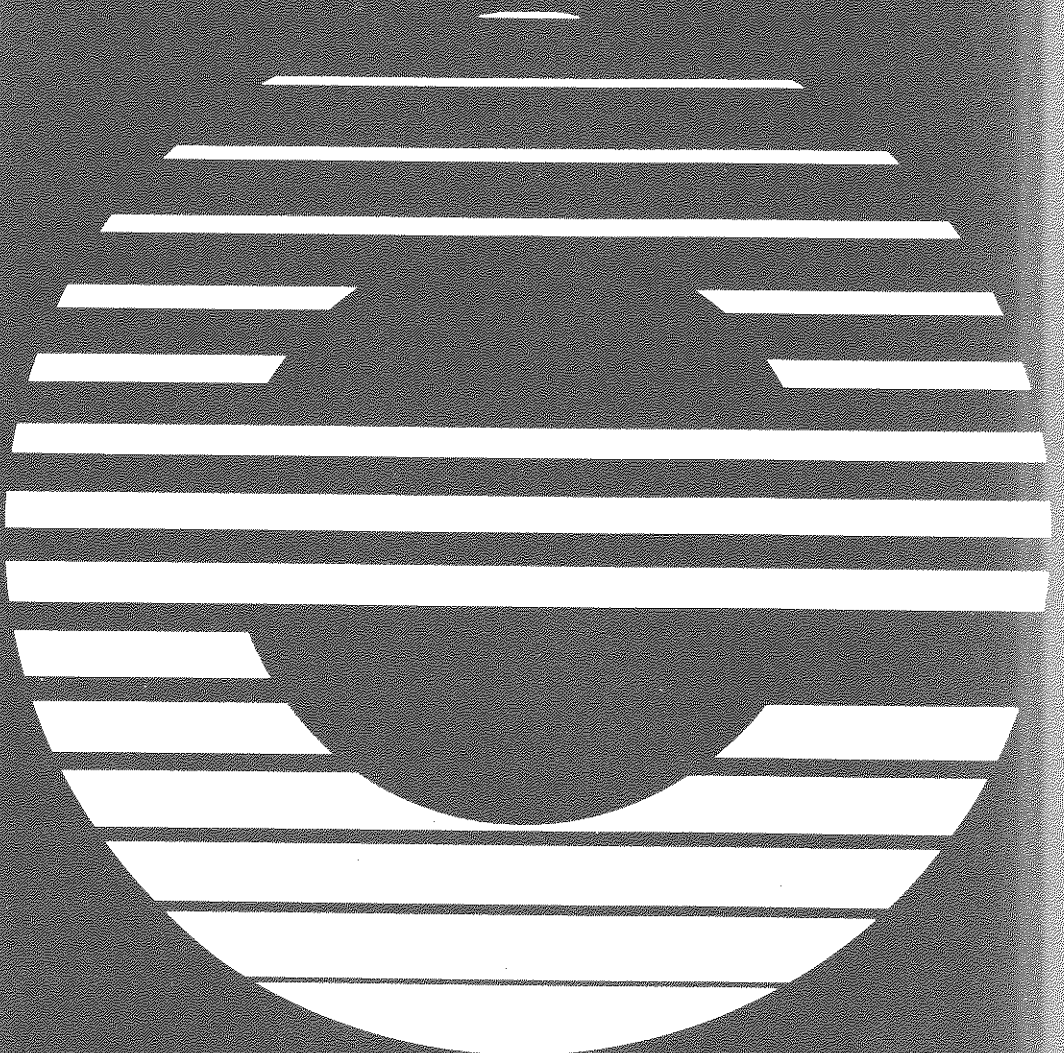


1979/81

Bulletin

Indiana University East



INDIANA UNIVERSITY EAST BULLETIN

1979-81

THE STUDENT'S 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 always help a student meet these requirements, but the student himself is responsible for fulfilling them. At the end of the student's course of study, the faculty and the Board of Trustees vote upon the conferring of the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. For this reason, it is important for each student to acquaint himself with all regulations and remain currently informed throughout his college career.

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.

**2325 Chester Boulevard
Richmond, Indiana 47374
Telephone 966-8261**

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Indiana University 1979/81 Bulletin

INDIANA UNIVERSITY EAST 1979-81 Calendar

FIRST SEMESTER	1979-80	1980-81
Registration	Aug. 23-24, R, F	Aug. 21-22, R, F
Classes Begin	Aug. 27, M	Aug. 25, M
Labor Day Recess	Sept. 3, M	Sept. 1, M
Thanksgiving Recess Begins	Nov. 22, R	Nov. 27, R
Classes Resume	Nov. 26, M	Dec. 1, M
Classes End	Dec. 15, S	Dec. 13, S
Final Exams*	Dec. 11-21, T-F	Dec. 9-19, T-F

SECOND SEMESTER

Registration	Jan. 3-4, R, F	Jan. 8-9, R, F
Classes Begin	Jan. 7, M	Jan. 12, M
Spring Recess Begins	TBA	TBA
Classes Resume	TBA	TBA
Classes End	Apr. 26, S	May 2, S
Final Exams	Apr. 28-May 3, M-S	May 4-9, M-S

SUMMER SESSION

	1980	1981
Registration	Jun. 5, 6, R, F	Jun. 11, 12, R, F
Classes Begin	Jun. 9, M	Jun. 15, M
Independence Day Recess†	Jul. 4, F	
Classes & Final Exams End	Aug. 2, S	Aug. 7, F

* Saturday classes should schedule final exams on the last Tuesday or Wednesday of exam week.

† Independence Day Recess may be made up on the final Friday or Saturday of the Summer Session.

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Indiana University

Founded in 1820, only four years after Indiana achieved statehood, Indiana University is one of the oldest state universities west of the Alleghenies. It has consistently met its original commitment of providing a statewide system of public higher education. Among the first American universities to admit women on an equal standing with men, I.U. also provides its services without regard to race, creed, or color.

Indiana University is ranked tenth largest in the nation with an enrollment totaling nearly 77,000 on its eight state campuses and including students from all fifty states and many foreign countries. With a faculty exceeding 3,000, its more than 100 departments offer 5,000 courses of instruction.

The major divisions of Indiana University are the Bloomington campus (the largest and oldest), Indiana University - Purdue University at Indianapolis (IUPUI), and six other strategically located campuses at population centers over the state.

The Bloomington Campus

College of Arts and Sciences (includes the School of Journalism)
 School of Business
 School of Continuing Studies
 School of Education
 School of Health, Physical Education, and Recreation
 School of Law—Bloomington
 School of Music
 School of Optometry
 School of Public and Environmental Affairs
 Graduate School
 Graduate Library School
 University (Freshman) Division

Indiana University - Purdue University at Indianapolis

Indiana University Medical Center
 Indiana University School of Medicine
 Indiana University School of Medicine—Division of Allied Health Sciences
 Indiana University School of Dentistry
 Indiana University School of Nursing
 Indiana University School of Law—Indianapolis
 Indiana University School of Social Work
 Indiana University School of Business
 Indiana University School of Education
 Indiana University School of Public and Environmental Affairs
 Indiana University School of Continuing Studies—IUPUI Division
 Herron School of Art at IUPUI
 IUPUI School of Liberal Arts
 IUPUI School of Science
 IUPUI School of Engineering and Technology
 IUPUI School of Physical Education
 IUPUI University Division

The Regional Campuses

Indiana University East (Richmond)
 Indiana University - Purdue University at Fort Wayne (IPFW)
 Indiana University at Kokomo
 Indiana University Northwest (Gary)
 Indiana University at South Bend
 Indiana University Southeast (New Albany)

These campuses grant degrees in the Arts and Sciences, Education, Business, Medical Technology, Public and Environmental Affairs and Social Work. Through the Division of General and Technical Studies, associate degrees and certificates are awarded, as at Bloomington and IUPUI, in a number of para-professional areas.

Additional University facilities include Bradford Woods, the biological station at Crooked Lake, the Geologic Field Station in Montana, the Lake Monroe biology site, the Goethe Link Observatory and Morgan-Monroe Observatory of Goethe Link, the Angel Mounds historical site near Evansville, and Camp Brosius at Elkhart Lake, Wisconsin.

The Indiana University library system contains more than 9,000,000 items. Comprising this system are the University Library; the Lilly Library, with its valuable collections of rare books and manuscripts; libraries at each of the regional campuses; school and departmental libraries; and collections at housing units in the Halls of Residence, Bloomington.

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 an opportunity for adults in the community 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 increasingly obvious the need for separate facilities, 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 I.U. East Campus was opened and occupied on a 230-acre site on the north edge of Richmond, Indiana.

Institutional Mission of Indiana University East

Indiana University East was established in response to the expressed desires and the needs of the citizens of East Central Indiana. This institution has committed itself to meeting these needs and desires through an educational philosophy which embraces man in himself, in his society, in his environment, and in the earning of his livelihood. Indiana University East is also committed to the belief that higher education should be available to all who can benefit from it. Finally, Indiana University East recognizes its responsibility to assist citizens in developing their abilities so that they can lead fulfilling and productive lives.

This philosophy is implemented through the design, development, and maintenance of transfer programs, associate degree and certificate programs, continuing education activities, and the services necessary to support students enrolled in these programs.

Education at Indiana University East incorporates three different concepts, that of Liberal, Career, and Continuing Education. All of the academic division and programs incorporate these concepts in their programs.

1. Liberal Education

Liberal education at Indiana University East is meant to stimulate intellectual growth within the student by providing a basic awareness of the values, experiences and knowledge which have shaped our civilization and by assisting the student to increase his/her ability to work effectively with concepts, assumptions and the relationship 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.

2. Career Education

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. Assistance will be given in the process of identifying and selecting careers which will be satisfying and rewarding.

3. Indiana University East Continuing Education

Indiana University East recognizes its role in the life of the larger community by providing opportunities for cultural and avocational activities. Through its commit-

ment to satisfy the on-going educational needs of professionals in education and in industry, commerce, and agriculture, Indiana University East will initiate and participate in efforts to identify social, economic, and ecological problems of the community and to speed their solution. Indiana University East will promote cultural programs and events and develop programs which help citizens adjust to new phases of life.

Indiana University East recognizes its responsibility to develop methods which broaden access to University programs. Efforts will be made to identify individuals who, by tradition, would not consider post-secondary education and to encourage them to seek admission. Indiana University East will also assist these students in developing the skills and abilities necessary to achieve success at the post-secondary level and help them to identify the educational program best suited to their individual wishes and needs.

Indiana University East recognizes its obligation to the enrolled student to provide services relating to the non-academic and out-of-class aspects of student life and to provide academic and personal development services which support the educational process.

Indiana University East is committed to supporting the continued improvement of the skills, methods, and knowledge of its faculty, because it recognizes that the excellence of the teacher determines the quality of the education obtained at this campus. Indiana University East also recognizes that faculty development is more than improved classroom techniques, but that it requires growth through active involvement in the affairs of the University, the community at large, and the various disciplines. The campus, therefore, will encourage, support and recognize this involvement.

ACADEMIC PROGRAMS

Indiana University East offers the following credit programs:

1. The Associate of Arts degree in Liberal Studies with several basic fields of concentration, such as American studies, fine arts, history, sociology, psychology, economics/political science, English/literature, and mathematics/science.
2. Associate of Science degree in Business with concentrations in management and administration, accounting, and banking and finance.
3. Associate of Science degree in Criminal Justice.
4. Associate of Applied Science degrees from Purdue University in mechanical engineering technology, industrial engineering technology (also Material Management option), and Supervision.
5. The freshman year in engineering for Purdue University.
6. The freshman year in agriculture for Purdue University.
7. Associate of Science degree in Human Services (in conjunction with the Indiana University School of Social Work).
8. Associate of Arts degree in Nursing (three semesters offered at I.U. East and final semester *and* degree offered by the Indiana University School of Nursing).
9. Courses to prepare secretaries for the Certified Professional Secretaries Examination.
10. 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, I.U. East, or from the University Registrar, Student Services Building, Indiana University, Bloomington, Indiana 47405.
11. 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 his school. When a student registers for graduate credit without such approval, he does so without assurance that credit for such work may be applied toward fulfilling requirements for an advanced degree. Indiana State Law dictates that "Teachers who are employed full time shall not be permitted to earn more than six semester hours of credit in one semester for a maximum of twelve semester hours for the year of two semesters."

12. Correspondence study available through the Independent Study Division, Owen Hall 002, Indiana University, Bloomington, Indiana 47405.
13. Seminars, short courses, conferences, symposiums focused on the professional, occupational, and cultural growth of the individual offered by the Office of Continuing Studies.
14. Bachelor of General Studies and Associate of General Studies degrees are offered through the cooperation of Indiana University's School of Continuing Studies.

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 class, (3) makes above average scores for a high school senior on the College Board Scholastic Aptitude 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 would not normally qualify for regular admission through the College Access Program (CAP). The purpose of the CAP program is to provide special courses and counseling to prepare students for normal college-level work where their previous training and experience have been inadequate. Successful completion of CAP qualifies the students to continue his 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 D 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 of any I.U. East degree must be completed on an Indiana University campus. Evaluation of transfer credit is administered by the Records Office.

Purdue University Engineering Technology Programs. Students wishing to pursue one of the Purdue technology programs offered at I.U. East will be 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 I.U. 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.

*See "Rules Determining Resident and Nonresident Student Status."

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 I.U. 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 indicating their interest.

The Admission and Academic Affairs Committee is authorized to make exception to some 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, and 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. Closing dates for filing of applications are December 1 for the spring semester, April 15 for the summer session, and July 1 for the fall semester. An application fee of fifteen dollars (\$15) is required of each new applicant to the University. Applications may be obtained from area high school counselors or the I.U. East 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 attended 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 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) average on a 4.0 scale and send a written request to the Office of Admissions asking that he or she be granted transient status. A student may enroll one semester or one summer session as a transient. 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 Non-Degree

An adult student may enroll as a non-degree student until the completion of 12 hours. At that time, he or she must apply for admission to I.U. East.

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. This student must file the temporary application for admission but is not required to present transcripts or pay the admission fee.

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 multi-campus 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 credits 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 coursework 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 be auditioned.
3. As the date of transfer approaches, check with your campus Registrar to get information on registration dates and procedures on the other campus. 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. Your Registrar 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 coursework required for your program.

ADVANCED PLACEMENT AND CREDIT

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

Specific use of achievement 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 I.U. 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.

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 intent 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.

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.
 - (k) The student's future plans including committed place of future employment or future studies.
 - (l) Admission to a 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.
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 president 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 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 the University, as well as to such other punishment which may be 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 and are subject to change by action of the Board of Trustees.

A nonrefundable application fee of \$15 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	\$26	\$59
Graduate	\$34	\$70
Purdue University		
Technology Programs	\$26	\$59
Special Fees (in addition to basic fees)		
Special Examination	\$5	
Late Enrollment	\$5 per course (\$10 maximum)	
Late Schedule Changes	\$10	
Clinical Supervision Fee for Nursing	\$5 per contact hour	
Field Experience	\$15	
Laboratory	\$10 per laboratory course	
Parking	\$.60 per credit hour	
Student Activities Fee (credit students)		
\$1.50 per credit hour		
\$12 per semester maximum		
Continuing Education (noncredit)	Fees vary; see specific listings	

Auditing Fees. For courses that have been audited, no grades or credits are received. A recording fee of \$5 per credit hour is assessed to have an official record made of having audited a particular 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:

- a. during the first or second consecutive semester of matriculation, there is no charge;
- b. the student is a first semester transfer student, there is a \$5 per credit hour charge; OR
- c. the student is neither a nor b., then he/she will pay the standard per semester fee at the appropriate resident or nonresident rate.

Late Change Fee. Any student-initiated change in sections after the first week of classes will be assessed a late change fee of \$10 per student appearance.

Payment Procedures. Payments must be made in cash or by bank draft express order, post office order, traveler's check, personal check or BankAmericard/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 BankAmericard/VISA for the payment of University fees.

Fee 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 five dollar (\$5) service charge plus 40% of course tuition and directly related laboratory fee assessments, but not less than sixty dollars (\$60) is required as a minimum cash down payment. Additional charges, i.e., Activity fees, Parking fees, must be paid in addition to the cash down payment. Nonpayment of the unpaid balance by the stated date will constitute cancellation of student's registration.

REFUND POLICY

Refunds are based upon the date of the official withdrawal application as stated below.

Fee Refund Schedule

First and Second Semester

1. First calendar Week or through Drop/Add Day 100%
2. Second and Third calendar Weeks. 50% of Tuition or Tuition paid minus \$50, depending on number of hours dropped
3. For withdrawal after the Third calendar Week of Fall and Spring classes, NO REFUND

Summer Session

1. First calendar Week or through Drop/Add Day 100%
2. Second calendar Week 50% of Tuition or Tuition Paid minus \$50, depending on number of hours dropped
3. For withdrawal after the SECOND calendar Week of Summer Session classes, NO REFUND

To be eligible for a refund, students must notify the Registrar's Office at the time of withdrawal.

REFUND PROCEDURE

Students must obtain a change of course form from the Office of the Registrar. (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.

1. Having received the change of course form from the Registrar's Office, an audit is performed.
2. The Registrar's date of withdrawal or drop is used to compute the percentage of refund.
3. Once the verification and computation are completed an invoice voucher is prepared to forward the refund check to the student.

SCHOLARSHIPS AND FINANCIAL AIDs

Many kinds of financial aids are available to students attending Indiana University at any of its locations. Inquiries for more detailed information should be directed to the Office of Scholarships and Financial Aids, Indiana University East, 2325 Chester Boulevard, Richmond, Indiana 47374, well in advance of the date for which the financial support is needed.

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, therefore, may be considered. Occasionally it is necessary to offer financial aid as a "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 all-University Scholarship and Financial Aid Committee attempts to arrange the combination of aids in a manner that will be most beneficial to the individual student.

The application for scholarships and financial aid is submitted to the Director of Financial Aids, Indiana University East. Application for most aids must be completed prior to February 15 in order to arrange support for the following fall semester. Application forms are available in the I.U. East Office of Financial Aid. The forms must be completed for each academic year.

Scholarships. 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 will 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. Scholarships with stipends of approximately \$200 or less may be awarded to students even though evaluation of all data indicates that the family's resources are sufficient to enable the student to attend Indiana University without financial assistance. Parents of students interested only in scholarships with a stipend of approximately \$200 need not submit a Financial Aid Form; those wishing consideration for a larger amount should submit this Financial Aid Form to the College Scholarship Service before February 1. These forms are available in the I.U. East Office of Financial Aid.

I.U. East Scholarships. Scholarships and other cash awards are available to Indiana University East students through local service clubs, businesses, industries, and other private agencies in the Richmond area. These awards are intended to assist students to defray educational expenses while enrolled full time at I.U. East. Further information regarding these awards may be obtained from either the individual agencies or the I.U. East Office of Financial Aid.

Ruth L. Brown Memorial Scholarship

Available to: I.U. East students on the basis of scholastic ability, character, and citizenship.
 Provided by: Ruth L. Brown Trust Fund.
 Number of Awards: Varies.
 Value of Each: Variable—based on income from trust fund.
 Selected by: Special Committee.
 Application to: Office of Financial Aid.

Grant Spears, Jr. Scholarship Fund

Available to: I.U. East students on the basis of merit and need, without restrictions as to age, sex, race, religion or national origin; is open to any resident of Wayne County.
 Provided by: Grant Spears, Jr. Scholarship Trust Fund.
 Number of Awards: Varies.
 Value of Each: Variable—based on income from trust fund.
 Selected by: Special Committee.
 Application to: Office of Financial Aid.

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 and interested in a career in business or related to the Free Enterprise system. Candidates for the scholarship must be 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 Nursing Scholarships. The Alcoa Foundation has provided \$250 scholarships to students enrolled in the I.U. East Nursing Education Program. These scholarships are awarded to either first or second year students on the basis of scholarship and need as determined by the nursing faculty.

Basic Educational Opportunity Grants. These grants are available to students enrolled in post-secondary educational institutions. The grants are worth up to \$1,600.00 per year, based upon financial need. The application process must be completed by filing a Basic Grant Application Form or by checking the appropriate section regarding the Basic Grant on the Financial Aid Form. Forms are available at I.U. East, high schools, and public libraries.

Supplemental Educational Opportunity Grants. Based on financial need, this aid is available to all undergraduate students admitted to Indiana University, regardless of academic attainment. The amount of the individual grant is determined by the student's need. Since the amount of such grants is limited and must be matched with some other type of financial assistance, it usually will be necessary for the recipient of a Supplemental Educational Opportunity Grant to augment this aid with a loan or earnings from part-time employment.

National Direct Student Loans. Long-term loans are granted to students whose needs for assistance are sufficiently large that the amount of gift-aid funds available and/or student earnings are not sufficient to meet student's entire needs. National Direct Students Loans do not bear interest while the student is attending school and carry a low interest rate during the repayment period, which lasts up to ten years after the student leaves school.

Short-Term Loans. Short-term loan accounts are maintained by I.U. East to provide immediate funds for emergency or unforeseen purposes. The amount that can be borrowed is small, and the repayment period can extend to 120 days.

Guaranteed Bank Loans. These loans are obtained through private lending agencies, banks, credit unions, and savings and loan associations. The maximum loan to the undergraduate for an academic year is \$2,500. Seven percent interest begins at the time the loan is received. While the student is in school, the full amount of the interest can be paid by the Federal Government.

Wayne Corporation Loan Fund. Available to: I.U. East students; provided by Wayne Corporation; number of loans: varies; selected by: Student Services staff members; Application to: Office of Scholarships and Financial Aid.

Law Enforcement Grant and Loan Program. Full-time employees of publicly-funded law enforcement agencies who agree to remain in the service of any eligible law enforcement agency for a period of two years following the completion of any course of study funded by this grant may qualify for a grant up to but not exceeding \$400 per semester. Applicants must be undergraduate students who have been admitted and who are planning to enroll for either part-time or full-time study leading to a degree or certificate in an area related to law enforcement or an area suitable for persons employed in law enforcement. Applications may be obtained from the I.U. East office. The applications should be in the office three weeks before each semester or summer session. Available funds will be committed as applications are received and approved. Applicants must re-apply each semester and summer session.

Vocational Rehabilitation. Physically handicapped students seeking financial assistance should make application to the Indiana Vocational Rehabilitation Department, 1119 N.W. 5th 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 I.U. 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 I.U. East Office of Scholarships and Financial Aid for further information and the special application form.

STUDENT EMPLOYMENT

Many students attending Indiana University East on a full-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 the student locate part-time employment consistent with his qualifications and academic schedule.

College Work-Study Program. Under this program, full-time college students may earn \$500 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 aid may be obtained by submission of the Financial Aid Form and the regular Indiana University financial aid application. These forms are available in the I.U. 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 sophomore standing who have not declared a major. The primary purpose of the University Division is to provide a maximum of guidance prior to and during students' initial college experience in order to help their transition from high school to college and to aid in the determination of a major. All new students and students transferring from other institutions with a deficiency are admitted to University Division. However, they may declare a major at any subsequent registration.

Personal counseling and referral services are also available through the University Division and Student Services as requested.

ORIENTATION

The University Division sponsors an orientation for newly-admitted students prior to fall registration. It provides an opportunity for the student to become better acquainted with I.U. East and its procedures, its faculty and staff, and other new students.

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 I.U. East.

Good Standing. A student is in good standing if he or she maintains a grade-point average (GPA) of 2.0 (C) or higher.

Warning. If at the end of any 12 credit hour interval the cumulative grade-point average is less than 2.0, the student will receive a warning letter.

Probation or suspension. In the event that a student's grade point average remains less than 2.0 at the end of a second consecutive interval, the student will be restricted from further enrollment until his or her academic status has been reviewed. Appropriate action will be determined by the degree of academic deficiency and may range from permission to re-enroll on probation to suspension. A student may appeal any action to the Admissions and Academic Affairs Committee.

Reinstatement. A suspended student may petition the Admissions and Academic Affairs Committee for reinstatement after one semester, exclusive of summer sessions, has elapsed. Any decision regarding subsequent reenrollment or reinstatement will be made by the Admissions and Academic Affairs Committee after reviewing the student's performance during the previous 12-credit hour interval.

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 always assist a student in meeting these requirements, but the student himself is responsible for fulfilling them. At the end of the 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 adequate fulfillment. *For this reason, it is important for each student to acquaint himself with all regulations and remain currently informed throughout his college career.*

English Composition. Every student must demonstrate his 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.

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 which checklisted the student. Students may be placed on the checklist for academic or financial reasons, or for violations of the student conduct code.

Student 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 in the time normally expected. Except with special permission, a student is not permitted to enroll in more than 17 credit hours. 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 are sent to each undergraduate credit student whose work is unsatisfactory in any course.

Grades. The official grade 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
<hr/>			<hr/>
Grade-Point Average $36.3 \div 15 = 2.42$	15		36.3

Pass/Fail Option. The Pass/Fail Option will be done on a trial basis from January 1, 1979 to May 30, 1980. It will then be examined and evaluated by AAA, and recommendation will be made to the Faculty Senate.

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.

A student must file a P/F option request at the time the student registers and the student cannot change that status after the course begins. The student does so by consulting his or her 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 this 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 grades other than F will be converted to P by the Registrar. A grade of P is not counted in computing grade averages; the grade of F is included.

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

(Policy adopted by IUE 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 Registrar will automatically change the I 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.

A student may not enroll in a course in which he has a grade of Incomplete.

The student may be denied the privilege to make up an Incomplete if it seems to the instructor and appropriate Chairman 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.

Withdrawals. A grade of W is given automatically to a student who makes formal application for withdrawal the first twelve weeks of a regular semester or the first six weeks of a summer session. Official forms for this purpose are available in the Registrar's office. Withdrawals are not normally considered during the last four weeks of a semester or two 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.

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 Educational 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 twenty-one and dependent as defined by IRS standards. The student may review his 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* distributed at Fall registration or available in the Office of the Director of Administrative Affairs.

The following student information maintained in the I.U. East Registrar's 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 I.U. East faculty or staff, a restrainer **applicable to only the current semester** may be filed with the Registrar's 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 I.U. East, only the most recent grade will apply toward requirements for that degree.

Repeated courses with an original grade of F shall have an FX indicated on the student's transcript. The second grade is used in the computation of the grade point average. Students repeating a course in which an F was received must notify the Registrar that they are repeating the course. Fees must be paid when repeating a course in such a manner.

Schedule Changes. Students who have officially registered and who wish to alter their schedules, whether because of personal incentive, departmental directive, or a preferred class(es) having been cancelled, must follow drop/add, section change or withdrawal procedures. Any student who does not jeopardize his record; a failing grade in a course not properly dropped and/or not receiving credit for work done in a course not properly added may be incurred.

Students finding it necessary to change their schedules must first go to the Registrar to secure the necessary form. A Change of Course form is needed to drop and/or add or change sections within the same course. The instructor's signature is needed if the section being added is closed.

Drop/add may be done during the regular office hours. A fee may be assessed for late program changes.

Students wishing to add courses after the first class meeting must have the signature of the instructor.

Students are encouraged to get their instructor's signature when withdrawing from a course. After the twelfth week of classes, the instructor's signature is required when withdrawing from a course.

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

STUDENT FACILITIES

Learning Resources Center. The Learning Resources Center provides library and audio-visual services to the students and faculty. It is located in the administrative wing of the I.U. East building. The library has a collection currently numbering just over 25,000 volumes. The library subscribes to 332 periodicals and fifteen 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 I.U. 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 I.U. East student.

Lilly Library-Earlham College

Materials may be checked out upon presentation of a valid I.U. East Identification Card.

Morrisson-Reeves Public Library

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

The three Richmond libraries and other libraries in Area IX cooperate through the Whitewater Valley Area Library Services Authority. It includes public and school libraries as well as academic libraries.

The I.U. 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 I.U. 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 I.U. East library.

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

Guidelines concerning purchase of textbooks are:

1. The student should not buy a textbook until he or she has 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 I.U. 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.

Overseas Study. Indiana University offers a substantial range of opportunities for study abroad. For specific information consult your adviser or the Overseas Study Programs Office, Student Services 303, Indiana University Bloomington, 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 the IBM System 370 and CDC 6600 computers in Bloomington and to the DEC-10 computer in Indianapolis. Students, faculty, and staff are encouraged to use the Center to support any academic or administrative activity.

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 clearing house for a variety of projects. The newly formed Student Foundation sponsors both social and philanthropic activities. Communication among students is fostered by *The Pioneer Press*, a newspaper published twice monthly.

As a part of the student activities program, Indiana University East sponsors athletic activities for both men and women. Men participate in basketball while both volleyball and softball teams have been organized for women. Both men and women may participate on the golf team. The Student Senate also sponsors pool, ping pong, and chess tournaments each year.

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 I.U. 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.

Indiana University East is not presently authorized to offer complete four-year programs leading to the bachelor's degree. However, two years of four-year degree programs are available in most fields. The most extensive offering will be to those students planning to complete programs in business; liberal arts; education; health, physical education, and recreation; nursing; or social service. Students planning to complete a degree program in another I.U. location are requested to follow the specific degree requirements outlined in the appropriate Indiana University bulletin. These bulletins are available at the I.U. 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 I.U. East.

Students who begin their undergraduate work with I.U. East should plan their programs with as much attention to early satisfaction 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

I.U. East offers a number of academic programs which can be completed on the local campus. These include certificate programs, associate degrees, and an external (Bachelor of General Studies) degree. There are associate degree programs at I.U. East in liberal arts, business, criminal justice, human services, and pre-elementary education. In a cooperative arrangement with Purdue, associate degrees are also offered at I.U. 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. Indiana University's newly established external degree program allows a student to earn a bachelor of general studies degree through work at the I.U. East campus.

I.U. EAST DEGREES

GENERAL REQUIREMENTS

The I.U. East Faculty has established academic standards for all degrees awarded at I.U. 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 2.00 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 I.U. 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 apply toward the field of concentration.
8. Requests to deviate from any I.U. East degree requirement must be approved by the student's adviser, the appropriate division 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 I.U. East. The program provides a strong foundation of communications skills and experience in a broad selection of disciplines. It also permits the student to begin his/her studies in a variety of concentration areas. Concentrations are available in American Studies, 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
English W132	Elementary Composition II
Speech S121	Public Speaking

Distribution Requirements:

To satisfy the distribution requirements, the student may select courses from the disciplinary areas listed within three broad categories according to his or her competency 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 I.U. 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	
Afro-American Studies	Journalism
American Studies	Music
English	Philosophy
Fine Arts	Religious Studies
Languages	Speech Communications
History	Theater and Drama

Courses listed under 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 I.U. 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 may not satisfy the distribution requirement in Social and Behavioral Sciences for the baccalaureate degree.

Natural Sciences and Mathematics

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

Cross-listed courses: Psychology P101, Geography G107. These courses may only be counted in one distribution area.

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 in the I.U. 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 three areas of concentration: accounting, banking and finance, and management and administration.

General Requirements

Eng. W131	Elementary Composition I	3 hours
Bus. C204	Business Communication	3 hours
Spch. S121	Public Speaking	3 hours
Math. M118	Finite Mathematics	3 hours

Distribution Requirements

Psychology/Sociology/Anthropology	6 hours
Political Science/History	6 hours
Philosophy/Literature	3 hours
Laboratory Science/Computer Service	5 hours

Business Core Requirements,

Bus. A201	Introduction to Accounting I	3 hours
Econ. E103	Principles of Microeconomics	3 hours
Econ. E104	Principles of Macroeconomics	3 hours
Bus. W100	Business Administration: Introduction	3 hours
Bus. L302	Commercial Law	3 hours

Concentration Requirements

Management and Administration		
Econ. E350	Money and Banking <i>or</i>	
Econ. E370	Statistical Theory in Economics and Business	3 hours
Bus. Z301	Organizational Behavior and Leadership <i>or</i>	
Psy. P233	Industrial Psychology	3 hours
Bus. P301	Operations Management <i>or</i>	
Bus. F301	Financial Management <i>or</i>	
Bus. M301	Introduction to Marketing Management	3 hours
Bus. A202	Introduction to Accounting II	3 hours
Accounting		
Bus. A211	Intermediate Accounting Theory	3 hours
Bus. A212	Intermediate Accounting Problems	2 hours
Bus. A325	Cost Accounting	3 hours
Bus. A328	Introduction to Taxation	3 hours
Bus. A490	Independent Study in Accounting	1 hour

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

MET 111	Applied Statics	3
MET 141	Materials and Processes I	3
MET 142	Materials and Processes II	3
MET 160	Applied Engineering Computational Analysis	1
MET 170	Mechanical Engineering Technology Lectures	1
MET 211	Applied Strength of Materials	4
MET 213	Dynamics	2
MET 214	Machine Elements	3
MET 220	Heat/Power	3
MET 230	Fluid Power	3
MET 242	Manufacturing Processes	3

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

<i>First Semester</i>		<i>Second Semester</i>			
MET141	Material and Processes I	3	MET102	Production Drawing	3
MET170	Mechanical Engineering Technology Lectures	1	MET111	Applied Statics	3
IET104	Industrial Organization	3	MET142	Materials and Processes II	3
EG110	Drafting Fundamentals	3	MET160	Applied Engineering Computational Analysis	1
ENG W131	Elementary Composition I	3	MA221	Calculus for Technology I	5
MA150	Mathematics for Technology	5	SPCH S121	Public Speaking	3
	18		18		
<i>Third Semester</i>		<i>Fourth Semester</i>			
MET211	Applied Strength of Materials	4	MET214	Machine Elements	3
MET213	Dynamics	2	MET230	Fluid Power	3
MET220	Heat/Power	3	P202	General Physics II	5
MET242	Manufacturing Processes	3	SPV252	Human Relations in Supervision	3
CIS116	Intro. to Data Processing I	3		Humanities Elective	3
	15		17		

Associate in Applied Science Degree in Supervision

This 62-credit-hour Purdue program is designed to meet the needs of individuals who wish to improve their skills as first-line supervisors as well as their general education base.

Because I.U. East recognizes that there are many different types of industries and different supervisory needs, a student's program is planned jointly by the individual, a representative of his firm, and an academic adviser.

The curriculum is college level, culminating in the awarding of the Associate in Applied Science degree. Graduates of the program are eligible to continue toward a Bachelor of Science degree in supervision.

Curriculum

General Education Requirements

	<i>Hours</i>
English Composition	3
Any area in Communications	3
Total	6

Core

SPV252	Human Relations in Supervision	3
SPV331	Occupational Safety and Health	3
IET104	Industrial Organization	3
SPV374	Elements of Supervision	3
Total		12

Functional Area

Recognizing that supervisors manage various functional areas, each individual will be expected to select one or more groups of courses that are designed to increase his effectiveness on the job. The following are examples of typical functional areas:

Quality Control
Methods Improvement
Materials Handling

Production Planning
Material Management
Mechanical Technology

Total: 15 credit hours

Supportive Area

Each supervisor should have a balanced educational experience. Therefore, he should take certain technical and nontechnical courses. Some of the more typical courses considered applicable are listed below.

Nontechnical

A201-A202 Introduction to Management Accounting I-II
S100 Sociological Analysis of Society
P101 Introductory Psychology I
GNT220 Technical Report Writing
E104 Introduction to Macroeconomics
IET250 Fundamentals of Production Cost Analysis

Requirements: 12-17 credit hours

Technical

M015 Review of Algebra and Trigonometry

or

MATH150 Mathematics for Technology
C101-C102 Elementary Chemistry I-II
P201-P202 General Physics I-II
MET160 Applied Engineering Calculations

Engineering and technology courses to be selected on the basis of the individual's career objectives and qualifications.

Requirements: 12-17 credit hours

Certificate Offerings in Engineering Technology

Purdue Programs provides certificate offerings in specific technical areas of study. These certificate programs allow the individual to concentrate on a specific technical area and gain recognition for the acquired skill. These 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) those employed individuals who need to update their technical skills for present job requirements, but 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, but who may pursue an associate degree later.

The following certificates are being offered by 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 awarding of the Certificate in the technical specialty area upon completing 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

<i>Quality Control & Planning</i>		<i>Hours</i>
IET204	Techniques of Maintaining Quality	3
IET364	Total Quality Control	3
IET354	Attributes of Sampling	3
STAT301	Statistics	3
MET142	Materials and Processes	3
MA125	Math for Technology	3
		18
<i>Production Planning & Control</i>		
IET224	Production Planning & Control	3
IET351	Production Control Techniques	3
IET250	Fundamentals of Production Cost Analysis	3
CPT116	Introduction to Data Processing	3
IET120	Systems & Procedures	3
MA006	Elementary Math Skills	3
		18
<i>Methods Improvement</i>		
IET262	Motion Study & Work Measurements	3
IET266	Work Measurements & Incentives	3
IET250	Fundamentals of Production Cost Analysis	3
IET120	Systems & Procedures	3
SPV240	Labor Relations Problems	3
MA006	Elementary Math Skills	3
		18
<i>Plant Layout & Material Handling</i>		
IET268	Plant Layout	3
IET262	Motion Study & Work Measurements	3
IET120	Systems & Procedures	3
IET250	Fundamentals of Production Cost Analysis	3
IET312	Material Handling	3
MA006	Elementary Math Skills	3
		18
<i>Mechanical Tool Design</i>		
EG110	Drafting Fundamentals	3
MET204	Production Drawing	3
MET236	Jig & Fixture Design	3
MET141	Materials & Processes	3
MET288	Die Design	3
MA014	Basic Algebra	4
		19

Mechanical Technology

EG110	Drafting Fundamentals	3
MET141	Materials & Processes	3
MET111	Statistics	3
MET211	Strength of Materials	3
MET214	Machine Elements	4
MA150	Math for Technology	5
		21

Computer Technology

At the time of writing this publication, I.U. East has under consideration a proposal to establish an Associate in Applied Science degree in Computer Technology. Approval of the degree and implementation of the program will dramatically increase the number of CIS (Computer Technology) course offerings. The full degree program is not reflected in the course listing contained in this *Bulletin*, though most of the CIS courses listed will apply to the degree if it is approved.

Students anticipating transfer to I.U. Bloomington should note that I.U. East has eliminated the introductory FORTRAN course CSCI C201 which is required by or applicable to many I.U. Bloomington programs. Thru arrangement with the department of Computer Science at I.U. Bloomington, students at I.U. East will be able to satisfy 3 hours of the 4 hour CSCI C201 course by completing CIS 116. Students transferring to Bloomington can complete a CSCI C201 equivalency by taking the 1 hour FORTRAN course CSCI C201 in Bloomington.

Freshman Agriculture

The freshman year in the Purdue School of Agriculture is common for 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.

The student who satisfactorily completes this program of study may transfer to the Lafayette campus of Purdue University for the sophomore year to pursue the option of his or her choice. However, the student will need to apply to Purdue as a transfer student and must meet Purdue's requirements for a transfer student.

Students interested in completing one year of agricultural studies at I.U. East should contact the Director of Purdue Programs.

<i>First Semester</i>		<i>Hours</i>	<i>Second Semester</i>		<i>Hours</i>
AGR101	Agricultural Lectures	1	Z103	Animal Biology	5
B101	Plant Biology	5	C102	Elementary Chemistry II	5
C101	Elementary Chemistry I	5	MATH150	Mathematics for Technology (Alg. & Trig.)	5
W131	Elementary Composition I	3	S121	Public Speaking	3
Elective	3			
Total		17	Total		18

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 the College Entrance Examination Board tests and school record data.

The Freshman Engineering Program of study can be completed in one year. Some students may require more than two semesters to prepare themselves for the professional engineering schools. Each beginning engineering student is advised individually by an engineering faculty counselor to insure that the student is properly placed in a program so that the student has a high probability of success. Prospective beginning engineering students are encouraged to visit the Director of Purdue Programs at I.U. East as early as practicable in his junior or senior year in high school.

A student who satisfactorily completes this program may transfer to the Lafayette campus of Purdue University for the sophomore year in any of the schools of engineering or in mathemat-

Banking and Finance Concentration

The Banking and Finance Program is a two-year program leading to an Associate of Science in Business degree with a major in Banking and Finance. It is offered at Indiana University East in cooperation with the Division of General and Technical Studies of Indiana University and the American Institute of Banking. The Program is meant for high school graduates seeking an interesting and rewarding career and for persons currently employed in banking or a related field who seek to improve their skills and qualifications.

The Program is designed to allow students to progress through the three certificate levels established by the A.I.B. Upon completion of the Advanced Certificate, the student may be certified for the Associate of Science in Business degree. The student should realize that courses listed below preceded by the letters TBUS do not apply toward the bachelor's degree in the School of Business. Courses not listed below, which students take at Indiana University East and which they wish to apply toward the A.I.B. certificates, must meet the requirements for credit transfer according to regulations found in the current A.I.B. catalogue.

Basic Certificate

Course Number	Course Title	Credit Hours
TBUS F150	Principles of Bank Operations	3
Econ E104	Introduction to Macroeconomics	3
Eng W131	Elementary Composition I	3
Bus A201	Introduction to Accounting I	3
Bus L302	Commercial Law I	3

Upon the completion of these courses, 15 credit hours, the student may be certified with the A.I.B. Basic Certificate.

Standard Certificate

Course Number	Course Title	Credit Hours
Bus C204	Business Communications	3
Econ E103	Introduction to Microeconomics	3
TBUS F155	Bank Investments	3
Bus W100	Business Administration: Introduction	3
Econ E350	Money and Banking	3
Spch S121	Public Speaking	3
	Elective Preferably in Business	3

Upon the completion of these courses, (21 credit hours) the student will be certified to the Standard A.I.B. Certificate, and will have completed 36 credit hours.

Advanced Certificate

Course Number	Course Title	Credit Hours
TBUS F152	Bank Management	3
TBUS F151	Bank Public Relations and Marketing	3
or		
Bus M301	Introduction to Marketing Management	3
TBUS F158	Trust Department Services	3
Bus Z301	Organizational Behavior & Leadership	3
Bus F301	Financial Management	3
Soc S100	Sociological Analysis of Society	3
Psy P101	Introductory Psychology I	3
	Electives Preferably in Business	9
Directed Electives		
TBUS F154	Analyzing Financial Statements	3
or		
TBUS F156	Credit Administration	3
and		

TBUS F153	Home Mortgage Lending	3
or		
TBUS F159	Installment Credit	3

The Advanced Certificate requires a total of 36 credit hours. Upon the completion of the courses for all three of the divisions above, the student will have completed a total of 72 credit hours.

Associate of Science Degree in Criminal Justice

The curriculum of the Criminal Justice Program of Indiana University East is designed to prepare the student for entry employment in various phases of Law Enforcement at the operational level and to enable persons already employed as law enforcement officers to increase their skills, advance their status, and prepare for supervisory positions.

Sixty-four hours of prescribed academic work will complete the requirements for the Associate of Science Degree in Criminal Justice. A student can complete the Associate Degree and transfer to the I.U. School of Public and Environmental Affairs in Indianapolis to complete the Baccalaureate degree.

The Associate of Science Degree is awarded to students who complete the required course of study outlined below. This degree is offered in conjunction with the Indiana University School of Public and Environmental Affairs (SPEA).

General Requirements

Eng. W131	Elementary Composition I	3 hours
Spch. S121	Public Speaking	3 hours

General Education (minimum 6 courses)

Arts/Humanities	1 course
Social/Behavioral Science	1 course
Biological Science	1 course
Mathematics and Physical Science	1 course
Electives from these areas	2 courses

Concentration Requirements

Criminal Justice	8 courses*
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(J100, J200 and J301 must be included.)

Electives

Sufficient additional courses are necessary to complete the 64-semester-hour requirement. Credit allowed by the University for active military service may be included, but may not exceed six (6) hours.

Associate of Science in Human Services

General Objectives

This program is offered in conjunction with the Indiana University School of Social Work, and leads to the degree of Associate of Science with special focus upon specific areas such as child care, institutional life, neighborhood work, public housing, rehabilitation, etc. The overall purpose of this program is to enable students, especially those who are already employed in social services, to develop competencies for provision of concrete services as part of a service team, or independently when intervention at the higher levels is not required.

Admission Requirements

A limited number of students is admitted on a competitive basis each year. The following are the minimum requirements for consideration for admission to the program:

1. Regular admission to the University.

*Sociology S325—Criminology and Sociology S426—Control of Crime may be used in lieu of two (2) Criminal Justice Courses.

2. Completion of at least 24 credits beyond high school including the required exploratory course, S141, Introduction to Service Professions.
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 may be derived from the application materials, letters of reference, pertinent work experience, performance in completed courses, and an admissions interview.

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 in 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
Family
Formal Organization
Personality or Human Development
Small Group Dynamics
3. Human Service Requirements (6 courses)
 - S131 Human Services Skills I (3 cr.)
 - S132 Human Services Skills II (6 cr.)
 - S141 Introduction to Service Professions (3 cr.)
 - S211 Human Conditions and Service Professions (3 cr.)
 - S231 Special Topics in Human Services (3 cr.)
 - S351 Emergence of Social Welfare Services (3 cr.)
 - S352 Social Service Delivery Systems (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. 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

I.U. East works in close cooperation with the I.U. School of Education in Indianapolis and Bloomington and offers the first two years of work toward the bachelors' degree in elementary and secondary education. It is also possible to do one's student teaching in the Richmond area through the I.U. School of Education. The I.U. School of Education, through I.U. East, offers elementary certification for Earlham College education majors.

Associate of Science in Pre-Elementary Education

Offered in conjunction with the Indiana University School of Education, this 64-credit-hour degree program provides a student with practical experience in the elementary school environment before a commitment to the four year degree is required. While all course work in this program is transferable to the baccalaureate program of the Indiana University School of Education, it also provides an educational ladder for para-professionals that could ultimately lead to full certification.

General Requirements

	<i>Hours</i>
Eng W131 Elementary Composition I	3
Spch S121 Public Speaking	3
Philosophy/Literature	6
Biological/Physical Science	5
Soc S100 Sociological Analysis of Society	3
Psy P101 Introductory Psychology I	3
Psy P102 Introductory Psychology II	3

Education Requirements

Mus M174 Appreciation of Music I	3
Educ F100 Introduction to Teaching	3
Hper R180 Recreation Leadership	2
Hmec H248 Child Development	3
Educ P280 Human Development and Learning as Applied to Teaching	3
Mus E241 Introduction to Music Fundamentals	2
Educ T101 Mathematics for Elementary Teachers I	3
Fina T255 Crafts and Design	2
Educ E101 Field Education Practicum I	3
Educ E102 Field Education Practicum II	3

Electives

Language Arts Elective	3
Directed Elective	3
Non-Directed Electives	6

Graduate Education

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

**Indiana University School of Nursing
Associate of Science in Nursing**

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. Deliver nursing care which integrates the concept of man as a unique being with specific biopsychosocial needs and support systems.
2. Utilize a problem-solving process to assist patients toward the highest possible level of well being within a changing environment.
3. Collaborate with patients and other health team members in actualizing care plans related to common and recurring health problems within a structured environment.
4. Demonstrate conduct which reflects legal and ethical responsibility and accountability to self, the patient and the health care delivery system.

Admission

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 G.E.D. diplomas will be interviewed by the Counselor of the Associate of Science Program prior to admission for individualized consideration;
4. Applicants over 54 years of age will receive individualized counseling prior to admission;
5. 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.

Students in the University Division or at other campuses within the Indiana University system seeking to enter the associate of science nursing major will observe the following processes:

- a. Support courses relevant to nursing may be completed prior to the student's acceptance into the Associate of Science in Nursing Program;
- b. Admission to support courses does not guarantee admission to the nursing major. Due to the demand for admission to the Associate of Science Nursing Program and the limited number of positions available, admission will be on a competitive basis. All records will be assembled and reviewed on specified review dates so that applicants may have complete records ready for review. The applicant is responsible for the currency of all records reviewed.
- c. In reviewing records to determine admission to the Associate of Science 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 courses relevant to nursing will have priority;
 - 3) Students who have completed at least 15 credit hours of courses relevant to nursing will have priority;
 - 4) Students who have completed 15 credit hours plus science courses relevant to nursing will have high priority;
 - 5) Students who have carried as nearly a full-time schedule as possible will have high priority. Individual consideration will be given to students whose responsibilities or financial status precludes carrying a full load;
 - 6) Grade-point average will differentiate among students otherwise equal according to the above-mentioned criteria; and
 - 7) Courses relevant to the nursing major will receive greater emphasis than courses in other areas.
- d. Support courses relevant to nursing include:

Human Anatomy & Physiology I P261	5 credits
Human Anatomy & Physiology II P262	5 credits
Microbiology J200-J201	4 credits
Psychology P102	3 credits
Child Psychology P316	3 credits
Sociology S100	3 credits
Sociology S101, S230, S316 or S335	3 credits
English W131	3 credits
Elective	3 credits

(See counselor for equivalent course numbers on other campuses.)

Any stipulations established to meet admission requirements to I.U. East must be completed before the student will be reviewed for admission.

Degree Requirements

Prospective students should study the requirements for admission to the Associate of Science

Program, the specific curriculum requirements and sequences, and requirements for the degree. Students are responsible for meeting degree requirements.

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

1. Completion of all courses (or their equivalent) required in the curriculum with a cumulative grade-point average of a 2.0 on a 4.0 scale. See curriculum design for required courses;
2. Achievement of a grade of C or better in the three required science courses and in each course in the nursing major;
3. All biological sciences must be completed by the end of the second semester nursing major courses. Students who withdraw from a science course must also withdraw from the nursing major if the science course cannot be completed in a time frame consistent with completion of the second semester nursing major courses.
4. Completion of a minimum of 34 credits in nursing courses and 31 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 re-evaluated in terms of the current program;
6. Students may not complete the nursing major before completion of support courses.
7. Demonstration of personal integrity and maturity which will contribute to success in nursing; and
8. Application for the degree at the time of program planning for the final semester. The School of Nursing will not be responsible for the student's certification for the degree if the student fails to file the application.

Curriculum

First Year

First Semester		
Psy. P102	Introductory Psychology II	3
Phs. P261	Human Anatomy and Physiology I	5
Micro. J204	Microbiology	4
Nurs. A151	Introduction to Nursing: Theory†	3
Nurs. A152	Introduction to Nursing: Lab	2
Second Semester		
Psy. P316	Psychology of Childhood and Adolescence	3
Phs. P262	Human Anatomy and Physiology II	5
Nurs. A153	Beginning Life Cycle: Theory	2.5
Nurs. A154	Beginning Life Cycle: Lab	1.5
Nurs. A155	Evolving Life Cycle: Theory	2.5
Nurs. A156	Evolving Life Cycle: Lab	1.5

Second Year

Soc S100	Sociological Analysis of Society	3
Eng. W131	Elementary Composition I	3
Guided Elective (S101, S230, S316, S335)		3
General Elective		3
Nurs. A261	Need Interferences I: Theory	3
Nurs. A262	Need Interferences I: Lab	2
Nurs. A263	Need Interferences II: Theory	3
Nurs. A264	Need Interferences II: Lab	2
Nurs. A265	Need Interferences III: Theory	3
Nurs. A266	Need Interferences III: Lab	2

*This balance may be altered by current curricular change deliberations.

†At the present time, the Nursing Theory in the second year will be taken at the Indianapolis campus with the clinical experience retained through the Richmond campus.

Nurs. A267	Need Interferences IV: Theory	3
Nurs. A278	Need Interferences IV: Lab	2

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.

Dismissal. A student may be dismissed from the program when, in the judgment of the Executive Committee, there is lack of progress toward the degree. Failure to achieve a 2.0 average in any two consecutive semesters and to attain a cumulative average of 2.0 prior to entering the second year will be cause for dismissal. Theory and laboratory grades are recorded separately in the nursing major. Each module is composed of two co-requisite courses; a theory course and a laboratory course.

1. Students must receive a grade of S in *each laboratory* co-requisite course in the nursing major.
2. Students must receive a grade of C (2.0) or better in *each theory* co-requisite course in the nursing major.
3. Failure to receive a C (2.0) or S in one or both co-requisites 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 co-requisites in two modules of the nursing major or in a repeat of a module usually results in termination from the program.

The Executive Committee 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.

Interruption of Progress Toward Degree. Any period of absence which precludes attainment of course objectives within the framework of faculty time, course objectives, and availability of facilities may result in the need to withdraw or receive a grade of Incomplete in the course. Sustained absence could result in course failure.

All absences from a nursing major course must be made up with experience 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 upon evaluation of individual situations.

Readmission. A student desiring consideration for readmission will address a readmission petition to the Chairperson of the Executive Committee at least one semester prior to the requested date of enrollment. Readmission will be dependent upon available faculty and facilities to meet established educational objectives.

1. Students who withdrew from the program for reasons other than academic or who request a temporary interruption in the nursing program will be given individual consideration. Priority will be given to readmission requests submitted by students in good academic standing.
2. 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 or S) in two nursing major courses will usually result in denial of a readmission request. Executive committee decisions are subject to an appeal process.

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 encompassed 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 the professions.

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 to train professional engineers. It nevertheless touches both these 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 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 in management and to prepare for planning and control, work-method analysis, work measurements, 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

<i>General Education Requirements:</i>	<i>Hours</i>
ECON E104 Introduction to Macroeconomics	3
ENG W131 Elementary Composition I	3
GNT 220 Technical Report Writing	3
SPCH S121 Public Speaking	3

Basic Science Requirements:

MATH 150 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:

CPT 200 Computer Programming Fundamentals	3
EG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
IET 204 Techniques of Maintaining Quality	3
IET 224 Production Planning and Control	3
IET 250 Fundamentals of Production Cost Analysis	3
IET 262 Motion Study and Work Methods	3
IET 266 Work Measurement and Incentives	3
MET 160 Applied Engineering Computations	1
MET 142 Materials and Processes	3
MET 242 Manufacturing Processes	3
SPV 252 Human Relations in Supervision	1

Elective:

Two technical courses 6

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

First Semester

EG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
MATH 150 Mathematics for Technology	5
CPT 116 Introduction to Data Processing I	3
W131 Elementary Composition I	3
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	17

Second Semester

MET 142 Materials & Processes II	3
GNT 200 Technical Report Writing	3
IET 204 Techniques of Maintaining Quality	3
MATH 221 Calculus for Technology II	3
MET 160 Applied Engineering Computational Analysis	1
STAT 301 Elementary Statistical Methods	3
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Third Semester

MET242 Manufacturing Processes	3
IET 224 Production Planning and Control	3
IET 262 Motion Study and Work Method	3
P201 General Physics I	5
S121 Public Speaking	3
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Fourth Semester

IET 250 Fundamentals of Production Cost Analysis	3
IET 266 Work Measurement & Incentives	3
SPV 252 Human Relations in Supervision	3
E104 Introduction to Macroeconomics	3
Technical Elective	3
Technical Elective	3
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Material Management

This curriculum, existing as an option of the Industrial Engineering Technology program, has a very strong career orientation. It is a two-year program leading to an Associate in Applied Science degree offered by Purdue University at Indiana University East.

The material management concept is being developed and used widely by industry today; i.e., the material manager has responsibility for all materials from the time they are ordered until they have been processed, stored, and finally shipped to the customer.

This program of study is career education in that the graduate is prepared to enter into employment in any one of the several functional areas encompassing material management.

Graduates of this option would generally enter industry in one of the following five functional areas of material management: purchasing, production scheduling, inventory control, warehousing, or shipping (Traffic Management). With additional experience and increased responsibilities, the graduate could eventually aspire to the material manager position.

Curriculum

<i>General Education Requirements:</i>	<i>Hours</i>
EGON E104 Introduction to Macroeconomics	3
ENG W131 Elementary Composition I	3
GNT 220 Technical Report Writing	3
SPCH S121 Public Speaking	3

Basic Science Requirements:

MATH 150 Mathematics for Technology	5
STAT 301 Elementary Statistical Methods	3

Technical Specialty:

CPT 116 Introduction to Data Processing I	3
EG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
IET 204 Techniques of Maintaining Quality	3
IET 224 Production Planning and Control	3
IET 250 Fundamentals of Production Cost Analysis	3
IET 262 Motion Study and Work Methods	3
IET 266 Work Measurement and Incentives	3
IET 299 Industrial Engineering Technology (Purchasing)	3
IET 299 Industrial Engineering Technology (Warehouse Mgt.)	3

IET 312 Material Handling	3
MET 160 Applied Engineering Computations	1
MET 142 Materials and Processes	3
MET 242 Manufacturing Processes	3
SPV 252 Human Relations in Supervision	3
T101 Traffic Management I	3
T102 Traffic Management II	3

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

First Semester

EG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
MATH 150 Mathematics for Technology	5
MET 160 Applied Engineering Computations	1
MET 142 Materials and Processes	3
W131 Elementary Composition I	3
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	17

Second Semester

E104 Introduction to Macroeconomics	3
GNT 220 Technical Report Writing	3
IET 204 Techniques of Maintaining Quality	3
IET 299 Industrial Engineering Technology (Warehouse Management)	3
MET 242 Manufacturing Processes	3
STAT 301 Elementary Statistical Methods	3
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	18

Third Semester

CPT 116 Introduction to Data Processing I	3
IET 224 Production Planning & Control	3
IET 262 Motion Study & Work Methods	3
IET 299 Industrial Engineering Technology (Purchasing)	3
S121 Public Speaking	3
T101 Traffic Management I	3
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Fourth Semester

IET 250 Fundamentals of Production Cost Analysis	3
IET 266 Work Measurement & Incentives	3
IET 312 Materials Handling	3
SPV 252 Human Relations in Supervision	3
T102 Traffic Management II	3
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Mechanical Engineering Technology

Mechanical engineering technology concerns the generation, transmission, and utilization of mechanical and fluid energy and the design and production of tools and 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 men, layout men, production assistants, and technical salesmen. With additional experience, promotion to positions such as industrial supervisors, machine and tool designers, technical buyers, production expeditors, and cost estimators is possible.

Co-op work programs with industry may be made available to students on an individual basis.

Graduates of the associate degree program in mechanical engineering technology are eligible for certification as associate engineering technicians.

Curriculum

General Education Requirements: (12 cr. hrs.)

ENG W131 Elementary Composition I	3
SPCH S121 Public Speaking	3
SPV 252 Human Relations in Supervision	3
Humanities or Social Science elective	3

Basic Science: (16 cr. hrs.)

CIS 116 Intro. to Data Processing I	3
MATH 150 Mathematics for Technology	5
MATH 221 Calculus for Technology I	3
PHYS P202 General Physics II	5

Technical Course: (38 cr. hrs.)

EG 110 Drafting Fundamentals	3
IET 104 Industrial Organization	3
MET 102 Production Drawing	3

ical science. However, he will apply to Purdue as a transfer student and must meet Purdue's requirements for a transfer student.

A student who enters this program must meet the usual requirements for admission to engineering at Purdue University. He will also be required to take placement tests for proper assignments. Full-time students should complete 16 to 18 hours per semester in order to be ready for the sophomore year of engineering at Purdue University.

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
*M215 Analytic Geometry and Calculus I	5	*M216 Analytic Geometry and Calculus II	5
C101 Elementary Chemistry I	5	C102 Elementary Chemistry II	5
EG110 Drafting Fundamentals	3	S121 Public Speaking	3
W131 Elementary Composition I	3	C201 Introduction to Computer Programming	3
ENGR100 Freshman Engineering Lectures	1	Electives	0 to 3
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Total	17	Total	16 to 19

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 external degree programs are designed especially for individuals who need greater freedom in timing and pacing of 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 non-traditional means of satisfying degree requirements.

Bachelor of General Studies

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

A minimum of 12 semester hours in each of the three major areas of learning.

Social and Behavioral Sciences	12 hours
Arts and Humanities	12 hours
Science and Mathematics	12 hours
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	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

66 hours

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.

*Students will be placed in mathematics upon the basis of the Purdue placement tests in mathematics. Those whose mathematics background is inadequate will be required to complete MATH150. 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 MA150 does not count toward the engineering degree.

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 300s and 400s.
4. A maximum of 21 semester hours toward any major or concentration in any department for the B.G.S. degree.

Associate of General Studies

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

A minimum of 12 semester hours in each of the three required areas of learning.

Social and Behavioral Sciences	12 hours
Arts and Humanities	12 hours
Science and Mathematics	12 hours
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	36 hours

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

24 hours

Free electives

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

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.

Admission Requirements:

The external 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.

Professional Secretaries Program

Indiana University East offers a professional development program for secretaries. Courses covering such topics as Communications, Human Relations, Business Law, and Accounting prepare secretaries for the major areas of the Certified Professional Secretary's examination. See course list under Secretarial Studies.

INDEPENDENT STUDY BY CORRESPONDENCE

More than 175 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 divisional 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 I.U. regional campuses may arrange to take their examinations at those campuses. Those who are not near an I.U. campus may make alternate arrangements for examinations.

Enrollment Procedure

1. Obtain an enrollment form from the Independent Study Division (Forms are located in the back of the *Independent Study Division Bulletin*).
2. Complete the form and secure your coordinator'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 or U.S. mail.

NON-CREDIT PROGRAMS

Supervisory Institutes

The purpose of the Supervisory Institutes 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 gain insights for 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.

Leadership Methods Institute

Usually offered in an 18 hour format over a period of three weeks. Topics include: The Management Job of the Supervisor, Improving Communication on the Job, Understanding Today's Employee, Motivating Improved Performance, Maintaining Effective Discipline, Planning Personal Development.

Supervisory Skills Institute

Usually offered in an 18 hour format over a period of three weeks. Topics include: Orienting and Training Employees, Improving Productivity, Appraising Employee Performance, Preventing and Handling Grievances, Initiating Change, Making Effective Decisions.

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 non-credit short courses and conferences to private and public labor organizations and employee groups in the Richmond area.

Nationally recognized Continuing Education Units are awarded for both courses and conferences. One unit is earned for each ten hours of instruction, and a Labor Studies Certificate is awarded for the completion of fifteen units.

Conferences, Seminars, Symposia

Many specialized programs of one or two days' duration are developed to meet specific community needs. Some of these would include Nursing Workshops, Women's Conferences, Business and Labor Seminars, Drug and Alcohol Workshops, and continuing professional education.

Learning for Leisure

Short courses, usually meeting once per week, are regularly offered. Some recent offerings include Interior Decorating (Beginning and Advanced), Color and Texture, Jewelry Making, Weaving, Estate Planning, Photography, and Antiques, and art courses for the young.

Pre-Retirement Education

I.U. East has developed one of the most comprehensive pre-retirement courses in Indiana. The program of eight weeks' duration is offered three times per year.

Real Estate Program

The Approved Real Estate Salesmen's Course, administered by Indiana University in cooperation with the Indiana Real Estate Commission, is a noncredit course offered at as many as 22 locations in Indiana. It is the prescribed curriculum for real estate sales people as required by Chapter 418, Acts of 1969, approved by the General Assembly of the State of Indiana on March 15, 1969.

Course participants are prepared for the Indiana Real Estate Salesmen's License Examination and are presented with basic information on which to build a successful career in real estate.

There are three major content areas: (1) real estate economics and appraising, (2) legal aspects of real estate, and (3) real estate practice, simple bookkeeping procedures, and business ethics.

The course runs for 16 sessions of two and one half hours each.

An applicant for the Approved Real Estate Salesmen's Course must be: (1) 18 years of age or older, (2) a high school graduate or equivalent, and (3) a resident of Indiana.

Cost of the course is \$150, which includes all texts and printed materials.

The Indiana Real Estate Brokerage Practices Course is an advanced course of study designed for the individual who has held the salesmen's license for at least eighteen months and plans to obtain a broker's license when qualified.

LEARNING SKILLS DEVELOPMENT PROGRAM

The Learning Skills Development Program is designed for those students who wish to develop their potential for academic success by reinforcing their learning skills or developing a system for study. Any non-degree or degree-seeking student may elect to take one or all of the courses. The program includes courses in reading and study techniques, basic English, library skills, elementary mathematics, and algebra. Advising and diagnostic testing are integral aspects of the program.

College Access Program (CAP). This program, a part of the Learning Skills Program, is a pre-college program which organizes the process of admission, counseling and course work for applicants who do not qualify for regular admission (see admissions requirements). These students will be admitted to the College Access Program which consists of conditional admission, individual counseling, developmental study, and re-evaluation for regular admission after CAP requirements have been satisfied.

T090 Procedure for Academic Success (Reading & Study Techniques) (3 cr.)

This course is designed to implement the basic needs of college students so that they may reach a level of proficiency in reading and study which will enable them to be successful in college. Instruction emphasizes the improvement and refinement of listening skills, reading comprehension and rate, and college level study skills. Student needs are determined by diagnostic tests.

T093 Developmental English (3 cr.)

This course offers a thorough drill in essentials of grammar, punctuation, sentence structure, paragraph development, and word usage. The course is designed for students who are not well prepared for college composition.

W101 Library Skills (1 cr.)

This course introduces the resources of the University library with emphasis on the development of individual research skills.

M006 Elementary Mathematical Skills (3 cr.)

Arithmetic, geometry, and measurement with applications from technical fields are part of this course. Credit may not be applied toward a degree.

M014 Basic Algebra (4 cr.)

The course 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 in the College of Arts and Sciences or the School of Education.

Two of these courses may count toward an A.A. degree in Liberal Studies at Indiana University East, but none of these courses will count toward requirements for a major area of concentration nor will they transfer to another campus within the Indiana University system and may not transfer to another institution.

How to Study In College

This is a one week non-credit survey course offered by the Office of Continuing Studies prior to the beginning of a semester. The course is designed to cover the major aspects of study techniques that college-bound students need in order to survive at any college today. The main objectives are to aid the student in identifying college-level study techniques, discovering individual strengths and weaknesses, and learning to correct these weaknesses.

Course List

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. Consent of the instructor is an implicit prerequisite.

AMERICAN STUDIES**A301-A302: Introduction to American Studies 1-2 (3-3 cr.)**

An introduction to an interdisciplinary treatment of the American experience. The question of national character is raised, and a selected group of representative themes is explored from a variety of perspectives.

ANTHROPOLOGY**A103 Human Origins and Prehistory (3 cr.)**

Man, his biological evolution, and his archeological history through Stone and Metal Ages.

A104 Culture and Society (3 cr.)

Introduction to the comparative human cultures and social processes that influence behavior.

E320 Indians of North America (3 cr.)

P: A104 or consent of instructor. Ethnographic survey of culture areas from Arctic to Panama plus cross-cultural analysis of interrelations of culture, geographical environment, and language families.

E329 Indians in U.S. in 20th Century (3 cr.)

P: E320 or consent of instructor. Position of the Indian as an ethnic minority, including health, education, economy, and political consideration of proposals to change the Indian's status.

ASTRONOMY**A100 The Solar System (3 cr.)**

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.)

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.

BANKING AND FINANCE (TBUS)***F150 Principles of Bank Operations (3 cr.)**

Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad and operational perspective.

F151 Bank Public Relations and Marketing (3 cr.)

This course discusses the basis of public relations, both internal and external. It seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

F152 Bank Management (3 cr.)

New trends in the philosophy and practice of management. Study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

F153 Home Mortgage Lending (3 cr.)

This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan officer in overall portfolio management.

*The Division of General and Technical Studies (TBUS) courses may not apply toward a bachelor's degree in the School of Business at Indiana University. Banking and Finance is designed to be a terminal two-year degree.

F154 Analyzing Financial Statements (3 cr.)

A fourth edition of the textbook used for this course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

F155 Bank Investments (3 cr.)

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

F156 Credit Administration (3 cr.)

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

F158 Trust Department Services (3 cr.)

Services rendered by institutions engaged in trust business. Provides an introduction to the services and duties involved in trust operations. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

F159 Installment Credit (3 cr.)

Techniques of installment lending. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BIOLOGICAL SCIENCES**Anatomy and Physiology****P261 Human Anatomy and Physiology 1 (5 cr.)**

R: one semester of 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**L105 Introduction to Biology (5 cr.)**

P: high school or college chemistry. For biological and other science majors. Integrated picture of manner in which organisms at diverse levels of organization meet problems in maintaining and propagating life. Credit given for only one 100-level course.

285 Environmental Biology (3 cr.)

P: A year of life science and a year of general chemistry. Interactions of the biotic and abiotic components of natural environments. Ecological principles and phenomena associated with populations, communities, and ecosystems. Natural selection and other aspects of evolution. Principles of conservation. (A Purdue course.)

L364 Principles of Genetics (3 cr.)

P: beginning college biology course or M250. 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.

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.)

Representative immunological reaction: blood typing, bacterial agglutination, precipin reaction, immune lysis. Virology: acteriophage, animal viruses, viral hemagglutination and cytopathogenic effects. Recognition of pathogenic fungi and animal parasites.

M250 Microbial Cell Biology (3 cr.)

P: an introductory biology course and general chemistry course. R: M255 taken concurrently. Introduction to microorganisms 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 microorganisms.

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 microorganisms under aseptic conditions.

Plant Science**B101 Plant Biology. Lectures and Laboratory (5 cr.)**

Not open to students with credit in Biology L100. Fundamental principles of biology as illustrated by plants; characteristics of living matter, nutrition, growth, responses to environment, reproduction, basic principles of heredity.

B204 The Lower Plants (3 cr.)

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.)

P: an introductory biology course. Survey of the ferns, 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.)

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.

Zoology**Z103 Animal Biology. Lectures and Laboratory (5 cr.)**

Emphasis on interdependence of all living things. Type forms, e.g., frog, crayfish, earthworm, used to demonstrate general biological principles. Functional aspects of biology, inheritance, development and evolution and their application to human biology.

Z104 Ornithology (2 cr.)

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.

BUSINESS**A201 Introduction to Management Accounting I (3 cr.)**

Basic concepts and issues of accounting for public reporting and internal planning, decision-making, and control. Continued in A202.

A202 Introduction to Management Accounting II (3 cr.)

P: A201. A continuation of A201.

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 (2 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.)

R: A221. 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 (2 cr.)

P: A322. Generally accepted accounting principles as applied to branches, consolidations, foreign operations, corporate combinations, fiduciary arrangements, insurance.

A325 Cost Accounting (3 cr.)

R: A221. 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.)

R: A202. Internal Revenue Code and Regulations. Emphasis on the philosophy of taxation, including income concepts, exclusions from income, deduction, and credits.

A339 Advanced Income Tax (3 cr.)

R: A202 and A328. Internal Revenue Code and Regulations; advanced aspects of income, deductions, exclusions, and credits, especially as applied to tax problems of partnerships and corporations.

A424 Auditing (3 cr.)

P: A322, A328, A337. Public Accounting organization and operation; review of internal control including EDP systems, verification of balance sheet and operating accounts; the auditor's opinion.

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.)

R: A202; P: Econ. E103-E104. 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.)

R: R301. Application of financial theory and techniques of analysis in the search for optional solutions to financial management problems.

K201 The Computer in Business (3 cr.)

P: A201 (may be taken concurrently). Introduction to digital computers and illustrations of their use in business. Stored program concept, types of programming languages, instruction in programming language, BASIC, utilization of Business Computing Center. Impact of computers upon business management and organization. Student may receive credit for only one of K201, Computer Science C201 and C301.

L302 Commercial Law 1 (3 cr.)

Law of business organizations and their liabilities (tort, 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 2 (3 cr.)

P: L302 (L201 may be accepted with permission of Department). Law of ownership, contracts, sale and financing of goods, real and personal property, commercial paper and secured transactions. For accounting majors and others desiring a rather broad and detailed knowledge of commercial law.

M301 Introduction to Marketing Management (3 cr.)

P: A202; Econ. E103-E104, E370; Math. M118, M119 (or consent of instructor). Overview of marketing for all undergraduates. Marketing 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 relationships 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.

P301 Operations Management (3 cr.)

P: A202; Econ. E103-E104, E370; 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 manager of any business.

W100 Business Administration: Introduction (3-4 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, socio-technical system and contingency approaches to an understanding of the management processes and practices.

Z301 Organizational Behavior and Leadership (3 cr.)

P: Psy. P101, Soc. S100. 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.

CHEMISTRY**C100 Chemistry (3 cr.)**

How molecules are built, react, and affect our lives. Lectures, demonstrations, and discussion. For students desiring only one semester of chemistry. C121 may be taken concurrently as lab component of this course. Credit given for only one of the following: C100, C101, C105, or S105. I Sem., II Sem.

C105 Principles of Chemistry (3 cr.)

P: two years of high school algebra or Mathematics M014, which may be taken concurrently; 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 (cr.)

P: C105, C125. Must be taken concurrently with C126. Chemical equilibria, structures, and properties of inorganic compounds. Lectures and discussions. Credit given for only C106 or C102 or S106.

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 is 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 for 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.

C341 Organic Chemistry I Lectures (3 cr.)

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.)

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

(See Purdue Programs: Computer Technology)

C203 Cobol and File Processing (3 cr.)

P: CIS 117. COBOL programming and algorithms. Applications to large file-processing functions of an organization. Credit is not given for both C203 and either C201 or C303. (Crosslisted with CIS 265.)

CPT254 Commercial Systems Applications (3 cr.)

P: CPT131 or CPT133. An introduction to commercial data processing principles and practices as related to computer-oriented systems. A study of the basic concepts, flowcharting, forms design, and writing of procedures for the major application areas including payroll, accounts receivable, accounts payable, and inventory control.

CPT265 COBOL Programming (3 cr.)

P: A prior programming course. A study of the programming language, COBOL, which is oriented toward data handling and processing tasks. The student will study the structure and details of COBOL and perform programming exercises as well as consider practical applications.

CPT364 Topics in FORTRAN (3 cr.)

P: CPT264 and MA222. A continuation of CPT264. Dialects of FORTRAN with emphasis on FORTRAN IV, FORTRAN compilers, computational methods, and applications in various technical and commercial areas.

CPT365 Topics in COBOL (3 cr.)

P: CPT265. Advanced COBOL topics concerning index-sequential files, direct files, sophisticated table handling employing subscripting and indexing, preprocessor use, simulation, and subprogram use.

CRIMINAL JUSTICE COURSES**J100 Foundations of Criminal Justice (3 cr.)**

Principles underlying social control devices with emphasis on legal systems. Historical and philosophical background of criminal justice systems.

J200 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. Course is divided into three segments and team taught.

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.

J310 Introduction to Administrative Processes (3 cr.)

Introduction to principles of management and systems theory for the administration of criminal justice agencies.

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.

ECONOMICS**E103 Introduction to Microeconomics (3 cr.)**

Scarcity, opportunity cost, competitive market pricing, and interdependence as an analytical core. 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.

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.

E370 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.

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.

EDUCATION**E241 Introduction to Music Fundamentals (2 cr.)**

Designed to aid elementary majors in the School of Education in learning to sign and read music.

E328 Science in the Elementary Schools (3 cr.)

P: F100 or F200, and P280. 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.

E339 Methods of Teaching Language Arts and Reading 1 (3 cr.)

P: F100 and P280. This course describes and appraises the materials, methods, and techniques employed in an elementary school development language arts and reading program. E339 should be taken before E340 and E341.

E340 Methods of Teaching Language Arts and Reading 2 (3 cr.)

P: F100 and P280. This course describes and appraises the methods, materials, and techniques employed in developmental problems in elementary language arts and reading programs.

E341 Methods of Teaching Language Arts and Reading 3 (3 cr.)

P: F100 and P280. This course describes and appraises the materials, methods, and techniques employed in diagnosis and correction in elementary language arts and reading programs.

E343 Mathematics in the Elementary Schools (3 cr.)

P: F100 or F200. Emphasizes the developmental nature of the arithmetic process and its place as an effective tool in the experiences of the elementary school child.

F100 Introduction to Teaching (3 cr.)

The function of public education in society and of teaching as a profession. Study of the desired competencies in teaching and planning of one's professional career. Exposure to all elements of the profession.

F200 Examining Self as a Teacher (3 cr.)

Alternate form of F100. Designed to help a student make a career decision, better conceiving the kind of teacher he/she wishes to become, and reconcile any preliminary concerns that may be hampering a personal examination of self as teacher. Students will design a major portion of their work.

F400 Topical Exploration in Education (cr. arr.)

Honors Seminar for undergraduates and graduates.

H340 Education and American Culture (3 cr.)

The present educational system, its social impact and future implications reviewed in historical philosophical and sociological perspective.

K205 Introduction to Exceptional Children

Definition, identification, prevalence, characteristics, and educational provisions of the types of exceptional children.

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 (cr. arr.)

Laboratory or field experience for freshmen (may be repeated).

M201 Methods and Materials for the Art Teacher (2 cr.) B

Laboratory or field experience for sophomores (may be repeated).

M301 Laboratory/Field Experience (cr. arr.)

Laboratory or field experience for juniors (may be repeated).

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.) B-I

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 Psychological for Secondary Teachers (3 cr.) B-I

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 needs of the handicapped.

P407 Psychological Measurement in the Schools (3 cr.)

Application of measurement principles in classroom testing; construction and evaluation of classroom tests; evaluation of student performance; interpretation and use of measurement data; assessment of aptitudes, achievement, and interests via standardized tests; school testing programs.

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, and real 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; objects such as fabrics, media: oil and acrylics. For elementary education majors.

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.

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 a historical perspective of education of America.

A520 Individually Guided Education (3 cr.)

This course is designed to provide administrators, teachers and team leaders the opportunity to develop and reinforce the skills and strategies applicable to the basic concepts of individually guided education.

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.

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 Educ. K205 and K505.

K563 Diagnosis and Remediation of Learning Disabilities I (3 cr.)

P: consent of instructor. Intensive study of the diagnostic and remedial procedures needed to teach students who exhibit haptic, auditory, or visual processing difficulties in an academic environment. Formal and informal evaluative techniques are stressed. Students must enroll for at least one hour of K595.

K564 Diagnosis and Remediation of Learning Disabilities II (3 cr.)

P: K563 or consent of instructor. Intensive study of severe learning disabilities associated with reading (dyslexia), math (dyscalculia), language disorders, and various known brain disorders or dysfunctions. The perceptual and conceptual processes associated with these disabilities are discussed in depth. Students must enroll for at least one hour of K595.

K595 Practicum in Special Education (1-6 cr.)

P: Consent of instructor. Provides for closely supervised field experience in various areas of special education.

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 P407 or equivalent will not receive graduate credit for P507. Doctoral and non-teacher training master's students see P527.

P510 Psychology in Teaching (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.

P515 Behavior and Development of the Elementary School Child (3 cr.)

An analysis of selected sources of information about the behavior and development of the elementary school child and the implications this information has for teaching the elementary school child. This course is intended for those working toward master's degrees and who are currently or are planning to be classroom teachers, or for those who are planning to do advanced work within this area.

P516 Adolescent Behavior and Development (3 cr.)

Research and theory related to adolescents in the intellectual, physical, social-personal, and emotional areas of development.

P570 Behavior Problems in the Public Schools (3 cr.)

For teachers, administrators, psychologists, case workers, and others concerned with the adjustment of children in school. Recognition of behavioral symptoms indicative of the need for special attention; role and methods used in dealing with behavioral problem children.

ENGLISH**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 thesis.

W143 Interdisciplinary Study of Expository Writing (1 cr.)

The study of writing in conjunction with a discipline outside English language and literature. Credit for this course will be available to students who enroll in introductory courses which include a writing component. May be repeated once for credit.

W203 Creative Writing (3 cr.)

Exploratory course in writing in which students may attempt effective expression in any form of composition. May be repeated once for credit.

W301 Writing Fiction (3 cr.)

P: W203. May be repeated once for credit.

W350 Advanced Expository Writing (3 cr.)

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.

L101-L102 Freshman Literature I-II (3-3 cr.)

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.

L125 Introduction to Contemporary Literature (3 cr.)

A study of American, English, and continental dramas, novels, short stories, and poems of the twentieth century, with emphasis on close reading of the individual works against a background of significant historical and social events.

L204 Introduction to the Novel and Short Story (3 cr.)

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.)

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.)

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.)

Rapid reading of at least a dozen of Shakespeare's major plays and poems.

L230 Introduction to Science Fiction (3 cr.)

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.)

American writers to 1865: Cooper, Emerson, Hawthorne, Poe, Thoreau, Melville, and Whitman.

L352 Critical and Historical Study of American Literature II (3 cr.)

American writers, 1865-1914: Twain, Dickinson, James, Howells, Crane, Norris, and Dreiser.

L354 Critical and Historical Study of American Literature III (3 cr.)

American writers since 1914: Hemingway, Faulkner, Eliot, Frost, and two or three additional major writers.

L370 Black American Writing (3 cr.)

A study of the major Black American writers, with special emphasis on recent writing.

L378 Studies in Women and Literature (3 cr.)

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.

L390 Children's Literature (3 cr.)

See listing under Education.

L009 Independent Study (cr. arr.)

P: consent of the instructor.

FINE ARTS**A101 Ancient and Medieval Art (3 cr.)**

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.)

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.)

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.)

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.)

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.*

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.)*

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.)*

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 requirement.

FRENCH**F101-F102 Elementary French I-II (5-5 cr.)****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).

*Repeatable once.

G110 Introduction to Human Geography (3 cr.)

Introduction to geographic perspectives and principles through a consideration of six 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.)**

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 Geology G107.

G112 Elements of Geology II (3 cr.)

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.

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.

PI80 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.)**

I. 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.

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.

A355-A356 Afro-American History I-II (3-3 cr.)

History of Blacks in the United States. I. Slavery, Abolitionism, Reconstruction, Post-Reconstruction to 1900. II. 1900 to present: Migration north, NAACP, Harlem Renaissance, Postwar Freedom Movement.

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 historical context.

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.

H495 Individual Readings (1-12 cr.)

P: consent of the instructor.

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.)

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.)

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.)

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.)

P: H286 or consent of instructor. Dynamics of parent-child interaction; survey of techniques, methods, and organization of parent education programs.

HUMAN SERVICE**S131 Human Services Skills I (6 cr.)**

P: consent of instructor. Examination of principles and development of skills required for provisions of basic human services. Integrated class and field experiences.

S132 Human Services Skills II (6 cr.)

P: S131. Continuation of S131. Integrated class and field experience.

S141 Introduction to Service Professions (3 cr.)

Examination of characteristics, functions and requirements of service profession, especially social work. Emphasis on ideological perspectives of professions and the nature of the professional self and interaction. Field observation. (Required for application for admission to the Social Service Work program at Indianapolis.)

S180 Selected Topics in Human Welfare I (cr. arr.)

The analysis of issues and application of principles in specific areas of human services. Focus varies with the educational needs of special groups. An introductory level course (May be repeated.)

S211 Human Conditions and Service Professions (3 cr.)

P: Sophomore standing or consent of instructor. Exploration of basic needs and problems of man in contemporary society as related to the purposes of service professions. Examinations and integration of the major concepts relevant to understanding of such needs and problems. Field observations.

S230 Service Experience (2 cr.)

P: Consent of instructor. An approved, guided experience requiring a weekly minimum of four (4) hours of service. An opportunity to test interest in, and potential for, a career in social service.

S231 Special Topics in Human Services (3 cr.)

P: admission to the program. Specific study of selected area(s) of human services; such as child care, institutional life, neighborhood work, and public assistance.

S351 Emergence of Social Welfare Services (3 cr.)

P: admission to the program or consent of instructor. Examination of the evolution of social welfare services in response to human needs and societal problems as related to economic, political, and social conditions.

S352 Social Welfare Delivery Systems (3 cr.)

P: S351 or consent of instructor. Survey of policies, structures, and programs of service systems at local, regional, and national levels; with emphasis upon relations among such systems as formal organizations.

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.

J111 Verbal Communications (3 cr.)

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.

J310 Editorial Practices (3 cr.)

P: J110, J111. Workshop in fundamentals of editing and reporting, with special emphasis on news judgment, fairness, accuracy, and editorial balance. Practical experience in gathering, writing, and editing news and public affairs materials. Stress on principles applying to all mass media.

J099 Independent Study (cr. arr.)

P: consent of the instructor.

MATHEMATICS**M006 Elementary Mathematical Skills (3 cr.)**

Arithmetic, geometry, and measurement with application from technical fields. Credit may not be applied toward a baccalaureate degree. See Learning Skills Development Program.

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.)

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.)

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.)

P: two years of high school algebra and trigonometry or M126. Coordinates, functions, straight line, limits, continuity, derivative and definite integral, applications, circles, conics, techniques of integration, infinite series. Not open to those who have had M119, M131, or M211.

M311 Calculus III (3 cr.)

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.

MATH150* Mathematics for Technology—Purdue (Class 5, cr. 5)

P: one year of high school algebra or M014. Introduction to mathematical reasoning, algebra, and trigonometry.

MATH221* Calculus for Technology I—Purdue (Class 3, cr. 3)

P: MATH150. Elementary properties of algebraic systems; the real number system; analytic geometry, differential and integral calculus of one variable.

MATH222* Calculus for Technology II—Purdue (Class 3, cr. 3)

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.)

How to listen to music, art of music and its materials, instrumental and musical forms.

M175 Appreciation of Music II (3 cr.)

Music of the 19th and 20th centuries. More intensive coverage than M174.

NURSING**A151 Introduction to Nursing: Theory (4 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 first 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.

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.

A262 Nursing: Need Interferences I: Laboratory (2 cr.)

P: All first year courses. C: Nursing A261. Provides opportunity for clinical application of bio-psycho-social concepts within human needs framework. Emphasis is on use of nursing process in working with clients experiencing 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 frame-

work. 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. 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.

A267 Nursing: Need Interferences IV: Theory (3 cr.)

P: All first year courses. 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, and elimination.

PHILOSOPHY**P100 Introduction to Philosophy (3 cr.)**

Perennial problems of philosophy, including problems in ethics, in epistemology and metaphysics, and in philosophy of religion.

P140 Elementary Ethics (3 cr.)

Some ancient, medieval, and modern philosophers' answers to ethical problems (e.g., nature of good and evil, relation of duty to self-interest, objectivity of moral judgments).

P150 Elementary Logic (3 cr.)

Development of critical tools for the evaluation of arguments.

PHYSICS**P201 General Physics I (5 cr.)**

P: M125 and M126 or equivalent. Newtonian mechanics, wave motion, heat and thermodynamics. Application of physical principles to related scientific disciplines including life sciences. Two recitation sections, two lectures, and one two-hour laboratory period each week.

P202 General Physics II (5 cr.)

P: P201. Electricity and magnetism, geometrical and physical optics, introduction to concepts of relativity, quantum theory, atomic and nuclear physics. Two recitation sections, two lectures, and one two-hour laboratory each week.

POLITICAL SCIENCE**Y103 Introduction to American Politics (3 cr.)**

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.)

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.)

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.)

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.)

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.

Y304-Y305 Judicial Process and American Constitutional Law I-II (3-3 cr.)

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.)

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.)

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.)**

Introduction to psychology, its methods, data, and theoretical interpretations in areas of learning, sensory psychology, and psychophysiology.

P102 Introductory Psychology II (3 cr.)

P: P101. Continuation of P101. Individual differences; personality, developmental, abnormal, and social psychology.

P111 Introductory Laboratory Psychology I (2 cr.)

P: P101 or concurrent with. Experimental laboratory course supplementary to P101 to satisfy 5-hour science requirement. Experimental method and statistical treatment of data; laboratory investigation of selected topics in general psychology.

P211 Methods of Experimental Psychology (3 cr.)

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.)

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.

P234 Principles of Mental Health (3 cr.)

P: 3 hours of psychology. Development and maintenance of mental health by application of psychological and psychiatric principles of normal human behavior.

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.

P301 Psychology and Human Problems (3 cr.)

P: junior standing. Contemporary human problems considered from a psychological perspective. Representative topics include identity and alienation, violence, racism, conformity, creativity, behavior control, drug usage, and social deviance. P301 cannot be used to fulfill concentration requirements for a major in psychology.

P316 Psychology of Childhood and Adolescence (3 cr.)

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.)

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.

P324 Abnormal Psychology (3 cr.)

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.)

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.

P335 Cognitive Psychology (3 cr.)

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.)

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.)

P: 5 hours of psychology and consent of instructor.

P399 Honors Seminar (3 cr.)

P: 5 hours of psychology and consent of instructor. Special topics within the area of psychology.

P425 Behavior Disorders of Childhood and Adolescence (3 cr.)

P: P324 A survey of major behavior disorders, with emphasis on empirical research and clinical description relative to etiology, assessment, prognosis and treatment.

P459 History and Systems of Psychology (3 cr.)

Historical background and critical evaluation of modern psychology: structuralism, functionalism, associationism, behaviorism, gestalt psychology and psychoanalysis. Methodological problems of theory construction and system-making.

K300 Statistical Techniques* (3 cr.)

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.)

P or C: PSY B360. Experience in working with children in field settings. May be repeated once.

B370 Social Psychology (3 cr.)

3 hours of psychology. Equivalent to IU P420 and PU340. Every semester. Study of the individual in social situations including socialization, social perception, social motivation, attitudes, social roles, and small group behavior.

B374 Group Dynamics, Theory and Research (3 cr.)

P: PSY B370. Spring. An intensive survey of research and theory on the behavior of small groups and the research methods by which groups are studied.

P099 Independent Study in Psychology (1-3 cr.)

P: 12 hours of psychology and/or consent of instructor.

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.

*Computer Technology***CPT 116 Introduction to Data Processing I (3 cr.)**

An introduction to computers and data processing. Includes the historical development of data processing and electronics digital computers; a survey of computer applications; foundations of computer programming; survey of programming languages; and instruction in the programming language BASIC using interactive terminals. (Crosslisted with BUS K201.)

CPT 117 Introduction to Data Processing II (3 cr.)

Continuation of CPT 116. Includes instruction in a higher level programming language (FORTRAN); programming style and techniques. (Counts as first 3 hours of CSCI C201 for students who transfer to Bloomington.)

CPT 131 Assembly Language Programming I (3 cr.)

P: CPT 117. Programming of a digital computer at the machine language and assembly language levels with emphasis on the meticulous step by step development of a program. Topics include: computer hardware, stored program concepts, operation codes, addresses, flow diagrams, and assembly language translators. Students will write, process, and debug programs using the computer.

CPT 220 Numerical Analysis I (3 cr.)

P: CPT 117 and MA 221. Numerical methods necessary for finding solutions to mathematical equations and for analysis of tabulated data. A laboratory course consisting chiefly of the solution of specific problems by computer programming and other methods. Topics include: iterative and direct solutions of linear equations, matrix operations, integration techniques, and error analysis.

CPT 254 Commercial Systems Applications (3 cr.)

P: CPT 265 or concurrent. An introduction to commercial data processing principles and practices as related to computer-based systems. A study of the basic concepts, flowcharting, forms design, and writing of procedures for the major application areas including payroll, accounts receivable, accounts payable, and inventory control.

CPT 265 COBOL Programming (3 cr.)

P: CPT 117. Instruction in the programming language COBOL, which is oriented toward data handling and processing tasks. The student will study the structure and details of COBOL and perform programming exercises as well as consider practical applications. (Crosslisted with CSCI C203.)

CPT 285 Minicomputer Hardware, Programming, and Applications (3 cr.)

P: CPT 116. A study of minicomputers including a brief comparison of computing devices ranging from programmable calculators through large-scale computer systems, followed by a detailed study of the architecture and various configurations, programming considerations, and uses of minicomputers.

CPT 290 Computer Project (1-4 cr.)

Independent study for sophomore students who desire to execute a complete computer-oriented project. Course may be repeated for credit up to six hours.

CPT 364 Topics in FORTRAN (3 cr.)

P: CPT 117. A continuation of CPT 117. Dialects of FORTRAN, FORTRAN compilers, computational methods, and applications in various technical and commercial areas.

CPT 365 Topics in COBOL (3 cr.)

P: CPT 265. Advanced COBOL topics including index-sequential files, direct files, sophisticated table handling employing subscripting and indexing, preprocessor use, simulation, and subprogram use.

Engineering**EG110 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.

ENGR100 Freshman Engineering Lectures (1 cr.)

An introduction to the engineering profession.

Engineering Technology**CET104 Elementary Surveying (3 cr.)**

P: MATH150, 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.

EET216 Electrical Machines and Controls (3 cr.)

P: MATH150 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.

GNT220 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.

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: MATH150 or Math 014. 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.)

P: IET262. Fundamentals of time study and work measurement with actual practice in their use. Includes stop watch time study, measuring work with movie camera, the establishment of allowances by both stop watch and work sampling studies, the establishment and use of predetermined time values, and the construction and use of work measurement formulae.

IET268 Plant Layout (3 cr.)

P: EG110 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.)

P: IET104. 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, MET256 or MET335. 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, AOQ, and AOQL 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, follow-up on field performance, and feeding back quality information to further improve the quality system.

MET102 Production Drawing (3 cr.)

P: EG110. Application of principles of engineering drawing to detail, assembly, design layout, equipment installations, and related drawing.

MET111 Applied Statics (3 cr.)

P: MA150. 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 processes 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 (1 cr.)

P or C: MA150. 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. Gaging characteristics, selection, and design for interchangeable manufacture.

MET242 Manufacturing Processes (3 cr.)

A basic survey of manufacturing processes 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: MET 141. 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.

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.

Forestry**FOR103 Introduction to Natural Resource Conservation (2 cr.)**

A broad treatment of the scientific basis for forestry and associated natural resources. For students majoring in forestry and conservation and those interested in a natural resources course as an elective.

Supervision**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.)

Study of the basis and organization of individual and group behavior. Special emphasis on typical supervisory relationships.

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 Elements of Supervision (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, and his relations with others and his personal development.

Statistics**STAT301 Elementary Statistical Method I (3 cr.)**

P: MATH150. 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**R170 Religion and Social Issues (3 cr.)**

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.

R299 Honors Proseminar in Religion (3 cr.)

P: freshmen and sophomores who may want to enter an Honors program or consent of instructor. Selected issues in the study of religion. May be repeated once for credit.

R336 Religion in American (3 cr.)

Development and variety in American religious thought and life.

SECRETARIAL STUDIES (TBUS)**A250 Secretarial Accounting (2 cr.)**

Presents the elements of the bookkeeping cycle, analysis of financial statements, recordkeeping, computing interest and accounts, summarizing and interpreting financial data, and application of basic statistics to business situations.

L250 Business Law for Secretaries (2 cr.)

Examines the historical setting in which government controls on business developed. Provides knowledge of the content and implications of those controls and how they affect the secretary's work-a-day world.

W250 Business Administration for Secretaries (2 cr.)

Emphasis is on understanding the basic concepts underlying United States business operation. Included basic concepts of economics and such management areas as personnel, financial, production and distribution.

W251 Human Relations-Secretaries (2 cr.)

Consideration of psychology, human relations, group dynamics and leadership. Focus is on knowing how effective communications can contribute to success in dealing with people.

C251 Secretarial Skills* (2 cr.)

Develops decision making abilities in reference to top-level secretarial daily situations. Reviews traditional secretarial duties and newer duties created by electronic data processing and communications media. Provides knowledge of office management, records management, office systems, layout and design.

SOCIOLOGY**S100 Sociological Analysis of Society (3 cr.)**

Introduction to the concepts and methods of sociology with an emphasis on the understanding of contemporary American society. Credit will be given for both S100 and S210.

S101 Social Problems and Policies (3 cr.)

Provides an introduction to sociology through 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.)

An introduction to the concepts, perspectives, and theories of social organization, from the level of the dyad to whole societies and inter-societal networks. Credit will be given for both S100 and S210.

S230 Society and the Individual (3 cr.)

An introduction to the concepts, perspectives, and theories of social psychology from the level of the individual to collective behavior.

S250 Methods and Statistics I (3 cr.)

First half of a one-year course integrating methods of research and statistical analysis. Includes logic of scientific inference, theory construction, research design, data collection. Credit not given for both S250-S251 and K300.

S251 Methods and Statistics II (3 cr.)

P: S250 or consent of instructor. Second half of a one-year course integrating methods of research and statistical analysis. Includes logic of scientific inference, theory construction, research design, data collection.

*This course covers two sections of the CPS examination. Each of the other courses cover one section each.

S309 The Community (3 cr.)

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.

S315 Sociology of Work (3 cr.)

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.)

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.

S320 Deviance and Control (3 cr.)

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.

S335 Race and Ethnic Relations (3 cr.)

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.

S338 Sociology of Sex Roles (3 cr.)

P: S210, S230 or consent of instructor. Exploration of the properties, correlates and consequences of sex roles in contemporary societies. Emphasis on defining sex roles, tracing their historical development, considering their implications for work, marriage and fertility, with cross-cultural comparisons.

S360 Topics in Social Policy (3 cr.)

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.)

P: S210 or consent of instructor. Specific topics announced each semester, e.g., social stratification, formal organizations, urban social organization, education, religion, politics, demography, social power, social conflict, social change, comparative social systems. May be repeated three times for credit.

S411 Sociology of Power (3 cr.)

P: S210 or consent of instructor. Power in social systems; its nature, organization, distribution, determinants, and consequences.

S413 Sex Inequality in Society (3 cr.)

P: S210 or consent of instructor. Explore several theories of sex inequality in order to understand the bases of female-male inequality in American society; examines the extent of sex inequality in several institutional sectors; and considers personal and institutional barriers women face, including those resulting from socialization, discrimination, and other structural arrangements.

S414 Sociology of Science (3 cr.)

P: S210 or consent of instructor. Issues such as development and structure of the scientific community; normative structure of science; cooperation, competition and communication among scientists; scientists' productivity careers, and rewards, development of scientific specialties and relationship between science and society.

S419 Collective Behavior and Social Movements (3 cr.)

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.)

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.

S099 Independent Study (cr. arr.)

P: consent of instructor.

R345 Crime and Society

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)

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**S101-S102 Elementary Spanish I-II (5-5cr.)**

Intensive introduction to present-day Spanish with drills for mastery of phonology, basic structural patterns, and functional vocabulary. Attendance in language laboratory required.

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.)

Practical consideration of spontaneous human interaction in face-to-face situations. Special attention to perception, language, and attitudes, in dyads and small groups.

S223 Business and Professional Speaking (3 cr.)

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.)

Leadership and participation in group, committee, conference, and public discussion; logical and psychological aspects of group process.

S324 Persuasion (3 cr.)

P: S121 and one of the following: S221, S222, S223, S228, S229. Motivational appeals in influencing behavior; psychological factors in speaker-audience relationship; contemporary examples of persuasion. Practice in persuasive speaking.

THEATRE AND DRAMA**T115 Oral Interpretation I (2 cr.)**

Introduction to theories, methodology, and skills: oral and visual presentation of literature for audiences.

T210 Appreciation of Theater (3 cr.)

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.

RESIDENT FACULTY

AKEY, ROSALIE J., Ed.D. (Ball State University, 1973), Assistant Professor of Biology
 BAKER, DIANE MARIE, B.S.N. (Ball State University, 1974), Clinical Facilitator in Nursing
 BARKER, WAYNE M., A.M. (Earlham College, 1964), P.E. Indiana, Associate Professor of Engineering Technology
 BERGDALL, KRISTIN, B.S. (St. Olaf College, 1971), Clinical Facilitator in Nursing
 BLAKEY, GEORGE T., Ph.D. (Indiana University, 1970), Associate Professor of History
 BROWNE, WILLIAM F., Ph.D. (Ohio State University, 1975), Assistant Professor of Psychology and Education
 BUTLER, FRANK A., Ph.D. (Rensselaer Polytechnic Institute, 1966), Professor of Physics
 CARTER, RONNIE D., Ph.D. (University of Wisconsin, 1972), Assistant Professor of English
 CASSADAY, PATRICK D., Ph.D. (University of Illinois, 1972), Assistant Professor of Mathematics
 CHONG, MILDRED EN WEN, M.L.S. (University of California-Los Angeles, 1978), Affiliate Reference Librarian
 COOL, SHARON KAY, Ph.D. (University of South Dakota, 1971), Associate Professor of Psychology
 DRIGGERS, STEPHEN G., (Ph.D. candidate, Indiana University), Lecturer in English
 ENGLERT, LAWRENCE R., M.B.A. (University of Dayton, 1972), Assistant Professor of Accounting
 FULTON, DAVID J., Ph.D. (Indiana University, 1974), Assistant Professor of History and Political Science
 GONGWER, HOWARD C., A.M. (Indiana University, 1950), Assistant Professor of Speech
 GROHSMEYER, FREDERICK A., Ph.D. (Purdue University, 1954), Professor of Psychology
 KULMAN, KENNETH, (Ph.D. candidate, Indiana University), Lecturer in Sociology
 LEES, HELEN, A.M. (University of Wisconsin, 1946), Associate Professor of English
 McCARTY, JUDITH A., Ed.S. (Ball State University, 1973), Assistant Professor of Nursing
 McDERMOTT, DANA P., Ph.D. (University of California-Berkeley, 1974), Assistant Professor of Physical Chemistry
 NEFF, RUTH, B.S. (University of Minnesota, 1957), Clinical Facilitator in Nursing
 OSGOOD, THOMAS W., Ph.D. (University of Illinois, 1973), Associate Professor of Computer Science/Mathematics
 PAVORD, WILLIAM C., Ph.D. (Ohio State University, 1969), Associate Professor of Business
 PENDLEY, MARCIA LOUISE, M.A. (Ball State University, 1977), Assistant Professor of Nursing
 RIGGLE, CHRISTINE S., M.S. (Indiana University, 1972), Assistant Professor of Nursing
 SCHILT, ALEXANDER F., Ph.D. (Arizona State University, 1969), Professor of Education
 SEBRIGHT, TERENCE F., M.L.S. (University of Illinois, 1975), Assistant Librarian
 THOMAS, THOMAS J., M.F.A. (Miami University, 1975), Assistant Professor of Fine Arts
 VERAMALLAY, ASHTON I., Ph.D. (Iowa State University, 1976), Assistant Professor of Economics

ADJUNCT FACULTY

BARKER, GEORGE, Ph.D. (Purdue University, 1970), Philosophy
 BARNES, JACK, Ph.D. (University of Iowa, 1975), Anthropology
 BEIER, JAMES, Ph.D. (Miami University, 1976), Education Administration
 BENDER, JOHN, Ph.D. (Ohio State University, 1972), Education Administration

BENTLEY, JOHN, Traffic Management
 BEISNER, LUCILLE, Ed.D. (Ball State University, 1977), Elementary Education
 BLAKE, LINCOLN, Ph.D. (University of Chicago, 1966), Black Writing
 BLOSE, RICHARD, B.D. (Phillips University, 1963), Religion
 BODWELL, JOHN, J.D. (Indiana University, 1972), Commercial Law
 BOND, JOANNE, A.M. (Ball State University, 1968), English
 BOTTORFF, KENNETH, M.S. (Indiana State University, 1969), Astronomy
 BRADY, JANIS, M.A. (Indiana State University, 1978), English
 BROWN, DAVID, Ph.D. (U.S. International University, 1972), Psychology
 BROWNE, CAROL, A.M. (Ohio State University, 1973), Early Childhood Education
 BRUMFIELD, NANCY, A.M. (Ball State University, 1967), Elementary Education
 CURRY, LINDA, Ph.D. (Miami University, 1978), English
 EDMONDS, NATHAN L., B.S. (Ball State University, 1975), Marketing
 ELLIS, DARWIN, B.S.M.E. (University of Idaho, 1964), Purdue Programs
 ERNST, JAMES, A.S. (Indiana University East, 1978), Purdue Programs
 FELLER, ROBERT, M.A.T. (Miami University, 1970), Education
 FINNAN, JOHN, M.A. (Ball State University, 1978), Business
 FOX, DARRELL, Business
 FRANKS, ROBERT, M.A. (Ball State University, 1961), Public Speaking
 GIANNITELLI, ANGELO, M.A. (Ball State University, 1974), Home Economics
 GODFREY, EDWIN, M.A. (Indiana University, 1939), Mathematics
 GOODNIGHT, GORDON E., M.A.T. (Indiana University, 1975), Biology
 GREEN, ROBERT, M.A. (Ball State University, 1978), Black Writing
 GRIFFIS, J. BRANDON, LL.B. (Indiana University, 1949), Criminal Justice
 HANES, HAROLD Jr., Ph.D. (University of Kansas, 1967), Purdue Programs
 HARVEY, MARY, M.Ed. (Westminster College, 1967), English
 HENSLEY, JAMES, J.D. (University of Dayton, 1978), Criminal Justice
 JUDY, JOSEPH, M.A. (Ball State University, 1973), Industrial Arts
 KIDD, PHILLIP, M.A. (Ball State University, 1964), Business
 KLOSE, GILBERT, M.S. (University of Wisconsin, 1953), Business
 KLUSMAN, WAYNE, M.S. (University of Cincinnati, 1973), Geology
 KOUSOULAS, JAMES, M.S. (Indiana State University, 1979), Criminal Justice
 LAURENZANO, LIVIA, M.S. (Saint John's University, 1969), Biology
 LEMOINE, JOHN, M.B.A. (Indiana University, 1971), Accounting
 LOVE, RONALD, M.A. (Ball State University, 1975), Purdue Programs
 MACKAY, PHYLLIS, M.A. (Ball State University, 1966), Music
 MAMOT, PATRICIO, Ph.D. (Ball State University, 1974), Political Science
 MANN, DENNIS C., M.S.W. (Florida State University, 1971), Social Service
 MARKLEY, DAVID, B.S. (Indiana University, 1978), Business
 MASON, BONNIE, M.A. (Miami University, 1976), Geography
 MCCOY, MARY, M.S. (Indiana University, 1977), English
 McDONOUGH, BRIAN, M.A. (Duquesne University, 1976), Philosophy
 MILLIGAN, THOMAS, LL.B. (Yale University, 1959), Political Science

MOORE, DAVID, B.S. (Ball State University, 1973), C.P.A., Accounting
MOORE, MARSHAL, M.A. (Western New Mexico University, 1967), Psychology
MORSE, MARY ANN, M.A.T. (Indiana University, 1970), Biology
NAPORA, JOSEPH, M.A. (Miami University, 1977), English
PARRISH, JOHN, Ph.D. (Indiana University, 1960), Psychology
PIPES, GORDON G., M.A.T. (Indiana University, 1968), French
PRUSE, ROBERT, A.S. (Detroit College of Applied Science, 1967), Purdue Programs
RANSBURG, JOHN, M.S. (Indiana State University, 1973), Criminal Justice
REEVES, CHARLES, M.S. (Ball State University, 1973), Mathematics
RODGERS, RICHARD, Ph.D. (Case Institute of Technology, 1961), Fine Arts
ROHA, WILLIAM, M.A. (University of Illinois, 1970), Computer Technology
RONALD, PAULINE, A.T.D. (Ball State University, 1966), Art
ROSEN, IRWIN, M.D. (University of Geneva, Switzerland, 1957), Health, Physical Education and Recreation
RUSK, PATRICIA, B.S. (Shorter College, 1975) Microbiology
SCHILT, CHARLOTTE, M.Ed. (Arizona State University, 1969), Education
SEAL, JOHN, M.B.A. (Butler University, 1976), Business
SILVER, GEORGE, Ph.D. (Yale University, 1979), Japanese Culture
SLORP, LEE, Ph.D. (University of Illinois, 1977), Geography
SNYDER, LINDA, M.A. (Ball State University, 1976), Education
STEPHENS, LINDA, M.A. (Wayne State University, 1976), Computer Science
STEWART, JAMES, B.Th. (Anderson College, 1950), Criminal Justice
STRATTON, CLARA, M.S.S.W. (University of Tennessee, 1977), Social Service
SURFACE, GERALD, J.D. (Indiana University School of Law, 1971), Business Law
SWACKHAMER, GREG, B.S. (Indiana University, 1976), Astronomy
TELFAIR, DAVID, Ph.D. (Pennsylvania State University, 1941), Physics
TIERNAN, RICHARD, M.S. (Indiana University, 1938), Health, Physical Education and Recreation
VANDERBILT, VERN, Ph.D. (Purdue University, 1954), P.E. Mechanical Engineering Technology
VELAZCO, DAVID, A.B. (Greenville College, 1965), Microbiology
VILHAUER, RICHARD, M.A.T. (Fairleigh Dickinson, 1967), Mathematics
WEBB, THOMAS, Computer Science
WEINER, ELIZABETH, M.A. (Miami University, 1976), English
WENDEL, DONALD, M.A. (Miami University, 1978), Fine Arts
WENTZ, ALVIN, M.A. (Ball State University, 1969) Mathematics
WITHAM, MARGARET, M.A. (Miami University, 1972), Public Speaking
WOY-HAZELTON, SANDRA, Ph.D. (University of Virginia, 1978), Political Science

