours may be admitted to full standing in one of the several divisions of the University if they meet the requirements. However, 30 credit hours toward any IU East degree must be completed on an Indiana University campus. Evaluation of transfer credit is administered by the Admissions Office.

Special Admissions

An Intercampus Transfer is a transfer among campuses of Indiana University. Students who have been regularly admitted to Indiana University, who have done course work at one campus or in one degree-granting division, and who have maintained a 2.0 cumulative grade-point average, may ordinarily transfer to another campus or degree-granting division by complying with inter-campus transfer procedures.

A transient (visiting) student is one enrolled in another college or university who wishes to take credit courses at Indiana University East, with the intention of transferring those credits to his/her parent institution. To be admitted as a transient, a student should submit evidence that he or she has at least the equivalent of a cumulative 2.0 (C) on a 4.0 scale and send a written request to the IU East Admissions Office asking that he or she be granted transient status. A student may enroll one semester or one summer session as a transient student for a maximum of 15 semester hours. After that he or she must return to his parent institution for one marking period.

High school students who have completed the eleventh grade with a strong academic record may attend Indiana University East for college-level studies the summer prior to their senior year. Also, with their high school counselor's recommendation they may take courses during the first and second semester of their senior year.

Adult Nondegree

An adult student (21 or older) may enroll as a non-degree student.

A graduate nondegree student is one who holds a baccalaureate degree but wishes to enroll in further study without the intention of pursuing a second degree.

Transfer Policy

Transfer to Other Indiana University Campuses Each year many Indiana University students transfer from one campus of the university to another to continue their studies toward a degree. These transfers are often necessitated by financial difficulties, illness, or other personal problems, but just as often they are a matter of personal preference. Few of the other multicampus universities are organized to facilitate this volume of student migration. Indiana University credits transferred from one campus of Indiana University to another will be evaluated and accepted in terms at least as favorable as credit transferred from other accredited institutions in the United States. No review of the credits will be undertaken except in good faith terms of the same criteria used in evaluating external credits. In fact, students transferring within the Indiana University system are treated much more favorably because of the similarity of course work on the eight campuses.

Students who wish to transfer to another campus should follow these procedures:

1. Inform your academic adviser of your decision as soon as possible. Degree requirements may vary from one campus to another but if your adviser knows of your plan, your academic program can be designed to meet the requirements of the campus you will eventually attend.
2. Contact the department chairperson (or the designated adviser) at the campus you plan to attend. Discuss your plan and ask about special procedures. For example, transfers in fine arts must submit portfolios of their work. Music transfer students must audition.
3. As the date of transfer approaches, check with the Records Office to get information on registration dates and procedures on the other campus. Complete an intercampus transfer form. If there is a preregistration or pre-enrollment procedure at the other campus, you should plan to take advantage of it. Contact the Registrar of the other campus to determine whether you can fulfill any of these responsibilities by phone. The Records Office has a direct telephone line to all other Registrars.
4. When you arrive on the new campus, contact your assigned academic adviser or department chairperson as soon as possible. Discuss your academic progress to date and the additional course work required for your program.

Advanced Placement and Credit

Achievement Tests The College Entrance Examination Board Achievement Tests are required for placement in foreign language and are recommended for proper placement in chemistry. They also are recommended for students having superior knowledge in other subject areas for determining eligibility for advanced credit and/or exemption at Indiana University. Specific use of achievements tests are:

Placement Foreign Language Achievement Test scores will be used as a means of determining the beginning level of those who wish to continue the study of a language.

Advanced Credit Students may secure up to two semesters' credit in foreign language on the basis of achievement test scores. If students have questions about advanced credit, they should contact the division in which they plan to enroll.

It is recommended that these achievement tests be taken during the December, January, March, or May test administration dates at the local high school or test center. Students will not be permitted to enroll in any course for which the achievement tests are required until Indiana University has received the test scores (foreign language and/or chemistry). Students not affected by the foreign language and chemistry requirements for placement purposes or who do not plan to participate in the Advanced Credit Program at Indiana University are not required to take the College Entrance Examination Board Achievement Tests.

The achievement test results serve also as an aid to the adviser and the student in the development of educational plans. Combined with the student's complete high school record, achievement tests enable the faculty adviser to recommend an individualized program. Academic advising and counseling are available to all IU East students regardless of their admission status.

College-Level Examination Program

Students who have obtained college-level education through media outside the formal classroom may receive advanced credit for CLEP Subject Examinations, provided scores match the recommendations of the Council on College-Level Examinations.

Composition Credit Upon petition to the Admissions Office, students may be exempted from English Composition by achieving a score of 600 or above on the Admissions Testing Program SAT verbal test

or a score of 26 on the American College Testing Program's ACT Assessment English section. Two hours of credit as well as exemption will be awarded if the student also scores 600 or above on the ATP English Composition test.

Veteran's Credit Veterans of military service are eligible for academic credit as a result of their military training and experience. The University follows the provisions of the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed Services" in granting credit. Copies of official discharge, separation papers, or transcripts must be submitted as a basis for granting credit. Evaluation of service credit is administered by the Office of Admissions.

Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules shall take effect February 1, 1974; provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by these Rules, if he or she attended the University before that date and while he or she remains continuously enrolled in the University.

1. "Residence" as the term, or any of its variations (e.g., "resided"), is used in the context of these Rules, means the place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an interest to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.
 - (a) A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but, except as provided in Rule 2(c), such person must be a resident for twelve (12) months in order to qualify as a resident student for fee

purposes.

(b) Physical presence in Indiana for the predominant purpose of attending a college, university, or other institution of higher education, shall not be counted in determining the twelve (12) month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.

2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least twelve (12) consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the University, subject to the exception in (c) below.
 - (a) The residence of an unemancipated person under 21 years of age follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident.
 - (b) If such person comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian, in fact, except upon appeal to the Standing Committee on Residence in each case.
 - (c) Such person may be classified as a resident student without meeting the twelve (12) month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."
 - (d) When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal.
 - (e) A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the University until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.

(a) The residence of an unemancipated person under 21 years of age follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident.

(b) If such person comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian, in fact, except upon appeal to the Standing Committee on Residence in each case.

(c) Such person may be classified as a resident student without meeting the twelve (12) month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."

(d) When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal.

(e) A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the University until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.

3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.
4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the twelve (12) months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of twelve (12) months from the Residence Qualifying Date, i.e., the date upon which the student commenced the twelve (12) month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the nonexistence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.
 - (a) The residence of a student's parents or guardians.
 - (b) The site of the source of the student's income.
 - (c) To whom a student pays his or her taxes, including property taxes.
 - (d) The state in which a student's automobile is registered.
 - (e) The state issuing the student's driver's license.
 - (f) Where the student is registered to vote.
 - (g) The marriage of the student to a resident of Indiana.
 - (h) Ownership of property in Indiana and outside of Indiana.
 - (i) The residence claimed by the student on loan applications, federal income tax returns, and other documents.
 - (j) The place of the student's summer employment, attendance at summer school, or vacation.
5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as heretofore set forth.
6. The Registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
7. A Standing Committee on Residence shall be appointed by the President of the University and shall include two (2) students from among such as may be nominated by the student body presidents of one or more of the campuses of the University. If fewer than four are nominated, the President may appoint from among students not nominated.
8. A student who is not satisfied by the determination of the Registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the Registrar's determination, which Committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The Committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the Registrar shall be final and binding.
9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The
 - (k) The student's future plans including committed place of future employment or future studies.
 - (l) Admission to licensed profession in Indiana.
 - (m) Membership in civic, community, and other organizations in Indiana or elsewhere.
 - (n) All present and intended future connections or contacts outside of Indiana.
 - (o) The facts and documents pertaining to the person's past and existing status as a student.
 - (p) Parents' tax returns and other information, particularly when emancipation is claimed.

decision of the Committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.

10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by law.
11. A student who does not pay additional monies which may be due because of his or her classification as a nonresident within 30 days after demand, shall thereupon be indefinitely suspended.

12. A student or prospective student who fails to request resident student status within a particular semester or session and to pursue a timely appeal (see Rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that semester or session.
13. If any provision of these Rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these Rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are severable.

Fees

Fees are paid at the time of registration each semester. Credit hour fees listed here were approved by the Trustees of Indiana University. Credit hour and special fees are subject to change by action of the Trustees at any time.

A nonrefundable application fee of \$20 is charged all students who are new to the University.

Refunds Whenever registration in a course is deemed insufficient, the University reserves the right to cancel the course and refund all fees. Continuing Education course refunds will not be made after the first class meeting.

Fee Schedule

Rate per credit hour

	Indiana Resident	Nonresident
Undergraduate	\$45.00	\$110.50
Graduate	\$59.50	\$131.50

Special Fees (in addition to basic fees)

Special Examination	\$10
Late Enrollment	\$15 (first week of class) \$30 (second week of class) \$45 (third week of class) \$60 (fourth week of class)
Late Schedule Adjustments	\$10 per added course
Clinical Supervision Fee for Nursing	\$8 per contact hour
Field Experience for Education	\$21
Laboratory	\$18
Parking	\$5 (0-8 credit hours) \$10 (9 or more credit hours)
Transcript	\$3
Dishonored Check	\$15 or 5 percent of the amount of the check (whichever is greater)

Student Activities Fee (credit students)	\$1.50 per credit hour \$18 per semester maximum
Continuing Education (noncredit)	Fees vary; see specific listings

Auditing Applicable fees are assessed despite a student's decision to receive no grade or credit for attending a course.

Credit by Examination and Special Fee Structure The Indiana University Board of Trustees has approved a new fee structure for special credit. If the credit is awarded as the result of an examination and:

- during the first or second consecutive semester of matriculation, there is no charge;
- the student is a first semester transfer student, there is a \$10 per credit hour charge;
- the student is neither a. nor b., then he or she will pay the standard per semester fee at the appropriate resident or nonresident rate.

Late Program Change Fee A ten dollar (\$10) late program change fee is assessed for each alteration in a student's schedule after the "100 percent refund period" has ended. This fee is assessed for adding a class or exchanging a class for another of equal value. It is not assessed for dropping a class. The late registration fee is mandatory and nonrefundable and is in addition to credit hour fees.

Payment Procedures Payments must be made in cash or by bank draft express order, post office order, traveler's check, personal check, MasterCard or VISA for the exact amount of fees due at the time of registration. No check for a greater amount will be accepted. All payments must be made to the Bursar at the registration site.

Credit Cards Students may use VISA or MasterCard for the payment of University fees.

Deferred Payment Plan The Bursar's Office, depending on the financial need of a student, may approve a deferred payment plan. For such a contract, a fifteen dollar (\$15) service charge plus 40% of course tuition and directly related fee assessments, but not less than sixty dollars (\$60) is required as a minimum down payment. Nonpayment of the unpaid balance by the stated date will constitute cancellation of the student's registration. You may be reinstated only by paying the entire unpaid balance and a \$25 reinstatement fee. Cancelled enrollments may not be reinstated after "mid-term week" of each semester.

Returned Checks The return by the bank of any dishonored check carries a \$15 service charge or 5 percent of the check (whichever is greater). If this check is not made good the

student will immediately be cancelled from class.

Checklist Obligations The Bursar's Office is responsible for collecting any outstanding University financial obligations. All checklist items must be paid or cleared prior to registering for classes.

Refund Policy

Refund Schedule

Tuition and course-related fees are refundable upon *proper* withdrawal from course work. Refunds are based on the following schedules:

Courses scheduled 9-16 weeks in length	Refund
For withdrawal during:	
First week of classes	100%
Second week of classes	75%
Third week of classes	50%
Fourth week of classes	25%
Fifth week of classes	0%

Courses scheduled 5-8 weeks in length	Refund
For withdrawal during:	
First week of classes	100%
Second week of classes	50%
Third week of classes	0%

Courses scheduled 2-4 weeks in length	Refund
For withdrawal during:	
First day of classes	100%
Second day of classes	50%
Third day of classes	0%

To be eligible for a refund, students must notify the Student Records Office at the time of withdrawal.

Note: After the refund period has ended, there are no refunds given even if a student is adding a course of equal or greater value at the same time. Students will be assessed the full fees for the added course plus the \$10 late program-change fee.

Refund Procedure

Students must obtain a change of course form from the Student Records Office. (See Drop/Add Procedure.)

The bursar's copy of the change of course form is the official document by which the refund policy is applied.

- After receiving the change of course form from the Student Records Office, an audit is performed.
- The Student Records date of withdrawal or drop is used to compute the percentage of refund.
- Once the verification and computation are completed, an invoice voucher is prepared to forward the refund check to the student.

Refund/Payment Instructions

1. Added Courses

A \$10 nonrefundable late program-change fee is assessed in addition to credit hours fees for each course added after the close of the 100% refund period. This fee is assessed to any added course regardless of any drops processed at the same time. If you do not want to take the added class, it must be officially dropped in the same refund period in order for all or any portion of the charges to be removed from your account. (See refund schedule.)

2. Dropped Courses

Refund amounts will be determined by the date the drop activity is processed by the Student Records Office. To receive credit for a dropped course the DROP/ADD FORM MUST BE TURNED IN TO THE STUDENT RECORDS OFFICE. (See refund schedule for exact refund percentages). Accounts will be periodically reviewed, and refunds of any credit balances will be issued to you in the form of a check mailed to the address issued at the time of registration. Note: Students who are financial aid recipients and who drop a course must see the Financial Aid Office.

3. Drop/Add Even Exchange

Courses with the same credit hours and course related assessments (i.e., labs, nursing clinicals, etc.) may be dropped and added within any given refund period as an even exchange. The \$10 late program change fee is assessed to each course added to a student's schedule after the close of the 100% refund period regardless of any drops or other activity that may take place at the same time.

The forfeited amounts reflected in the refund schedule below will be held through any given refund period and may be used to offset any add activity within that same period only. For example, if a drop of 3 undergraduate hours occurs during the first day of the 50% refund period the normal forfeiture would be 50% of course fees paid. However, the 50% forfeiture amount will be held throughout the 50% period and may be used to offset an add of 3 or more hours throughout the entire 50% refund period resulting in an even exchange of courses.

Refund Appeals Procedures Students have a right to submit an appeal of the refund policy if there is a significant or unusual circumstance that causes their withdrawal from class after the normal refund period. The procedure for appeal is:

1. After withdrawal from class, contact the Bursar's Office at IU East to obtain the necessary appeal form. You must withdraw from class before the appeal can be considered.
2. Submit the appeal form to the Bursar's Office, IU East. Once the appeal is submitted, it is forwarded to the IU East Appeal Committee for consideration. Students have a right to appear personally before the committee if they so desire.
3. Once a committee recommendation has been rendered, the Bursar's Office will formally communicate the decision to the student.

Scholarships and Financial Aids

Many kinds of financial aid are available to students attending Indiana University at any of its locations.

The Office of Scholarships and Financial Aids administers federal, state, University, and private funds. These funds are available in the form of scholarships, grants, loans, student employment, and other aids. Because scholarship and grant funds are limited, the student's entire need for aid cannot always be met with gift funds. Several types of support may be offered as a financial aid "package," combining scholarships, grants, loans, and part-time employment earnings. In keeping with Indiana University's position that no qualified student should be deprived of educational opportunity because of his or her financial status, the University Scholarship and Financial Aid Committee attempts to arrange the combination of aid in a manner that will be most beneficial to the individual student.

Application for financial assistance can be made by submitting the following three forms: (1) the Indiana University Application for Scholarships and Financial Aids, (2) the IU East Scholarship Application, and (3) the Financial Aid Form. (The Financial Aid Form is required unless you are applying ONLY for non-need-based scholarships or Child-of-Disabled Veteran Benefits). Application forms should be submitted prior to March 1 in order to receive priority consideration.

Scholarships are awarded on the basis of the applicant's academic achievement and

potential for college success. In cases where financial need exists, the amount of the stipend may be based upon the need of the student for funds as determined by analysis of the Financial Aid Form and other related information, as well as the total amount of funds available to the University.

Hoosier Scholarships One-year scholarships in the amount of \$500 awarded to high school seniors for use during the freshman year. Recipients are selected by their high schools.

University Scholarships These scholarships are based on academic achievement and/or need. Students attending IU East at least half time (6 hours or more) are eligible to be considered for these awards.

Private Scholarships The following scholarships are from private sources. The amount of these awards vary and unlike most government and University aids, these awards are limited in number. To find out if you qualify, contact the Office of Scholarships and Financial Aids for current information.

Ruth L. Brown Memorial Scholarship Available to: IU East students on the basis of scholastic ability, character, and citizenship. Provided by: Ruth L. Brown Trust Fund

Grant Spears, Jr. Scholarship Fund Available to: IU East students, 25 years or older, on the basis of merit and need, who are continuing their education in the field of public service. Provided by: Grant Spears, Jr. Scholarship Trust Fund

Naomi Osborne Award for Excellence in Scholarship Available to: An IU East graduate with an outstanding academic record, who will be continuing his or her education. Provided by: Naomi Osborne Scholarship Fund

Community Services Council Human Services Stipend Available to: Any student who has been admitted to the IU East Human Services Program; based on merit and need. Provided by: Community Services Council of Wayne County, Inc.

Wayne-Union County Women's Medical Auxiliary Available to: Nursing students on the basis of merit and need. Must be resident of either Wayne or Union counties. Provided by: Wayne-Union County Women's Medical Auxiliary

Tri Kappa Scholarship Available to: IU East student (preferably a woman) on basis of need and merit. Must have completed one year of study in a two-year program and

must be enrolled in nine hours or more. Provided by: Kappa Kappa Kappa Society, Delta Zeta Chapter

IU East Women's Scholarship Available to: IU East student (preferably a woman), taking 5 hours or less and demonstrating financial need. Provided by: IU East Women

The Palladium-Item Scholarship Available to: Any IU East student living within the Palladium-Item circulation area (Wayne, Union, Randolph, Fayette, and Franklin Counties in Indiana, and Preble and Darke Counties in Ohio). Provided by: The Palladium-Item Scholarship Fund.

Fred Nottingham Scholarship A \$1,000 scholarship awarded annually to a Wayne County high school senior planning to attend an Indiana University campus in pursuit of a degree. Candidates for the scholarship must be interested in a career in business or related to the free enterprise system and nominated by their high school principal. This scholarship is awarded on the basis of scholastic ability, need and proven interest in the free enterprise system.

Alcoa Business Scholarships The Alcoa Foundation has provided \$250 scholarships to students enrolled in an IU East program. These scholarships are awarded to either first- or second-year students on the basis of scholarship and need as determined by the Director of Scholarships and Financial Aids.

Juanita Rothert Nursing Scholarship Presented annually to a nursing student who demonstrates a high potential for excellence in the profession of nursing and a dedication to humanitarian concerns of that profession. Made possible by the Juanita Rothert Nursing Scholarship Fund.

400 Club Scholarships Four \$500 scholarships are awarded annually to outstanding graduates of area high schools pursuing baccalaureate degrees at IU East. The scholarships are renewable for the four years the students attend IU East. Funds for these scholarships are provided by the IU East 400 Club, annual donors who contribute \$400 or more to the campus.

Wayne County Alumni Club Scholarships An annual scholarship provided by the IU Wayne County Alumni Club for a relative of an IU alumnus attending IU East.

Grants and Loans

Grants are awarded on the basis of financial need. The amount of the stipend is based upon the student's need for funds as

determined by analysis of the Financial Aid Form and other related information.

Pell Grants These grants are available to students enrolled in post-secondary educational institutions. The grants are based upon financial need. The application process must be completed by filing the application for Federal Student Aid or by checking the appropriate section regarding the Pell Grant on the Financial Aid Form. Forms are available at IU East, high schools, and public libraries. EVERYONE IS URGED TO APPLY FOR THIS GRANT.

Supplemental Educational Opportunity Grants Based on financial need, this aid is available to undergraduate students admitted to Indiana University, regardless of academic attainment. The amount of the individual grant is determined by students' need.

Indiana Higher Education Awards These grants are awarded by the State of Indiana to full-time (12 hours or more) students who are residents of Indiana and who demonstrate need. Everyone is urged to apply for this grant. There is a March 1 deadline for this award.

University Grants Students attending IU East at least half-time (6 hours or more) may receive these grants if their need warrants additional funds.

National Direct Student Loans Long-term loans are granted to students whose needs for assistance are sufficiently large that the amount of gift-aid available and/or student earnings are not sufficient. National Direct Student Loans do not bear interest while the student is attending school and carry a low interest rate during the repayment period.

Guaranteed Student Loans These loans are obtained through private lending agencies, banks, credit unions, and savings and loan associations. Interest begins at the time the loan goes into repayment. While the student is in school, the full amount of the interest is paid by the federal government.

Short-Term Loans Short-term loan accounts are maintained by IU East to provide immediate funds for emergency or unforeseen purposes. The amount that can be borrowed is small and the repayment period is usually no longer than 60 days.

Veterans Short-Term Loans Short-term loans are available for veterans who find themselves in need of funds to pay tuition and fees. These loans are for a short duration of usually no more than 60 days.

This loan program was made possible by generous contributions from the American

Legion Auxiliary Harry Ray Unit 65 and the American Legion Harry Ray Post 65.

Vocational Rehabilitation Physically handicapped students seeking financial assistance should make application to the Indiana Vocational Rehabilitation Department, 1119 Northwest Fifth Street, Richmond, Indiana 47374.

Educational Benefits for Veterans and Military Personnel, and Eligible Dependents:

G.I. Bill Educational Training (For veterans of the Vietnam era and beyond). Veterans who served and servicemen currently serving on active duty for more than 180 continuous days, any part of which occurred after January 31, 1955, and who were released under conditions other than dishonorable, were discharged for a service-connected disability, or continue on active duty, are eligible under the Veterans Readjustment Benefits Act of 1966 as amended.

Vocational Rehabilitation (For disabled veterans of the post-Korean conflict, the Vietnam era, and certain peacetime veterans). Veterans who served in the Armed Forces after January 31, 1955 may be eligible for vocational rehabilitation if they suffered service-connected disabilities and were discharged or released under conditions other than dishonorable. The Veterans Administration will determine eligibility for vocational rehabilitation after the veteran has received counseling.

Dependents' Education (For children, wives, and widows of veterans whose deaths or permanent total disabilities were service-connected and for wives and children of servicemen missing in action or prisoners of war). Interested persons may contact the IU East Veterans Affairs Office.

Child-of-Disabled Veteran Award Children of disabled or deceased veterans of World War I, World War II, the Korean conflict, post-Korean era, and the Vietnam conflict who have suffered service-connected disabilities or death are eligible for a partial remission of fees. Applicants must have resided in the state of Indiana for the last twelve months. Interested students should contact the IU East Office of Scholarships and Financial Aids for further information and the special application form.

Student Employment

Many students attending Indiana University East on at least a half-time basis engage in part-time employment. The University encourages this practice so long as the

employment does not interfere with the attainment of the student's academic goals. Although in the majority of cases working students are able to find jobs on their own initiative, Indiana University East can sometimes be of service in helping students locate part-time employment consistent with their qualifications and academic schedules.

College Work-Study Program Under this program, college students may earn \$1,000 or more during the school year through funds made available by the federal government and participating agencies. Part-time employment may be at the local campus or at some other recognized public agency. Consideration for this particular employment may be obtained by submission of the Financial Aid Form and the regular Indiana University Financial Aid Application. These forms are available in the IU East Office of Scholarships and Financial Aids.

The University Division

At Indiana University East, the University Division is the academic division for all students with less than 15 semester hours completed, who have not declared a major. University Division services include skills review, new student orientation and advising and career exploration for all new students. The primary purpose of the University Division is to provide maximum academic and career guidance and support to new and newly-returning students, who are undecided about a course of study or a major. All new students and students transferring from other institutions, who are designated undecided, are automatically admitted to the University Division until they declare a major. Upon the completion of fifteen (15) semester hours and with the selection of a major, students will receive academic advising within their major department.

All University Division students are encouraged to use our counseling and referral services on a walk-in basis or by appointment through the Counseling Center.

Orientation

The University Division sponsors orientation programs for newly-admitted students and returning students prior to each registration. They provide an opportunity for students to become better acquainted with IU East and its procedures, its faculty and staff, and other new students. Skills Review must be completed prior to orientation and

registration for new students directly follows orientation.

Academic Standards

Each student's academic progress as indicated by the grade-point average will be evaluated at 12 credit hour intervals throughout his or her academic endeavors at IU East.

Good Standing Students are in good standing if they maintain a grade-point average (GPA) of 2.0 (C) or higher.

Probation If at the end of any 12 credit hour interval the cumulative grade point average is less than 2.0, students will receive a letter informing them that they have been placed on academic probation. Such students must raise their cumulative grade-point averages to 2.0 or better by the end of the next 12 credit hour period.

Suspension In the event that a student's cumulative grade point average remains less than 2.0 at the end of a second consecutive interval, the student will be suspended. The student may appeal this suspension to the Admissions and Academic Affairs Committee. Appropriate action will be determined by the degree of academic deficiency and may range from permission to re-enroll on probation to suspension. An appeal of suspension must be made prior to the end of the second week of classes of the succeeding semester.

Reinstatement A suspended student may petition the Director of Student Services for reinstatement with the right to appeal a negative decision to the Admissions and Academic Affairs Committee. This petition can be made after one semester, exclusive of summer sessions, has elapsed. Any decision regarding subsequent enrollment or reinstatement will be made by the Admissions and Academic Affairs Committee.

Academic Regulations and Policies

The Student's Responsibility All colleges establish certain academic requirements which must be met before a degree is granted. These regulations concern such matters as curricula, courses, majors, and minors. Advisers and deans will assist students in understanding these requirements, but students alone are responsible for fulfilling them. At the end of

a student's course of study, the various requirements for the degree are audited; if these have not been met, the degree will be withheld pending fulfillment of all requirements. *For this reason, it is important for students to acquaint themselves with all regulations and remain informed throughout their college careers.* Copies of a handbook spelling out students' rights and responsibilities are available at registration or from the Counseling Office.

English Composition Students must demonstrate their ability to use correct, clear, and effective English. Regular students working toward degrees must register in English Composition courses until all English Composition requirements are fulfilled. (See Advanced Placement and Credit Section.)

Special Examinations Students meeting certain criteria may be permitted to establish credit by examination. (See Credit by Examination Fee Information.)

Checklist The University checklist contains names of those students not permitted to register or to receive official transcripts without authorization from the University office that checklisted the student. Students may be placed on the checklist for academic or financial reasons, or for violations of the student conduct code.

Course Load Students may register for a single course or for a full-time college program. Students who register for 12 or more semester hours in a semester (6 or more in summer) are considered full-time students. Students who are employed full time should not register for more than 6 hours during a regular semester (3 hours in summer).

Full-time students should carry at least 15 semester hours during each semester of the regular academic year, if they expect to complete degree requirements within the expected time. Except with special permission, a student is not permitted to enroll in more than 17 credit hours in the fall or spring and 9 credit hours in summer. A "B-" average is generally required before a student is permitted to carry more than 17 credit hours.

Class Standing Class standing is based on the number of credit hours completed by the student:

Freshman	0-25 hours
Sophomore	26-55 hours
Junior	56-85 hours
Senior	86 or more hours

Midsemester Reports Midsemester reports

for the fall and spring semesters are sent to each undergraduate credit student whose work is unsatisfactory in any course.

Grades The official grading system of the University is as follows: A+ or A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = .7; F = 0.0.

The grade-point average (GPA) for a semester is computed by dividing the total number of credit points by the number of credit hours completed. Grades of P (Pass), W (Withdrawal), S (Satisfactory), and I (Incomplete) are not included. Credit points are determined by multiplying the grade points earned in a course by the number of semester hours for that course.

EXAMPLE:	Hours	Grade	Credit Points
English W131	3	C	6
Music M174	2	A-	7.4
History H105	3	D+	3.9
French F102	5	B	15
Education F100	2	C	4
	15		36.3

Grade-Point Average 36.3 divided by 15 equals 2.42.

Pass-Fail Option The option which permits students to designate courses to be taken for either a Pass (P) or a Fail (F) grade is available to all undergraduate students for a maximum of two elective courses.

The course selected for P/F must be an elective; it may not be used to satisfy departmental or divisional requirements.

Students must file a P/F option request at the time they register, and that status cannot be changed after the course has begun. Students arrange for the P/F option by consulting their division chairperson, who is then responsible for determining the elective nature of the course and signing the required form. The student then brings the form to the Records Office, where it is processed.

Instructors should not be notified of those students registering for the P/F option. A final grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F will be submitted by the instructor and any grade other than F will be converted to P by the Registrar. A grade of P is not counted in computing grade averages; however, a grade of F is included.

Students taking courses at the IU East campus and completing a degree program on another IU campus or Purdue University campus should adhere to the P/F policy of

that campus. (Policy adopted by the IU East Faculty Senate 11-17-78).

Incompletes The grade of I (Incomplete) may be given to a student whose work in a course is satisfactory except that some terminal aspect of the course requirements has not been completed. The grade of I will only be given if the instructor has sufficient reason to believe that failure to complete the requirements of the course was beyond the student's control and that it would be unjust to hold the student to the time limits normally fixed for completion of the required work.

By assigning an Incomplete, an instructor implicitly authorizes and requires the I to be changed to an F at the end of the appropriate time period, if that instructor does not otherwise act to remove the I. The I will automatically be changed to an F at the end of the appropriate time period. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

Students may not enroll in courses in which they have a grade of Incomplete.

A student may be denied the privilege to make up an Incomplete if it seems to the instructor and appropriate Chairperson that it is impractical for the student to complete the course. In this case, the student should be given the opportunity to withdraw from the course.

Policy and Procedure on Course Reenrollment and Recalculation of Student Grade-Point Average (GPA) University Faculty Council Action (March 13, 1979)

Any undergraduate who had retaken a course previously failed shall have only the second grade in that course counted in the determination of his or her grade-point average. The student's transcript shall record both grades. Any grade-point average calculated in accord with this policy shall be marked with an asterisk denoting that an F grade has been replaced by the grade in the course when taken subsequently.

University Faculty Council Action (April 10, 1984)

1. The FX Option is honored by all undergraduate schools and divisions on all Indiana University campuses.
2. A student may exercise the FX Option for no more than three courses totaling no more than 10 credits.
3. A student may use the FX Option only once for a given course.

(This UFC action became effective with new matriculant beginning the first semester of 1984-85)

Procedures:

1. Rather than marking the GPA with an asterisk as stated in the resolution, the grade of FX will replace the grade of F the student originally received in a course. The FX grade will be defined in the transcript explanation as representing an F grade in a course that has been removed from GPA calculations by a subsequent retake of the course.
2. The policy pertains only to undergraduate students.
3. The policy went into effect in the first semester, 1976-77. Undergraduate students may repeat a course in which they received an F at any time prior to that semester.
4. A student could fail a course two or more times. Only the last grade will be included in the GPA calculation. The previous F's will be changed to FX's. Revised by University Faculty Council Action April 10, 1984. (See above.)
5. The policy of re-enrollment pertains only to a course in which an F was previously received. A grade of D, or any other grade, cannot be improved via this policy.
6. The grade WF is considered the same as an F grade.
7. In retaking the course the student must receive a regular letter grade of A, B, C, D, F, P, or S to have the original F changed to an FX. The grades of W or I will not qualify for removal.
8. Students who wish to repeat a course in which they received an F must secure the approval of the chairman of their division and the dean prior to repeating the course. The course in which the student re-enrolls should be the same course in which an F was previously received. Account, however, should be taken of the fact that course numbers and titles are occasionally changed.
9. After final grades for the semester have been processed, the Registrar will enter the newly received grade on a form and process it.

Course Withdrawals A grade of W is given automatically to a student who makes formal application for withdrawal the first nine weeks of a regular semester or the first three weeks of a summer session. Official forms for this purpose are available in the Student Records Office. Withdrawals are not normally considered during the last seven weeks of a semester or three weeks of a summer session. The instructor will submit a

letter grade for each student enrolled in a class after the withdrawal period expires. Failure to continue class attendance does not constitute withdrawal and will result in a grade of F in the course. Withdrawals after this deadline require the signature of the faculty member and the division chairperson.

Applications for withdrawal cannot be considered until all fees have been paid.

Confidentiality of Records Indiana University, in compliance with the General Education Provisions Act, Section 438, titled Family Education Rights and Privacy Act, provides that all student records are confidential and available only to that student and the parents, if the student is under 21 and dependent as defined by IRS standards. The student may review his or her record upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Statement of Student Rights and Responsibilities*. References, recommendations and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release available in the offices which maintain records. Further details regarding the provisions of the "Privacy Act" and a list of offices where student records are kept may be found in the *Statement of Student Rights and Responsibilities* section of the student handbook distributed at fall registration or available in the Counseling Center.

The following student information maintained in the IU East Student Records Office is considered public and will be released upon request: name, address, telephone number, affirmation of current enrollment, full or part-time status, class standing, school, dates of previous enrollment, and degree received.

If a student does not want all or some of the above information released to any person other than IU East faculty or staff, a restrainer applicable to only the current semester may be filed with the Student Records Office.

In accordance with the Privacy Act of 1974, applicants (students) are advised that the requested disclosure of their Social Security Number (SSN) is voluntary. It is recommended that the Social Security Number be used as the student's identification number to avoid the assignment of a special nine digit number which must be retained for the duration of

the applicant's (student's) dealings with the University. The Social Security Number will be used to identify the permanent records of the student such as registration, drop/add, transcript requests, certification requests, and as an identifier for grants, loans, and other financial aid programs, and including determining eligibility, certifying school attendance, and student status.

Grade appeals Students who are dissatisfied with the grade received in a course should consult the following people (in this order): (1) the instructor of the course, (2) the divisional chairperson. If the divisional chairperson cannot mediate the grade appeal to the satisfaction of both the instructor and the student, the matter should be referred to the Admissions and Academic Affairs Committee.

Repeated Courses Courses may be repeated at any time with both grades being recorded on the student's official record. However, for the purpose of degrees offered by IU East, only the most recent grade will apply toward requirements for that degree.

Schedule Changes Students who have officially registered and who wish to alter their schedules, whether because of personal incentive, departmental directive, or preferred class(es) having been cancelled, must follow drop/add, section change, or withdrawal procedures. Students who do not run the risk of a failing grade in a course not properly dropped or not receiving credit for work done in a course not properly added.

Students who find it necessary to change their schedules must first go to the Student Records Office to secure the appropriate forms. Students must obtain appropriate signatures to alter their schedule.

After designated drop/add times at the beginning of each semester, drop/add may be done during the regular office hours. A fee may be assessed for late program changes.

Students are encouraged to get their instructor's signature when withdrawing from a course.

The following dates will mark the deadlines for appropriate signatures:

Week one of classes student needs no signatures to drop a class.

Week two of classes through last day to withdraw student needs the signature of the instructor, or the department chairperson, or academic adviser to withdraw from a course.

After the fourth week of class in a Summer Session or the ninth week in the spring or fall

semester, the chairperson's signature must be obtained before the course may be dropped. It is the student's responsibility to submit the completed Change of Course form to the Student Records Office after all appropriate signatures are obtained.

To add a section after the course has met twice or if the course is closed, the signature of the instructor must be obtained.

Attendance Students are expected to attend each scheduled class session. Illness is usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be submitted later.

Official Transcripts Active students may obtain a copy of their own academic records in person at the Student Records Office, Indiana University East, 2325 Chester Boulevard, Richmond, Indiana 47374. Requests must be signed by the student or accompanied by a release signed by the individual whose transcript is being requested.

Copies of the official transcripts are \$3 each. A check or money order made payable to IU East must accompany each request. Each student is entitled to one certified copy of his or her record free of charge upon completion of each degree (effective with May, 1979 degrees); this free copy is mailed automatically to the student's permanent address about four to six weeks after a degree is conferred.

A student who has not been enrolled at an Indiana University campus in the last two years may request an official Indiana University transcript from the Office of the Registrar in Bloomington. The cost of the transcript is \$3. Forms for requesting the transcripts are available in the IU East Student Records Office. Students may also write directly to the Transcript Department, Student Services Building, Indiana University, Bloomington, Indiana 47405. Please allow at least one week during the semester and three weeks at the end of the semester for the request to be filled.

Degree Completion Students receiving a degree from IU East should file an Application for Diploma with the Director of Student Services. Deadlines for applications are as follows:

Degree Date	Application Deadline
December 30	December 1
May	March 1
August	July 15

Student Facilities

Learning Resources Center The Learning Resources Center provides library and audiovisual services to students and faculty. It is located in the administrative wing of the IU East building. The library has a collection currently numbering more than 37,000 volumes. The library subscribes to 356 periodicals and 21 newspapers. Sound and video tapes, cassette recordings, slides, microfilm, phonodiscs, and other formats also are part of the collection. Audio-visual equipment is stored and maintained in the library for classroom use and for individual student use in the library.

A long history of cooperation exists between the IU East library and the Lilly Library of Earlham College and Morrisson-Reeves Public Library. The latter two collections constitute an invaluable resource available to the IU East student.

Lilly Library—Earlham College
Materials may be checked out upon presentation of a valid IU East Identification Card.

Morrisson-Reeves Public Library
Variable regulations apply. Inquire at the Circulation Desk at Morrisson-Reeves.

The three Richmond libraries mentioned above, as well as that of the Richmond Community Schools and IU East's own library, cooperate through the Eastern Indiana Area Library Services Authority. It includes public, school, and academic libraries in Area VI and Area IX.

Other services available in the IU East library are: photocopying, free use of an electric typewriter, computer terminal, individual and group study rooms.

The IU East Library is an integral part of the Indiana University Library System, which holds approximately 11,000,000 volumes in its main campus, departmental, and regional campus libraries. Students can see what is available on the Bloomington campus and in the regional campus libraries by means of a microfilm copy of the card catalog and a system of updating microfiche. An intercampus-interlibrary loan system speeds IU East student and faculty borrowing from the Bloomington campus.

Library instruction of all kinds, from formal class presentations to individual reference help, are available through the IU East Library.

Bookstore The Bookstore, located by the student center, carries all required and supplementary textbooks, school and art supplies, magazines and miscellaneous items.

1. Students should not buy textbooks until they have decided to take a specific course.
2. If a textbook is purchased which a student wishes to return, he or she may do so within ten days after the first day of class, provided the book is in the same condition as when purchased, no name has been written therein, and the sales slip is presented at the time of return.

Student Health Insurance Program A health insurance program is available to students at Indiana University East for the calendar year. Brochures and enrollment forms will be available at the IU East office and will describe the premium rates as well as a schedule of benefits to be paid.

Counseling Assistance with personal, vocational, or academic problems is available for any student desiring a conference with a counselor; students are welcome to make appointments with counselors at any time.

Career Information Information about employment in specific career fields is available from either the Placement Office or the Learning Resources Center. Career planning services include career inventory testing, special seminars and workshops, job search strategies, resume writing, interviewing techniques, and career/life planning. A one-credit career planning course is also offered each semester.

Overseas Study Indiana University offers a substantial range of opportunities for study abroad. For specific information consult your adviser or the Office of Overseas Study, Student Services 303, Indiana University, Bloomington, Indiana 47405.

Computing Services Center The Computing Services Center provides administrative and academic computing services to the Richmond campus. Located in Room 002, facilities in the Center are connected by phone lines to computers in Bloomington and Indianapolis. Students, faculty, and staff are encouraged to use the Center to support any academic or administrative activity. Minicomputers are available on campus for student and faculty use.

Student Activities As a commuter campus, Indiana University East takes pride in supporting a rather wide range of student-centered activities. All of the activities function under the purview of the Student Life Committee.

The Student Senate is elected yearly and functions as a voice for students and a clearinghouse for a variety of projects. Communication among students is fostered by *The Pioneer Press*, a newspaper published fortnightly during the academic year.

The Student Activities Office coordinates recreational activities and sports programs for both men and women. A number of facilities are available for casual use. These include a student lounge, recreation and refreshment areas, an art gallery, and lounge furnishings in the main entrance lobby.

Tennis courts, baseball diamonds, an athletic field, and an 18-station exercise course provide outdoor recreation for IU East students and their families. These facilities are shared with the community.

Cooperative programs with the local YMCA and YWCA allow IU East students to take advantage of Y programs at a reduced cost.

A number of student organizations exist to serve the special interests of students. Among them are the Student Education Association (SEA), the Visual Arts Club, the Student Nursing Association, the Human Services Organization, and the Business Club. For information about these organizations, contact the Student Activities Office.

Other organizations and activities are encouraged. For information about starting such organizations and activities, contact the Student Activities Office.

Student Blood Plan A blood drive is held on the campus each year. If enough students voluntarily donate blood, all members of the student body are covered by a group blood plan in case of emergencies. All donors and their families are automatically covered. Please consider being a blood donor on behalf of IU East.

Undergraduate Degree Programs

Indiana University East offers a wide selection of University credit courses which may be applied toward undergraduate degrees. The number of credit courses a student may complete at IU East toward a degree objective depends upon the availability of specific courses and the requirements of the College, School, or Division of Indiana University which is authorized to grant the degree.

Students planning to complete a degree program at another IU campus are requested to follow the specific degree requirements outlined in the appropriate Indiana University bulletin. These bulletins are available at the IU East office. In some specialized areas, such as foreign languages, and music, only a minimal amount of course work is currently available. However, in most cases the student may profitably pursue a degree objective through the sophomore year at IU East.

Students who begin their undergraduate work with IU East should plan their programs with as much attention to early fulfillment of degree requirements and the necessity of desirable course sequences as required of the students at the campus where the degree requirements will be completed. Academic advisers must be informed of a student's goals in order to lend appropriate academic counseling assistance prior to enrollment each semester.

Local Programs

IU East offers a number of academic programs which can be completed on the local campus. These include certificate programs, associate, and bachelor degrees, and an external (Bachelor of General Studies) degree. There are associate degree programs at IU East in liberal arts, business, criminal justice, human services, pre-elementary education, nursing and computer science. In a cooperative arrangement with Purdue, associate degrees are also offered at IU East in mechanical engineering technology, industrial engineering technology, and industrial supervision. A number of certificate programs are also offered under the auspices of the Purdue School of Technology. Baccalaureate degrees in nursing and supervision (Purdue) can be earned at IU East. Indiana University's external degree program allows a student to earn a bachelor

of general studies degree through work at the IU East campus.

IU East Degrees

General Requirements

The IU East Faculty has established academic standards for all degrees awarded by IU East. Students should familiarize themselves with these degree requirements as soon as a degree objective has been determined.

1. A grade of C- or above is necessary in all English composition courses required for a degree.
2. A minimum cumulative grade point average of 2.0 is required for all courses taken toward a degree.
3. No course with a grade below C will be accepted in the field of concentration.
4. A minimum of 15 semester hours must be completed within the Indiana University system.
5. At least one course in the field of concentration must be completed at IU East.
6. Courses in the field of concentration may not be used to satisfy distributional requirements.
7. Courses specifically required for the degree may not be applied toward the field of concentration.
8. Students are required to complete a three-credit computer science course or demonstrate "computer literacy."
9. Requests to deviate from any IU East degree requirement must be approved by the student's adviser, the appropriate division, the Dean for Academic Affairs and the chairman of the Admissions and Academic Affairs Committee. Forms for filing such requests are available in the Registrar's Office.

Associate of Arts in Liberal Studies

The Associate of Arts in Liberal Studies is designed to allow students to complete at least four semesters of a B.A. or B.S. program at IU East. The program provides a strong foundation of communications skills and experience in a broad selection of disciplines. It also permits students to begin their studies in a variety of concentration areas. Concentrations are available in History, Economics/Political Science, English/Literature, Fine Arts, Mathematics/Science, Psychology and Sociology.

Students who intend to transfer to a baccalaureate program should work closely with an adviser to insure the compatibility of their Associate of Arts program with the

specific requirements of the department or school to which they are seeking entrance.

General Requirements

English W131 Elementary Composition I
Speech S121 Public Speaking
Computer Literacy

Distribution Requirements

To satisfy the distribution requirements, students may select courses from the disciplinary areas listed within three broad categories, according to their ability to complete the courses satisfactorily, and for which stipulated prerequisites are fulfilled. The distribution requirements are flexible and allow the student to devise a course of study at IU East which is compatible with the distribution requirements of most baccalaureate programs.

3 courses in Humanities,
3 courses in Social and Behavioral Sciences,
2 courses in Mathematics and Natural Sciences, and
2 courses to be selected from any two of the above categories

Students are required to select courses in at least two of the disciplinary areas within each category. The disciplinary areas within each of the three categories are as follows:

Humanities

English	Music
Fine Arts	Philosophy
Languages	Religious Studies
History	Speech
Journalism	Communications
	Theater and Design

Courses listed under the General Requirements may not be used to complete the Humanities requirements.

Students are warned that the first 10 hours of the curriculum in any foreign language counts toward the distribution requirements in Humanities only for the IU East Associate of Arts degree. *These 10 hours will not satisfy the distribution requirement for the baccalaureate degree.*

Studio courses in Fine Arts, Music, and Drama may *not* be used to satisfy the distribution requirement in Humanities.

Social and Behavioral Sciences

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
Home Economics	

Home Economics courses do *not* satisfy the distribution requirement in Social and Behavioral Sciences for the baccalaureate degree.

Natural Science and Mathematics

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

Field of Concentration 15 hours

Courses in the field of concentration may *not* be applied toward distribution requirements.

Electives Sufficient additional courses to complete the 68 semester-hour requirement. A maximum of two courses from the Learning Skills Development Program may be applied toward the elective requirement of the IU East Associate of Arts degree. They are *not* transferable to a baccalaureate program.

Associate of Science in Business

The Associate of Science degree is a 68 semester-hour curriculum which includes two areas of concentration: accounting, and management and administration.

General Requirements

W131 Elementary Composition I (3 hrs.)
C204 Business Communication (3 hrs.)
S121 Public Speaking (3 hrs.)
M118 Finite Mathematics/Computer Literacy (3 hrs.)

Distribution Requirements

Psychology/Sociology/Anthropology (6 hrs.)
Political Science/History (6 hrs.)
Philosophy/Literature (3 hrs.)
Laboratory Science/Computer Science (5 hrs.)

Business Core Requirements

A201 Introduction to Accounting I (3 hrs.)
E103 Principles of Microeconomics (3 hrs.)
E104 Principles of Macroeconomics (3 hrs.)
W100 Business Administration: Introduction (3 hrs.)
L203 Commercial Law (3 hrs.)

Concentration Requirements

Management and Administration
E350 Money and Banking **or**
E270 Statistical Theory in Economics & Business (3 hrs.)
Z301 Organizational Behavior and Leadership **or**
P233 Industrial Psychology (3 hrs.)
P301 Operations Management **or**
F301 Financial Management **or**
M301 Introduction to Marketing Management (3 hrs.)
A202 Introduction to Accounting II (3 hrs.)
Accounting
A211 Intermediate Accounting Theory (3 hrs.)

A212 Intermediate Accounting Problems (3 hrs.)

A325 Cost Accounting (3 hrs.)

A328 Introduction to Taxation (3 hrs.)

A490 Independent Study in Accounting (1 hr.)

Electives Sufficient additional courses to complete the 68 semester-hour requirement.

Through an arrangement with the IU School of Business, students wishing to progress beyond an Associate Degree may complete all but twelve hours of a Bachelor's Degree in Business on the IU East campus.

Associate of Science in Computer Science

The curriculum for the Associate of Science Degree in Computer Science is divided into three sections. The first section consists of required computer science courses, the second section consists of required communication skills courses, and the third section consists of four program options, of which the student is to select one. The four program options are directed toward separate transfer goals and consist of additional courses (both in and out of computer science), which lay the groundwork for each transfer goal. The curriculum requires a total of 68 credit hours of courses.

Required Computer Science Courses

C106 Introduction to Computers and Their Use (3 hrs.)
C201 Introduction to Computer Programming (3 hrs.)
C251 Foundations of Digital Computing (3 hrs.)
C307 Applied Programming Techniques (3 hrs.)
C335 Computer Structures (4 hrs.)

Required Communication Skills Courses

W131 Elementary Composition I (3 hrs.)
S121 Public Speaking (3 hrs.)

Program Options (Select one)

In each option, MATH M125 and/or MATH M126 should be included if high school preparation was inadequate.

Option I

M215 Analytic Geometry and Calculus I (5 hrs.)
M216 Analytic Geometry and Calculus II (5 hrs.)
Arts and Humanities electives (15 hrs.)
Natural and Mathematical Sciences electives (6 hrs.)
Social and Behavioral Sciences electives (9 hrs.)
Unspecified additional electives (6 hrs.)

Option II

M215 Analytic Geometry and Calculus I (5 hrs.)
M218 Analytic Geometry and Calculus II (5 hrs.)
E103 Introduction to Microeconomics (3 hrs.)
E104 Introduction to Macroeconomics (3 hrs.)
A201 Introduction to Accounting I (3 hrs.)
A202 Introduction to Accounting II (3 hrs.)
F301 Financial Management **or**
P301 Operations Management (3 hrs.)
Arts and Humanities electives (6 hrs.)
Natural and Mathematical Sciences electives (6 hrs.)
Social and Behavioral Sciences electives (6 hrs.)
Unspecified additional electives (6 hrs.)

Option III

CSCI C203 COBOL and File Processing (3 hrs.)
CSCI C237 Operating Systems and Job Processing (3 hrs.)
CSCI C243 Introduction to Data Structures (3 hrs.)
Arts and Humanities electives (6 hrs.)
Natural and Mathematical Sciences electives (15 hrs.)
Social and Behavioral Sciences electives (6 hrs.)
Unspecified additional electives (10 hrs.)

Option IV

COBOL and File Processing (3 hrs.)
Operating Systems and Job Processing (3 hrs.)
Introduction to Data Structures (3 hrs.)
Field Experience in Applied Computer Science (3 hrs.)
Arts and Humanities electives (6 hrs.)
Natural and Mathematical Sciences electives (12 hrs.)
Social and Behavioral Sciences electives (6 hrs.)
Unspecified Additional Electives (10 hrs.)

Associate of Science in Human Services

General Objectives This program is offered by the Indiana University School of Social Work at Indiana University East and leads to the degree Associate of Science with specializations available in alcohol, drug abuse, and gerontology. Its overall purpose is to enable students, including those who are already employed in social services, to develop competencies necessary to function as a paraprofessional in human services.

Admission Requirements The following are the minimum requirements for consideration for admission to the program:

1. Regular admission to the University.

2. Completion of at least 12 credits beyond high school including the required exploratory course, S141, Introduction to Social Work.
3. A minimum cumulative grade-point average of 2.0 on a 4.0 scale.
4. Evidence of personal qualifications required for education in human services. Such evidence will be derived from application materials, letters of reference, and performance in completed courses.

Course Requirements

1. General Education Requirements (5 courses)
 - a. English Composition (1 course)
 - b. Arts and Humanities (2 courses)
 - c. Biological Sciences (1 course)
 - d. Mathematics and Physical Sciences (1 course)

Selection of courses in the arts and humanities, biological sciences, and mathematics and physical sciences categories should be made in consultation with the Human Services adviser.

2. Supportive Area Requirements (6 courses)
 - a. At least two (2) courses from any two of the following disciplines:
Economics
History
Political Sciences/Government
 - b. At least four (4) additional courses in social and behavioral sciences, including courses in at least two of the following subjects:
Community
Social Organization
Abnormal Psychology
Personality or Human Development
3. Human Service Requirements (6 courses)
 - S141 Introduction to Social Work (3 cr.)
 - S200 Special Topics in Human Services (3 cr.)
 - S211 Human Behavior and Social Environment I (3 cr.)
 - S231 Basic Practice Skills (3 cr.)
 - S232 Human Services Skills (6 cr.)
 - S251 Emergence of Social Services (3 cr.)
 - S332 Social Work Practice I (3 cr.)
 - S381 Social Work Practicum I (3 cr.)
4. Electives (the balance of credits)

Graduation Requirements

1. Completion of 65 credit hours in the required and elective courses of study.
2. Attainment of a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
3. Attainment of minimum grade of C (2.0) in each required human service course.
4. Attainment of a minimum cumulative GPA of 2.3 (or its equivalent) in all required human services courses.

5. Demonstration of personal qualifications required for provision of human services.

Relation to the Bachelor of Social Work Program It will be possible for qualified students who complete the requirements for the Associate of Science degree to continue their education toward the Bachelor of Social Work (B.S.W.) Degree. All courses taken at this level are transferable to the B.S.W. program at the School of Social Work.

Education Programs

Elementary and Secondary Education

IU East works in close cooperation with the IU School of Education in Indianapolis and Bloomington and offers all undergraduate work toward an elementary education degree except student teaching. Most of the professional courses needed for a bachelor's degree in secondary education are also available at the local campus. It is also possible to do one's student teaching in the Wayne County area through the IU School of Education. The IU School of Education, through IU East, also offers elementary certification for Earlham College elementary education majors.

Admission Requirements Students who have completed 15 hours of satisfactory credit on the college level with a minimum average of C+ (2.3 on a 4.0 scale) either at Indiana University or at other accredited colleges or universities are eligible to apply for admission to the School of Education.

Note: Admission to the school does not guarantee admission to the Teacher Education Program.

Admission to Teacher Education Program

1. Overall GPA of 2.3
2. Completion of W131 and S121 (2.3 or higher required)
3. Completion of P251, P252 or P253 with a 2.3 or higher and H340 with a 2.0 or higher
4. M101 (S required)
5. Elementary majors only: Q200, T101, E241, H105 or H106 (2.3 average required)
6. Secondary majors only: 12 credit hours in major and M300 (2.3 average or higher)
7. Receive a passing score on competency tests in math, reading, and writing

Graduation Requirements

1. Meet all course requirements
2. Overall GPA of 2.3 or higher
3. GPA of 2.3 in professional education courses and not less than 2.0 in each course

4. For elementary majors: 2.0 or higher in subject areas of mathematics, science, social studies, language arts and fine arts
5. For secondary majors: Achieve a GPA of 2.3 or higher in major or content courses

See *School of Education Undergraduate Bulletin* for further information. The course requirements for certification on elementary and secondary education are very explicit. We recommend that you see an adviser early in your program. Students in the arts and sciences who wish to be certified must meet requirements of both their department in arts and sciences and the School of Education.

Associate of Science in Pre-Elementary Education

The Associate of Science in pre-elementary education is a program for students who seek preparation for preschool programs, nursery schools, child care centers, child development centers, camps, recreation centers, playground supervision and as public school teacher aides. The focus of this program is preparation for working with children aged 3 to 8. All course work is transferable to the bachelor's degree in elementary education and includes a kindergarten endorsement when certification requirements are met.

Admission Requirements Students must complete 15 hours of satisfactory credit on the college level with a minimum average of C+ (2.3 on a 4.0 scale), and must be admitted to the Teacher Education Program.

I. General Education Requirements (36 hours)

- A. Language Arts (9 hrs.)
 - W131 Elementary Composition I
 - S121 Public Speaking
 - L390 Children's Literature
- B. Science (7 hrs.)
 - Q200 Basic Science Skills
 - Biological Science
- C. Mathematics (6 hrs.)
 - T101 Mathematics for the Elementary Teacher
 - W200 Computer Literacy for Educators
- D. Physical Activities and Health (5 hrs.)
 - H363 Personal Health
 - R180, H160 or P290
- E. Social Studies (3 hrs.)
 - H105 or H106 American History
- F. Fine Arts (6 hrs.)
 - E241 Introduction to Music Fundamentals
 - T255 Crafts and Design

II. Professional Education Requirements (36 hrs.)

- A. Foundations of Education (3 hrs.)
 - H340 Education and American Culture
- B. Educational Psychology (3 hrs.)
 - P249 Education Psychology for Teachers of Young Children
- C. Methods and Materials (21 hrs.)
 - E339 Methods of Teaching Language Arts
 - E343 Methods of Teaching Mathematics
 - E328 Methods of Teaching Science
 - E335 Introduction to Early Childhood Education
 - E337 Classroom Learning Environment
 - E338 Early Childhood Education
- D. Field Experiences (9 hrs.)
 - M101 Lab/Field attached to H340 (1 hr.)
 - M201 Lab/Field attached to P249 (1 hr.)
 - M470 Practicum in Early Childhood Education

Graduation Requirements

1. Meet all course work requirements
2. Overall GPA of 2.3 or higher
3. GPA of 2.3 in professional education courses and not less than 2.0 in each course
4. A cumulative average of 2.3 in all course work for endorsements
5. Compliance with all IU East academic policies
6. Recommendation of the education faculty for the degree
7. Completion of the nine hours of field experience designed for the program

The Student's Responsibility Indiana University East, in cooperation with the School of Education, has established certain academic requirements which must be met to earn an education degree. Advisers, the director, and faculty of the Education Division assist students in planning their programs of study to satisfy requirements, but each student assumes final responsibility for meeting all deadlines and completing all requirements for graduation. It is, therefore, essential to be familiar with the requirements set forth in the *IU East Bulletin* and the *School of Education Undergraduate Bulletin*.

Indiana University East provides course work in several endorsement areas at both the elementary, middle school and secondary levels. Check with an adviser for more information.

Graduate Education IU East offers a selected number of Graduate Education courses in cooperation with the IU School of Education.

Indiana University School of Nursing

Associate of Science in Nursing

The School of Nursing offers two undergraduate degree programs on the IU East campus. These programs lead to an Associate of Science in Nursing and a Bachelor of Science in Nursing. For information concerning either program, write or call the Nursing Counselor.

The purpose of the program is to prepare an Associate Degree nurse who is able to function effectively in beginning nursing positions under the leadership of a professional practitioner.

At the completion of the program the graduate will be able to:

1. Apply the nursing process in the delivery of health care to patients of all ages with common and defined health problems in structured settings and consistent with established nursing protocols and nursing process recording guidelines.
2. Identify basic human needs at the patient's developmental level to apply an individualized plan of care.
3. Manage an organized plan of nursing care in a variety of structured patient care situations.
4. Communicate with patients, family members, and other health team members using basic skills of interaction, interpretation, and documentation in the delivery of health care.
5. Demonstrate caring behaviors which reflect regard for the uniqueness of the individual:
 - a. as a member of a culturally diverse society.
 - b. as a participating member of the health team, and
 - c. as a person with inherent rights and responsibilities.
6. Teach common preventive and restorative measures to patients of varied age groups based on selected principles of teaching and learning.
7. Perform psychomotor skills competently in a manner consistent with performance standards developed by the A.S.N. faculty.
8. Accept responsibility and accountability as an associate degree nurse on the health care team in the delivery of nursing care in accordance with the ANA Code for Nurses and the Indiana Nurse Practice Act.

Admission Admission occurs in the fall semester. Each candidate for admission is evaluated according to the following criteria:

1. Graduation in the upper half of the high school class, with the following minimum number of credits: English, 3 units; laboratory science, 1 unit; algebra or geometry, 1 unit; additional English, language, mathematics, science, or social studies, 10 units.
2. Achievement of reasonable scores on the SAT and ACT examination as established by the associate degree faculty. The admissions officer may request individual consideration of applicants in cooperation with the nursing program.
3. Holders of GED diplomas will be interviewed by the counselor of the associate of science program prior to admission for individualized consideration.
4. Out-of-state applicants will be considered individually. They must meet all admission criteria and have a minimum of a B average for any college-level credits completed.
5. When there are more qualified applicants than available positions, high school records including grades, scope of *academic courses*, and the grade-point averages on any completed college work will be the final differentiating criteria.

Students in the University Division at any of the campuses within the Indiana University system, who are seeking to enter the associate of science nursing major, will observe the following processes:

- A. Support courses relevant to nursing may be completed in University Division.
- B. Admission to support courses does not guarantee admission to the nursing major. Due to the great demand, admission will be on a competitive basis. All records will be assembled and reviewed on specified dates so that applicants may have complete records ready for review. The applicant is responsible for keeping all records up-to-date.
- C. In reviewing records to determine admission to the Associate of Science in Nursing Program from within the Indiana University system, the following guidelines will be observed:
 1. All students must have a minimum of 2.0 grade-point average on a 4.0 scale for all college work completed and for those courses relevant to nursing.
 2. Students who meet all admission criteria and have completed 15 credit

hours of courses relevant to nursing will have priority.

3. Students may achieve high priority ranking by meeting *all* admission criteria and completing courses relevant to nursing, completing 15 credit hours *plus* a science course relevant to nursing, carrying as near to a full-time schedule as possible (individual consideration will be given when responsibilities or financial status preclude carrying a full load).
4. Grade-point average will differentiate among students balanced by the above listed criteria.
5. Student GPAs based on courses taken one time only will have higher priority than GPAs achieved through a pattern of repeated courses.
6. Courses relevant to the nursing major will receive greater emphasis than courses in other areas. Indiana University support courses may receive greater emphasis than courses taken at another university when all other data renders candidates equal, and positions are limited or basic admission criteria have not been met. Support courses relevant to nursing include:
 - P261 Human Anatomy and Physiology I (5 hrs.)
 - P262 Human Anatomy and Physiology II (5 hrs.)
 - J200 Microbiology and Immunology (3 hrs.)
 - J201 Microbiology Laboratory (1 hr.)
 - P102 Introductory Psychology 2 (3 hrs.)
 - B390 Life Span Development (3 hrs.)
 - S100 Sociological Analysis of Society (3 hrs.)
 - Guided Elective:
 - Sociology: S101, S316, S335, R381, R382 or R234 (3 hrs.)
 - W131 Elementary Composition I (3 hrs.)
 - Elective (3 hrs.)
- D. Students may be denied admission if their grade-point average falls below 2.0 between the time of acceptance and actual enrollment in the nursing major. Any stipulations established to meet admission requirements must be completed *before* the student will be reviewed for admission.

Any student who has questions regarding admissions may contact the Nursing Counselor. The number of students admitted is limited to that number which can be accommodated by faculty and facility resources.

Degree Requirements

1. Completion of all courses (or their equivalent) required in the curriculum with a cumulative grade-point average of 2.0 on a 4.0 scale. See curriculum design for required courses.
2. Science courses finished more than ten years before the date of degree completion will need to be repeated. Other support courses (also finished more than ten years prior to degree completion) will be evaluated individually against established criteria, which are available from the nursing counselor.
3. Achievement of a grade of C (2.0) or better in each of the three required science courses (P261, P262, Microbiology J200-201). Achievement of a grade of C (2.0) or S in each course in the nursing major.
4. Completion of a minimum of 34 credits in nursing courses and 32 in general education.
5. Completion of the degree requirements within four years of the first enrollment in the associate of science nursing major. The record of the student who fails to comply with this requirement will be reevaluated in terms of the current program.
6. Students may not complete the nursing major before completion of the support courses.
7. Demonstration of personal integrity and maturity which will contribute to success in nursing.
8. Application for the degree at the time of program planning for the final semester. The student must file an application for the degree. *The School of Nursing will not be responsible for the student's certification for the degree if the student fails to file the application.*
9. Certification as a basic rescuer in cardiopulmonary resuscitation (CPR) according to American Heart Association standards is a requirement for graduation from the Associate of Science in Nursing Program.

Academic Standing of Students The following policies apply to all undergraduate students in the Associate of Science Program:

Good Standing The Registrar, using University criteria, attests to the student's good standing.

Academic Probation A student will be placed on academic probation when the semester grade-point average is below 2.0 or when the cumulative grade-point average is below 2.0. The grade-point average will be improved in courses related to the area in which deficiencies (unsatisfactory grades)

were accrued. The grade-point average must exceed 1.65 at the completion of the first semester and 2.0 to enter the second year of the nursing major. Academic probation is removed following the semester in which the cumulative average and the semester average are 2.0 or higher.

Disciplinary Probation This is administered under the *Statement of Student Rights and Responsibilities*

Dismissal A student may be dismissed from the program when, in the judgment of the Committee on Admissions, Progression, and Graduation, there is lack of progress toward the degree. Cause for dismissal will include failure to achieve a 1.65 grade-point average at the completion of the first semester, failure to achieve a 2.0 grade-point average in any two consecutive semesters, or failure to achieve a cumulative grade-point average of 2.0 prior to entering the second year. Each module is composed of two corequisite courses: a theory (didactics) course and laboratory. Grades are recorded separately in the nursing major.

1. Students must receive a grade of S in *each laboratory* corequisite course in the nursing major.
2. Students must receive a grade of C (2.0) or better in each theory corequisite course in the nursing major.
3. Failure to receive a C (2.0) or S in one or both corequisites in a given module usually results in the opportunity for repeat.
4. Failure to receive a C (2.0) or S in one or both corequisites in two modules of the nursing major or in a repeat of a module usually results in termination from the program.
5. If failure to receive an S in a laboratory course is based *solely* on failure to successfully achieve the required mastery level on dosage calculation quizzes, the student may repeat the course, and the failure will not result in termination from the program. A second course failure, based solely on inability to meet the mastery requirement for dosage calculation, *will* result in termination from the program.

A student will be dismissed if records indicate that the grade-point average has fallen below 2.0 between the time of acceptance and actual enrollment in the nursing major.

The Committee on Admissions, Progression, and Graduation reserves the right to request the withdrawal of any student whose

personal integrity, health, or conduct demonstrates unfitness to continue preparation for nursing. The dismissal of any student is subject to the appeals process.

Withdrawal Students must complete all biological science courses with a minimum grade of C (2.0) prior to entering the second year of the program. Students must complete course requirements designated for a given semester before progressing to subsequent courses in the curriculum design. Students in the first year who have not completed the science requirements must enroll in the science courses in the semester designated in the curriculum. Withdrawal from a nursing major course requires withdrawal from its corequisite. Withdrawal from a science course in its designated semester placement may require withdrawal from the nursing major courses as well. Students who withdraw from the nursing major in the first semester must seek readmission to the program subject to competitive admission review as an Indiana University system applicant. Students may anticipate that when approval to withdraw from a course is the option of the faculty, it will usually be granted, based on circumstances, only if the student has a minimum theory (didactics) grade of C (2.0) and a passing laboratory grade in nursing major courses. A pattern of withdrawals may influence further readmission requests. Withdrawal from the nursing major courses constitutes withdrawal from the program. For reentry procedures please see the section on readmission.

Correspondence/Independent Study Courses Students may not enroll in correspondence/independent study courses in the fourth (final) semester of the program.

Interruption of Progress toward Degree Any period of absence that precludes attainment of course objectives within the framework of faculty time, course objectives, and availability of facilities may result in a withdrawal grade of incomplete in the course. Sustained absence could result in course failure.

All absences from a nursing major laboratory course must be made up with experiences appropriate to course objectives and within faculty and facility resources. Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations.

Readmission Failure to register in each sequential semester, excluding summer sessions, constitutes withdrawal from the

program and requires a readmission request. A student desiring consideration for readmission must address a letter to the chairperson of the specific review committee on the appropriate campus at least one semester prior to the requested date of enrollment. Readmission requests will be evaluated individually on the basis of academic standing; potential for progress toward the degree; and availability of course positions, facilities and faculty resources.

Students who have been dismissed from the program may be readmitted if conditions imposed at the time of dismissal have been met and there is evidence that successful progress may be made toward the degree. A student will receive not more than two opportunities to successfully complete a given course. Failure [grade of less than C (2.0) or S] in two nursing modules will usually result in termination from the program and denial of readmission requests. All review committee decisions are subject to the appeal. (Refer to previous section on dismissal).

Curriculum

First Year

First Semester

- P102 Introduction to Psychology II (3 cr.)
 P261 Human Anatomy & Physiology I (5 cr.)
 J200 Microbiology (3 cr.)
 J201 Microbiology Lab (1 cr.)
 A151 Introduction to Nursing: Theory (3 cr.)
 A152 Introduction to Nursing: Lab (2 cr.)

Second Semester

- B310 Life Span Development (3 cr.)
 P262 Human Anatomy & Physiology II (5 cr.)
 A153 Nursing: Beg. Life Cycle: Theory (2.5 cr.)
 A154 Nursing: Beg. Life Cycle: Lab (1.5 cr.)
 A155 Nursing: Evolving Life Cycle: Theory (2.5 cr.)
 A156 Nursing: Evolving Life Cycle: Lab (1.5 cr.)

Second Year

First Semester

- S100 Sociological Analysis of Society (3 cr.)
 W131 English Composition I (3 cr.)
 A261 Nursing: Need Interference I: Theory (3 cr.)
 A262 Nursing: Need Interference I: Lab (2 cr.)
 A263 Nursing: Need Interference II: Theory (3 cr.)
 A264 Nursing: Need Interference II: Lab (2 cr.)

Second Semester

- Guided Soc. Elective S101, S230, S316 or S335 (3 cr.)

Elective (3 cr.)

- A265 Nursing: Need Interference III: Theory (3 cr.)
 A266 Nursing: Need Interference III: Lab (2 cr.)
 A267 Nursing: Need Interference IV: Theory (3 cr.)
 A268 Nursing: Need Interference IV: Lab (3 cr.)
 A270 Preparation for Nursing Practice (1 cr.)

Student Responsibility Students in the School of Nursing are responsible for planning their own programs and for meeting degree requirements. It is their responsibility to understand fully, and to comply with, all the provisions of the Bulletin for the year in which the associate of science students begin the program. Students pursuing part-time study may be subjected to curriculum changes. Counselors and deans are available to assist students in meeting degree requirements.

Uniforms Associate of science students wear the designated uniforms of the school. All students wear the designated identification pin(s).

Eligibility for Licensure All persons who make application for examination and registration as a registered nurse in the state of Indiana shall submit to the Indiana State Board of Nurses' Registration and Nursing Education written evidence, verified by oath, that they (1) have completed an approved high school course of study or the equivalent thereof, and (2) have completed the prescribed curriculum in a state-accredited school of nursing and hold a diploma or certificate from that school. Graduates of schools of nursing outside the United States must meet the requirements of the Indiana State Board of Nurses' Registration and Nursing Education for eligibility to take the examination for licensure.

Allied Health

Students wishing to pursue a degree through Indiana University's Division of Allied Health Sciences in Indianapolis may complete many of the support courses needed for these degrees at IU East. Students planning to pursue a degree in Allied Health Sciences should contact the Nursing Counselor at IU East for information concerning allied health degree requirements and the appropriate support courses available at IU East.

Bachelor of Science in Nursing Program

The Bachelor of Science in Nursing program prepares a nurse for beginning practice of

professional nursing in all clinical areas and health-care settings. It also provides the foundation for leadership positions and for graduate study.

The baccalaureate program offers a creative curriculum for the education of professional nurses competent in meeting the current and future health needs of this society. The curriculum prepares a generalist in professional nursing and serves as the basis for graduate study. More specifically, the graduates will be expected to:

- apply the knowledge base of humanities and biological and social sciences to the practice of professional nursing;
- function as a generalist in professional nursing in collaboration with members of the health team in a variety of clinical settings;
- use problem solving in caring for patients;
- critically evaluate research in terms of its application to the practice of nursing;
- participate as an informed citizen in society;
- acquire a basis for graduate study;
- provide competent nursing care to individuals, families, groups and communities as defined by the ANA Standard of Nursing Practice, the ANA Code of Ethics and the Indiana Nurse Practice Act.

Entry into undergraduate work depends on student preparation for a major field of study, high school rank, Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores. Freshmen should rank in the upper half of their high school classes.

Two categories of students are admitted to the baccalaureate program: basic baccalaureate students, who are pursuing initial preparation for nursing, and registered nurses, who are graduates of diploma or associate degree programs in nursing.

The baccalaureate curriculum has two years of prerequisite courses followed by two years of upper-division nursing courses. Upper-division nursing courses are open only to students who have been certified 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.

Application and Admission Indiana University application forms are obtained from the admissions office. There is a \$20 application fee for those who are new to the University. All questions concerning admission should be directed to these offices. High school applicants may file after

completion of the junior year. Transfer and all other applicants may apply during the school year preceding proposed entry.

Admission to Indiana University for Indiana residents is based on graduation from a commissioned or accredited high school or successful completion of a GED examination, graduation in the upper half of the high school class, and completion of 13 academic units of high school English, foreign language, mathematics, science, or social studies. Satisfactory scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) are required if application is made within two years of high school graduation. Out-of-state applicants must meet regular admission standards, rank in the top one-third of their classes and score above the 66th percentile on the SAT or ACT examination.

Students admitted directly to the School of Nursing for their prerequisite course work must have a minimum of four years of high school English, one year of chemistry, and one year of algebra. Students not eligible for direct admission may still consider nursing by completing course work through the University Division before being assigned to the School of Nursing.

Satisfactory completion of the prerequisite courses does not guarantee certification to the upper-division nursing major. Certification is a competitive process. See Certification to the Baccalaureate Major for Basic Students for details on the certification process.

Direct all inquiries concerning the School of Nursing, counseling, and application for certification to the baccalaureate major to the Nursing Counselor.

Students may attain advanced standing in the program through transfer of credit and/or credit by examination. Credit is granted on transfer from other accredited colleges and universities for courses completed with minimum grade of C (2.0), insofar as the courses meet the curriculum requirements of this program, and are equivalent to courses offered in the School of Nursing or other schools in the University. Credit for such courses and applicability to the degree will be determined by the University's Office of Admissions and the School of Nursing. Placement in nursing major courses depends upon available resources.

Credit may be received for general education courses by passing College Board Advanced Placement Tests during the last semester of

high school, by outstanding performance as determined by advanced placement examinations given before the beginning of each academic year, by achieving acceptable scores on the CLEP examinations that are accepted by the campus, or by successful performance on appropriate examinations while at Indiana University. Students who believe they are eligible for special credit should contact the Office of Admissions.

Certification to Baccalaureate Major for Basic Students Certification is the process of admission into the nursing major or the professional nursing courses of the School of Nursing. Basic students are those who have not graduated from a diploma or associate degree nursing program. Certification to the baccalaureate nursing major is highly selective and competitive. Successful completion of the prerequisite courses does not guarantee certification to the upper-division nursing major. The number of certified students is limited to those who can be accommodated with available resources. In order to be considered for certification students must:

1. Be admitted to Indiana University as a degree-seeking student.
2. Achieve a cumulative grade point average of 2.3 on a 4.0 scale for all courses attempted.
3. Complete all required prerequisite courses with a minimum grade of C (2.0) in each course. The grade of C- (1.7) is not acceptable.
4. Achieve a minimum grade of C (2.0) in the following courses by the second attempt in order to be considered for certification: chemistry II, microbiology, nutrition, pharmacology, and anatomy.
5. Meet the deadlines for filing an application for certification.
6. Complete any independent study courses that are required for certification by April 15.
7. Complete all required prerequisite courses by May 15.
8. Complete prerequisite electives prior to enrolling in the upper-division nursing major. Failure to complete these electives will result in forfeit of certification.
9. Sign and return the acceptance of certification letter by the date indicated on the offer of certification. Failure to meet this deadline will result in forfeit of certification.
10. Submit to the School of Nursing an official credit transfer report (CTR) for all work being transferred from another university (non-Indiana University courses). To obtain an official CTR, the

student must request an official transcript from the other institution(s) to be forwarded to the Office of Admissions on the IU East campus. Deadline for submission of the CTR to the School of Nursing is May 15.

In addition to the above criteria, transfer students must meet the following criteria:

1. Students who transfer more than 30 credit hours of prerequisite course work from another college or university must achieve a cumulative grade point average of 2.7 on a 4.0 scale for courses attempted at Indiana University.
2. Students who have been enrolled in another nursing program must have an Indiana University School of Nursing transfer reference form completed by the dean or director of the program in which they were previously enrolled. On the basis of the information provided on this form, students will be evaluated through the Indiana University School of Nursing progression criteria.

All students who meet the above criteria will be placed in order from high to low according to the certification GPA. The certification GPA is computed from all grades earned in the following prerequisite courses: English composition, chemistry II, microbiology, nutrition, pharmacology, anatomy, and physiology. Students should be aware that this includes FX and WF grades as well as grades in courses that are repeated. Certification will be based on space available. Review of application to certification is limited to two times. Therefore, the student who has been denied certification twice or the student who fails to accept the offer of certification for the second time is no longer eligible for consideration for certification.

In the event that a class is not filled on the first certification, a second certification may be conducted. Contact the Nursing Counselor for details.

Registered Nurses Registered nurses seeking admission to the Indiana University School of Nursing must apply to the Office of Admissions on the campus where they wish to attend. Students who have previously attended an IU campus or are graduates of the associate program at IU should contact the Nursing Counselor.

Students who have attended another college or university must forward an official transcript to the Office of Admissions. A credit transfer report (CTR) will then be generated by the Office of Admissions. Upon

receipt of the CTR, the student should contact the Nursing Counselor, who will review this evaluation and identify course work that must be taken and explain the challenge exam process, through which qualified students can receive credit for previous work and learning experiences.

Students are eligible to take challenge examinations upon:

1. completion of the admission process to Indiana University and the School of Nursing baccalaureate nursing major with notification of admission received from the Office of Admission,
2. verification of registered nurse license,
3. minimum cumulative grade-point average of 2.0 on a 4.0 scale in all work attempted,
4. completion of the following prerequisite courses of their equivalents with a minimum grade of C (2.0) in each course.
 - Elementary Chemistry II, lecture and lab (5 cr.)
 - Human Anatomy, including lab (5 cr.)
 - Human Physiology, including lab (5 cr.)
 - Microbiology, including lab (4 cr.)
 - Life Span Development (3 cr.)
 - Pharmacology (3 cr.)
 - Nutrition (3 cr.)

Each challenge examination may be taken only one time. Upon successfully completing the examination and paying the appropriate fee, a grade of S will be recorded on the student's transcript.

Students who challenge courses and earn an A grade, as determined by the faculty responsible for teaching the course, will be awarded the A grade.

Challenge examinations are offered in selected nursing courses. For information on specific courses students should contact the academic counselor on the campus of their intended enrollment.

Students must complete a minimum of 30 upper-division credit hours in the Indiana University School of Nursing baccalaureate program to be eligible for graduation. A maximum of six lower-division nursing credits may apply toward this residency requirement. Students must petition the appropriate academic officer to apply these lower-division nursing credits toward the residency requirement. Credit for correspondence courses and challenge examinations may not be used to meet residency requirements.

Placement for registered nurse students in upper-division nursing courses is based upon space availability, credit hours completed

toward the Bachelor of Science in Nursing, and on grade-point averages in prerequisite courses.

Academic Standing of Students

Noncertified Students The following policies are in effect for all noncertified students in the School of Nursing. Noncertified students enrolled in other schools or divisions, who intend to pursue the nursing major, should follow the academic policies of the school or division in which they are enrolled.

Good Standing Students who maintain a minimum average of C (2.0) in all courses and a grade of C (2.0) in all courses required for the degree will be in good academic standing.

Academic Probation A student will be placed on academic probation when the cumulative grade-point average is below 2.0 or when the semester average falls below 2.0. Academic probation will be removed following the semester in which the cumulative average and the semester average are raised to 2.0 or higher. Students on academic probation may not enroll in more than 12 credit hours per semester unless special permission is obtained from the academic counselor. Students on academic probation may be required to complete remedial course work in addition to the regular curriculum.

Dismissal A student may be dismissed from the School of Nursing when there is a lack of progress toward the degree. Failure to attain the minimum 1.0 cumulative grade-point average upon completion of 12 credit hours, 1.5 at the end of 24 credit hours, or 2.0 at the end of 36 credit hours is considered evidence of lack of progress.

Students whose personal integrity, health, or maturity renders them unfit to continue in the professional nursing program may be asked to withdraw.

Dismissal is subject to the appeal. This can be initiated by the student through a letter addressed to the pertinent office. All appeals will be forwarded to the Committee on Admissions, Progression, and Graduation.

Readmission A student who has been dismissed from the school may not reenroll until one semester has elapsed. The student may seek reinstatement to the School of Nursing by writing the Nursing Counselor. This written request must be received by July 1 for fall reinstatement, April 1 for summer sessions reinstatement, and October 1 for spring reinstatement. Curriculum changes occurring during the period of interrupted

progress toward the degree may result in review and revision of degree requirements.

Students Certified to the Upper-Division Major The following policies apply for all students certified to the baccalaureate major in the School of Nursing.

Good Standing Students who maintain a minimum average of C (2.0) 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:

- Cumulative grade-point average falls below 2.0;
- Semester grade-point average is below 2.0;
- A grade below C has been earned in a required course;

Academic probation will be removed after the semester during which the following conditions have been met:

- Cumulative grade-point average is 2.0 or higher;
- Semester grade-point average reaches 2.0 or higher;
- A minimum grade of C has been earned in the required course(s);
- 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 there is a lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following:

- Failure to attain a 2.0 grade-point average in any two consecutive semesters;
- Failure to attain a cumulative grade-point average of 2.0 in two semesters;
- Failure to attain a minimum grade of C (2.0) for classroom work or grade of S for clinical upon repeating an upper-division nursing course;
- Failure to attain a minimum grade of C (2.0) for classroom work or a grade of S for clinical in three or more upper-division nursing courses.

The faculty reserves the right to dismiss students whose personal integrity, health, or conduct renders them unfit to continue in the professional nursing program. Integrity and conduct will be judged according to the standards set by the 1976 revised *Code for Nurses* as adopted by the American Nurses' Association.

Dismissal is subject to the appeals process. This can be initiated by the student through

a letter sent to the office specified. All appeals will be forwarded to the Committee on Admissions, Progression, and Graduation.

Reinstatement A student who has been dismissed from the school may not reenroll until one semester has elapsed. The student may seek reinstatement to the school by writing the Nursing Counselor. This written request must be received by July 1 for fall reinstatement, April 1 for summer session reinstatement, and October 1 for spring reinstatement.

A student who has been dismissed from the School of Nursing for academic failure may be considered for reinstatement based upon criteria relative to the academic needs of the student. These criteria will be based upon faculty recommendation at the time of dismissal. Reinstatement is not guaranteed. A student will be reinstated only once. A reinstated student will be dismissed from the School of Nursing upon failure of one additional course.

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 notifications of their intent to reenter the program to the Office of the Assistant Dean of Student Services—Indianapolis and Bloomington campuses; Office of the Academic Counselor—East, Kokomo, Southeast, Northwest and South Bend campuses (July 1 for fall semester, April 1 for summer, and October 1 for spring). All requests for reentry will be evaluated on the basis of the availability of clinical resources. Curriculum changes occurring during the period of interrupted progress toward the degree may result in review and revision of degree requirements.

Challenge Examination Challenge examinations may not be used as a substitute for repeating any nursing course.

Policies Governing Baccalaureate Study

Grade-Point Average for Required Courses A minimum of C (2.0) is required in each required course or its equivalent. A grade of C- (1.7) is not acceptable.

S/F Grades for Clinical Nursing Courses A student must receive a grade of Satisfactory (S) 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).

Pass/Fail Option A maximum of 9 prerequisite elective credit hours taken under this option may be applied to the Bachelor of Science in Nursing.

Withdrawals A pattern of withdrawals from required upper-division nursing courses may influence further readmission requests.

Repeat of Prerequisite Courses To qualify for certification, a student must earn a minimum grade of C (2.0) in all required prerequisite courses (C- is not acceptable). The following courses may be repeated *no more than one time* to qualify for certification: chemistry (C102), microbiology, nutrition, pharmacology, anatomy, and physiology.

Repeating Nursing Courses A student who receives a grade lower than C (2.0) in one or two upper-division theory course(s) or lower than S in a clinical course(s) may be permitted to repeat that/those course(s). *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 three or more upper-division theory or clinical nursing courses will result in dismissal. Challenge examinations may not be used as a substitute for repeating any nursing course.

Courses Excluded from the Degree Credits earned in remedial learning skills courses do not apply to the Bachelor of Science in Nursing.

Completion of Degree Requirements The Nursing Counselor must receive all Removal of Incomplete and Deferred Grades, Special Credit and Independent Study course grades no later than three weeks prior to the end of the student's final semester prior to graduation.

Residency Requirements A student must complete a minimum of 30 upper-division credit hours in the Indiana University School of Nursing baccalaureate program to be eligible for graduation. A maximum of six lower-division nursing credits may apply toward this residency requirement. Students must petition the appropriate academic officer to apply these lower-division nursing credits toward the residency requirement. Credit for correspondence courses and challenge examinations may not be used to meet residency requirements.

APA Format The current American Psychological Association format will be the standard used for all written work in all nursing courses.

Summer Enrollment Summer course offerings in nursing are subject to budgetary constraints.

Correspondence Courses All required and elective courses for the nursing major, except public speaking, that are available through IU's Independent Study by Correspondence may be taken for credit. Some courses, however, may not meet degree requirements. Contact the Nursing Counselor before enrollment. Nursing majors are required to have the Nursing Counselor's signature for all correspondence courses.

Final examination in all correspondence courses must be taken no later than six weeks prior to the expected graduation date. Correspondence courses in nursing do not satisfy residency requirements.

Ten-Year Limit Courses in life span development, nutrition, pharmacology, and physiology may not have been completed more than ten years before a student enters the upper-division nursing major. Two options are offered to a student in this situation: take the course again, or challenge it by examination.

Intercampus Transfers Students are placed on a specific campus at the time of certification. (See the following section for priority ranking of intercampus transfers).

Placement in Upper-Division Nursing Courses After the initial placement into the nursing major, placement in upper-division nursing courses will be based on the following priority ranking:

1. full-time regularly progressing students
2. part-time regularly progressing students
3. students who have interrupted their studies, but are in good academic standing
4. students who withdrew from one or more nursing courses
5. students who need to repeat one nursing course
6. students who need to repeat two nursing courses
7. students who have been dismissed and reinstated
8. intercampus transfers
9. transfers from other baccalaureate nursing programs

Disciplinary Probation Disciplinary probation is administered according to the *Statement of Student Rights and Responsibilities*.

Clinical Absence Policy Students who miss more than twenty percent of the clinical time in a given course will be given the option to withdraw from the course or take an F in it.

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 applying for a degree. The School of Nursing is not responsible for certifying students for a degree if they do not file their applications on time. Application for the degree must be made at the time of program planning for the final semester. The student must file the degree application with the Nursing Counselor by September 1 for December graduation, and December 1 for May, June, and August graduation.

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

- Satisfactory completion of a minimum of 122 credit hours that apply to the degree;
- Minimum cumulative grade-point average of C (2.);
- Minimum of C (2.0) in each required course or equivalent;
- Students beginning the upper-division nursing major must complete all course work within six years;
- Meet residency requirements.

Curriculum Design

The baccalaureate curriculum as specified in the *Bulletin* may be completed by several different plans. In general, the curriculum requires a minimum of four academic years for completion. Under certain circumstances, it may take more than four years, depending on the length of time a student takes to complete the prerequisite courses. For course descriptions, departments, and course titles of prerequisites, see specific campus bulletins.

Lower-Division Prerequisite Courses:

Humanities/Liberal Arts
 W131 Elementary Composition I (3 cr.)
 L101 Literature (3 cr.)
 S121 Public Speaking (3 cr.)
 P140 Ethics (3 cr.)
 P150 Logic (3 cr.)

Social/Behavioral Sciences

S100 Introductory Sociology (3 cr.)
 S316 Sociology of the Family (3 cr.)
 P101 or P102 Introductory Psychology I and II (3 cr.)
 B310 Life Span Development (3 cr.)
 A104 Cultural Anthropology (3 cr.)

Bio-Physical Sciences

C102 Elementary Chemistry II (5 cr.)

C122 Elementary Chemistry II (3 cr.)
 P261 Human Anatomy and Physiology (5 cr.)
and
 P262 Human Anatomy and Physiology (5 cr.)
 J200 Microbiology (3 cr.)
 J201 Microbiology Lab (1 cr.)

Nursing

B203 Health and Society (3 cr.)
 R200 Introduction to Nursing Research (3 cr.)
 B216 Pharmacology (3 cr.)
 B215 Nutrition for Health Professionals (3 cr.)
 Non-nursing Electives: 100-400 levels (6 cr.)

Elementary Chemistry II (C102) is the chemistry course required by the Indiana University School of Nursing for certification into the baccalaureate nursing major. Students who have successfully completed (minimum grade of C) one year of algebra and one year of chemistry in high school may opt to take the chemistry proficiency exam for C101. Students who have not completed chemistry in high school must enroll in C101 before taking C102.

Upper-Division Nursing Major Courses

First Semester

B300 Interpersonal Skills (2 cr.)
 B302 Introduction to Nursing Practice (3 cr.)
 J307 Professional Practice Concepts (2 cr.)
 J304 Acute Health Disruptions (3 cr.)
 J350 Nursing Practice I (4 cr.)

Second Semester

B301 Group Dynamics (2 cr.)
 J305 Health Disruptions (3 cr.)
 P306 Mental Health Disruptions (3 cr.)
 B303 Professional Nursing Concepts (2 cr.)
 J351 Nursing Practice II (2 cr.)
 J352 Nursing Practice III (2 cr.)
 P353 Nursing Practice IV (2 cr.)

Third Semester

B405 Stress and Coping (2 cr.)
 J408 Chronic Health Disruptions (2 cr.)
 G409 The Childbearing Family (2 cr.)
 J453 Chronicity in Health Care (2 cr.)
 J454 Stress Management (2 cr.)
 G455 Nursing the Childbearing Family (3 cr.)
 Nursing Electives (2 cr.)

Fourth Semester

B406 Nursing: The Professional Role (2 cr.)
 H430 Health Promotion in the Community (3 cr.)
 H431 Nursing Practice in the Community (3 cr.)
 L470 Management in Health Care Delivery (2 cr.)
 L471 Management Practice in Nursing (3 cr.)
 Nursing Electives (2-3 cr.)

Division of Public and Environmental Affairs

The Division of Public and Environmental Affairs offers the degree of Associate of Science in criminal justice. Flexibility within this program allows students with specific interests in law enforcement, correctional administration, probation, or parole to select applicable courses.

Some courses applicable to the Associate of Science in Public Affairs and Bachelor of Science in Public Affairs are offered on the IU East campus in conjunction with IUPUI. However, in order to complete these programs, some commuting will probably be necessary. Please see the *School of Public and Environmental Affairs Bulletin* for further information.

Most of the courses for SPEA programs at IU East are offered in the evening hours.

Associate of Science in Criminal Justice

The Associate of Science in criminal justice requires a minimum of sixty (60) credit hours with a cumulative grade-point average of 2.0. A minimum grade-point average of 2.3 is required within the criminal justice concentration.

Degree Requirements—60 Credit hours

The criminal justice concentration requires six (6) courses distributed as follows:

1. J101 American Criminal Justice System (3 credits)
2. One of the following:
 - CRJU J301 Criminal Law (3 credits)
 - CRJU J302 Criminal Law Administration (3 credits)
 - CRJU J401 Criminal Law and Procedure (3 credits)
3. One course in criminology, crime, delinquency, or deviance to be selected from an approved list of courses established for each campus. Students on the Indiana University East campus may select from the following:
 - CRJU J339 Criminal Typologies (3 credits)
 - SOC R344 Juvenile Delinquency and Society (3 credits)
 - SOC R345 Crime and Society (3 credits)
 - SOC R346 Control of Crime (3 credits)
 - SOC S320 Deviance and Control (3 credits)
4. Three (3) additional criminal justice courses with the advice and consent of a criminal justice adviser. The student may substitute 3 credit hours from V390 Readings in Public Affairs or V490

Directed Research in Public Affairs in lieu of one criminal justice course. Credit will not be given for both J301 and J401 because of some duplication of content.

General degree program electives: Sufficient additional courses to meet the associate of science degree requirement of 60 credit hours.

Bachelor of Science in Criminal Justice

By taking advantage of the wide variety of Criminal Justice courses offered at Indiana University East, a student can accumulate all of the requirements necessary for SPEA's Bachelor of Science in criminal justice. This degree is awarded by the IU-PU Indianapolis campus.

Completion of the baccalaureate degree requirements at IU East requires careful scheduling. Advance courses are offered on an irregular basis in the IU East class schedule. Students planning to complete the four-year degree requirements at IU East should work closely with local SPEA faculty to assure that they are aware when needed courses are available.

Purdue University Programs

Engineering Technology

Two-year programs in mechanical engineering technology and industrial engineering technology leading to an Associate in Applied Science degree are offered by Purdue University at Indiana University East. This offering by the School of Technology is primarily concerned with the training of technicians. The purpose of the program is to prepare individuals for various positions or lines of activity within the professional field, usually to serve as support personnel for engineers.

Nature The program of instruction draws heavily upon the technical requirements of the engineering profession and contains more purely technical courses than do curricula for engineers.

Emphasis Principles and fundamentals are stressed to a degree necessary to develop proficiency in the use of rational processes in approaching solutions to problems.

Scope The subject matter lies between that required to train craftsmen and that to train professional engineers. It nevertheless

touches both levels in that it contains a degree of both the practical and the theoretical.

Continuing Opportunity Graduates of the two-year curricula may continue toward a baccalaureate degree. Baccalaureate opportunities are available through Purdue University's School of Technology and/or Indiana University-Purdue University at Indianapolis.

Industrial Engineering Technology

This field is designed to develop technicians to support the problem-solving and decision-making functions of management and to prepare for planning and control, work-method analysis, work measurement, quality assurance and controls, and systems and procedures analysis. Practical applications of production-oriented operations, research techniques, data processing, and computer programming fundamentals are stressed.

Curriculum

General Education Requirements (15 hours) Hours

ECON E104 Introduction to Macroeconomics	3
ENG W131 Elementary Composition I	3
TCM 220 Technical Report Writing	3
SPCH S121 Public Speaking	3
SPV 252 Human Relations in Supervision	3

Basic Science Requirements (19 hours)

CSCI C106 Introduction to Computers and Their Use	3
MATH 151 Mathematics for Technology	5
MATH 221 Calculus for Technology I	3
PHYS P201 General Physics I	5
STAT 301 Elementary Statistical Methods I	3

Technical Specialty (29 hours)

TG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
IET 204 Techniques of Maintaining Quality	3
IET 224 Production Planning and Control Analysis	3
IET 262 Motion Study and Work Methods	3
IET 266 Work Measurement and Incentives	3
MET 160 Applied Engineering Computational Analysis	2
MET 142 Materials and Processes II	3
MET 242 Manufacturing Processes	3
SPV 252 Human Relations in Supervision	3

Electives (6 hours)

Two technical courses	6
Total	69

The following curriculum demonstrates the course of study followed by the full-time

student and facilitates planning by the part-time student.

First Semester

TG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
MATH 151 Mathematics for Technology	5
CSCI C106 Introduction to Computers and Their Use	3
ENG W131 Elementary Composition I	3
Total	17

Second Semester

MET 142 Materials and Processes II	3
TCM 220 Technical Report Writing	3
IET 204 Techniques of Maintaining Quality	3
MATH 221 Calculus for Technology I	3
MET 160 Applied Engineering Computational Analysis	2
STAT 301 Elementary Statistical Methods I	3
Total	17

Third Semester

MET 242 Manufacturing Processes	3
IET 224 Production Planning and Control	3
IET 262 Motion Study and Work Method	3
PHYS P201 General Physics I	5
SPCH S121 Public Speaking	3
Total	17

Fourth Semester

IET 250 Fundamentals of Production Cost Analysis	3
IET 266 Work Measurement and Incentives	3
SPV 252 Human Relations in Supervision	3
ECON E104 Introduction to Macroeconomics	3
Technical Elective	3
Technical Elective	3
Total	18

Mechanical Engineering Technology

Mechanical engineering technology is concerned with the generation, transmission, and utilization of mechanical and fluid energy as well as with the design and production of tools, machines, and their products.

This program is intended to prepare specialists in the development of machines and products, in production processes, in the installation and maintenance of machines, and in solving repetitive engineering problems.

Graduates of the program accept jobs as laboratory technicians, engineering aides, plant maintenance personnel, layout staff, production assistants, and technical

Technical Electives ²	24
Electives	18
Total	128

The following curriculum demonstrates a typical course of study followed by the full-time student and facilitates planning by the part-time student.

First Semester	Hours
ENG W131 Elementary Composition I	3
MA 151 Mathematics for Technology	5
SPV 100 Supervision Lectures	1
SPV 252 Human Relations in Supervision	3
Technical Elective	3
Total	15

Second Semester	Hours
ENG W132 Elementary Composition II	3
SPCH S121 Public Speaking	3
SPV 240 Labor Relations Problems	3
Technical Elective	3
Elective	3
Total	15

Third Semester	Hours
SPV 331 Occupational Health and Safety	3
ECON E103 Introduction to Microeconomics	3
IET 104 Industrial Organization	3
Science Elective	5
Elective	3
Total	17

Fourth Semester	Hours
SPV 374 Elements of Supervision	3
BUS A201 Introduction to Management Accounting I	3
Science Elective	5
Technical Elective	3
Elective	3
Total	17

Fifth Semester	Hours
SPV 375 Basic Methods of Training for Supervisors	3
TCM 220 Technical Report Writing	3
EG 110 Drafting Fundamentals	3
CSCI C106 Introduction to Computers and their Use	3
Technical Elective	3
Total	15

Sixth Semester	Hours
SPV 376 Supervision and Personnel Problems	3
SPV 474 Conference Leadership Training	4
STAT 301 Elementary Statistical Methods I	3
Technical Elective	3
Elective	3
Total	16

² Courses selected as technical electives must be part of an integrated plan with two and three courses sequences as approved by faculty adviser. Typical career paths would be manufacturing, technical, business, management, personnel, etc.

Seventh Semester	Hours
SPV 574 Managerial Training and Development	3
SPV 462 Work Experience Seminar	3
COM 325 Interviewing: Principles and Practice	3
IET 451 Monetary Analysis for Industrial Decisions	3
Technical Elective	3
Elective	3
Total	18

Eighth Semester	Hours
SPV 577 Organization and Administration of Training and Development	3
IET 262 Motion Study and Work Methods	3
Technical Electives	6
Electives	3
Total	15

Certificate Offerings in Engineering Technology

Purdue University provides certificate programs in specific technical areas of study. These programs allow the individual to concentrate on a specific technical area and gain recognition for the acquired skill. Certificate programs are offered for the following groups of students: (1) those individuals who wish to concentrate only on a specific technical area rather than pursue a broader-based associate in applied science degree, (2) employed persons who need to update their technical skills for present job requirements, and may want to pursue an associate degree later, and (3) those individuals wishing to gain a technical skill for employment entry, or more suitable employment, and who may pursue an associate degree later.

The following certificates are being offered by the Division of Purdue Programs:

- Quality Control and Planning
- Production Planning and Control
- Methods Improvement
- Plant Layout and Material Handling
- Mechanical Tool Design
- Mechanical Technology

Nature These programs of instruction draw heavily upon the latest and most practical problem-solving and decision-making techniques available.

Emphasis The curriculum is college-level, culminating in the award of a certificate in the technical speciality area upon completion of the six-course program.

Scope The instructional material for each certificate is oriented toward the specialist who desires either to acquire skills in a

specific area or to upgrade his or her skills in one of these concentrations.

Continuing Opportunity The course requirements for these certificates can be applied toward a two-year associate degree in Purdue Programs or a four-year baccalaureate.

Curriculum

Quality Control and Planning	Hours
IET 204 Techniques of Maintaining Quality	3
IET 364 Total Quality Control	3
IET 354 Attributes and Variable Sampling	2
STAT 301 Elementary Statistical Methods I	3
MET 142 Materials and Processes II	3
MA 125 Pre-Calculus Mathematics	3
Total	17

Production Planning and Control

IET 224 Production Planning and Control	3
IET 351 Production Control Techniques	3
IET 250 Fundamentals of Production Cost Analysis	3
CSCI C106 Introduction to Computers and Their Use	3
IET 120 Systems and Procedures	3
M014 Basic Algebra	4
Total	19

Methods Improvement

IET 262 Motion Study and Work Methods	3
IET 266 Work Measurements and Incentives	3
IET 250 Fundamentals of Production Cost Analysis	3
IET 120 Systems and Procedures	3
SPV 240 Labor Relations Problems	3
M014 Basic Algebra	4
Total	19

Plant Layout and Material Handling

IET 268 Plant Layout	3
IET 262 Motion Study and Work Methods	3
IET 120 Systems and Procedures	3
IET 250 Fundamentals of Production Cost Analysis	3
IET 312 Materials Handling	3
M014 Basic Algebra	4
Total	19

Mechanical Tool Design

TG 110 Drafting Fundamentals	3
MET 102 Production Drawing	3
MET 236 Jig and Fixture Design	3
MET 141 Materials and Processes I	3
MET 288 Die Design	3
M014 Basic Algebra	4
Total	19

Mechanical Technology

TG 110 Drafting Fundamentals	3
MET 141 Materials and Processes I	3
MET 111 Applied Statics	3
MET 211 Applied Strength of Materials	4
MET 214 Machine Elements	3
MATH 151 Mathematics for Technology	5
Total	21

Courses listed in the above curriculum for Purdue certificates may be changed or modified as required in order to present updated approaches and current material.

Freshman Agriculture

The freshman year in the Purdue School of Agriculture is similar to that of most disciplines. Required courses give each student a sound foundation in biology, chemistry, and mathematics to prepare him or her for further studies in the life sciences.

Students who satisfactorily complete this program of study may transfer to the Purdue's Lafayette campus in the sophomore year to pursue the option of his or her choice. However, such students will need to apply to Purdue as transfer students and therefore must meet Purdue's admission requirements for transfer students.

Students interested in completing one year of agricultural studies at IU East should contact the director of Purdue Programs.

First Semester	Hours
AGR 101 Agricultural Lectures	1
PLSC B201 Plant Biology	4
CHEM C101 Elementary Chemistry I (with lab)	5
ENG W131 Elementary Composition I	3
Elective	3
Total	16

Second Semester

ZOO Z201 Introduction to Animal Kingdom	4
CHEM C102 Elementary Chemistry II (with lab)	5
MATH 151 Mathematics for Technology	5
SPCH S121 Public Speaking	3
Total	17

Freshman Engineering

The Department of Freshman Engineering administers the program of study which leads to admission into one of the schools of engineering. The freshman program of study in which the individual student is placed is determined by College Entrance Examination Board tests, placement tests, and school record data.

The freshman engineering program can be completed in one year.

Some students may require more than two semesters to prepare themselves for the professional engineering schools. All beginning engineering students are advised individually by engineering faculty counselors to insure that they are properly placed in a program. In this way, students have a high probability of success. Prospective beginning engineering students are encouraged to visit the Director of Purdue Programs at IU East as early as possible in their junior year of high school. Students who satisfactorily complete this program may transfer to the Lafayette campus of Purdue University for the sophomore year in any of the schools of engineering, except electrical engineering, or in mathematical science. However, they must apply to Purdue as a transfer student and must meet Purdue's admission requirements for transfer students.

Transfer students will not be admitted into the Department of Freshman Engineering at Purdue University in Lafayette. Instead, they will be admitted directly into a specific engineering curriculum, each of which has its own specific minimum grade-point average requirement. It is imperative that prospective engineering students be aware of these minimum requirements before entering the freshman engineering program.

First Semester	Hours
MATH M215 Analytic Geometry and Calculus I ¹	5
CHEM C105 Principles of Chemistry	3
CHEM C125 Experimental Chemistry I	2
TG 110 Drafting Fundamentals	3
ENG W131 Elementary Composition I	3
ENGR 100 Freshman Engineering Lectures	1
Total	17

Second Semester	Hours
MATH M216 Analytic Geometry and Calculus II ²	5
CHEM C106 Quantitative Chemistry	3
CHEM C126 Experimental Chemistry II	2
SPCH S121 Public Speaking	3
CSCI C106 Introduction to Computers and Their Use	3
PHYS 152 Mechanics	4
Total	20

¹ Students will be placed in mathematics through the Purdue University placement tests in mathematics. Those whose mathematics background is inadequate will be required to complete Math 151. Students whose high school background includes college algebra and trigonometry and whose test scores are adequate will be placed in M215-M216, Analytic Geometry and Calculus I-II. Credit in Math 151 does not count toward the engineering degree.

Prepharmacy Year

IU East does not grant a degree in pharmacy, but students may complete one year, and in some case two years, of prepharmacy study on this campus. The following plan is specifically designed for those who expect to apply for admission to the School of Pharmacy and Pharmaceutical Sciences at the Purdue University campus in Lafayette. The application for admission should be submitted to Purdue before January 2 to insure consideration for the fall semester. A student's high school record will be considered along with college transcripts when application is made to the School of Pharmacy. Suggested courses for the prepharmacy year:

First Semester	Hours
CHEM C105 Principles of Chemistry	3
CHEM C125 Experimental Chemistry I	2
MATH M215 Analytical Geometry and Calculus I	5
ENG W131 Elementary Composition I	3
SPCH S121 Public Speaking	3
Total	16

Second Semester	Hours
CHEM C106 Quantitative Chemistry	3
CHEM C126 Experimental Chemistry II	2
MATH M216 Analytical Geometry and Calculus II	5
ENG W132 Elementary Composition II	3
BIOL L107 Introduction to Biology	5
Total	18

School of Continuing Studies

Degree Programs Indiana University East, through the School of Continuing Studies, offers two- and four-year degree programs in general studies. The general studies degree programs are designed especially for individuals who need greater freedom in timing and pacing their learning experiences or who are interested in taking courses at a more leisurely pace. Students can, with their advisers, plan their course of study and take advantage of nontraditional means of satisfying degree requirements.

Bachelor of General Studies

The requirements for the Bachelor of General Studies degree program are as follows:

<i>A minimum of 12 semester hours in each of the three major areas of learning.</i>	
Social and Behavioral Sciences	12 hours
Arts and Humanities	12 hours
Science and Mathematics	12 hours
Total	36 hours

A minimum of 18 additional hours in one of the above areas...... 18 hours

The semester hours required in each of the above areas (12 hours in two areas and 30 hours in the third area) must be distributed over at least two subject fields in each area.
Free electives

Students, in consultation with their academic advisers, are encouraged to concentrate their elective courses in related subject areas.

Total Hours Required for the B.G.S. Degree Program 120 hours
Other requirements and limitations:

1. A minimum of 24 semester hours of the required 120 hours must be taken within the Indiana University system.
2. A minimum of 20 semester hours of course work accepted for the B.G.S. degree must be taken after the student has been admitted to the School of Continuing Studies.
3. A minimum of 30 semester hours of the required 120 hours must be taken at the upper-division level. Upper-division course work is numbered in the 300's and 400's.
4. A maximum of 21 semester hours toward any major or concentration in any department or school except business where the requirement is 27 hours, for the B.G.S. degree.
5. Students must demonstrate proficiency in written communication.

Associate of General Studies

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

<i>A minimum of 12 semester hours in each of the three required areas of learning:</i>	
Social and Behavioral Sciences	12 hours
Arts and Humanities	12 hours
Science and Mathematics	12 hours
Total	36 hours

The 12 semester hours required in each area must be taken in at least two academic departments.

Free electives

Total Hours Required for the A.G.S. Degree Program..... 60 hours

Other requirements and limitations:

1. A minimum of 12 semester hours of the required 60 hours must be taken within the Indiana University system.

2. A minimum of 10 semester hours of course work accepted for the A.G.S. degree must be taken after the student has been admitted to the School of Continuing Studies.
3. A maximum of 15 semester hours toward any major or any concentration in any department will be accepted for the A.G.S. degree.
4. Students must demonstrate proficiency in written communication.

Credit for Self-Acquired Competencies

The General Studies programs recognize that students may have gained knowledge and understanding through various life experiences which may be equivalent to the subject matter of specific courses in the University curriculum or which may be recognized as general elective credit. Students who believe themselves eligible for such credit are urged to accelerate their college programs by discussing their background in detail with their continuing studies counselor.

In general, the following procedures and limitations govern the awarding of credit for self-acquired competencies: A student must be admitted to the School of Continuing Studies and must be in good standing before any credit for self-acquired competencies is awarded.

A maximum of 15 hours of self-acquired competencies credit may be applied to the A.G.S. degree. A maximum of 30 hours of self-acquired competencies credit may be applied to the B.G.S. degree. Students seeking either *general elective* or *specific course* credit for self-acquired competencies should first consult with their continuing studies counselor relative to the feasibility of their application for credit.

General credit is awarded as *elective credit* for knowledge of college-level material that cannot be matched to any specific course. The general self-acquired competency credit that is awarded is recorded as G299 or G499, School of Continuing Studies credit, and is applied only in the fulfillment of the elective credits to be earned for a degree. In other words, this general credit is awarded by the Continuing Studies Self-Acquired Competency Committee only if the student's learning cannot be credited to a specific course or courses.

Attendance at a Self-Acquired Competency Portfolio Seminar is required. The completed portfolios may be submitted to the campus Self-Acquired Competency Committee the fourth and eighth week of each semester (not

including summer sessions). The Self-Acquired Competency Committee determines the procedure of assessment and the amount of credit awarded, in consultation with other faculty members.

Charges are assessed for awarded credit.

Admission Requirements

The General Studies Degree Programs are open to all qualified high school graduates or individuals with the General Educational Development (GED) certificate. In the absence of a high school diploma or the GED Certificate, adults over 21 years of age may be given provisional admission. After demonstrating the ability to pursue college-level work by successfully completing 12 semester hours of credit, they may apply for admission as regular students.

Independent Study by Correspondence

More than 200 Indiana University courses are available through the Independent Study Division. Students may take up to one year to complete courses, all of which are offered on a correspondence basis. Many independent study courses fulfill requirements for division distribution, major areas, and electives. All courses offered by the division carry full University credit; instructors are University faculty members or qualified persons in related fields.

Required textbooks, materials, and supplies are available from the Independent Study Division. A study guide for each course includes discussion and information supplementary to the textbooks, as well as assignments and specific instructions for completing a correspondence course. Assignments are mailed to the Independent Study Division and are returned to the student with corrections, a grade, and comments by the instructor. Students at IU regional campuses may arrange to take their examinations at those campuses. Those who are not near an IU campus may make alternate arrangements for examinations.

Enrollment Procedure

1. Obtain an enrollment form from the Independent Study Division (Forms are located in the middle of the *Independent Study Division Bulletin*).
2. Complete the form and secure your adviser's approval.
3. Mail the form with a check to cover tuition fees and the cost of the study guide to the Independent Study Division, Indiana University, Owen Hall 001, Bloomington, Indiana 47405. You may

enclose payment for textbooks and supplies with your application, or you may order course materials C.O.D.

4. Your enrollment will be processed and course materials will be sent to you via United Parcel Service or U.S. mail.

Noncredit Programs

The Division of Continuing Studies and Community Services offers noncredit courses and seminars covering professional development, skill building, and leisure interests. There are no admission requirements and no grades given.

Supervisory Institutes

The purpose of the Supervisory Institute is to assist business, industry, and other organizations in the eastern Indiana area in the development of first-level supervisors. Each institute consists of learning modules (units) designed to explore problem areas of supervision and to help participants gain insights into effective approaches to these complex topics. Each learning module is conducted by an experienced resource leader who, through the applications of behavioral and management science, will help the supervisor to improve the productivity and motivation of the work group.

Supervisory Institutes can be offered in plant in any community at a time convenient to the sponsoring group. Ask for the special yearly brochure.

Labor Studies Program

The Labor Education and Research Center offers a broad program of noncredit short courses and conferences to private and public labor organizations and employee groups in the Richmond area.

A Labor Studies Certificate program offers credit courses toward a concentration in the Associate of General Studies (18 hours for the certificate).

Persons interested in the certificate or the associate degree should contact the Division of Continuing Studies.

Conferences, Seminars, Symposia

Many specialized programs of one or two days' duration are developed to meet specific community needs. Some of these include nursing workshops, women's conferences, business and labor seminars, aging programs, and continuing professional education.

Learning at Leisure

Short courses, usually meeting once per week, are regularly offered. Some recent

offerings included "Understanding Computers," "Airbrush Techniques," "Speech and Business Writing," and "Sign Language." Courses for adult learners, a series for young people, and topical classes in interior design and investment were also given.

Pre-Retirement Education

IU East has developed one of the most comprehensive preretirement courses in Indiana. The program of eight weeks' duration is offered twice each year.

Learning Skills Development Courses

Learning Skills Development Courses are an integral part of developmental education at IU East. They are designed for students who wish to develop more fully their learning skills and a system for study. All nondegree or degree-seeking students may elect to take one or all of the courses. The program includes courses in reading and study techniques, basic English, vocabulary development, library skills, elementary mathematics, and basic algebra. Advising, diagnostic testing, and individual tutoring are important aspects of the program.

W031 Precomposition (3 cr.) Concentrates on sentence and paragraph writing, and provides practice in the organizational skills needed for college writing.

W101 Library Skills (1 cr.) Introduces students to the resources of the University library with emphasis on the development of individual research skills.

M014 Basic Algebra (4 cr.) Presents algebraic skills needed for future mathematics courses such as M118 and M119 and covers operations with fractions, exponents, linear equations, inequalities, and elementary graphs. Credit may not be applied toward a bachelor's degree.

U205 Human Development Opportunities (Orientation) (1 cr.) Opportunities are given for students to better understand their personal development, to learn and utilize human relation skills, to assess humanistic issues in both personal and societal terms, and to establish goals for the future. Class emphasis will vary depending on student needs and the specific topics to be addressed.

Two of these courses may count toward an A.A. degree in liberal studies at Indiana University East. None of these courses will count toward requirements for a major area of concentration; some of the courses may

transfer to another campus within the Indiana University system or to another institution.

Special Services

Indiana University East, through its Special Services Office, provides support services to students who meet the following criteria:

1. Neither parent has completed a degree at four-year college, and the student has demonstrated financial need.
2. The student has a physical disability or has a documented learning disability.

Services available include academic and personal counseling, career planning, financial aid assistance, tutoring, and general guidance.

Physically disabled students and learning disabled students are provided with special assistance by the Special Services Office throughout their college career.

For information about the program, contact the Special Services Office on campus.

Courses

The following is a complete list of the courses offered by Indiana University East. Not all of these courses will be offered each academic period. The student is referred to the *Schedule of Classes*, published prior to each academic period, for the courses offered in that period. The campus reserves the right to add to or to delete from this list after its publication.

The abbreviation "P" refers to the course prerequisite or prerequisites. The number of hours of credit given a course is indicated in parentheses following the course title. The abbreviation "R" refers to requirements which are suggested as desirable prior to enrollment, but not necessary for enrollment. The abbreviation "C" is used for a corequisite course. Consent of the instructor is an implicit prerequisite.

Courses which fulfill the Humanities distribution requirement are designated by an (H) within the course description. Courses which meet the Social Science requirement are designated by (SS). Courses which meet the Natural Science or Mathematics requirements are designated (N&M).

Anthropology

A103 Human Origins and Prehistory (3 cr.) (SS) The biological evolution, and archeological history of the human species through Stone and Metal Ages.

A104 Culture and Society (3 cr.) (SS) Introduction to the comparative human cultures and social processes that influence behavior.

E303 Social and Cultural Behavior (3 cr.) (SS) Introductory courses for more advanced students. Approaches to the study of contemporary cultures; structure, process, and change. Topics include kinship, economy, policy, religion, and world view.

Astronomy

A100 The Solar System (3 cr.) (N&M) Celestial sphere and constellations, measurement of time, astronomical instruments, earth as a planet, moon, eclipses, planets and their satellites, comets, meteors, theories of origin of solar system.

A105 Stellar Astronomy (3 cr.) (N&M) The sun as a star, physical properties of stars, principles of spectroscopy as applied to astronomy, double stars, variable stars, star clusters, gaseous nebulae, stellar motions and distribution. Milky Way system, external galaxies, expanding universe, cosmic time scale.

Biological Sciences

Anatomy and Physiology

P261 Human Anatomy and Physiology 1 (5 cr.) P: One semester of college-level biology or chemistry. Introduction to the basic structure and function of the human body including laboratory studies in gross anatomy, histology, and physiology. First semester topics are cellular anatomy and physiology, body tissues, the integument, skeletal, muscular, and nervous systems, and the special sense organs.

P262 Human Anatomy and Physiology 2 (5 cr.) Continuation of P261. Circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems; regulation of body temperature, fluid and electrolyte balance, and acid-base balance.

Biology

L107 Biological Concepts (5 cr.) (N&M) R: High School Algebra. Introduction to critical thinking and basic concepts in biology. Topics include chemical basis for life, the study of cell structure and function, genetics, and ecology. Both lecture and laboratory included. This course is a prerequisite for upper level biology courses.

L201 Ecological Principles (4 cr.) (N&M) P: L107. A course in the basic principles of ecology and their application. Will study techniques used to evaluate habitat. Lab and lecture included.

L203 Evolution and Diversity of Life (3 cr.) (N&M) Survey of plant and animal diversity with special references to their origins, early evolution, and subsequent radiations. The mechanisms of diversity of various forms of life, past and present, and their relationships to their environment.

L205 Biological Field Techniques (Summers—3 cr.) (N&M) P: L107. R: L201. A course designed to acquaint the student with various methods employed in field studies. Will include sampling, collection, and identification techniques for plants, animals, and micro-organisms. Course will include lecture, lab, and field work.

L267 Cell Physiology (3 cr.) (N&M) P: An introductory biology course and Chemistry C106 and C341. Introduction to biochemical structure and metabolic activities of plant, animal, and microbial cells; physiology of membranes; locomotion and response; growth and division and differentiation of cells. Credit not given for both L267 and S305 or both L267 and L367.

L303 Field Biology (Summers—3 cr.) P: L107. R: L201. May be repeated once for credit. A course designed to acquaint the student with

natural biology phenomena and their interactions with the physical environment. The class will consist primarily of a period of intensive, extended field study in an area remote from the local campus. Orientation and evaluation sessions will be held prior to and following the field experience.

L364 Principles of Genetics (3 cr.) (N&M) P: L267 or M350. Analysis of genetic mechanisms and processes, recombination, genetic interaction, gene regulation, and evolution. Credit not given for both L364 and L363 or L369 or S306.

B369 Cell Physiology Laboratory (2 cr.) P: L267 or M350. Theory and techniques of experimental cell physiology. Enzyme purification using spectrophotometry, ion-exchange and gelepermeation chromatography, gel-electrophoresis. Respiration and photosynthesis analyzed by cell fractionation, oxygen electrode, and radioactive tracer techniques.

L490 Individual Study (cr. arr.—12 cr. maximum) P: Must have written permission of faculty member supervising research.

Microbiology

J200 Microbiology and Immunology (3 cr.) Consideration of pathogenic bacteria, viruses, fungi, and parasites in human disease; immunology and host-defense mechanisms.

J201 Microbiology Laboratory (1 cr.) (N&M) Representative immunological reaction: blood typing, bacterial agglutination, precipitin reaction, immuneanalysis. Virology; acteriophage, animal viruses, viral hemmagglutination and cytopathogenic effects. Recognition of pathogenic fungi and animal parasites.

M250 Microbial Cell Biology (3 cr.) (N&M) P: An introductory biology course and general chemistry course. R: M255 taken concurrently. Introduction to micro-organisms and viruses as model systems for comparative studies of cytology, metabolism, nutrition, genetics, and intracellular regulatory mechanisms. Application of these principles in the control and utilization of micro-organisms.

M255 Microbiology Laboratory (2 cr.) P or concurrent: M200 or M250. Audio-tutorial laboratory of exercises and demonstrations to yield proficiency in principles and techniques of cultivation and utilization of micro-organisms under aseptic conditions.

Plant Science

B201 Introduction to Plant Kingdom (4 cr.) (N&M) P: A college biology course. Emphasis will be on structure and function of vegetative and reproductive parts,

classification, evolutionary and genetic relationships, and economic importance of plants throughout the plant kingdom.

B204 The Lower Plants (3 cr.) (N&M) P: An introductory biology course. Survey of the algae, fungi, mosses, and liverworts, including their structure, behavior, life cycles, genetics, classification, and economic importance. Credit not given for both B204 and B203.

B205 Vascular Plants (3 cr.) (N&M) P: An introductory biology course. Survey of the fern, gymnosperms, and flowering plants, including their morphology, classification, ecology, evolution, and economic importance with emphasis on field work. Not open to students with credit in Botany B203.

B214 Nature Study (3 cr.) (N&M) Introduction to natural science, with emphasis on biological aspects of living things; interrelationships between plants and animals. Field and nature museum studies; identification and classification of plants and animals; life histories; characteristics of living world in water, field, and woodland.

B215 Introductory Horticulture (3 cr.) (N&M) P: L107 or Q201. Basic principles of propagation and culture of cultivated plants. Laboratory includes greenhouse management problems and field work in landscape design and gardening. Field trips included.

B340 Algae (5 cr.) (N&M) P: L107. Biology of algae, including structure, behavior, life history, classification, economic importance, genetics, and other experimental aspects of physiology.

B351 Fungi (3 cr.) (N&M) P: L107. Morphology, life histories, classification, genetics, physiology, development, ecology, medical and economic importance of fungi.

B352 Fungi: Laboratory (2 cr.) Laboratory and field studies of fungi and their activities.

B364 Summer Flowering Plants (5 cr.) (N&M) P: L107. An introductory biology course. For those desiring a broad, practical knowledge of common wildflowers and cultivated plants.

B370 Plant Physiology (5 cr.) (N&M) P: An introductory biology course. R: Organic chemistry. The functional aspects of higher plants as multicellular organisms: photosynthesis, overall carbon metabolism, mineral nutrition, and development, including physiological aspects of the interactions of whole plants with their environments.

B423 Paleobotany (3 cr.) (N&M) P: L107. Introductory geology, or permission of instructor. The evolution of plants, including

their origin, diversity, modification, distribution, and paleoecology. Laboratory includes preparation, identification, and interpretation of fossil plants. Field trips.

Zoology

Z104 Ornithology (2 cr.) (N&M) Birds: their structure, physiology, locomotion, reproduction, evolution, adaptations for securing food and avoiding enemies, and relations to mankind. Field trips to distinguish common local birds by sight and sound.

Z201 Introduction to the Animal Kingdom (4 cr.) (N&M) P: A college-level course. Emphasis on structure, reproduction, classification, and evolutionary and genetic relationships of animals including the major phyla of the animal kingdom.

Z217 Introductory Developmental Biology (3 cr.) (N&M) R: L107. Analysis of developing systems with special emphasis on vertebrate embryology and organogenesis. Credit not given for both Z217 and L317. Z218 must be taken concurrently.

Z218 Developmental Biology Laboratory (2 cr.) A laboratory about developing organisms, with a special emphasis on vertebrate embryology and organogenesis. Z217 must be taken concurrently. Credit not given for both Z218 and Z316.

Z373 Entomology (3 cr.) (N&M) P: L107. An introductory biology course. Insects, with emphasis on evolution, distribution, behavior, and structure.

L376 Biology of Birds (3 cr.) (N&M) P: L107. Avian systematics, distribution, evolution, ecology, and behavior; emphasis on migration, communication, and reproductive behaviors. Field trips will concentrate on identification, interpretation of behavior, and research methods. Intended for biology majors.

Z450 Genetics Laboratory (2 cr.) P or Concurrent: L364. Experiments with plants, animals, bacteria, and viruses demonstrating fundamental genetic mechanisms. Credit not given for both Z450 and S360.

Z468 Limnology (4 cr.) (N&M) P: L107, Introductory Chemistry. Freshwater environments: their physical and chemical processes and the forms of life which inhabit them.

Business

A201 Introduction to Accounting I (3 cr.) Concepts and issues of financial reporting for business entities: analysis and recording of economic transactions.

A202 Introduction to Accounting II (3 cr.) P: A201. Concepts and issues of management

accounting, budgeting, cost determination and analysis. Accounting majors must take Business A211-212; A202 does not count toward requirements for accounting majors.

A211 Intermediate Accounting Theory (3 cr.) P: A201. Theory of asset valuation and income measurement. Principles underlying published financial statements. Must be taken concurrently with Bus. A212.

A212 Intermediate Accounting Problems (3 cr.) P: A201. Application of intermediate accounting theory to problems of accounting for economic activities. Must be taken concurrently with Bus. A211.

A322 Advanced Financial Accounting I (3 cr.) P: A211-A212. Generally accepted accounting principles as applied to partnerships, joint ventures, special sales arrangements; cash flow and forecasting; presentation and interpretation of financial data; price-level problems; insolvency and liquidation.

A323 Advanced Financial Accounting II (3 cr.) P: A322. Generally accepted accounting principles are applied to branches, consolidations, foreign operations, corporate combination, fiduciary arrangements, insurance.

A325 Cost Accounting (3 cr.) P: A211; A212. Conceptual and technical aspects of management and cost accounting. Product costing, cost control over projects and products; profit-planning. Credit not given for both A205 and A325.

A328 Income Tax (3 cr.) P: A211; A212 (or consent of instructor). Internal Revenue Code and Regulations. Emphasis on the philosophy of taxation, including income concepts, exclusion from income, deduction, and credits.

A339 Advanced Income Tax (3 cr.) P: A328. Internal Revenue Code and Regulations; advanced aspects of income, deduction, exclusions, and credits, especially as applied to tax problems of partnerships and corporations.

A424 Auditing (3 cr.) P: A322, A325, A337. Public accounting organization and operation; review of internal control including EDP systems, verification of balance sheet and operating accounts; the auditor's opinion.

A437 Advanced Managerial Accounting (3 cr.) P: A325. Continuing of A325 with emphasis on the use of quantitative methods in management accounting; behavioral implications of budgeting and management reporting.

A490 Independent Study in Accounting (cr. arr.) P: Consent of instructor.

C204 Business Communications (3 cr.) P: Eng. W131. Theory and practice of written communication in business; use of correct, forceful English in preparation of letters, memoranda, and reports.

F260 Personal Finance (3 cr.) Financial problems encountered in managing individual affairs; family budgeting, installment buying, insurance, home ownership, and investing in securities. No credit for juniors and seniors in School of Business.

F301 Financial Management (3 cr.) P: A202, K201, L203, E103-104, M118, M119. Conceptual framework of the firm's investment financing and dividend decisions; includes working capital management, capital budgeting, and capital structure strategies.

F302 Financial Decision-Making (3 cr.) P: F301. Application of financial theory and techniques of analysis in the search for optional solutions to financial management problems.

F420 Investment (3 cr.) P: F301. Conceptual and analytical frameworks for formulating investment policies, analyzing securities, and construction portfolio strategies for individuals and institutions.

K201 The Computer in Business (3 cr.) Introduction to digital computers and illustrations of their use in business. Stored program concept; types of programming languages; instruction in one of the programming languages BASIC or Pascal. Impact of computers upon business management and organization. Students transferring to Bloomington may receive credit for only one of BUS K201, CSCI C201, and C301. (Crosslisted with CSCI C106)

L201 Legal Environment of Business (3 cr.) P: sophomore standing. Emphasis on the nature of law through examining a few areas of general interest: duty to avoid harming others (torts), duty to keep promises (contracts), and government regulation of business (trade regulation). Credit not given for both L201 and L203.

L203 Commercial Law I (3 cr.) Law of business organizations and their liabilities (trust, antitrust, agency, partnership, and corporation law). For accounting majors and others intending also to take L303 in order to attain a rather broad and detailed knowledge of commercial law. Credit not given for both L201 and L302.

L303 Commercial Law II (3 cr.) P: L302 (L201 may be accepted with permission of the department). Law of ownership, forms of business organization, commercial paper, and secured transactions. For accounting

majors and others desiring a rather broad and detailed knowledge of commercial law.

L405 The Corporation in America Today (3 cr.) A discussion course focusing upon proposals for making business corporations more responsive to the needs of society and including study of the law applicable to corporations and their directors, officers, and employees. Involves student research and proposals.

L406 Employment Problems and the Law (3 cr.) Current legal problems in the area of employment. Topics include: race and sex discrimination; terminations in federal, state, and unionized jobs; impact of the United States Constitution and civil rights legislation.

M300 Introduction to Marketing (3 cr.) P: Econ E103-104 (E201-202). For nonbusiness students. Examination of the market economy and marketing institutions in the U.S. Decision-making and planning from the manager's view; impact of marketing actions from the consumer's point of view. Business and the environment. No credit toward a degree in business.

M301 Introduction to Marketing Management (3 cr.) P: A202; Econ E103-104, E270, Math. M119 (or consent of instructor). Overview of marketing for all undergraduates. Market planning and decision-making examined from firm's and consumer's point of view; marketing concept and its company-wide implications; integration of marketing with other functions. Market structure and behavior and their relationship to marketing strategy. Marketing systems viewed in terms of both public and private policy in a pluralistic society.

M303 Marketing Decision-Making (3 cr.) P: M301 (or consent of instructor). Methods of decision-making for marketing management. Development and functioning of managerial systems; formal tools of decision-making. Collections and analysis of marketing data viewed in context of a management information system. Provides common analytical framework for later courses treating specialized marketing aspects.

M325 Selling (3 cr.) P: M301 (or consent of instructor). The role of selling in the economy, in the organization, and in marketing management. Selling as a profession. The dynamics of salesperson-customer interaction. Skills, techniques, and strategies of selling.

M415 Advertising and Promotion Management (3 cr.) P: M301 (or consent of instructor). Basic advertising and sales

promotion concepts. The design, management, and integration of a firm's promotional strategy. Public policy aspects and the role of advertising in marketing communications in different cultures.

M418 Advertising Strategy (3 cr.) P: M301, M303, M415, and consent of instructor. Major managerial problems of promotion administration; advertising research, agency relationships, media concepts and strategy, appropriations and budgets, evaluation, coordination, regulation, and campaign planning.

M419 Retail and Wholesale Management (3 cr.) P: M301 (or consent of instructor). Management in retail and wholesale institutions; parallel and comparative treatment given to basic management problems and techniques relevant to both institutions. Basic marketing management variables; location and physical facilities, inventories, purchasing, pricing, and promotion.

M426 Sales Management (3 cr.) P: M301 (or consent of instructor). Management of the field sales force. Basic sales management concepts include organization and staffing, allocation of effort, and control and evaluation. A portion of the course is devoted to the special problems of selling nonconsumer markets.

M439 Internship in Marketing (cr. arr.) Open to marketing majors with consent of departmental faculty. On-the-job training and research work with business firms. Supervision exercised by faculty; written reports required.

N300 Principles of Risk and Insurance (3 cr.) Nature of risk; insurance as method of dealing with risk; property-liability and life-health insurance; insurance as an economic and social institution.

P301 Operations Management (3 cr.) P: A202; Econ. E103-104, E270; Math. M118, M119. Role of production in a business enterprise; basic types of production processes used in industry. Emphasis on application of economic principles and analytical techniques to decisions made by operations managers of any business.

W100 Business Administration: Introduction (3 cr.) Business administration from standpoint of manager of a business firm operating in the contemporary economic, political, and social environment. No credit for juniors and seniors in the School of Business.

W301 Management and Organization Theory (3 cr.) P: F301, M301, P301. Historical development of management theory. Nature

of organizations and the role of the manager within formal organizations. Introduction to the management processes and to current theories of management and organizations including open system, sociotechnical system, and contingency approaches to an understanding of the management processes and practices.

W311 Small Business Entrepreneurship (3 cr.) P: F301, M301, P301. Primarily for those interested in creating a new business venture. Emphasis on personal, rather than corporate goals and strategy, and problems on creation, rather than management of an enterprise. Each student develops an investment feasibility study for a new company.

W430 Organizations and Organizational Changes (3 cr.) P: Z302 (or W301, Z301) Analysis and development of organizational theories with emphasis on environmental dependencies, sociotechnical systems, structural design, and control of the performance of complex systems. Issues in organizational change, such as appropriateness of intervention strategies.

X410 Business Career Planning and Placement (1 cr.) Assists students in obtaining positions consistent with career goals. Career planning, organized employment campaign, job-application methods, interview, initial conduct on job. Includes addresses by prominent businessmen. Offered first semester only. Also open to seniors of other schools who wish to use Business Placement Office services and facilities.

Z301 Organizational Behavior and Leadership (3 cr.) P: F301; M301; P301. Nature of human behavior in organizations as a function of the individual, the groups within which he interacts, and the organizational setting. Emphasis on applications of behavioral science concepts and findings to individual behavior and organizational performance. Taken as a part of the five-course integrative program jointly with W301. Credit not given for both Z300 and Z301.

Z302 Managing and Behavior in Organizations (3 cr.) P: F301, M301, and P301. Integration of behavior and organizational theories. Application of concepts and theories toward improving an individual, group, and organizational performance. Builds from behavioral foundation toward an understanding of managerial process. Credit given for only one of Z300, Z301, and Z302.

Z440 Personnel—Human Resource Management (3 cr.) Nature of human

resource development and utilization in American society and organizations; government programs and policies, labor force statistics, organizational personnel departments, personnel planning, forecasting, selection, training and development. Integration of government and organizational human resource programs.

Z441 Wage and Salary Administration (3 cr.) P: Z302 (or W301, Z301) Survey of problems faced by modern managers of compensation systems. In-depth look at the role of company, government, union, and employee in the design and administration of total compensation systems. A description of the type of wage and salary systems currently in use, their advantages and disadvantages, and extent of current use.

Chemistry

C101 Elementary Chemistry I (3 cr.) (N&M) Introduction to chemistry. Generally taken concurrently with C121. Lectures and discussion. The two sequences, C101-C121 and C102-C122, usually satisfy programs that require only two semesters of chemistry. Admission to advanced courses on basis of C101, C121, C102, C122 granted only in exceptional cases. May be taken by deficient students without credit in preparation for C105. Credit given for only one of the following: C101, C100, C105, or S105.

C102 Elementary Chemistry II (3 cr.) (N&M) P: C101. Continuation of C101. Usually taken concurrently with C122. The chemistry of organic compounds and their reactions followed by an extensive introduction to biochemistry. Lectures and discussion. Credit given for only C102, C106, or S106.

C105 Principles of Chemistry (3 cr.) (N&M) P: Two years of high school algebra or Mathematics M104; one year of high school chemistry. Must be taken concurrently with C125. Basic principles including stoichiometry, equilibrium, atomic and molecular structure. Lectures and discussion. Credit given for only one of the following: C100, C101, C105, or S105.

C106 Quantitative Chemistry (3 cr.) (N&M) P: C105, C125. Must be taken concurrently with C126. Chemical equilibria, structures, and properties of inorganic compounds. Lectures and discussions. Credit given for only one of the following: C106 or C102 or S106.

C121 Elementary Chemistry Laboratory I (2 cr.) P or concurrent: C100 or C101. Introduction to the techniques and reasoning of experimental chemistry. Credit given for only one of the following: C121, C125, or S125.

C122 Elementary Chemistry Laboratory II (2 cr.) P: C101, C121, P or concurrent: C102. Continuation of C121. Emphasis on organic and biochemical experimental techniques. Credit given for only one of the following: C122, C126, or S126.

C125 Experimental Chemistry I (2 cr.) P: Must be taken concurrently with C105 or S105. Introduction to laboratory experimentation with particular emphasis on the molecular interpretation of the results. Laboratory assignments, instruction, and rate of progress are individualized by extensive use of video tapes and computer criticism of reports for routine aspects of the instruction. Credit not given for both C125 and C115 or both C125 and C121.

C126 Experimental Chemistry 2 (2 cr.) P: C125. Must be taken concurrently with C106 or S106. A continuation of C125 with emphasis on synthesis and analysis of compounds. Credit not given for both C126 and C122.

C207 Biochemistry (4 cr.) (N&M) An introductory course which presents the fundamental concepts of biochemistry to students who are more interested in the application of science itself. Major emphasis is given to the chemical characteristics of biomolecules and to the interrelationships of the metabolic pathways common to all living organisms. Lecture and laboratory.

C313 Clinical Chemistry (3 cr.) P: C343. Introduction to the theory and operation of basic instruments and methods used in clinical chemistry. Credit given for only one of the following: C310, C317-C318, or C313.

C341 Organic Chemistry I Lectures (3 cr.) (N&M) P: C106. Chemistry of carbon compounds. Nomenclature, qualitative theory of valence; structure and reactions. Syntheses and reactions of major classes of monofunctional compounds.

C342 Organic Chemistry II Lectures (3 cr.) P: C341. Syntheses and reactions of polyfunctional compounds, natural and industrial products; physical and chemical methods of identification.

C343 Organic Chemistry I Laboratory (2 cr.) (N&M) P: C341. Laboratory instruction in the fundamental techniques of organic chemistry and the use of general synthetic methods.

C344 Organic Chemistry II Laboratory (2 cr.) P: C342. Preparation, isolation, and identification of organic compounds; emphasis on modern research methods.

Computer Science

C106 Introduction to Computers and Their Use (3 cr.) An introduction to computers and

data processing. Includes the historical and current status of data processing and electronic digital computers; survey of computer applications; foundations of computer programming; survey of programming languages; and the fundamentals of a higher level language such as BASIC or Pascal.

C201 Introduction to Computer Programming (3 cr.) P: CSCI C106 or consent of instructor. Computer programming, algorithms, and program structure. Computer solutions of problems. FORTRAN, Pascal, or similar programming language will be the vehicle for program development. Lecture and discussion. Students transferring to Bloomington may receive credit for only one of CSCI C201 and BUS K201 or CSCI C203.

C203 COBOL and File Processing (3 cr.) P: CSCI C106 or consent of instructor. Computer programming and algorithms. Applications to large file processing functions of an organization. Students transferring to Bloomington may receive credit for only one of CSCI C203 and CSCI C201.

C237 Operating Systems and Job Processing (3 cr.) P: CSCI C201. A functional approach to the study of operating systems. The major components of at least two operating systems are studied. Various jobs are run under these operating systems.

C243 Introduction to Data Structures (3 cr.) P: CSCI C201 and CSCI C203. Introduction to data structure concepts and common applications. Structures to be discussed include strings, lists, queues, stacks, graphs, trees, sequential files, random files, and indexed sequential files. Practical applications and algorithms are stressed.

C251 Foundations of Digital Computing (3 cr.) P: CSCI C201 or equivalent; 200-level mathematics course. Boolean algebra and propositional logic. Set algebra including mappings and relations. Elements of graph theory and statistical analysis. Applications of all topics to computer programming.

C297 Sophomore Topics in Computer Science (2 cr. or 3 cr.—may be repeated for no more than 9 cr.) P: CSCI C201 and others as appropriate; consent of instructor. Selected topics in computer science appropriate for the student in or nearing the end of the sophomore year. Course may cover a topic selected from but not limited to the following list: programming languages, computer graphics, artificial intelligence, ethics in data processing, and database systems.

C301 FORTRAN Programming (1 cr.) P: CSCI C106. Basic notions of computer

programming. Debugging of programs. Problems for programming and execution on computer. Credit not given for both C301 and C201 except by permission of the department.

C302 Pascal Programming (1 cr.) P: CSCI C106. Basic notions of computer programming. Debugging of programs. Problems for programming and execution on computer. Credit not given for both C301 and C201 except by permission of the department.

C307 Applied Programming Techniques (3 cr.) P: CSCI C201 or equivalent. Programming techniques: data analysis, sorting and searching, use of tape and disk files, string and text manipulation.

C335 Computer Structures (4 cr.) P: CSCI C201 or equivalent. Structure and internal operation of computers, stressing the architecture and assembly language programming of a specific computer. Additional topics include digital hardware and microprogramming.

Criminal Justice

J101 The American Criminal Justice System (3 cr.) Introduction to elements of the criminal justice system: the police, the courts, corrections—as they function in contemporary American society.

J301 Criminal Law (3 cr.) The development, limitations, and application of substantive criminal law utilizing the case-study method.

J302 Criminal Law Administration (3 cr.) Criminal law application and procedure from the initiation of policy activity through the correctional process utilizing the case-study method.

J303 Evidence (3 cr.) The rules of law governing proof at trial of disputed issues of fact; burden of proof; presumptions and judicial notice; examination, impeachment, competency and privileges of witnesses; hearsay rule and exceptions; all related as nearly as possible to criminal as opposed to civil process.

J305 Juvenile Justice Process (3 cr.) Current developments in the legal, administrative, and operational aspects of juvenile justice system.

J320 Criminal Investigation (3 cr.) Theory of investigation, crime scene procedures, interviews, interrogations, surveillances, and sources of information; collection and preservation of physical evidence; investigative techniques in specific crimes.

J330 Trends in Correction (3 cr.) Analysis and evaluation of contemporary correctional systems. Discussion of recent research

concerning the correctional institution and the various field services.

J340 Probation and Parole (3 cr.) Development, organization, operation, and results of probations and parole as substitutes for incarceration.

J480 Research in Criminal Justice (1-6 cr.) P: Junior standing, five courses in criminal justice, and consent of departmental chairperson. Individual research under guidance of faculty member.

Economics

E103 Introduction to Microeconomics (3 cr.) Scarcity, opportunity cost, competitive market pricing, and interdependence as an analytical course. Individual sections apply this core to a variety of current economic policy problems such as poverty, pollution, excise taxes, rent controls, and farm subsidies.

E104 Introduction to Macroeconomics (3 cr.) Measuring and explaining total economic performance, money, and monetary and fiscal policy as an analytical core. Individual sections apply this core to a variety of current economic policy problems such as inflation, unemployment, economic growth, and underdeveloped countries.

E270 Introduction to Statistical Theory in Economics and Business (3 cr.) P: Mathematics M118-M119. Review of basic probability concepts. Sampling, inference, and testing statistical hypotheses. Applications of regression and correlation theory, analysis of variance, and elementary decision theory. Credit not given for both E370 and K310.

E299 Freshman and Sophomore Seminar in Economics (3 cr.) P: One semester of introductory economics with grade of A, and concurrent enrollment in second semester of introductory economics. Group discussion of current economic problems. Papers assigned. Small tutorial sections.

E321 Theory of Prices and Markets (3 cr.) P: E103. Microeconomics; the theory of demand; theory of production; pricing under conditions of competition and monopoly, allocation and pricing of resources; partial and general equilibrium theory; welfare economics.

E322 Theory of Income and Employment (3 cr.) P: E104. Macroeconomics; national income accounting; theory of income, employment, and price level. Counter-cyclical and other public policy measures.

E350 Money and Banking (3 cr.) P: E103-E104. Monetary and banking system of the United States. The supply and control of

money. The impact of money on the U.S. economy. Topics in the application of Federal Reserve monetary policy. Analytical treatment of the Federal Reserve system and the commercial banking industry.

E375 Introduction to Mathematical Economics (3 cr.) P: E103-E104; Mathematics M118 or M119. Micro- and macroeconomic concepts in a mathematical setting. Basic application of mathematical concepts to marginal analysis, equilibrium, and optimization. Application of matrix theory to input-output analysis and the solution of economic equilibrium.

E430 International Economics (3 cr.) P: E321. Gains from trade, relation between factor rentals and goods prices, distributional effects of trade, tariff policy and quantitative interferences, trade problems of developing countries, discrimination and customs unions, balance-of-payments adjustment via prices and incomes, exchange rate policy, role of international reserves.

E495 Economic Development (3 cr.) Characteristics of economically underdeveloped countries. Obstacles to sustained growth; planning and other policies for stimulating growth; examination of development problems and experience in particular countries.

E590 Problems in Economics (from Purdue University) (3 cr.) Advanced study and investigation in a specific economic field under the guidance of the staff.

Education

E241 Introduction to Music Fundamentals (2 cr.) Designed to aid elementary majors in the School of Education in learning to sing and read music.

E325 Social Studies in the Elementary School (3 cr.) Emphasizes the development of objectives, teaching strategies and evaluation procedures that facilitate the social learnings of young children. Special attention given to concept learning, inquiry, decision-making and value analysis.

E328 Science in the Elementary Schools (3 cr.) The focus of this course will be on developing teacher competencies in writing performance objectives, question-asking, evaluating, and sequencing. These competencies will reveal themselves in the preparation and development of science activities and the teaching strategies involved in presenting those activities to elementary school children.

E335 Introduction to Early Childhood Education (3 cr.) This course has a dual focus. First, it is an overview of the field

including a historic perspective, program models, goals of early childhood education and professional organizations. The second focus emphasizes learning observation skills, understanding the characteristics of young children, teacher-child interaction, and classroom management skills.

E337 Classroom Learning Environments (3 cr.) This course focuses on the curriculum aspects of early childhood programs designed to meet ethnic and cultural differences and on planning, utilizing, and evaluating learning environments. Selection of materials and activities and the acquisition of skills for using these to stimulate children's development are major focuses.

E338 The Early Childhood Education (3 cr.) Includes role of the teacher as a professional educator, including professional responsibilities, legal rights and responsibilities of teachers and students, schools and community relations, and involvement in professional organizations. A major emphasis is on parent involvement and parent education.

E339 Methods of Teaching Language Arts in the Elementary School (3 cr.) This course appraises the materials, methods, and techniques employed in an elementary school developmental language arts and reading program. E339 should be taken before E340 and E341.

E340 Methods of Teaching Language Arts and Reading I (3 cr.) P: E339. This course describes and appraises the methods, materials, and techniques employed in diagnosing learning problems in elementary language arts and reading programs.

E341 Methods of Teaching Language Arts and Reading II (3 cr.) P: E339. This course describes and appraises the materials, methods, and techniques employed in corrective instruction in elementary language arts and reading program.

E343 Mathematics in the Elementary Schools (3 cr.) Emphasizes the developmental nature of the arithmetic process and its place as an effective tool in the experiences of the elementary school child.

H340 Education and American Culture (3 cr.) The present educational system, its social impact and future implications viewed in historical, philosophical, and sociological perspective.

K205 Introduction to Exceptional Children (3 cr.) An overview of the characteristics and the identification of exceptional children. The course presents the issues in serving exceptional children as they participate in the

educational, recreational, and social aspects of their lives.

L390 Children's Literature (3 cr.) Historical and modern children's books and selections from books; course designed to assist future teachers, parents, librarians, or others in selecting the best in children's literature for each period of the child's life.

M101 Laboratory/Field Experience (1 cr.) Laboratory or field experience (may be repeated).

M201 Laboratory/Field Experience (1 cr.) Laboratory or field experience for sophomores (may be repeated).

M300 Teaching in a Pluralistic Society (3 cr.) This course is designed to introduce the student to teaching as a profession. Students focus upon the "self as teacher," learning styles, cultural pluralism, and classroom teaching strategies which respond positively to the person and ethnic diversities of the learner.

M301 Laboratory/Field Experience (1 cr.) Laboratory or field experience for juniors (may be repeated).

M311 General Methods for Kindergarten and Elementary Teachers (1-3 cr.) Explores elementary school learning environments in which teachers plan classroom organization and management, curriculum, and evaluation to meet the needs of individual pupils and examines as well the legal rights and responsibilities of teachers.

M312 General Methods for Junior High/Middle School Education (1-3 cr.) Individualized and interdisciplinary learning methods, measurement and evaluation, teaching process, curriculum development, and organization of the junior high/middle school.

M313 General Methods for Secondary Education (3 cr.) Study covers individualized and interdisciplinary learning methods, measurement and evaluation, teaching and curriculum development and organization of the secondary school.

M323 Teaching of Music in the Elementary Schools (2 cr.) P: Music E241. Not open to music majors. Fundamental procedures of teaching elementary school music, stressing music material suitable for the first six grades.

M333 Art Experience for the Elementary Teacher (2 cr.) The selection, organization, guidance, and evaluation of art activities, individual and group. Laboratory experiences with materials and methods of presenting projects.

M401 Laboratory/Field Experience (0 cr.) Laboratory or field experience for seniors (may be repeated).

M462 Methods of Teaching High School Reading (3 cr.) Curriculum, methods, and materials for teaching students to read more effectively.

M470 Practicum (3-8 cr.) Teaching or experience under the direction of an identified supervising teacher, with the University providing supervision in the endorsement or minor area and at the level appropriate to the area and in accredited school within the State of Indiana, unless the integral program includes experience in an approved and accredited out-of-state site. The practicum may be full or part time but in every instance the amount of credit granted will be commensurate with the amount of time spent in the instructional setting. Grade: S or F.

P249 Growth and Development in Early Childhood (3 cr.) Focuses on the cognitive, social, affective and physical development of the child during early years of life. The goal of understanding the growing child from multiple perspectives guides the study of theory and research on child development. Theoretical study is integrated with observations of, and experiences with, children in a way that increases the insights and competence of the teacher of young children. The unique developmental problems of special groups of children—handicapped, economically deprived, and minority groups—are addressed.

P250 General Educational Psychology (3 cr.) The study and application of psychological concepts and principles as related to the teaching-learning process, introduction to classroom management, measurement/evaluation, and disability awareness.

P251 Educational Psychology for Elementary Teachers (3 cr.) The application of psychological concepts to school learning and teaching in the perspective of development from childhood through preadolescence. Special attention is devoted to the needs of the handicapped.

P252 Educational Psychology for Junior High/Middle School Teachers (3 cr.) The application of psychological concepts to school learning and teaching in the perspective of development during the preadolescent period. Special attention is devoted to the needs of the handicapped.

P253 Educational Psychology for Secondary Teachers (3 cr.) The application of psychological concepts to school learning and teaching in the perspective of development

from preadolescence through adolescence. Special attention is devoted to the needs of the handicapped.

P254 Educational Psychology for Teachers of All Grades (3 cr.) The application of psychological concept to school learning and teaching in the perspective of development from childhood through adolescence. Special attention is devoted to the need of the handicapped.

P290 Movement Experiences for Preschool and Elementary School Children (2 cr.) Provides the student with knowledge of potential outcomes of preschool and elementary school motor-development programs, of how to implement such programs, and of appropriate movement experiences for young children. Also provides the student with opportunities for observing and teaching young children in a structured gymnasium setting.

Q200 Basic Science Skills (1-3 cr.) Course provides the elementary education major with background in the science process skills needed to complete required science courses.

Q201 Biological Science for Elementary Teachers (4 cr.) P: Q200. An introduction to the principles and practice of biology designed especially for prospective elementary education teachers. All major areas of biology will be considered, with a concluding emphasis upon the relations between various organisms and their environments. Does not count toward the Arts and Sciences divisional distribution requirement.

Q202 Physical Science-Elementary Teachers (4 cr.) P: Q200. Part of an integrated sequence of science courses for elementary education majors. Introduction to physical science including such topics as motion, light, electricity, magnetism, states of matter, energy, and chemical reactions. Includes both lecture and laboratory work. Enrollment limited to majors in the School of Education. Does not count toward divisional distribution requirements.

Q203 Earth Science and Astronomy for Elementary Teachers (4 cr.) P: Q202. Origin, composition, and structure of lithosphere, hydrosphere, and atmosphere. Interaction among spheres with special emphasis on subjects commonly taught in elementary schools. One lecture and one laboratory each week. Credit available only to students majoring in elementary education. Does not count toward Arts and Sciences divisional distribution requirements.

Q490 Research in Science Education (cr. arr.) Individual research and study in science education.

T101 Mathematics for Elementary Teachers I (3 cr.) P: one year each of high school algebra and geometry. Elements of set theory, counting numbers. Operations on counting numbers, integers, rational numbers. Open only to elementary education majors. Not open to students who have completed a college-level math course. Does not count toward divisional distribution requirements.

T102 Mathematics for Elementary Teachers II (3 cr.) P: T101. Sets, operations, and functions. Prime numbers and elementary number theory. Elementary combinatorics, probability, and statistics. Open only to elementary education majors. Not open to students who have completed a college-level math course. Does not count toward divisional distribution requirement.

T103 Mathematics for Elementary Teachers III (3 cr.) P: T102. Descriptions and properties of basic geometric figures. Rigid motions. Axiomatics. Measurement, analytic geometry, and graphs of functions. Discussion of modern mathematics. Open only to elementary education majors. Not open to students who have completed a college-level math course. Does not count toward divisional distribution requirement.

T255 Crafts and Design (2 cr.) Creative designs developed through drawing, collage, and color problems; media such as fabrics, oil, and acrylics. For elementary education majors.

W200 Microcomputing for Education: An Introduction (1 cr.) Required of all students pursuing teacher certification. Introduction to instructional computing, educational computing literature, and BASIC programming. Review of and experience with educational software packages and commonly used microcomputers.

W201 Beginning Programming for Computers in Education (2 cr.) This course is designed for students who need to acquire the basic programming skills necessary for using a computer and for understanding computer programming. No prior knowledge of programming or typing is required.

W210 Survey of Computer-Based Education (3 cr.) P: W200, W201, or permission of the instructor. The introductory course for the endorsement in educational computing. Students achieve facility in BASIC at the intermediate level, are introduced to social, moral, and technical issues relating to educational computing, and examine a variety of educational software.

W220 Computer-Based Teaching Methods (3 cr.) P: W210. Students will study the methods of teaching programming,

application of pedagogical and technical principles of software design, software evaluation, and staff development techniques in the area of computer-based education.

W310 Technical Issues in Computer-Based Education (3 cr.) P: W210 or permission of instructor. Examination of criteria central to evaluating computer hardware, operating systems, and computer architecture. Review of principles for writing good educational software. Instruction in interactive applications of Pascal. May be taken concurrently with W220.

W410 Practicum in Computer-Based Education (6 cr.) P: W310. Either 6 weeks of full-time or 12 weeks of part-time fieldwork in an educational setting that incorporates instructional computing. Will typically be taken in the same semester as student teaching, usually in the same school. Special arrangements will be made for students who have already completed student teaching.

Graduate Education

F500 Topical Exploration in Education (cr. arr.) This number identifies a one-semester course on a particular topic, established at the request of a faculty member and by the approval of the Academic Affairs Committee. Applies only as elective credit.

A500 School Administration (3 cr.) Organization and structure of the school system, legal basis of school administration, agencies of administration and control, and standards for administration in the various functional areas.

E535 Elementary School Curriculum (3 cr.) Social, economic and educational forces influencing change in the curriculum of the elementary school, observation and study of the curriculum and methods of evaluating it.

E536 Supervision of Elementary School Instruction (3 cr.) Modern concepts of supervision and the evaluatory processes through which they have emerged. Supervisory work of the principal, and supervisor or consultant. Study of group processes in a democratic school system.

E547 Advanced Study in the Teaching of Social Studies in the Elementary School (3 cr.) For experienced teachers. Goals and functions of social studies, and the underlying principles that influence the teaching of social studies; content, resources, and methodology that facilitate the implementation of these.

E548 Advanced Teaching of Science in the Elementary School (3 cr.) Designed for experienced teachers to gain greater proficiency in the teaching of science in the

elementary school. Individualized learning experiences will be provided for persons interested in middle school teaching.

E590 Research in Elementary Education (1-6 cr.) Individual Research.

H504 History of American Education (3 cr.) A study of education, both informal and institutional, in American history leading to an understanding of present educational theory and practice. Designed for graduate students who seek to develop an historical perspective of education in America.

H530 Philosophy of Education (3 cr.) A study of representative topics in the philosophy of education. Designed primarily for students working toward M.S. in education or M.A.T. degrees. Not open to students with credit in H430.

K505 Introduction to Special Education for Graduate Students (3 cr.) P: Graduate standing or consent of instructor. Basic special education principles for graduate students with no previous course work in special education. Students cannot receive credit for both Ed. K205 and K505.

P503 Introduction to Research (3 cr.) Methods and procedures in educational research.

P507 Testing in the Classroom (3 cr.) Construction of classroom tests and other evaluation devices, and teacher uses of standardized tests. Designed for master's level teacher training students who have no undergraduate course in measurement. Students receiving undergraduate credit for Educ. P407 or equivalent will not receive graduate credit for P507. Doctoral and non-teacher training master's students see Educ. P527.

P510 Psychology in Teaching (2-3 cr.) Basic study of psychological concepts and phenomena in teaching. An analysis of representative problems and of the teacher's assumptions about human behavior and its development. This course is intended for those working toward the master's degree and who currently are or are planning to be classroom teachers.

P514 Life Span Development: Birth to Death (3 cr.) A survey course of human development from infancy through old age, emphasizing the life span perspective of development. Classical stage theorists, current popular conceptions, major research findings and educational implications for all life stages from birth to death.

P515 Child Development (3 cr.) Major theories and findings concerning human development from birth through the elementary years as they relate to the

practice of education. Topics include: physical development, intelligence, perception, language, socioemotional development, sex-role development, moral development, early experience, research methods, and sociodevelopmental issues relating to education.

P516 Adolescent Behavior and Development (3 cr.) Research and theory related to adolescents in the intellectual, physical, social-personal, and emotional areas of development.

P525 Advanced Educational Psychology (3 cr.) An intensive study of the major conceptual and methodological foundations of educational psychology. For doctoral students in education.

P527 Educational Measurement (3 cr.) Introduction to theoretical foundations for assessing psychological constructs, with application to standardized tests, methods for estimating reliability and validity, techniques for scale construction, including attitude, personality, interest, and aptitude.

P540 Learning and Cognition in Education (3 cr.) Survey of theoretical positions in the areas of learning and cognition, with emphasis on their relevance for the design of classroom learning situations.

P570 Managing Classroom Behavior (3 cr.) An analysis of pupil and teacher behaviors as they relate to discipline. Attention is given to the development of such skills dealing with pupil's problems and feelings, behavior modification, reality therapy, assertiveness in establishing and maintaining rules, and group processes. Designed for teachers, administrators, and pupil personnel workers.

English

W031 Precomposition (3 cr.) Concentrates on sentence and paragraph writing and provides practice in the organizational skills needed for college writing. See Learning Skills Development Courses

W131-132 Elementary Composition I-II (3-3 cr.) Progresses from practice of simple description, narration, and classification to practice in persuasion and documentation in support of a theses.

W203 Creative Writing (3 cr.) (H) Exploratory course in writing in which students may attempt effective expression in any form of composition. May be repeated once for credit.

W231 Professional Writing Skills (3 cr.) (H) P: W131 or equivalent. To develop research and writing skills requisite for most academic and professional activities. Emphasis on methods of research, organization, and

writing techniques useful in preparing reviews, critical bibliographies, research and technical reports, proposals, and papers.

W301 Writing Fiction (3 cr.) (H) P: W203. May be repeated once for credit.

W303 Writing Poetry (3 cr.) (H) R: W203. May be repeated once for credit.

W350 Advanced Expository Writing (3 cr.) (H) Close examination of assumptions, choices, and techniques which go into a student's own writing and the writing of others.

G206 Introduction to English Linguistics (3 cr.) Presents the basic principles of structural and transformational grammar, phonology, morphology, syntax, and semantics, with comparative reference to traditional grammar. Required for advanced elementary education majors.

H103 Introduction to Contemporary Literature (3 cr.) (H) Critical reading of significant plays and fiction of the past two decades.

L101-L102 Freshman Literature I-II (3-3 cr.) (H) Literary masterpieces from Homer to present. Aims to teach thoughtful, intensive reading, to introduce students to aesthetic values in literature, and to make students aware of the enjoyment of reading.

L202 Literary Interpretation (3 cr.) (H) Close analysis of representative texts (poetry, drama, fiction) designed to develop art of lively, responsible reading through class discussion and writing of papers. Attention to literary design and critical method.

L204 Introduction to the Novel and Short Story (3 cr.) (H) Representative works of fiction; stresses structural technique in the novel, theories and kinds of fiction, and thematic scope of the novel.

L207 Women and Literature (3 cr.) (H) Issues and approaches to critical study of women writers and treatment in British and American literature.

L209 Topics in American Literature and Culture (3 cr.) (H) Selected works of American literature taught in relation to a single cultural problem or theme. Topics will vary from semester to semester.

L220 Introduction to Shakespeare (3 cr.) (H) Rapid reading of at least a dozen of Shakespeare's major plays and poems.

L225 Introduction to World Masterpieces (3 cr.) (H) An intensive study of masterpieces of world literature from Homer's *Odyssey* to Goethe's *Faust*, which present the archetypal patterns of human experience that recur in the great literature of the past and present.

L230 Introduction to Science Fiction (3 cr.) (H) Historical critical survey of major themes and types of British and American speculative fiction, principally since Wells.

L351 Critical and Historical Study of American Literature I (3 cr.) (H) American writers to 1965: Cooper, Emerson, Hawthorne, Poe, Thoreau, Melville, and Whitman.

L352 Critical and Historical Study of American Literature II (3 cr.) (H) American writers, 1865-1914: Twain, Dickinson, James, Howells, Crane, Norris, and Dreiser.

L354 Critical and Historical Study of American Literature III (3 cr.) (H) American writers since 1914: Hemingway, Faulkner, Eliot, Frost, and two or three additional major writers.

L364 Native American Literature (3 cr.) (H) A survey of traditional and modern literature by American Indians, especially of the High Plains and southwest cultural areas, with particular attention to the image of the Indian in both native and white literature.

L370 Black American Writing (3 cr.) (H) A study of major black American writers, with special emphasis on recent writing.

L378 Studies in Women and Literature (3 cr.) (H) British and American authors such as George Eliot, Gertrude Stein; groups of authors, such as the Bronte sisters, recent women poets, or genres and modes, such as autobiography, film, criticism. Topics will vary from semester to semester.

L381 Recent Writing (3 cr.) (H) Selected writers of contemporary significance. May include groups and movements (such as black writers, poets of projective verse, new regionalists, parajournalists, and other experimenters in pop literature, folk writers, and distinctly ethnic writers; several recent novelists, poets, or critics; or any combination of groups. May be repeated once for credit.

L390 Children's Literature (3 cr.) See listing under Education.

L009 Independent Study (cr. arr.) P: Consent of instructor.

Fine Arts

A101 Ancient and Medieval Art (3 cr.) (H) A survey of major styles and monuments in art and architecture from prehistoric times to the end of the Middle Ages.

A102 Renaissance through Modern Art (3 cr.) (H) A survey of major artists, styles, and movements in European and American art and architecture from the 15th century to the present.

H100 Art Appreciation (3 cr.) (H) To acquaint students with outstanding works of art and to provide an approach to appreciation through knowledge of purpose, techniques, form and content. Does not count toward the Fine Arts major. Credit not given for both H100 and T200 for elementary education majors.

S105 Introduction to Design (2-3 cr.)¹ Experimental exploratory course in two- and three-dimensional design to broaden student's visual vocabulary and give them insights into the structure of nature and art and their visual effects. Development and coordination of perceptual and manual skills.

S106 Color and Calligraphy (2 cr.)¹ P: S105. Color phenomena and their exploration, both two and three dimensionally. Pictorial composition with an emphasis on color problems.

S136 Pictorial Composition (2 cr.) Continuation of S100 and S106 with emphasis on basic elements of pictorial manipulation and three dimensional design.

S190 Fundamentals of Photography (2 cr.) Basic practice of camera operation, exposure calculation, exposing, printing and enlarging monochrome photographs. Guidance toward establishment of a personal photographic aesthetic.

S200 Drawing I (2 cr.) Basic course for the development of visual awareness and coordination of perception and manual skills; problems in handling placement, scale, space, volume, light, and formal articulation.

S230 Painting I (2 cr.) Preliminary course for advancement in painting, exploring technical and visual aspects of color media. Emphasis on media command and structural problems in painting. Media: oil and acrylics.

S240 Printmaking (2 cr.) P: consent of instructor. Introduction to printmaking. Emphasis on intaglio. Problems in pictorial composition and drawing stressed.

S250 Graphic Design I (2 cr.) P: S105, S106, S100. Emphasis on visual communication through the perceptive use of line form and color. Elementary study of letterforms and typography. Introduction to basic tools and drawing disciplines of graphic design.

S260 Ceramics I (2 cr.) A limited introduction to handbuilding, throwing, glaze mixing, glaze application, including a few lectures on basic ceramic techniques.

S270 Sculpture I (2 cr.) The study of the relationships of volume and space through modeling, carving, and construction.

S290 Problems in Photographic Practice (3 cr.) P: S190 or consent of instructor. Practice

of photography applied to student's major study or area of special interest in the humanities and social sciences.

S301 Drawing II (2 cr.)¹ P: S200. Intermediate course in drawing from the model and other sources. Emphasis on technical command of the media in conjunction with the development of a visual awareness. Continued problems in the articulation of space, scale, volume, value, and linear sensitivity.

S331 Painting II (3 cr.)¹ P: S230. Intermediate course in painting from the model and other sources. Emphasis on technical command and understanding of the components of painting space, color, volume, value, and scale. Media: oil and acrylics.

T255 Crafts and Design I (3 cr.) Introduction to formal elements of two-dimensional and three-dimensional design and how these apply to contemporary crafts. Aesthetic judgment and personal creativity emphasized. Required for elementary education majors. T255 does not count toward the Fine Arts major or the divisional distribution requirements.

French

F100 Elementary French I (4 cr.) Introduction to French language and selected aspects of French civilization and culture. Credit not given for both F100 and F491.

F150 Elementary French II: Language and Culture (4 cr.) Basic structures of the French language and selected topics of French civilization and culture. Credit given for only one of the following: F150, F155, F165, F169 or F491.

F200-F250 Second-Year French I-II: Language and Culture (3-3 cr.) P: F150 or equivalent. Grammar, composition, conversation coordinated with the study of cultural texts. Credit given for only one of the following: F200, F205, F219; similarly, credit given for only one of the following fourth-semester courses: F250, F255, F265 or F269.

Geography

G107 Physical Systems of the Environment (3 cr.) Physical environment as the home of man, emphasizing the distribution and interaction of environmental variables (landforms, vegetation, soils, and climate).

G110 Introduction to Human Geography (3 cr.) Introduction to geographic perspectives and principles through a consideration of six

¹ Repeatable once.

themes—environmental perception, diffusion, regionalization, spatial distribution, spatial interaction of populations, and location theory. Themes are illustrated using examples such as pollution, population problems, and urbanization.

G208 Man's Impact on Environment (3 cr.) P: Geography G107 or Geology G103 or Geology G111. Aspects of man's role in changing the earth's environment. Examples of how man's expanding use of the physical environment has altered the equilibrium of natural systems or accelerated the rate of natural changes in the environment. Environmental changes as they are manifested in various regions. II Sem.

Geology

G111 Elements of Geology I (3 cr.) (N&M) Basic concepts of geology. Geological time, formation of rocks; erosion and landscape evolution. Interpretation of earth history from geological data. Lectures, laboratory. Recommended for prospective science majors. Credit given for only one of the following: G111, G103, G100, T305, or Geography G107.

G112 Elements of Geology II (3 cr.) (N&M) P: G111. Continuation of G111. Geosynclines and origin of fold mountains. The interior of the earth; formation of the core, mantle, and crust. Continental drift, sea-floor spreading, and earth history. Credit given for only one of the following: G112, G104, G100, or T305.

G210 Oceanography (3 cr.) (N&M) P: One college-level science course or consent of the instructor. Introduction to the study of the oceans and marine processes. Emphasis on morphology of the ocean floor, life in the ocean, oceanic circulation, and submarine geology. Three lectures or two lectures with occasional laboratory per week.

Health, Physical Education, and Recreation

H160 First Aid (2 cr.) Lecture and demonstration on first-aid measures for wounds, hemorrhage, burns, exposure, sprains, dislocations, fractures, unconscious conditions, suffocation, drowning, and poisons, with skill training in all procedures.

H363 Personal Health (3 cr.) Acquaints prospective teachers with basic personal health information; provides motivation for intelligent self-direction of health behavior with emphasis on responsibilities as citizens and as teachers. Study of physiological and psychological bases for health, drugs and other critical issues, and family health.

H366 Health Problems in the Community (3 cr.) Human ecology as it relates to interaction

of social and physical phenomena in solution of community health problems. Considers the promoting of community health, programs of prevention, environmental health, and health services.

P180 Introduction to Physical Education (2 cr.) An orientation for those students who plan to major in physical education. An overview of the field and related areas; the nature and scope of physical education and its relationship to education.

R160 Man, His Leisure and Recreation (3 cr.) Study of historic development of leisure, attitudes taken toward it, and theories as to its cause. An opportunity to develop a personal philosophy of leisure and recreation and an understanding of professional preparation.

R274 Introduction to Community Recreation (2 cr.) Scope of community recreation; its organization, and relation to other social institutions; program content and leadership.

History

H105-H106 American History: General Course I-II (3-3 cr.) Evolution of American society: political, economic, social structure; racial and ethnic groups; sex roles; Indian, inter-American and world diplomacy of United States; evolution of ideology, war, territorial expansion, industrialization, urbanization, international events and their impact on American history. I. English colonization through Civil War. II. 1865 to present.

H113-H114 History of Western Civilization I-II (3-3 cr.) Rise and fall of ancient civilizations; barbarian invasions; rise, flowering, and disruption of medieval church, feudalism; national monarchies; rise of middle class; parliamentary institutions, liberalism, political democracy; industrial revolution, capitalism, and socialist movements; nationalism, imperialism, international rivalries, wars.

A221 Studies in United States History (3 cr.) Study and analysis of selected themes, topics, or problems in the history of the United States. The course will emphasize general and/or broad themes or topics; the themes or topics will vary from one semester to another. A student may register for two courses with the A221 number.

A333-A334 History of Indiana I-II (2-2 cr.) European and American beginnings in Middle West, with major attention to political, economic, cultural, and social development of Indiana as a territory and pioneer state. Changes from rural and agrarian to urban and industrial society I. To 1850. II. Since 1850.

B221 Studies in European History (3 cr.) Study and analysis of selected themes, topics or problems in the history of Europe. The course will emphasize general and/or broad themes or topics; the themes or topics will vary from one semester to another. A student may register twice for credit in courses with the B221 number.

A313-A314-A315 Recent United States History I-II-III (3-3-3 cr.) Political, demographic, economic, and intellectual transformations. I. 1865-1919: Reconstruction, the Gilded Age, Populism, Progressivism, World War I. II. 1919-1945: the Twenties, the Depression, New Deal, World War II. III. 1945 to present: the Cold War, Problems of Contemporary America.

B356 French Revolution and Napoleon (3 cr.) (H) Crisis of Old Regime; middle class and popular revolt; from constitutional monarchy to Jacobin commonwealth; The Terror and revolutionary government; expansion of Revolution in Europe; rise and fall of Napoleonic Empire.

B359-B360 Europe from Napoleon to the First World War I-II (3-3 cr.) (H) Vienna settlement and period of reaction in Europe; liberalism and nationalism; evolutions; industrial revolution, capitalism; socialist movement; unification of Italy and of Germany; clericalism and anticlericalism; struggles for political democracy; social legislation; imperialism, nationalist rivalries, and background of World War I.

B361-B362 Europe in the 20th Century I-II (3-3 cr.) Diplomatic, economic, intellectual, military, political, and social developments within Europe from World War I to present; changing relationships between Europe and other parts of the world.

H201-H202 History of Russia I-II (3-3 cr.) From earliest times to present era. Political, economic, social and cultural topics, as well as Russia's relations with other countries. Mongol conquest, Westernization, industrialization, Russian revolutions and Stalin's purges; literature and art in historic context.

H207 Modern East Asian Civilization (3 cr.) (H) Contrasting patterns of indigenous change and response to Western imperialism in East Asia during the 19th and 20th centuries. China and Japan receive primary considerations; Korea and Vietnam, secondary. Emphasis on the rise of nationalism and other movements directed toward revolutionary change.

H211-H212 Latin American Culture and Civilization I-II (3-3 cr.) (H) I. 1492-1850. African, Indian, Spanish, Portuguese

heritage. Discovery and conquest. Clash of cultures. Spanish empire. Society, culture, economics, politics. Bourbon reform, independence, new republics. II. 1850 to present. Cultural and national identities. Diplomacy, dictators, social progress. National cultures. Mexican revolution: Latin America in a world community. Revolution and counterrevolution.

H215 Proseminar in History (3 cr.) P: consent of the instructor. Selected topics of history. May be taken three times.

H217 The Nature of History (3 cr.) An introductory examination of (1) what is history? (2) types of historical interpretation, (3) common problems of historians, and (4) the uses of history.

H227 African Civilization (3 cr.) (H) Introduction to African culture: African environment; early humans in Africa; precolonial history; traditional political, economic and social system; language, religion, art, music, literature.

H495 Individual Readings (1-12 cr.) P: consent of the instructor.

J495 Proseminar for History Majors (3 cr.) Selected topics of history. May be taken three times.

Home Economics

H190 Introduction to Home Economics (2 cr.) Understanding and appreciation of the philosophy and trends in the field. Focus on study of the family as an eco-system, with emphasis on man as an integrated whole, resources of the near environment (food, clothing, shelter), and the interaction between them.

H248 Child Development (3 cr.) (SS) P: Psychology P101, sophomore standing. Basic physical, social, emotional, and cognitive principles of development and behavior of children from birth to adolescence, and the influence of family living upon these principles. Planned observations of preschool children.

H255 Human Sexuality (3 cr.) (SS) Survey of the dynamics of human sexuality; identification and examination of basic issues in human sexuality as relating to the larger society.

H258 Marriage and Family Interaction (3 cr.) (SS) Basic personal and social factors influencing the achievement of satisfying marriage and family experiences. Credit not given for H258 and either H158 or H358.

H345 Parent-Child Relations (3 cr.) (SS) P: H286 or consent of instructor. Dynamics of parent-child interaction; survey of

techniques, methods, and organization of parent education programs.

Human Services/Social Work

S100 Selected Topics in Social Services (1-6 cr.) Discussion of selected topics in specific areas of social service. An introductory level course.

S141 Introduction to Social Work (3 cr.) Examination of characteristics, function, and requirements of social work as a profession. Emphasis upon ideological perspectives of the profession and the nature of professional function and interaction.

S200 Special Topics in Human Services (3 cr.) P: S231. P or C: S251. Study of selected topics in human services such as child care, drug and alcohol abuse, the elderly.

S211 Human Behavior and Social Environment I (3 cr.) P or C: S141. Discussion of selected perspectives and development of a framework for basic understanding of social functioning of individuals and the social systems. (spring semester only)

S231 Basic Practice Skills (3 cr.) P: S141 and admission to the program. P or C: S211. Development of basic interactional skills in relation to social work practice. (fall semester only)

S232 Human Service Skills (6 cr.) P: S231. Continuation of S231. P or C: S251. Guided field experiences for application of generic practice concepts and principles and development of basic skills. (spring semester only)

S251 Emergence of Social Services (3 cr.) P: S141 or permission of instructor. Examination of the evolution of social services in response to human needs and social problems as related to economic, political, and social conditions. (fall semester only)

S280 Introduction to Field Experience (3 cr.) Introductory field experience for testing interest in a social work career. (summer session only)

S332 Social Work Practice I (3 cr.) P: S231. C: S381 and admission to the BSW program. Examination of generic concepts and principles relative to general social work practice.

S381 Social Work Practicum I (3 cr.) P: S231. C: 332. Guided field experience for application of generic practice concepts and principles and development of basic practice skills.

S312 Group Process for Social Work (3 cr.) P: S211. Discussion of the significance of the small group as context and means for social

development of individuals and as agent of change in social environment.

S352 Social Service Delivery Systems (3 cr.) P: S251. Examination of policies, structures, and programs of service delivery systems at local, regional, and national levels with emphasis upon relations among such systems as formal organizations.

S371 Social Work Research (3 cr.) P: junior standing. Examination of basic research methods in social work, the relevance of research for social work practice, and selection of knowledge for use in social work.

H202 Introduction to Alcohol and Drug Abuse I (3 cr.) Basic overview of the physiological, psychological, and sociological aspects of alcohol and drug abuse.

H203 Introduction to Alcohol and Drug Abuse II (3 cr.) P: H202. Examination of the effects of alcohol and drug abuse on the body. Will include acute and chronic effects of use and implications for treatment.

H301 Service Needs of Older Adults (3 cr.) P: S331 and a counseling skills course or consent of instructor. This course addresses the basic service needs of the older adult. The topics to be addressed will include: nutrition, health, and housing. A case management approach will be used.

H302 Psychological Aspects of Alcohol and Drug Abuse (3 cr.) P: H202. Discussion of psychological aspects of alcohol and other drug use, abuse, and addiction. Will include assessment, motivation, emotional aspects, personality characteristics, and individual treatment approaches.

H303 Counseling Needs of Older Adults (3 cr.) P: H301. This course addresses the emotional needs of the older adult. Topics to be covered will include: retirement, loss, companionship, isolation, sexuality, and autonomy. Focus will be on assessment, delivery of services, and referral.

H323 Social Systems Aspects of Alcohol and Drug Abuse (3 cr.) P: H202 and S100, Sociological Analysis of Society. Discussion of social systems such as family, peer group, and cultural system as they interrelate with persons abusing alcohol and other drugs. Will include substance abuse in the workplace and in organizations.

H401 Alcohol and Drug Abuse Treatment Seminar (3 cr.) P: 6 cr. of alcohol and drug abuse courses. Study and analysis of diagnosis and treatment including counseling styles and methods of facilitating change, self-help programs, treatment facilities models, and outcomes of effective treatment. Special attention will be given to poly-

addicted clients, women, adolescents, and the family.

Graduate Library Science

L504 Information Sources and Services (3 cr.) The philosophy and principles underlying library reference collections and services, theory and purpose of bibliography as a form of access to information; introduction to communication, question-negotiation, search strategy.

L508 Principles of Library Collection Building (3 cr.) Theoretical and pragmatic aspects of the selection, evaluation, and management of collection in all types of libraries.

L510 Organization of Materials and Information I (3 cr.) Principles of descriptive cataloging, classification, and subject analysis and their application in relation to Dewey Decimal and Library of Congress systems. Cataloging of both book and nonbook materials. (L511 **Organization of Materials and Information II** is offered on both the Bloomington and the IUPUI campuses. L511 emphasizes the Library of Congress classification system.)

L533 Library Materials for Children and Young Adults (3 cr.) Evaluation and use of books, magazines, phonorecords, films, radio and television broadcasts, and other sources of information and recreation.

L544 Introduction to Information Science (3 cr.) P or concurrent: L504 or consent of instructor. Introduction to methodology and techniques of information science. History of development; computer hardware and software; introduction to programming. Applications to libraries and to information centers and systems, including automation of clerical operations, information retrieval. Future developments.

L553 The School Library Media Center (3 cr.) P: L504, L508, L510; P or concurrent: L533. The philosophy, functions, management, and evaluation of school library media programs.

L556 The Public Library (3 cr.) P or concurrent: L558. The philosophy, principles, practices of public librarianship based upon a knowledge of structure and functions of public library services in the United States.

L558 The Library as an Organization (3 cr.) P or concurrent: L504, L508. An interdisciplinary behavioral approach to planning, organizing, staffing and controlling, including principles, theories, philosophies, practices, and research findings.

L596 Library Practice Work (cr. arr.) Supervised practice work is available in school, public, academic and special libraries. Fall and spring semesters usually offer more opportunities than do summer sessions. Practice work is advised for students who have had no library work experience and is required for school media certification in Indiana. Arrangements for practice work should be made before registration. However, because of the early preregistration, this is not always possible. Students should apply before or during the preregistration period the semester (or session) prior to the semester he or she will be working in a library.

Journalism

C200 Introduction to Mass Communications (3 cr.) Survey of functions, responsibilities, and influence of various mass communications media. For non-majors. Directed toward the consumer and critic of mass media in modern society. A student cannot receive credit for both C200 and J110.

C300 The Citizen and the News (3 cr.) A study of the institutions that produce news and information about public affairs for the citizen of American mass society. The problems about the selection of what is communicated. Case studies.

J200 Writing for Mass Media (3 cr.) (H) P or concurrent: English W131, its equivalent, or exemption. Small working seminar, relating communications theory to practice in reporting and creating verbal messages. Emphasis on understanding and writing narration, exposition, description, and argumentation. Development of skills in conceiving, documenting, organizing, and presenting information.

J099 Independent Study (cr. arr.) P: consent of the instructor.

Mathematics

M014 Basic Algebra (4 cr.) The algebraic skills needed for future mathematics courses such as M118 or M119. Operations with fractions, exponents, linear equations, inequalities, elementary graphs. Credit may not be applied toward a bachelor's degree in the College of Arts and Sciences or the School of Education.

M118 Finite Mathematics (3 cr.) (N&M) P: two years of high school algebra or M014. Set theory, linear systems, matrices and determinants, probability, linear programming. Applications to problems from business and the social sciences.

M119 Brief Survey of Calculus I (3 cr.) (N&M) P: two years of high school algebra

or M014. Introduction to calculus. Primarily for students in business and the social sciences. Not open to those who have had M211 or M215.

M125 Pre-Calculus Mathematics (3 cr.) P: M014 or equivalent. Algebraic operations, polynomials, functions and their graphs, conic sections, linear systems of equations. Does not satisfy the Arts and Sciences distributional requirements.

M126 Trigonometric Functions (2 cr.) P: M125 or equivalent (may be taken concurrently). Properties of the trigonometric, exponential, and logarithmic functions. Does not satisfy Arts and Sciences distributional requirements.

M215-M216 Analytic Geometry and Calculus I-II (5-5 cr.) (N&M) P: two years of high school algebra and trigonometry or M126. Coordinates, functions, straight line, limits, continuity, derivative and definite integral, applications, circles, techniques of integration, infinite series. Not open to those who have had M119, M131, or M211.

M303 Linear Algebra for Undergraduates (3 cr.) (N&M) P: M216 or consent of instructor. Introduction to theory of real and complex vector spaces. Coordinate systems, linear dependence, bases. Linear transformations and matrix calculus. Determinants and rank. Credit not given for both M301 and M303.

M311 Calculus III (3 cr.) (N&M) P: M216 or consent of instructor. Elementary geometry of 2, 3, and n-space, functions of several variables, partial differentiation, minimum and maximum problems, multiple integration.

M313 Elementary Differential Equations with Applications (3 cr.) P: M216 or consent of instructor. Ordinary differential equations of the first order and linear equations of higher order with applications, series solutions, operational methods. Laplace transforms, and numerical techniques.

M151 Algebra and Trigonometry—Purdue (Class 3, cr. 3) P: One year of high school algebra or M014. Introduction to mathematical reasoning, algebra, and trigonometry.

M221 Calculus for Technology I—Purdue (Class, 3, cr. 3) (N&M) P: MATH150. Elementary properties of algebraic systems; the real number system; analytic geometry, differential and integral calculus of one variable.

M222 Calculus for Technology II—Purdue (Class 3, cr. 3) (N&M) P: MATH221. A continuation of MATH221; methods of integration, infinite series.

T101, T102, T103 Mathematics for Elementary Teachers (3 cr. each) See listings under Education.

Music

E241 Introduction to Music Fundamentals (2 cr.) See listing under Education.

M174 Appreciation of Music I (3 cr.) (H) How to listen to music, and its materials, instrumental and musical forms.

M175 Appreciation of Music II (3 cr.) (H) Music of the 19th and 20th centuries. More intensive coverage than M174.

Nursing

A110 Nursing: Drug Dosage (2 cr.) Provides a review of basic mathematics and presents a method of solving problems involving drug dosages.

A111 Nursing: Terminology (1 cr.) Provides a method for developing a nursing and medical vocabulary and presents basic terms related to each of the body systems.

A151 Introduction to Nursing: Theory (3 cr.) C: Nursing A152. Provides a basic conceptual framework for nursing utilizing selected concepts from stress-adaptation theory, developmental theory, learning theory and motivational theory of human needs. Emphasizes theoretical discussion of the nursing process and the principles of nurse-client relationships.

A152 Introduction to Nursing: Laboratory (2 cr.) C: Nursing A151. Emphasizes utilization of the nursing process and the development of nurse-client relationships. Focuses on a human needs framework with the integrated practice of selected nursing skills in the clinical laboratory setting. Specified techniques are presented as an integrated, modified self-pacing component of the course.

A153 Nursing: Beginning Life Cycle: Theory (2½ cr.) P: All first-year, semester courses. C: Nursing A154. The growth and development of individuals within the family during the maternity cycle is explored from conception through infancy. Using a human needs framework, the nursing process is discussed as it relates to the family.

A154 Nursing: Beginning Life Cycle: Laboratory (1½ cr.) P: All first year first semester courses. C: Nursing A153. Clinical laboratory experiences are offered in a variety of settings for utilization of the nursing process in the care of individuals within the family context in the maternity cycle.

A155 Nursing: Evolving Life Cycle: Theory (2½ cr.) P: All first year first semester courses. C: Nursing A156. The life cycle is

explored from childhood through the aging process using a framework of human needs. Example of human needs include activity/rest, safety, food/fluid, and elimination. Lecture, audio-visual aids and printed materials are utilized to facilitate learning.

A156 Nursing: Evolving Life Cycle: Laboratory (1½ cr.) P: All first year first semester courses. C: Nursing A155. Provides experience for learning and reinforcing psychomotor skills. Fosters application of theory from A155. The nursing process is utilized in nursing care of clients from childhood through aging in a variety of settings.

A260 Clinical Nursing Experience (3 cr.) P: all first-year courses. Provides an opportunity to gain comprehensive patient care experience in a hospital setting. Emphasis is on the use of nursing process to provide direct care to groups of adult medical-surgical patients in an earn-and-learn program. Clinical elective.

A261 Nursing: Need Interferences I: Theory (3 cr.) P: All first year courses. C: Nursing A262. Provides knowledge base of bio-psycho-social concepts within human needs framework. Focuses on discussion of interference with activity and safety needs, utilizing the nursing process. Emphasis will be made on interferences with sensory-perception and motor function.

A263 Nursing: Need Interferences II: Theory (3 cr.) P: All first-year courses. C: Nursing A264. Discusses utilization of bio-psycho-social principles and concepts within a human needs framework. Focuses on resolution of interferences with development and maintenance of the individual's achievement, affiliation, and his/her concept of sexuality utilizing a problem-solving approach.

A264 Nursing: Need Interferences II: Laboratory (2 cr.) P: All first-year courses. C: Nursing A263. Utilizes bio-psycho-social principles and concepts in a human needs framework. Focuses on resolution of need interferences in development and maintenance of the individual's achievement, affiliation and his/her concept of sexuality using problem-solving within a clinical setting.

A265 Nursing: Need Interferences III: Theory (3 cr.) P: All first-year courses: A261, A262, A263, A264. C: Nursing A266. Provides knowledge base of bio-psycho-social concepts within human needs framework. Emphasis is on discussion of use of the nursing process in analysis of interferences with adequate distribution of fluids and electrolytes and nutrients.

A266 Nursing: Need Interferences III: Laboratory (2 cr.) P: All first-year courses: A261, A262, A263, A264. C: Nursing A265. Provides opportunity for clinical application of bio-psycho-social concepts within a human needs framework. Emphasis is on use of nursing process in working with clients of various age groups experiencing interferences with adequate distribution of oxygen, fluids and electrolytes, and nutrients.

A267 Nursing: Need Interferences IV: Theory (3 cr.) P: All first year courses: A261, A262, A263, A264. C: Nursing A268. Provides a knowledge base of bio-psycho-social concepts within a human needs framework. Discussion of the nursing process emphasizes analysis of interferences with ingestion, digestion, absorption, and elimination.

A268 Nursing: Need Interferences IV: Laboratory (2 cr.) P: All first year courses. C: Nursing A267. Provides laboratory experience with clients of all age groups in a variety of settings. The nursing process is utilized in caring for clients experiencing need interferences with ingestion, digestion, absorption, elimination.

A270 Preparation for Nursing Practice: Theory (1 cr.) P: All first year courses: A261, A262 or A263, A264. C: A265, A266, A267, A268. This course is designed to introduce students to professional, legal, ethical, and practice-related rights and responsibilities as a basis for practice in beginning nurse positions.

Bachelor of Science in Nursing Courses

B115 Nutrition for the Family (2 cr.) Does not apply to nursing major. An introduction to the science of nutrition with an emphasis on the functions and food sources necessary to meet the nutrient needs of individuals and families. The use of nutritional tools such as the basic four food groups, the exchange system, and the recommended dietary allowances (RDA) are discussed as they relate to caloric and nutrient content of meals. Principles and guidelines are included for planning, purchasing, and preparing nutritious and economical meals for people on regular and modified diets. A discussion of nutrition and how the body uses food is also included. Emphasis is made throughout the course on learning to separate nutrition fact from nutrition fallacy.

B203 Health and Society (3 cr.) P: sophomore standing. This introductory course examines the sociocultural, political, economic, and ethical-legal factors related to the provision and use of health care in the community.

Emphasis is placed on the individual as a consumer and the relationships between providers and consumers in the health-care system.

B212 Life Span Development: Middle-Age & Aging (1 cr.) Development of behavior in adulthood and the later years, factors that influence behavior, and death and dying. Designed for students who have already completed a child and adolescent development course.

B215 Nutrition for Health Professionals (3 cr.) P: P262, C102, C122. Emphasis on nutritional needs and eating habits throughout the life cycle including the classification, functions, and food sources of the nutrients: the components of a balanced diet, the process by which the body utilizes food, and nutritional concerns in the U.S.

B216 Nursing Pharmacology (3 cr.) P: C102, P261, P262, C102, C122. The physiologic action of drugs and their therapeutic use; the nurse's role in administering drugs, the need for continuous study of drug therapy.

B300 Interpersonal Skills (2 cr.) P: lower-division nursing prerequisites or permission of instructor. Focuses on components of interpersonal relationships. Emphasizes self-awareness, helping skills, stress and coping behaviors, and assertiveness skills. Theoretical and experiential components are included.

B301 Group Dynamics (2 cr.) P: B300, lower-division nursing prerequisites or permission of instructor. Focuses on theoretical aspects of group behavior and the development of skills to promote effective group functioning. Emphasizes developing collaborative relationships, group decision-making, member-leader roles, and the use of interpersonal skills in group settings. Didactic and experiential learning strategies will be used.

B302 Introduction to Nursing Practice (3 cr.) P: lower-division nursing prerequisites or permission of instructor. Identifies principles and concepts related to basic skills in nursing. Includes an overview of the nursing process. Essentially a college laboratory.

B303 Professional Nursing Concepts (2 cr.) P: lower-division nursing prerequisites. This course provides an overview of rights, responsibilities, relationships, and roles of the nurse as a citizen and professional within the health-care setting and the community. Emphasis is placed on the nurse practice act, standards, code of ethics, and nursing process. Nursing research and nursing theories are also included.

B309 Making Transitions in Nursing (3 cr.) P: consent of instructor. This elective course is designed to facilitate the transition of RNs and transfer students to upper-division nursing courses.

B405 Stress and Coping (2 cr.) P: J351, J352, P353, J305, P306. This course explores theories of stress, stress responses, and coping patterns of individuals, families, and groups.

B406 Nursing: The Professional Role (2 cr.) P: J453, J454, G455, B303. A transitional course to aid students to a professional nursing role. Emphasizes professional responsibilities, new legislation, regulations, decisions, and developments affecting the professional nurse in a variety of health-care settings.

G409 The Childbearing Family (2 cr.) P: J351, J352, P353, J305, P306. Conceptual approach to family-centered maternity nursing; including family dynamics, human reproduction, and psychosocial-cultural responses to the maternity event.

G455 Nursing the Childbearing Family (2 cr.) P: J351, J352, P353, J305, P306. C: G409. The clinical component of nursing of the childbearing family. The concepts of transition and adaptation of the newborn and the family will be assessed and promoted.

H430 Health Promotion in the Community (3 cr.) P: J453, J454, G455, B405, J408, G409. Health promotion in the community is the primary focus of this course. The content concentrates on the concepts vital to community assessment, the interdependence of families and groups within a community, and collaborative relationships between consumers and providers in health-related systems.

H431 Nursing Practice in the Community (3 cr.) P: J453, J454, G455, B405, J408, G409. C: H430. This course focuses on the application of health promotion and prevention concepts in families, groups, and communities. The student will utilize the concepts of community assessment, interdependence of groups within a community, collaborative relationships between consumers and providers, and other pertinent resources to support and promote health with client groups.

J304 Acute Health Disruptions (3 cr.) P: lower-division nursing prerequisites. This course emphasizes the concepts of holistic health, health-illness continuum, adaptive processes, and acute bio-psycho-social disruptions in the health of individuals. It integrates concepts of ethnicity, nutrition, development, and pharmacology.

J305 Health Disruptions (3 cr.) P: J304. Pathophysiology course dealing with acute illness and acute episodes of chronic illness. Focuses on restoration and maintenance in relationship to nursing care. Combines aspects of the biological and social science prerequisites. The focus is on the individual.

J307 Professional Practice Concepts (2 cr.) P: lower-division nursing prerequisites. Theory course that discusses utilization of the nursing process in the provision of nursing care to clients of varied ages, who are experiencing acute health disruptions and acute episodes of chronic health disruptions. Incorporates the curriculum threads, growth and development, holistic health, professionalism, and citizenship. Builds on content provided first semester.

J350 Nursing Practice I (4 cr.) P or C: B300, B302, J307, J304. Provides the opportunity to apply principles and concepts related to psychomotor and communication skills in the nursing of acutely ill individuals in a one-to-one clinical laboratory setting. Focuses on nursing interventions and collection of observable assessment data obtained through interventions.

J351 Nursing Practice II (2 cr.) P or C: J305, J307, J350, B301, B302. This clinical course focuses on applying the nursing process in restoration and maintenance in acute health disruptions and acute episodes of chronic health disruptions of pediatric clients in acute-care facilities.

J352 Nursing Practice III (2 cr.) P or C: J305, J307, J350, B301, B302. This clinical course focuses on applying the nursing process in restoration and maintenance in acute health disruptions and acute episodes of chronic health disruptions of adult and geriatric clients in acute-care facilities.

J360 Operating Room Nursing (6 cr.) P: junior year courses. The course is designed to provide further opportunities for students to meet the objectives of Indiana University School of Nursing. Learning opportunities will be available so that students can increase knowledge about and add to ability to provide nursing care for patients undergoing the stress of surgery.

J408 Chronic Health, Disruptions (2 cr.) P: J351, J352, P353, J305, P306. This comprehensive course covers the major chronic diseases and health-care problems of adults and children. It includes pathophysiological, psychosocial, cultural, economic, and political implications. Students apply the nursing process in the promotion and adaptation and maintenance.

J453 Chronicity in Health Care (2 cr.) P: J351, J352, P353, J305, J306. C: J408. This is a clinical course in the management of adults and children with chronic health conditions. Students utilize the nursing process in selected facilities to analyze the effects of chronic illness on individuals, families, and groups. Appropriate nursing interventions are implemented to effect adaptation and maintenance.

J454 Stress Management (2 cr.) P: J351, J352, P353, J350, J306. C: B405. This clinical course focuses on the nurse's role in assisting individuals, families, and groups adapt to stress. Application is made in selected clinical facilities through utilization of the nursing process to analyze the effects of stress and its relationship to health.

K380 Human Sexuality and the Health Professional (3 cr.) P: P101, S100, P261, P262, N261, N217, a clinical nursing course, or permission of instructor. The impact of acute and chronic health disruptions and specific social issues on human sexuality throughout the life cycle are examined. Planning and implementing sexual health care is emphasized.

K420 Gerontology and Nursing (2 cr.) P: J351, J352, P353, or by special permission. Designed to promote the student's understanding of the normal aging process and appreciation for the contributions of the elderly to society. Emphasis also placed on an affirmative approach to old age in which continued involvement in life is important both for the older person and society.

K450 Nursing Management of Diabetes Mellitus (2-3 cr.) P: J351, J352, P353, or by special permission. This course focuses on the nursing management of clients with diabetes mellitus. Content regarding the pathophysiology and definition of diabetes. The clinical component will focus on care and teaching of the diabetic client using the nursing process. The focus will include promotion, prevention, restoration, and maintenance concepts.

K451 Nursing Management of the Cardiovascular Patient (3-5 cr.) P: J351, J352, P353, or by special permission. Focus on cardiovascular patients. Content presented on cardiac pathologies, complications, goals of medical and/or surgical therapy, rehabilitation, and research. Clinical component will focus on the theoretical knowledge and advanced clinical skills required for coronary patients and their families. Students participate as team members in coronary care setting.

K470 Nursing Role: Patient Educator (2 cr.) P or C: J453 or by special permission. The focus

of the course is education of the adult client with a health disruption. Principles, process, content, and delivery will be discussed and utilized.

K480 Women's Issues in Nursing (2 cr.) P: J351, J352, P353, or by special permission. This course discusses development and discrimination issues for women in general and links them to the problems of nurses. It explores sexism within nursing, its crises, and its effects; suggests ways of combating sexism, of improving self-esteem and interpersonal relationships of nurses, and of increasing their job satisfaction and longevity.

K481 Nursing Role: Computer Consumer (3 cr.) P: R200, J352, or by special permission. Computer usage is the course focus. Introduction to SPSS, PLATO, and interactive computing will be included. Interactive computing will be utilized in applying nursing knowledge in the hospital setting and the campus setting.

K482 Cardiopulmonary Resuscitation: Basic Cardiac Life Support (1 cr.) P: B302, J305, or by special permission. The purpose of this course is to provide students with information for assessing, planning, implementing, and evaluating during cardiac and pulmonary emergencies. At the completion of the course the student will be certified/recertified for Basic Cardiac Life Support according to the American Heart Association standards.

K490 Clinical Nursing Elective (1-6 cr.) P: consent of instructor. Planned and supervised clinical experiences in an area of concentration.

K492 Nursing Elective (1-6 cr.) P: consent of instructor. Opportunity for the student to pursue study in an area of interest.

L470 Management in Health-Care Delivery (2 cr.) P: J453, J454, G455, B303, B405, J408, G409. C: L471. This course focuses on management science and organizational theory in health-care delivery. Emphasis is given to problem solving, theories of motivation, leadership, and communication as they apply to health promotion in a variety of settings.

L471 Management Practice in Nursing (3 cr.) P: J453, J454, G455, B303, B405, J408, G409. C: L470. This course focuses on the application of management concepts in a variety of health-care delivery settings. Collaboration with clients, health team members, and multidisciplinary groups to identify opportunities for health promotion through planning and use of community/agency resources is emphasized.

P306 Mental Health Disruptions (3 cr.) P: B300, B302, J304, J307, J350. Deals with psychiatric nursing from both the medical and sociopsychological viewpoint. Nursing care focuses on restoration and maintenance of individuals experiencing acute mental health disruptions and acute episodes of chronic mental health disruptions. Builds upon biological science, social science, and nursing prerequisites.

P353 Nursing Practice IV (2 cr.) P or C: P306, J307, B301. This clinical course focuses on applying the nursing process in restoration and maintenance in acute mental health disruptions and acute episodes of chronic mental health disruptions of pediatric and adult clients in psychiatric setting.

R200 Introduction to Nursing Research (3 cr.) P: 250. Developing competence as a consumer of research, that is, to understand nursing research articles, to critically evaluate their methodology, and to consider their implications for nursing. Involves study of the research process.

Z490 Clinical Experience in Nursing (1-6 cr.) P: consent of instructor. Planned and supervised clinical experiences in the area of the student's major interest.

Z492 Individual Study in Nursing (1-6 cr.) P: consent of instructor. Opportunity for the nurse to pursue independent study of topics in nursing under the guidance of a selected faculty member.

Philosophy

P100 Introduction to Philosophy (3 cr.) (H) Perennial problems of philosophy, including problems in ethics, in epistemology and metaphysics, and philosophy of religion.

P140 Elementary Ethics (3 cr.) (H) Some ancient, medieval, and modern philosophers' answers to ethical problems (e.g., nature of good and evil, religion of duty to self-interest, objectivity of moral judgments).

P150 Elementary Logic (3 cr.) (H) Development of critical tools for the evaluation of arguments.

Physics

P120 Energy and Technology (3 cr.) (N&M) Provides physical basis for understanding interaction of technology and society, and for the solution of problems, such as energy use and the direction of technological change. Credit given for only one of the following: P210, P110, or E250.

P200 Our Physical Environment (3 cr.) A nonmathematical introduction to physical concepts and methods by means of examples from daily life and current technological applications.

P201 General Physics I (5 cr.) (N&M) P: M125 and M126 or equivalent. Newtonian mechanics, wave motion, heat and thermodynamics. Application of physical principles to related scientific disciplines including life sciences.

P202 General Physics II (5 cr.) (N&M) P: P201. Electricity and magnetism, geometrical and physical optics, introduction to concepts of relativity, quantum theory, atomic and nuclear physics.

Q202 Physical Science: Elementary Teachers (4 cr.) P: Biology Q201. Corequisite Education Q212. Part of an integrated sequence of science courses for elementary education majors. Introduction to physical science including such topics as motion, light, electricity, magnetism, states of matter, energy, and chemical reactions. Two lectures and two 1½ hour laboratories each week. Enrollment limited to majors in the School of Education.

152 Mechanics (First semester of Purdue's calculus-based general physics) (4 cr.) P: Mathematics M215 or equivalent. Statics, uniform, and accelerated motion; Newton's laws; circular motion; energy, momentum, and conservation principles; dynamics of rotation; gravitation and planetary motion; hydrostatics and hydrodynamics; simple harmonic motion; wave motion and sound. Four hours of lecture and discussion, and one two-hour laboratory period each week. II Sem.

Political Science

Y103 Introduction to American Politics (3 cr.) (SS) Introduction to the nature of government and the dynamics of American politics. Origin and nature of the American federal system and its political party base.

Y105 Introduction to Political Theory (3 cr.) (SS) Perennial problems of political philosophy, including relationships between rulers and ruled, nature of authority, social conflict, character of political knowledge, and objectives of political action.

Y107 Introduction to Comparative Politics (3 cr.) (SS) Study of foreign political systems of Western and non-Western countries. Similarities and differences among types of political systems; stability and change in politics.

Y109 Introduction to World Politics (3 cr.) (SS) Causes of war, nature and attributes of the state, imperialism, international law, national sovereignty, arbitration, adjudication, international organization, and major international issues.

Y200 Contemporary Political Problems (3 cr.) (SS) Extensive analysis of selected

contemporary political problems. Topics vary from semester to semester and are listed in the *Schedule of Classes*. May be repeated once for credit.

Y205 Elements of Political Analysis (3 cr.) (SS) Introduction to the major approaches to and techniques of the systematic study of political science. Includes introduction to analysis of quantitative political data.

Y304-Y305 Judicial Process and American Constitutional Law I-II (3-3 cr.) (SS) R for Y305: Y304. Nature and function of law and judicial process; selected Supreme Court decisions interpreting American constitutional system.

Y307 Indiana State Government and Politics (3 cr.) (SS) Constitutional foundations, political development, organizational and functional process and growth, and current problems of Indiana government as the focal point for understanding the role of states as instruments of social policy. Readings, case studies, and problems.

Y308 Urban Politics (3 cr.) (SS) Political behavior in modern American communities; emphasizing the impact of municipal organization, city officials and bureaucracies, social and economic notables, political parties, interest groups, the general public, and protest organizations on urban policy outcomes.

Psychology

P101 Introductory Psychology I (3 cr.) (SS) Introduction to psychology, its methods, data, and theoretical interpretations in areas of learning, sensory psychology, and psychophysiology.

P102 Introductory Psychology II (3 cr.) (SS) P: P101. Continuation of P101. Individual differences; personality, developmental, abnormal, and social psychology.

P211 Methods of Experimental Psychology (3 cr.) (SS) P: P101. Design and execution of simple experiments, treatment of results, search of the literature, and preparation of experimental reports.

P233 Industrial Psychology (3 cr.) (SS) P: 3 hours of psychology, course in statistics; or consent of instructor. Application of psychological principles and research techniques to industrial and personnel problems, including selection, training efficiency, safety, and design of equipment.

P280 Psychology Applied to Teaching (5 cr.) The study and application of psychological concepts and principles are related to the teaching-learning process. Students enroll in a 5-credit standard section unless participation in a special teacher education

program requires a non-standard, specially designated section.

P316 Psychology of Childhood and Adolescence (3 cr.) (SS) P: 5 hours of psychology; R: P102. Development of behavior in infancy, childhood, and youth; factors which influence behavior.

P319 Psychology of Personality (3 cr.) (SS) P: 5 hours of psychology; R: P102. Methods and results of scientific study of personality. Basic concepts of personality traits and their measurements; developmental influences; problems of integration.

P320 Social Psychology (3 cr.) (SS) P: P101 or P102, or P106. Principles of scientific psychology applied to individual in social situation.

P324 Abnormal Psychology (3 cr.) (SS) P: 5 hours of psychology; R: P102. A first course in abnormal psychology, with emphasis on forms of abnormal behavior, etiology, development, interpretation, and final manifestations.

P325 Psychology of Learning (3 cr.) (SS) P: 5 hours of psychology; R: P211. Facts and principles of human and animal learning especially as treated in theories attempting to provide framework for understanding what learning is and how it takes place.

P326 Physiological Psychology (3 cr.) (SS) P: Junior or senior standing. R: P101 and an introductory biology course. Central nervous system function in relation to sensory processes, motivation, and learning.

P327 Psychology of Motivation (3 cr.) (SS) P: 5 hours of psychology. How needs, desires, and incentives influence behavior; research on motivational processes in human and animal behavior, including ways in which motives change and develop.

P329 Sensation and Perception (3 cr.) (SS) P: 5 hours of psychology and M014 or equivalent. Basic data, theories, psychophysics, illusions, and other topics fundamental to understanding sensory and perceptual processes.

P335 Cognitive Psychology (3 cr.) (SS) P: 5 hours of psychology. Introduction to human cognitive processes including attention and perception, memory, psycholinguistics, problem-solving, and thinking.

P336 Psychological Tests and Individual Differences (3 cr.) (SS) P: 5 hours of psychology. Principles of psychological testing. Representative tests and their uses for evaluation and prediction. Emphasis on concepts of reliability, validity, standardization, norms, and item analysis.

P390 Special Topics in Psychology (1-3 cr.) (SS) P: 5 hours of psychology and consent of instructor.

P425 Behavior Disorders of Childhood and Adolescence (3 cr.) (SS) P: P324. A survey of major behavior disorders, with emphasis on empirical research and clinical description relative to etiology, assessment, prognosis and treatment.

P493 Supervised Research I (2-3 cr.) P: P101 and P102, P211 and K300. Active participation in research. An independent experiment of modest magnitude, participation in ongoing research in a single laboratory. Students who enroll in P493 will be expected to enroll in P494.

P494 Supervised Research II (2-3 cr.) P: P493. A continuation of P493. Course will include a journal-type report of the two semesters of work.

P495 Reading and Research in Psychology (1-3 cr.) P: consent of instructor, junior or senior standing.

K300 Statistical Techniques (3 cr.) (N&M) P: Math M125 or equivalent. R: Math. M118. Introduction to statistics; nature of statistical data; ordering and manipulation of data; measures of central tendency and dispersion; elementary probability. Concepts of statistical inference and decision; estimation and hypothesis testing. Special topics include regression and correlation, analysis of variance, non-parametric methods. Credit not given for both K300 and K310.

B362 Practicum in Child Psychology (3 cr.) Experience in working with children in field settings. May be repeated once.

B374 Group Dynamics, Theory and Research (3 cr.) (SS) Spring. An intensive survey of research and theory on the behavior of small groups and the research methods by which groups are studied.

B390 Life-Span Development (3 cr.) (SS) A survey course of human development from infancy through old age, emphasizing the life-span perspective of development. Classical stage theorists, current popular conceptions, major research findings and implications for all life stages from birth to death.

Public Affairs

V170 Introduction to Public Affairs (3 cr.) Not recommended for students who have taken SPEA E200, V262, or V264. Broad coverage of public and environmental affairs through critical and analytic inquiry into selected policy areas. Attention is given to current as well as perennial public issues.

V250 Problems in Public Affairs (3 cr.) Analysis of selected issues or problems in public affairs. Topics vary from semester to semester. May be repeated once for credit, with permission of instructor.

V262 Environment: Problems and Prospects (3 cr.) A survey of different aspects of the interaction between man and his environment, with an emphasis on the complex interactions within systems. Subjects discussed include population levels, natural resources, energy use, various types of pollution and means of controlling them. Credit not given for both E200 and V262.

V264 Urban Strategies (3 cr.) An introduction to urban studies. Topics considered include growth, population, housing, transportation, and government, with discussion of related public policy.

V270 Survey of Administrative Techniques (3 cr.) Introduction to principles of management and systems theory for the administration of public agencies. Credit not given for both V270 and J310.

K300 Statistical Techniques (3 cr.) P: M014 or equivalent. R: M118. An introduction to statistics. Nature of statistical data. Ordering and manipulation of data. Measures of central tendency and dispersion. Elementary probability. Concepts of statistical inference decision, estimation and hypothesis testing. Special topics discussed may include regression and correlation, analysis of variance, nonparametric methods. Credit not given for both K300 and K310.

V316 Environmental Health Management Orientation (3 cr.) An orientation to the broad concerns of environmental health management, including sanitation, stream pollution, air pollution, and food and drug control. Course includes an introduction to the programs and procedures involved with environmental health management.

V352 Personal Career Planning (1 cr.) P: Sophomore standing. Investigation of careers, the world of work, and the career planning process. The focal point is the student and his or her goals. Provides assistance in developing practical, meaningful, and realistic insights into the nature of making a public career choice in today's world. Course is graded S/F (satisfactory/fail).

V366 Public Administration (3 cr.) Study of public agency management emphasizing the special constraints of administration in the public context.

V372 Financial Management and Budgeting (3 cr.) Study of fiscal management in public agencies, including revenue administration,

debt management, and public budgeting. Emphasis will be given to the fiscal processes in state and local agencies.

V373 Personnel Management in the Public Sector (3 cr.) The organization and operation of public personnel management systems with emphasis on concepts and techniques of job analysis, position classification, training, affirmative action, and motivation.

V376-V377 Legal Process and Contemporary Issues in America (3-3 cr.) P for V377-V376. An introduction to the American legal system, including the constitution, courts system, and administrative law in federal and state agencies. Readings and discussion center around current issues affected by the legal process.

V380 Internship in Public and Environmental Affairs (1-6 cr.) P: permission of instructor. Open to interested students upon approval of faculty. Students are placed with public agencies or governmental units for assignment to a defined task relevant to their educational interests in public affairs. Tasks may involve staff work or research. Full-time participants may earn up to 6 credit hours.

V390 Independent Readings in Public and Environmental Affairs (1-3 cr.) P: approval of instructor. Independent readings and research related to a topic of special interest to the student. Written report required.

Purdue Programs

Agriculture

AGR 101 Agriculture Lectures (1 cr.) To acquaint new students in agriculture with the important problems and opportunities in the various fields of agriculture.

Technical Graphics (TG)

TG110 Drafting Fundamentals (3 cr.) A basic course in drawing; orthographic projection, pictorial drawing, print reading, and reproduction of drawings. Problems designed to require practical reasoning and to develop good techniques.

Freshman Engineering

ENGR100 Freshman Engineering Lectures (1 cr.) An introduction to the engineering profession.

Civil Engineering Technology

CET104 Elementary Surveying (3 cr.) P or C: MATH151, or equivalent. Measurement of distances, directions and angles, using the tape, level, compass, and transit. Computation of areas and traverses, lines and grades.

CET108 Route Surveying and Design (3 cr.) P: CET104. Preliminary and construction

surveys for route location. Calculation and field work for simple and easement curves, grade lines, and slope stakes. Preparation of plans, profiles, and cross-sections from field survey data earthwork estimates.

EET102 Electrical Circuits I (4 cr.) P or C: MATH 151. A study of DC electrical circuits, Ohm's Law, Kirchhoff's Laws, series and parallel circuits, power, introductory magnetism, ammeters, voltmeters, ohm-meters, inductance, capacitance, and an introduction to alternating voltages, currents, and reactances.

EET104 Electronics I (3 cr.) P or C: EET102 or consent of instructor. Orientation topics on departmental and university services and industrial careers. Field trips related to career fields may be required. An introduction to conductors, semi-conductors, insulators, and the physical construction and elementary operation of electron tubes, solid-state diodes, and transistors. Includes characteristic curves and properties related to DC load lines. An introduction to the use of electronic calculators and digital computers.

EET152 Electrical Circuits II (4 cr.) P: EET102. A study of DC and AC electrical circuits, networks theorems, j-operator, phasors, reactances, impedances, phase relationships, power, resonance, ideal and aircore transformers, and an introduction to graphical techniques and transients.

EET154 II (4 cr.) P: EET102, 104 and MATH 151. P or C: EET152. A study of the characteristics and applications of transistors, integrated circuits, and other solid state devices. Includes rectifier circuits, waveform interpretations, AC and DC load lines, biasing techniques, equivalent circuits, single and multi-stage class A small-signal amplifiers and H-parameters.

EET216 Electrical Machines and Controls (3 cr.) P: MATH 151 and PHYS. P202 or equivalent. Lecture, recitation, and demonstration combined to acquaint student with elements of electrical circuits and machines as they are applied as component parts of machine drives and controls within the requirements of the National Electrical Code, and in conformity to the ratings and dimensional specifications of NEMA. Manufacturers catalogs and pamphlets used freely as classroom aids.

Technical Communications (TCM)

TCM220 Technical Report Writing (3 cr.) Extensive application of the principles of good writing in industrial reporting, with emphasis on the techniques of presenting information graphically as well as in clear, concise written form.

Industrial Engineering Technology (IET)

IET104 Industrial Organization (3 cr.)

Detailed survey of organizational structures, operational, financial, marketing, and accounting activities; duties of management; planning, control, personnel, safety, wages, policy, and human factors necessary for effective management.

IET120 Systems and Procedures (3 cr.)

Introduction to the systems concept. Survey includes recognizing and defining problems and the application of management tools for systems analysis research.

IET198 Industrial Practice I (1 cr.) Practice in industry and written reports of this practice for co-op students.

IET204 Techniques of Maintaining Quality (3 cr.) P: MATH 151. Analysis of the basic principles of quality control. Includes an overall view of quality control from an engineering and manufacturing perspective. Includes the statistical aspects of tolerances, concepts of variation and control charting.

IET220 Critical Path Analysis (2 cr.) Detailed study of planning and control of a schedule by network techniques, including time/cost analysis of CPM scheduling for application on construction projects, job shop scheduling and related problems. Includes introduction to PERT and use of the computer for network analysis.

IET224 Production Planning and Control (3 cr.) Preproduction planning of the most economical methods, machines, operations, and materials for the manufacture of a product. Planning, scheduling, routing, and detailed procedure of production control.

IET250 Fundamentals of Production Cost Analysis (3 cr.) P or C: IET104. Surveys of fundamental mechanics of accounting, principles of account classification, financial and operating statements, and the generation of cost data according to cost accounting principles. Surveys the generation of cost data according to the principles of engineering economy. Examines applications of cost accounting data and engineering economy cost data to specific management decision areas through selected case problems.

IET262 Motion Study and Work Methods (3 cr.) Study of the various techniques of motion study including process charts, operation charts, multiple activity charts, micro and memo motion study, therbligs, and the movie camera, along with actual practice in their use. Includes study and application of the basic principles used to develop better methods of performing work.

IET266 Work Measurement and Incentives (3 cr.) Fundamentals of time study and work measurement with actual practice in their use. Includes stopwatch time study, measuring work with movie camera, the establishment of allowances by both stopwatch and work sampling studies, the establishment and use of predetermined time values, and the construction and use of work measurement formula.

IET268 Plant Layout (3 cr.) P: TG110 or equivalent. Arrangement of stock and machines, layout of aisles, use of space, and material handling for the highest efficiency of production.

IET296 Industrial Technology Case Problems (2 cr.) Application of theories developed in the several industrial technology courses to selected general case problems in order to provide practice in the integration of principles.

IET298 Industrial Practice II (1 cr.) Practice in industry and written reports of this practice for co-op students.

IET299 Industrial Engineering Technology (1-9 cr.) Hours and subject matter to be arranged by staff. Course may be repeated for credit up to nine hours.

IET312 Materials Handling (3 cr.) Survey of materials handling elements, the unit load, packaging, bulk handling, the economics of materials handling, improving existing handling methods, justification for handling equipment, special handling techniques, and the management of the materials handling divisions in the industrial organization.

IET324 Production Techniques (3 cr.) P: IET224, MET242. Continuation of operation planning with emphasis upon the equipment, tools, and techniques used in mass production. Adaptation of proposed plans to conform to existing facilities.

IET351 Production Control Techniques (3 cr.) P: IET224. The study of the various established techniques for analyzing and improving production operations. Emphasis is placed on the application of established analysis techniques such as MRP scheduling, PERT inventory control, inventory management, and forecasting.

IET354 Attribute and Variable Sampling (2 cr.) P: IET204. Survey single, double, sequential, variable, and continuous production sampling plans. It includes the calculation and plotting of OC and AOQ curves and determining the economic sampling number. Also includes the use of Dodge Romig, MIL STD 105, and MIL STD 414 tables.

IET364 Total Quality Control (3 cr.) The course is aimed at determining customer needs and wants and interpreting these into design during production, following-up on field performance, and feeding back quality information to further improve the quality system.

IET451 Monetary Analysis for Industrial Decisions (3 cr.) Not open to students who have had IET250. An introduction to the time value of money and how it relates to capital investments, equipment replacement, production cost, and various engineering technology alternatives.

Mechanical Engineering Technology (MET)

MET102 Production Drawing (3 cr.) P: TG110. Application of principles of engineering drawing to detail, assembly, design layout, equipment installations, and related drawing.

MET111 Applied Statics (3 cr.) P: MA151. A study of force systems, resultants and equilibrium, trusses, frames, beams, shear and moments in beams.

MET141 Materials and Processes I (3 cr.) An overview of characteristics and applications of materials commonly used in industry. It includes the primary process used in producing these materials and changing their characteristics and processes such as heat treatment and the hot and cold working of materials to meet the varied applications in industry.

MET142 Materials and Processes II (3 cr.) A survey of basic casting, welding, and joining processes. Foundry areas include patterns, cores, molding, melting, and cleaning. Basic arc, gas, TIG, and MIG welding methods are presented as well as the metallurgy of welding processes.

MET160 Applied Engineering Computational Analysis (2 cr.) P or C: MA151. Computations with the electronic calculator. The factor label method of unit conversion of commonly used engineering (including metric) units. Construction, drawing, and use of engineering graphs for both descriptive and computational purposes. The emphasis will be on development of skills.

MET170 Mechanical Engineering Technology Lectures (1 cr.) Introduction and orientation to the Department of Mechanical Engineering Technology and an overview of the functions and activities of mechanical Engineering technicians and technologists in industry.

MET211 Applied Strength of Materials (4 cr.) P: MET111. Principles of applied strength

of materials primarily with reference to mechanical design.

MET213 Dynamics (2 cr.) P: MET111 and MA221. Applied fundamentals of dynamic forces, including displacement, velocities, accelerations, work energy, power, impulse, momentum, and impact.

MET214 Machine Elements (3 cr.) P: MET211 and 213. The theories and methods development in statics, dynamics, and strength of materials are applied to the selection of basic machine components. The course will develop the fundamental principles required for the selection of the individual elements of which a machine is composed.

MET220 Heat/Power (3 cr.) P: MA221. Principles of thermodynamics and fluid dynamics as applied to the conservation laws of mass and energy, prime movers, and power cycles.

MET228 Machine Design I (3 cr.) C: MET214. Practical applications in the design of machines and products utilizing mechanical, pneumatic, hydraulic and electrical operation and control.

MET230 Fluid Power (3 cr.) P: MET220. A study of compressible and incompressible fluid statics and dynamics as applied to industrial hydraulic and pneumatic circuits and controls.

MET236 Jig and Fixture Design (3 cr.) P: MET102. Application of principles in the design and construction of drilling, milling, reaming, and assembly jigs and fixtures; information related to materials, heat treatment, and cost estimating. Gauging characteristics, selection, and design for interchangeable manufacture.

MET242 Manufacturing Processes (3 cr.) A basic survey of manufacturing process and tools used by industry to convert bars, forgings, castings, plate, and sheet materials into finished products. Includes basic mechanics of materials removal and forming, measuring, quality control, and safety of operations.

MET280 Introduction to Plastics (3 cr.) P: MET141. A survey of the plastics industry including a study of materials with reference to their properties, processing, and uses. Fabrication, finishing and fastening methods are also studied in some detail with consideration to plastic product design.

MET288 Die Design (3 cr.) P: MET102. Application of principles in the design and construction of piercing, blanking, forming, drawing dies, single combination and progressive type dies. Cam and assembly

dies. Related information as to materials, heat treatment, and cost estimating.

MET314 Fundamentals of Machine Elements II (3 cr.) P: MET214. A second course in machine elements. Topics covered include roller bearings, helical gears, worm gears, bevel gears, long shoe brakes, power screws, curved beams, thick and thin-walled cylinders, chain drives, and additional topics. Also some consideration of theories of failure, stress concentration, and endurance limit.

MET320 Applied Thermodynamics (3 cr.) P: MET220 and MA222. The fundamentals of thermodynamics including applications of the first and second laws, enthalpy, entropy, reversible and irreversible processes.

MET341 Applied Metallurgy (3 cr.) P: MET141. A study of ferrous and nonferrous metals and alloys. Includes atomic structure, bonding and arrangements of atoms; phase diagrams; reactions within solid materials; and the interrelation of these to show how structure determines the properties of a material.

MET342 Automated Manufacturing Processes (3 cr.) P: MET242. A survey of automatic turning machines, machining centers, punching machines, transfer machines, with an introduction to programming tape and computer controlled machines, including inspection and quality control procedures.

Supervision

SPV100 Supervision Lectures (1 cr.) Introduction and orientation to the Department of Supervision and an overview of the supervision and personnel functions in the world of work.

SPV240 Labor Relations Problems (3 cr.) Problems of workers with possible solutions as suggested by organized labor and management. Regulations concerning management, labor and collective bargaining agreement, grievance and arbitration procedures.

SPV252 Human Relations in Supervision (3 cr.) Focuses upon the social, political, and economic relationships existing within the work group in terms of a systems environment wherein the process of doing the task demands understanding of the relationship implications of supervisory decision. Importance of communication is stressed.

SPV331 Occupational Safety and Health (3 cr.) A presentation of those aspects of occupational safety and health which are most essential to the first-line supervisor. Emphasis is placed on developing an

understanding of the economic, legal, and social factors related to providing a safe and healthful working environment.

SPV374 Supervisory Management (3 cr.) Introduction to and overview of the fundamental concepts of supervision. Emphasis is placed on the supervisor's major functions and essential areas of knowledge, relations with others, and his or her personal development.

SPV375 Basic Methods of Training for Supervisors (3 cr.) P: SPV374 or consent of instructor. Principles, practices, and variations of basic methods of instruction as related to training situations found in the world of work. Emphasis on the supervisor as a trainer.

SPV376 Personnel Supervision (3 cr.) P: SPV374 or consent of instructor. Analysis and discussion of selected case problems concerning typical personnel situations faced by the supervisor. Emphasis directed toward development of student attitude, philosophy, analytical ability, and problem-solving skills within the working environment.

SPV462 Work Experience Seminar (3 cr.) P: work experience approved by department. Open to students in the Department of Supervision only. Class instruction related to work experience of the individual participant.

SPV474 Conference Leadership Training (4 cr.) Understanding the role of the conference in business and industry together with practical application of the various techniques of conference leadership and an understanding of group dynamics in the conference situation.

SPV574 Managerial Training and Development (3 cr.) P: SPV374 and 375. Open to seniors and graduate students only. Review of current managerial education and development theories and practices; discussion of fundamental social, economic, and political changes affecting business and the work of managing; implications of these changes for management development and continued growth.

SPV577 Organization and Administration of Training and Development (3 cr.) P: SPV375; P or C: SPV574. Open to seniors and graduate students only. The function and management of training and development in the world of work.

Statistics

STAT301 Elementary Statistical Methods I (3 cr.) P: MATH151. A basic introductory statistics course with applications shown to various fields and emphasis placed on assumptions, applicability, and interpretation of various statistical techniques. Subject

matter includes frequency distributions, descriptive statistics, elementary probability, normal distribution applications, sampling distribution, estimation hypothesis, and linear regression.

Traffic Management

T101 Traffic Management 1 (3 cr.) Fundamentals of traffic management and the organization and management of traffic departments.

T102 Traffic Management 2 (3 cr.) Continues Traffic Management 1; also the study of claims, demurrage, carrier liability, and freight contracts.

Religion

R152 Introduction to Religion in the West (3 cr.) (H) Patterns of religious life and thought in the West; continuities, changes, and contemporary issues.

R160 Introduction to Religion in Culture (3 cr.) (H) Traditional patterns of encounter with the sacred. Secularization of Western culture. Religious elements in contemporary American culture.

R170 Religion and Social Issues (3 cr.) (H) Western religious convictions and their consequences for judgments about personal and social morality, including such issues as sexual morality, medical ethics, questions of socio-economic organization, and moral judgments about warfare.

R210 Religion of Ancient Israel (3 cr.) Development of its beliefs, practices, and institutions from the patriarchs to the Maccabean period. Introduction to the biblical literature and other ancient Near East documents.

R336 Religion in America (3 cr.) (H) Development and variety in American religious thought and life.

Sociology

S100 Sociological Analysis of Society (3 cr.) (SS) Introduction to the concepts and methods of sociology with an emphasis on the understanding of contemporary American society.

S101 Social Problems and Policies (3 cr.) (SS) Provides a sociological perspective to an in-depth study of a major social problem; explores the policy implications of the general sociological perspective and of sociological knowledge of a particular problem. Problems vary by section; examples include: population, drug use, science and technology, poverty.

S210 Social Organization (3 cr.) (SS) An introduction to the concepts, perspectives, and theories of social organization, from the

level of the dyad to whole societies and inter-societal networks.

S215 Social Change (3 cr.) (SS) Introduction to theoretical and empirical studies of social change. Explores issues such as modernization; rationalization; demographic, economic and religious cause of change; reform and revolution.

S230 Society and the Individual (3 cr.) (SS) An introduction to the concepts, perspectives, and theories of social psychology from the level of the individual to collective behavior.

S309 The Community (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. An introduction to the sociology of community life stressing the processes of order and change in community organization. Major topics include the community and society, the nonterritorial community, analysis of major community institutions, racial-ethnic differences in community behavior, community conflict, and community problems.

S313 Sociology of Religion (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. The nature, consequences and theoretical origins of religion, as evident in social construction and functional perspectives; the social origins and problems of religious organizations; and the relationship between religion and morality, science, magic, social class, minority status, economic development and politics.

S315 Sociology of Work (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Treats work roles within such organizations as factory, office, school, government, and welfare agencies; career and occupational mobility in work life; formal and informal organizations within work organizations; labor and management conflict and cooperation; problems of modern industrial workers.

S316 Sociology of the Family (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Structure and process of the conjugal family in modern and emerging societies. Focus on relationships of the family to other subsystems of the larger society, and on interaction within the family in connection with these interrelationships. Stress on development of systematic theory.

S317 Social Stratification (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Nature, functioning, and maintenance of systems of social stratification in local communities and societies. Correlates and consequences of social class position and vertical mobility.

S320 Deviance and Control (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Analysis of deviance in relation to formal and informal social processes. Emphasis on deviance and respectability as functions of social reactions, characteristics of rules, and power and conflict.

S325 Criminology (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Factors in genesis of crime and organization of criminal behavior from points of view of the person and the group.

S335 Race and Ethnic Relations (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Relations between racial and ethnic minority and majority groups; psychological, cultural, and structural theories of prejudice and discrimination; comparative analysis of diverse systems of intergroup relations.

S340 Social Theory (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Sociological theory, with focus on content, form and historical development. Relationships between theories, data, and sociological explanation.

S360 Topics in Social Policy (3 cr.) (SS) P: 3 hours of sociology or consent of instructor. Specific topics announced each semester; examples include environmental affairs, urban problems, poverty, and population problems. May be repeated three times for credit with different topics.

S410 Topics in Social Organization (3 cr.) (SS) P: S210 or consent of instructor. Specific topics announced each semester, e.g., social stratification, formal organizations, urban organization, education, religion, politics, demography, social power, social conflict, social change, comparative social systems. May be repeated three times for credit.

S419 Collective Behavior and Social Movements (3 cr.) (SS) P: S210, S230 or consent of instructor. Investigation of panics, fads, riots, cults, utopian communes, reform movements and revolutions. Analysis based on multiple perspectives; psychological, ideological, interpersonal, educational, organizational, and macrostructural. Emphasis on using historical cases to derive and test general hypotheses.

S420 Topics in Deviance (3 cr.) (SS) P: S320 or consent of instructor. Specific topics announced each semester, e.g., crime, juvenile delinquency, law enforcement, corrections, mental illness, sexual deviance, drug use, violence, and physical disability. May be repeated three times for credit.

S427 Social Conflict (3 cr.) (SS) P: S320 or consent of instructor. Origin, development,

and termination of social conflict; its organizing and disorganizing effects; its control.

S440 History of Social Thought (3 cr.) (SS) P: S210 or consent of instructor. Social theories from ancient Greeks to close of 19th century, with emphasis on relation of social thought to social forces.

S099 Independent Study (cr. arr.)

R345 Crime and Society (SS)

Examination of the creation, selection, and disposition of persons labeled criminal or delinquent. Emphasis on crime and delinquency as expressions of group conflict and interest. Critique of academic and popular theories of crime and punishment.

R346 Control of Crime (formerly S426) (SS) History, objectives, and operation of the crime control system in relation to its socio-political context. Critical examination of philosophies of punishment and programs of rehabilitation.

Spanish

S100-S150 Elementary Spanish I-II (4-4 cr.) Introduction to present-day Spanish language and culture. This sequence is intended for those with little or no previous instruction in Spanish. Attendance in the Language Laboratory may be required.

S200-S250 Second-Year Spanish I-II (3-3 cr.) P: S150 or equivalent. Continuation of S150, with increased emphasis on communication skills and selected readings on aspects of Hispanic culture. Attendance in the Language Laboratory may be required. Credit not given for both S175 and S200.

Speech

S121 Public Speaking (3 cr.) Theory and practice of public speaking; training in thought processes necessary to organize speech content, analysis of components of effective delivery and language.

S122 Interpersonal Communication (3 cr.) (H) Practical consideration of spontaneous human interaction in face-to-face situations. Special attention to perception, language, and attitudes.

S221 Speech and Human Behavior (3 cr.) (H) Development of speech and theories of oral discourse; the communication process and human behavior and culture; speech in conflict situations.

S223 Business and Professional Speaking (3 cr.) (H) P: S121. Preparation and presentation of type of speeches and oral reports appropriate to business and professional occupation; group discussion and parliamentary procedure.

S229 Discussion and Group Methods (3 cr.) (H) Leadership and participation in group, committee, conference, and public discussion; logical and psychological aspects of group process.

S324 Persuasion (3 cr.) (H) Motivational appeals in influencing behavior; psychological factors in speaker-audience relationship; contemporary examples of persuasion. Practice in persuasive speaking.

S427 Cross-Cultural Communication (3 cr.) (H) A survey study of national, cultural, and cross-cultural persuasion in theory and practice.

Theatre and Drama

T115 Oral Interpretation I (2 cr.) (H) Introduction to theories, methodology, and skills; oral and visual presentation of literature for audiences.

T210 Appreciation of Theater (3 cr.) (H) Introduction to the art of the theater through a study of major dramatic forms and theatrical techniques. No credit for Theater/Drama major concentration in the IU system.

T238 Workshop in Readers Theater (1 cr.) (H) Introduction to the theories and techniques of readers theater through readings and performance.

Resident Faculty

Baker, Diane, B.S.N. (*Ball State University, 1974*), Lecturer in Nursing, Part-Time

Blake, Joseph A., Ph.D. (*Northwestern University, 1973*), Associate Professor of Sociology

Blakey, George T., Ph.D. (*Indiana University, 1970*), Professor of History

Branstrator, Peggy, M.S. (*University of Cincinnati, 1971*), Lecturer in Biology

Browne, William F., Ph.D. (*The Ohio State University, 1975*), Associate Professor of Education and of Psychology

Carter, Ronnie D., Ph.D. (*University of Wisconsin, 1972*), Professor of English

Chang, Valerie N., M.S.W. (*University of Chicago, 1965*), Assistant Professor of Social Services

Collier, Shirley, B.S.N. (*Ball State University, 1983*), Lecturer in Nursing, Part-Time

Dhawale, Shrikrishna, Ph.D. (*University of Bombay, 1968*), Assistant Professor of Chemistry

Dieterle, Mary Diane, M.B.A. (*Wright State University, 1981*) Lecturer in Accounting

Dorell, Cynthia, B.S.N. (*Capital University, 1974*), Lecturer in Nursing

Englert, Lawrence R., M.B.A. (*University of Dayton, 1972*), Associate Professor of Accounting

Fell, Mary E., M.F.A. (*University of Massachusetts, 1977*), Assistant Professor of English

Foos, K. Michael, Ph.D. (*The Ohio State University, 1972*), Associate Professor of Biology

Fopma-Loy, Joan, M.S.N. (*University of Cincinnati, 1980*) Assistant Professor of Nursing

Freier, Mary P., Ph.D. (*University of Illinois-Urbana-Champaign, 1972*) Assistant Professor of English

Frye, Paul A., Ph.D. (*University of Denver, 1979*), Assistant Professor of Speech

Fulton, David J., Ph.D. (*Indiana University, 1974*), Associate Professor of History and Political Science

Goerke, Glenn A., Ph.D. (*Michigan State University, 1964*), Professor of Education

Gray, Patricia, M.S.N. (*The Ohio State University, 1984*), Lecturer in Nursing

Grohsmeier, Frederick A., Ph.D. (*Purdue University, 1954*), Professor of Psychology

Hosey, Ronald, Ph.D. (*Tulane University, 1981*), Associate Professor of Mechanical Engineering Technology

Hufford, G. Lynn, M.S.L.S. (*Western Michigan University, 1979*), Assistant Librarian and Director of the Learning Resources Center

Huss, Mary E., Ph.D. (*Simon Fraser University, 1984*), Assistant Professor of Mathematics

Kramer, Rosalie J., Ed.D. (*Ball State University, 1973*), Associate Professor of Biology

Lewis, Phillip, M.B.A. (*Wright State University, 1981*), Lecturer in Management

Logston, Julia, B.S.N. (*Indiana University-Purdue University-Indianapolis, 1982*), Lecturer in Nursing

McCarty, Judith A., Ed.S. (*Ball State University, 1973*), Associate Professor of Nursing

McClellan, Lora, M.L.S. (*Indiana University, 1985*), Affiliate Librarian for Public Services

Miller, Leanna, M.S.N. (*Ball State University, 1984*), Assistant Professor of Nursing

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Osgood, Thomas W., Ph.D. (*University of Illinois, 1973*), Associate Professor of Computer Science & Mathematics

Phillips, Robert G., M.S. (*Case Western Reserve University, 1966*), Associate Professor of Industrial Engineering Technology

Rankin, Sherry, M.S.N. (*Ball State University, 1985*), Lecturer in Nursing

Riggle, Christine, M.S.N. (*Indiana University, 1972*), Assistant Professor of Nursing, Part-Time

Sakamoto, Katsuyuki, Ph.D. (*Southern Illinois University, 1971*), Professor of Psychology

Thomas, Thomas J., M.F.A. (*Miami University, 1975*), Associate Professor of Fine Arts

Turk, Eleanor F., Ph.D. (*University of Wisconsin-Madison, 1975*), Associate Professor of History

Veramallay, Ashton I., Ph.D. (*Iowa State University, 1976*), Associate Professor of Economics

Vincent, Jane, M.S.N. (*IU-PU Indianapolis, 1981*), Assistant Professor of Nursing

Wagor, Walter F., Ph.D. (*Vanderbilt University, 1984*), Assistant Professor of Psychology

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Worrell, Pamela Jo, M.A. (*Ball State University, 1983*) Assistant Professor of Nursing

Adjunct Faculty

Adams, Lee Ann, M.A. (*Ohio University, 1971*), English

Ailes, Dennis, M.A. (*Ball State University, 1980*), Psychology

Allee, Katherine, M.A. (*Ball State University, 1979*), Home Economics

Anders, Steven, Ph.D. (*Miami University, 1981*), History

Andrews, Dennis, M.S. (*Ball State University, 1981*), Criminal Justice

Bailey, Robert L., Ph.D. (*Indiana State University, 1977*), Education

Barker, George, Ph.D. (*Purdue University, 1970*), Philosophy

Benkert, Jerome, B.S. (*Indiana University, 1980*), Business

Bottorff, Kenneth, M.S. (*Indiana State University, 1969*), Astronomy

Bricker, Robert, M.F.A. (*Bowling Green University, 1976*), English

Brown, Harry, Ph.D. (*Miami University, 1983*), Criminal Justice

Buckland, Jack, M.B.A. (*University of Dayton, 1975*), Business

Burns, Dana, M.A. (*Ball State University, 1974*), Sociology

Casey, Raymond, M.A. (*Ball State University, 1978*), Speech

Chander, Harish, Ph.D. (*Miami University, 1980*), English

Cimbala, Paul, Ph.D. (*Emory University, 1983*), History

Clark, Mary Jo, M.A. (*Wayne State University, 1964*), Speech

Cline, Peter, Ph.D. (*Stanford University, 1969*), History

Conder, William, B.A. (*Earlham College, 1963*), Purdue Programs

Dalzell, Dalton, B.S.A. (*Purdue University, 1943*), Chemistry

Davenport, David N., M.M.E. (*Indiana University, 1955*), Music

Dean, Kevin, M.A. (*Miami University, 1982*), Speech

Drew, Herbert, Purdue Programs

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Giannini, Stephan, M.S. (*Indiana University, 1981*), Education

Godfrey, Edwin, M.A. (*Indiana University, 1939*), Mathematics

Goodnight, Gordon E., M.A.T. (*Indiana University, 1975*), Biology

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Guelker, Michael, M.S. (*Washington State University, 1976*), Human Services

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Heavilin, Robert, B.S. (*Earlham College, 1971*), Computer Science

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Jentges, Danielle, M.A. (*Iowa State University, 1972*), Fine Arts

Judy, Joseph, M.A. (*Ball State University, 1973*), Industrial Arts

Khilju, Nasir, Ph.D. (*McMaster University, 1982*), Business

Kidd, Phillip R., M.A. (*Ball State University, 1964*), Business

Klose, Gilbert, M.S. (*University of Wisconsin, 1953*), Business

Knight, David, M.S. (*Ball State University, 1979*), Purdue Programs

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Lees, Helen, M.A. (*University of Wisconsin, 1946*), English

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McFarland, Jeanne S., M.S. (*Purdue University, 1977*), Mathematics

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- Pipes, Gordon, M.A.T. (*Indiana University, 1968*), *French*
- Probasco, Charles, M.S. (*Ball State University, 1980*), *Astronomy*
- Ray, John, Ph.D. (*University of California, 1980*), *Economics*
- Ronald, Pauline, A.T.D. (*Ball State University, 1966*), *Fine Arts*
- Sanders, Helen, M.A. (*Ball State University, 1971*), *Mathematics*
- Schulenburg, Nancy, M.A.T. (*University of Cincinnati, 1970*), *Mathematics*
- Seal, John, M.B.A. (*Butler University, 1976*), *Business*
- Short, Roy M., M.A. (*Purdue University, 1954*), *Physics*
- Slick, Bonnie, M.A. (*Ball State University, 1974*), *Education*
- Slorp, Lee, Ph.D. (*University of Illinois, 1977*), *Geography*
- Spencer, Stanley, M.A. (*University of Dayton, 1974*), *Business*
- Szopa, Anne, M.A. (*Ball State University, 1976*), *Sociology*
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- Tincher, Steven, M.A. (*Ball State University, 1975*), *Business*
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