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Indiana Wesleyan University at a Glance

Founded: 1920

Mission Statement: Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship and leadership.

President: David W. Wright, Ph.D.

Enrollment: With close to 14,000 students, IWU has the largest student enrollment in the Council for Christian Colleges and Universities and among private institutions in the state of Indiana.

Denominational Affiliation: The Wesleyan Church

Accreditation: Higher Learning Commission (see accreditation (p. 21) for complete listing)

Diversity of Learning: IWU serves a diverse student population through traditional and adult-centered on-site and online academic programs.

Academic Units: On July 1, 2009, Indiana Wesleyan University instituted a new structure built around the following principal academic units:

The College of Arts and Sciences (CAS) serves undergraduate and graduate residential and commuter students on the main Marion campus. CAS is comprised of five schools, which offer more than 70 majors in a traditional semester format. CAS also houses the John Wesley Honors College and the Graduate Counseling Program. Approximately 2,800 students are enrolled.

<http://www.indwes.edu/Academics/CAS>

The College of Adult and Professional Studies (CAPS) offers convenient adult-focused undergraduate and graduate programs at regional education centers throughout Indiana, Kentucky and Ohio, and online. Courses in the chosen program are followed in sequence with the same group of students and are delivered in intensive block rather than semester format. Students augment their cohort experience with elective courses. CAPS houses the Ph.D. with a major in Organizational Leadership. CAPS enrolls over 10,000 students.

<http://www.indwes.edu/Academics/CAPS>

The School of Nursing (SON) includes the divisions of Pre-licensure, Post-licensure, and Graduate Nursing. The School of Nursing offers bachelor's, master's, and doctoral programs. Several delivery systems (residential/traditional, blended, and online) are utilized in The School of Nursing which currently enrolls over 2,000 students.

<http://www.indwes.edu/Academics/School-of-Nursing>

The School of Health Sciences: This principal academic unit at Indiana Wesleyan University offers graduate programs in public health, athletic training, and occupational therapy. The School is committed to interprofessional teaching, scholarship, research, and clinical practice, seeking to improve health and quality of life, especially in underrepresented communities, through a Christ-centered ministry of healing.

<http://www.indwes.edu/Academics/School-of-Health-Sciences/>

Wesley Seminary at Indiana Wesleyan University: With over 400 students enrolled in the Master of Divinity (in both English and Spanish), Master of Arts in Ministry, Master in Practical Theology, and Doctorate in Ministry, the first seminary belonging to The Wesleyan Church serves ministers from nearly 40 denominations in over 10 countries.

<http://seminary.indwes.edu>

The Graduate School provides oversight of qualifications for graduate faculty, standards for curriculum development and policies that govern all graduate programs.

<http://www.indwes.edu/Academics/The-Graduate-School>

Rankings: IWU is consistently ranked in the top tier of Midwest Regional Universities in “Best Colleges” published by U.S. News and World Report. U.S. News and World Report also commonly reports IWU as an “A+ School for B Students” and a “Best Value School” and in 2011 listed IWU as an “Up-and-Comer” institution for having made “promising and innovative changes in the areas of academics, faculty, student life, campus, or facilities.” The Best Christian Workplaces Institute included IWU on its 2009 list of certified Best Christian Workplaces in America. In a similar survey conducted by *The Chronicle of Higher Education*, IWU was named one of America’s Great Colleges to Work For.

Education and Service Centers: IWU currently offers classes for adults at the following education centers and in other locations throughout the region. This list continues to grow as the university expands into new territories.

Indiana

Fort Wayne
Greenwood
Indianapolis North
Indianapolis West
Kokomo
Marion
Merrillville

Kentucky

Florence
Lexington
Louisville

Illinois

Naperville*

Ohio

Cincinnati
Cleveland (Independence)
Columbus
Dayton

*Online Enrollment Service Center

Online Courses: IWU offers a wide range of degree programs in online format.
<http://www.indwes.edu/Admissions/Online/Online-Delivery/>

Principal Academic Units

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Education and Service Centers

Service Centers

INDIANA

Columbus (Indiana) Education Center

3449 Jonathan Moore Pike
Columbus, Indiana 47201

812-376-7346, 866-709-0067, 866-498-4968
Fax: 812-376-7356
<http://www.indwes.edu/Columbus-IN/>

Fort Wayne Education Center

8211 West Jefferson Boulevard
Fort Wayne, Indiana 46804

260-918-1230, 866-248-2435, 866-498-4968
Fax: 260-918-1219
<http://www.indwes.edu/Fort-Wayne/>

Greenwood Education Center

1500 Windhorst Way
Greenwood, Indiana 46143

317-859-3101, 866-498-4968
Fax: 317-859-3105
<http://www.indwes.edu/Greenwood/>

Indianapolis Education Center

3777 Priority Way South Drive
Indianapolis, Indiana 46240

317-574-3980, 800-456-5327, 866-498-4968

Fax: 317-818-4883

<http://www.indwes.edu/Indianapolis-North/>

Indianapolis Education Center West

6325 Digital Way, Suite 222
Indianapolis, Indiana 46278

317-713-6150, 800-456-5327, 866-498-4968

Fax: 317-713-1607

<http://www.indwes.edu/Indianapolis-West/>

Kokomo Education Center

1916 East Markland Avenue
Kokomo, Indiana 46901

765-868-7305, 866-728-0431, 866-498-4968

Fax: 765-452-0742

<http://www.indwes.edu/Kokomo/>

Marion Education Center

1900 West 50th Street
Marion, Indiana 46953

765-677-2652, 800-621-8667, 866-498-4968

Fax: 765-677-1411

<http://www.indwes.edu/Marion/>

Merrillville Education Center

8415 Georgia Street
Merrillville, Indiana 46410

219-769-5100, 866-498-4968

Fax: 219-769-5104

<http://www.indwes.edu/Merrillville/>

KENTUCKY**Florence Education Center**

600 Meijer Drive, Suite 200
Florence, Kentucky 41042

859-372-8780

Fax: 859-372-8790

<http://www.indwes.edu/Florence/>

Lexington Education Center

2530 Sir Barton Way, Suite 200
Lexington, Kentucky 40509

859-519-3000, 866-498-4968

Fax: 859-519-3006

<http://www.indwes.edu/Lexington/>

Louisville Education Center

1500 Alliant Avenue
Louisville, Kentucky 40299

502-261-5000

Fax: 502-261-5009

<http://www.indwes.edu/Louisville/>

OHIO**Cincinnati Education Center**

9286 Schulze Drive
West Chester, Ohio 45069

513-881-3600, 866-498-4968

Fax: 513-881-3607

<http://www.indwes.edu/Cincinnati/>

Cleveland Education Center

4100 Rockside Road
Independence, Ohio 44131

216-525-6160

Fax: 216-525-6169

<http://www.indwes.edu/Cleveland-Independence/>

Columbus (Ohio) Education Center

3455 Mill Run Drive, Suite 200
Hilliard, Ohio 43026

614-529-7550

Fax: 614-529-7579

<http://www.indwes.edu/Columbus-OH/>

Dayton Education Center

2912 Springboro West Road
Moraine, Ohio 45439

937-298-4401, 866-498-4968

Fax: 937-298-4406

<http://www.indwes.edu/Dayton/>

ILLINOIS**Naperville Service Center**

1979 McDowell Road, Suite 111
Naperville, Illinois 60563

331-213-2000, 866-876-5327

Fax: 331-472-4375

<http://www.indwes.edu/>

FLORIDA

Miami Service Center
13024 S.W. 120th Street
Miami, Florida 33186

305-378-8700
Fax: 305-232-5832
<http://www.indwes.edu/>

Communication with the University

College of Adult and Professional Studies

Address:

Indiana Wesleyan University
College of Adult and Professional Studies
1900 West 50th Street
Marion, Indiana 46953-9393
<http://www.indwes.edu/Academics/CAPS>
<http://myIWU.indwes.edu>
(current students)

Administration:

Vice President for Academic Affairs, CAPS
765-677-2906

College of Arts and Sciences

Address:

Indiana Wesleyan University
College of Arts and Sciences
4201 South Washington Street
Marion, Indiana 46953-4974
<http://www.indwes.edu/Academics/CAS>
<https://myiwu.indwes.edu> (current students)

General Information:

Switchboard
765-674-6901; 866-GO-TO-IWU
geninfo@indwes.edu

Administration:

The Academic Affairs Office
765-677-2493

School of Health Sciences

Address:

Indiana Wesleyan University
School of Health Sciences
4201 South Washington Street
Marion, Indiana 46953-4974
<http://www.indwes.edu/Academics/School-of-Health-Sciences>
<http://myIWU.indwes.edu> (current students)

Administration:

Dean, SHS
765-677-2035

School of Nursing

Address:

Indiana Wesleyan University
 School of Nursing
 4201 South Washington Street
 Marion, Indiana 46953-4974
<http://www.indwes.edu/Academics/School-of-Nursing>
<http://myIWU.indwes.edu> (current students)

Administration:

The Academic Affairs Office, SON
 765-677-1578

Wesley Seminary at Indiana Wesleyan University

Address:

Indiana Wesleyan University
 Wesley Seminary at Indiana Wesleyan University
 4201 South Washington Street
 Marion, Indiana 46953-4974
<http://seminary.indwes.edu>
<http://myIWU.indwes.edu> (current students)

Administration:

Dean, Seminary
 765-677-1241

The Graduate School

Address:

Indiana Wesleyan University
 4201 South Washington Street
 Marion, Indiana 46953-9393
<http://www.indwes.edu/Academics/The-Graduate-School>
<http://myIWU.indwes.edu> (current students)

Administration:

Dean, The Graduate School
 765-677-1138

World Changing Aims

Mission: Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship, and leadership.

A World Changer is a servant leader who exhibits the following:

1. Knowledge

- a. Basics of the Christian Faith: A knowledge of the basic themes and truths of the Old and New Testaments and the basic beliefs of Christianity, an awareness of Bible-based morality and social responsibility, and a reasoned understanding of a Christian worldview and the meaning of salvation as expressed in evangelical Christianity.
- b. Liberal Arts Foundation: A solid grasp of the general studies that have been associated with a liberal arts education.
- c. Competency in a Discipline: Competency in at least one major discipline of the university curriculum.
- d. Integration of Knowledge: The integration of knowledge with the Christian faith and across academic disciplines.

- e. Leadership Understanding: Knowledge of the key components and dynamics essential to effective servant-minded leadership in any setting that leads to positive world changing outcomes.

2. Skills

- a. Creativity: Making connections between various bodies of information.
- b. Critical Thinking: Analyzing information in order to determine the validity of competing truth claims, and to solve problems.
- c. Communication Skills: Reading critically, writing clearly, and communicating effectively.
- d. Self-discipline: Demonstrating habits of correction or regulation of oneself for the sake of improvement.
- e. Leadership: Taking action to effect change by mobilizing others to accomplish a shared vision.

3. Dispositions (Beliefs and Attitudes)

- a. Commitment to Truth: A commitment to the search for Truth as revealed in the Bible and in God's created order.
- b. Lifelong Learning: A commitment to discovering and processing information in preparation for a life of learning.
- c. Human Worth: The belief that God created all life and therefore all people have worth.
- d. Inclusion: The willingness to interact with persons of different perspectives and cultures without surrendering a commitment to truth.
- e. Stewardship: The belief that the created order is a trust from God and a commitment to the wise use of all the resources of life.
- f. Life Calling: The confidence of an overriding purpose for one's life based on a relationship to God, an understanding of self, and a personal response to the needs of the world.
- g. Agents of Change: A commitment to change the world for Christ.
- h. Servanthood: A commitment to meet the needs of others before one's own self interests.

Strategic Profile

Core Values

The primary value for Indiana Wesleyan University is Christlikeness. The challenge to follow Christ compels us to pursue a personal and professional lifestyle of

1. Commitment.
2. Leadership.
3. Service.
4. Stewardship.
5. Innovation.
6. Diversity.

Mission

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship and leadership.

Charge for Indiana Wesleyan University

Indiana Wesleyan University will prepare each student to become a world changer. We will accomplish this by drawing students into an integrated experience of intellectual challenge, spiritual growth and leadership development. Thus we will

1. Call students to Christian character.
2. Expect academic excellence.

3. Equip them for success in their vocations.
4. Mentor them in leadership.
5. Prepare them for service.

Statement of Faith

We believe... in God the Father, the Son and the Holy Spirit.

We believe... that Jesus Christ, the Son, suffered in our place on the cross, that He died but rose again and that He now sits at the Father's right hand until He returns to judge all men at the last day.

We believe... in the Holy Scriptures as the inspired and inerrant Word of God.

We believe... that by the grace of God, every person has the ability and responsibility to choose between right and wrong, and that those who repent of their sin and believe in the Lord Jesus Christ are justified by faith.

We believe... that God not only counts believers as righteous, but that He makes them righteous; freeing them of sin's dominion at conversion, purifying their hearts by faith and perfecting them in love at entire sanctification, and providing for their growth in grace at every stage of their spiritual life, enabling them through the presence and power of the Holy Spirit to live a victorious life.

Accreditation

Indiana Wesleyan University is accredited by the ...

1. Higher Learning Commission (HLC); 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; phone: 312-263-0456 and 1-800-621-7440; <http://www.ncahlc.org/>.

In addition, specific programs are accredited by the ...

1. Council for the Accreditation of Educator Preparation (CAEP), formerly National Council for Accreditation of Teacher Education (NCATE); 2010 Massachusetts Ave. NW, Suite 500, Washington, DC 20036; phone: 202-466-7496; <http://www.ncate.org/>. (Teacher Education)
2. Commission on Collegiate Nursing Education (CCNE); One Dupont Circle NW, Suite 530, Washington, DC 20036; phone: 202-887-6791; <http://www.aacn.nche.edu/ccne-accreditation>. (Nursing)
3. Council for Accreditation of Counseling and Related Educational Programs (CACREP); 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314; phone: 703-535-5990; <http://www.cacrep.org/>. (Graduate Counseling; Community Counseling; Marital, Couple and Family Counseling/Therapy; School Counseling)
4. Council on Social Work Education (CSWE); 1701 Duke Street, Suite 200, Alexandria, VA 22314; phone: 703-683-8080; <http://www.cswe.org/>. (Social Work)
5. Commission on Accreditation of Athletic Training Education (CAATE); 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664; phone: 512-733-9700; <http://www.caate.net/>. (Athletic Training)
6. National Association of Schools of Music (NASM); 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; phone: 703-437-0700; <http://nasm.arts-accredit.org/>. (Music)
7. Commission on Accreditation of Allied Health Education Programs (CAAHEP); 1361 Park Street, Clearwater, FL 33756; phone: 727-210-2350; <http://www.caahep.org/>. (Exercise Science)
8. Association of Theological Schools in the United States and Canada (ATS); Candidate Status; 10 Summit Park Drive, Pittsburgh, PA 15275-1110; phone: 412-788-6505; <http://www.ats.edu/>. (Seminary programs)
9. American Music Therapy Association (AMTA); 8455 Colesville Road, Suite 1000, Silver Spring, MD 20910; phone: 301-589-3300; <http://www.musictherapy.org/>. (Music Therapy)
10. Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE); 112 South Alfred Street, Alexandria, VA 22314-3016; phone: 703-838-9808 (Family Therapy)

11. National Addiction Studies Accreditation Commission (NASAC); 1001 N. Fairfax Street, Suite 201, Alexandria VA 22314; phone: 800-548-0497; <http://nasacaccreditation.org/>. (Addictions Counseling)
12. Accreditation Council for Occupational Therapy Education (ACOTE); Candidate Status; 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD. 20824-1220; 301-652-6611; www.acoteonline.org. (Occupational Therapy)
13. Council on Education for Public Health (CEPH); Candidate Status; 1010 Wayne Avenue, Suite 220, Silver Spring, MD 20910; 202-789-1895; www.ceph.org. (Public Health)

The university has approvals from the Indiana Department of Education, Indiana State Board of Nursing, Kentucky Council on Postsecondary Education and Ohio Board of Regents. The university has approvals or exemptions from all states from which it enrolls online students.

Nondiscrimination in University Programs

Indiana Wesleyan University (IWU) is committed to equal opportunity in employment and education. Indiana Wesleyan admits students and employs individuals of any race, sex, color, disability or national or ethnic origin. These have access to all the rights, privileges, programs and activities generally made available to students or employees at the university. IWU does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age or marital status in the administration of its educational policies, scholarship and loan programs, and athletic and other administered programs. Inquiries or complaints should be addressed on the appropriate form to the Office of the Provost, Indiana Wesleyan University.

Academic Freedom

Students and faculty of the academic community that forms Indiana Wesleyan University are encouraged both to explore and discuss ideas freely and fully and also to be fully responsible to the university mission, seeking to integrate all aspects of a Christian worldview under the Lordship of Jesus Christ. Faith mandates and illuminates learning; learning clarifies and expands faith.

Right Reserved to Change

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and impose or increase fees is similarly reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university.

Disability Services

IWU is committed to providing equal access to students with disabilities. Further information related to specific processes for seeking assistance and services can be located in the student's area of study (College of Arts and Sciences, College of Adult and Professional Studies, School of Nursing, School of Health Sciences, or Wesley Seminary at Indiana Wesleyan University.)

Students who believe that they have experienced discrimination on the basis of a disability can seek resolution by following the steps as outlined in the Grievance and Appeal Policy (Non-academic).

Records, Rights and Privacy

The university complies with the Family Educational Rights and Privacy Act of 1974 and as it appears in final form in June 1976, with subsequent amendments. This law protects the rights of students to review their own records and to challenge any of the content of the record. Students may request access to their records from the following offices:

1. Permanent grade records (transcripts) for all students are kept in the Marion Campus Registrar's Office.
2. Records are maintained by the Registrar's Office, the Office of Student Services, the Accounting Offices, and the Offices of Financial Aid.

The law also protects students from the unlawful disclosure of information about their academic performance, personal campus discipline, or financial status.

The law allows the disclosure of five classes of “directory information” as follows:

1. Name, address, telephone number, dates of attendance, and class.
2. Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred, including dates.
3. Past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes, date and place of birth.
4. Schedule of classes.
5. Photograph.

A student may request in writing that one or all of the five categories of directory information be restricted from publication. In no case will grade, discipline, or financial information be disclosed except in keeping with the law.

Requests are filed with either the Registrar's Office or the Office of Student Services.

Safety Policies and Campus Crime Statistics

IWU Safety Policies can be accessed at <https://www.indwes.edu/about/student-consumer-information/safety> and includes crime statistics on certain reportable crimes, as well as policies concerning alcohol and drug use, crime reporting and prevention, sexual assault and other related matters. Anyone wishing a paper copy of the policies may contact the Office of Institutional Research at 765-677-1566.

Drug Abuse Prevention

Drug abuse in the United States has become a major problem, and students at Indiana Wesleyan University are not immune. If you need assistance with a drug abuse problem, we encourage you to seek help at your local community drug abuse prevention center. To talk to someone in a strictly confidential atmosphere, please feel free to contact The Center for Student Success (800-332-6901) at our Marion campus. All conversations are private and will not affect your attendance at the university.

If you would like to talk to someone outside Indiana Wesleyan University, please feel free to call one of the following numbers, or a hospital or treatment center in your area:

1. The National Cocaine Hotline, 800-COCAINE, 800-262-2463.
2. National Institute on Drug Abuse, 5600 Fishers Lane, Room 10A-30, Rockville, MD 20857, 800-662-HELP, 800-662-4357.

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Tobacco Usage Prohibited

Students are to refrain from using tobacco products in all Indiana Wesleyan University classrooms, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Technology - Acceptable Use Policy

Indiana Wesleyan University (IWU) provides technology systems for the purposes of educating university students, promoting academic research, communicating with university constituents, and administering the daily business of IWU. It is the desire of IWU that technology systems provided by the university be used in a manner that reflects the goals and mission of Indiana Wesleyan. These policies have been established to promote an environment that is safe and secure for all constituents and encourage students to act in a professional and responsible manner.

Technology Equipment:

Technology equipment provided by the university is the property of IWU, and as such IWU retains the right to remove, reallocate, or change equipment at its discretion. No information residing on any computer hardware owned by IWU should be considered private and therefore is subject to review by university staff.

Reporting abuses of technology equipment is expected as it assists the university in providing functional equipment and services to the IWU community.

Computer and Network Access:

Students shall not access files or retrieve any digitally stored information unless authorized to do so. Students shall not attempt to gain access to any entity via electronic means without authorization. Examples of activities that are inappropriate include; attempting to gain unauthorized access to computers or networks owned and or operated by another person or group; and use of an account on a shared computer or network other than the one assigned to the user.

Internet Usage:

Inappropriate use of the Internet to access sites such as pornography, gambling, illegal downloads of content, and hate speech is outside of legitimate academic research and is therefore prohibited. IWU monitors and filters all internet activity conducted on university equipment and systems and will, at its discretion, use evidence gathered for disciplinary actions if necessary.

Email:

1. Email account creation / account termination

- Email accounts are created when a student enrolls for classes at IWU. The accounts are maintained while the student is actively taking classes.
- Accounts will be terminated for inappropriate use, after graduation, or termination of their enrollment.

2. Accessing email

- Email access is achieved via a university supported Web browser. These include MS Explorer, Firefox, and Safari.
- Only users for which an email account has been created are approved to use the Indiana Wesleyan University email system.
- Students are required to protect their user name and password and NEVER share this confidential information.
- Students should never allow someone else to use their email account for sending or receiving email unless under direct supervision of them. By granting access, the student assumes responsibility of any and all activities of the guest user.

3. Proper and Ethical Use of Email

- The email system exists to enhance the communication abilities of the Indiana Wesleyan University community. It should be used for purposes that enhance communication and reflect our desire to be Christ-like.
- Appropriate Content
 - At any time and without prior notice, Indiana Wesleyan University administration reserves the right to examine email, personal file directories and other information stored on Indiana Wesleyan University computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations and assists with the management of Indiana Wesleyan University information systems. As such, the Vice President for Information Technology or any of his/her assigned representatives may monitor the content of email. Use of the email system constitutes acceptance of such monitoring.
 - This policy should be read and interpreted in conjunction with all other Indiana Wesleyan University policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Students are expressly prohibited from using email for any unethical purposes, including but not limited to pornography, violence, gambling, racism, harassment or any illegal activity. Further, transmitting any message that may be perceived as containing derogatory, obscene, profane, lewd, harassing or inflammatory images or remarks about an individual or group's race, color religion, national origin, age, disability, gender or other protected class status is strictly prohibited, and is subject to corrective action.
 - Indiana Wesleyan University reserves the right to use email filtering/spam blocking technologies in an effort to minimize unsolicited bulk email. As a result, there may be instances where legitimate email may be inadvertently

blocked or quarantined. In such cases, the office of Information Technology will make every effort to correct those situations.

4. Email messages cannot be considered private and may be monitored by university personnel. Such messages may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Please be aware that email messages are not encrypted and can be viewed by anyone with the intention, ability, and equipment to do so.

Copyright:

Students are responsible to comply with copyright laws and applicable licenses that apply to software, files, documents, messages and other material they wish to download or copy. Proprietary materials belonging to entities other than the student should not be transmitted on the university's email system or via the university's Internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Indiana Wesleyan University's email system or Internet connection should ensure the sender is the lawful owner or has obtained the necessary license.

Use of Indiana Wesleyan University Identity:

The Indiana Wesleyan University name, seal, logo, telephone numbers or address are reserved for official university business and may not be used for any other purpose including electronically (fax, Internet, etc.) in advertising or for non-university sponsored events without explicit written permission.

Exclusive Property:

All equipment, services and technologies provided to students as part of Indiana Wesleyan University's computer system constitute the exclusive property of Indiana Wesleyan University. Similarly, all information composed, transmitted, received or stored via the IWU computer system is also considered the property of Indiana Wesleyan University. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.

Policy Remedies:

Individuals found to be in violation of any part of the policy will be subject to disciplinary action up to and including dismissal from the university. Any known or suspected violations of this or any other university policy should be reported immediately to the office of the Vice President for Student Development and the Vice President for Information Technology.

Responsible Conduct of Research

Indiana Wesleyan University is committed to the highest level of integrity and ethical behavior in the development, implementation, collection, evaluation, and dissemination of information related to research. IWU is also committed to the avoidance of research misconduct. The University follows the codes established by the Office of Research Integrity (ORI), and the Office of Human Research Protections (OHRP), and provides education to students, personnel, and research affiliates on the codes and practices of RCR and on the consequences of misconduct as per appropriate principal academic unit policies.

Non-Academic Appeal Policy

A student may seek recourse from any university non-academic program or employment-related dispute or alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, or other state or federal legislation.

A student who wishes to file such an appeal must first contact the person or department concerned to resolve the dispute informally. Such contact must occur within 30 days of the incident that generates the dispute.

All non-academic grievance and appeals will be reported to the human resource department. Since the appeal process is a private university administrative process, legal counsel or representation is not appropriate.

The complainant will be notified of results throughout the process.

Honesty, Cheating, Plagiarism and Forgery

Academic dishonesty is inconsistent with scholarship and the pursuit of knowledge and Christian character. Thus, Indiana Wesleyan University expects students to be honest in all academic work and with all university records. Incidents of cheating, plagiarism, falsification of any university documents or any other dishonest action will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Coursework

Students are expected to exhibit honesty in the classroom, in homework and on quizzes and tests. Each instructor should define what constitutes honest work in a specific course. Any deviation from ordinary standards, such as the permitted use of notes for an examination or an “open book” test, should be stated clearly by the instructor.

Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise. Examples of cheating include:

1. Submitting work for academic evaluation that is not the student’s own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Plagiarism – see below for definition
6. Falsification.
7. Other misrepresentations of academic achievement submitted for evaluation or a grade.
8. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.
9. Facilitating the academic dishonesty of others.

The Prentice Hall Reference Guide (2006) indicates, “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is” (p. 292). In other words, it is not giving credit where credit is due. Plagiarism is both a moral and ethical offense and sometimes a legal one.

Examples of plagiarism include:

1. Copying another person's actual words without the use of quotation marks, source citation, or footnotes.
2. Presenting another person's ideas or theories in your own words without citing the source.
3. Failing to acknowledge contribution and collaboration from others.
4. Using information that is not common knowledge without citing the source.
5. Submitting downloaded papers or parts of papers, "cutting and pasting," or paraphrasing or copying information from Internet sources without proper acknowledgment of a source.

Sanctions

Because the matter of cheating cumulatively leads to dismissal, faculty are required to report each case to the appropriate university administrators who in turn reports the case to the academic leader of the specific college/school. Evidence must be in hand before any action will be taken to confront and accuse a student of cheating.

Any student apprehended and charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating: no credit (i.e., no points given) in paper, assignment, or exam.
2. Second incident of cheating: failure in the course involved.
3. Third incident of cheating: dismissal from the university.

4. Students in graduate programs or graduate courses are expected to understand clearly the nature of cheating and are subject to dismissal from the university for any egregious act of academic dishonesty or cheating, without the need to follow the steps listed above.
5. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree without the need to follow the steps listed above.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

University Records: Falsifying or forging any university record or using unauthorized access to any university system is considered a dishonest action and is subject to review and possible sanctions. Incidents of such will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Falsification of Academic Records or University Documents: Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official document such as a grade report, ID card, financial receipt, or any other official university letter or communication. This includes information downloaded (printed) from student information available via Web (online) services.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means viewing or altering the university's computer records without authorization; copying or modifying the university's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems information.

Students who are found to have falsified university documents or participated in unauthorized access to computerized academic or administrative records or systems are subject to the following sanctions:

Sanctions:

1. Dismissal from the university for a single incident.
2. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree.
3. The university may consider legal action for any individual found to have participated in these actions.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

Transcripts

The student's official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit and dates of instruction for each course. Requests for transcripts of coursework at Indiana Wesleyan University must conform to the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student has any financial holds on their record or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or see <http://www.indwes.edu/Academics/Registrar/Transcript>.

Enrollment Limitations

Students may only be full-time enrolled in one IWU college due to financial and academic credit implications and may not switch back and forth between the term and non-term programs. Specific guidelines must be met prior to enrolling in courses in various colleges. Thorough review with Financial Aid and Accounting offices as well as advisors and Office of Student Services or Residential Academic Services should be made before pursuing this option. Students who plan to change from programs and degrees in one college to programs and degrees in another should carefully examine the ability to apply courses from one program to another. Please visit the Office of Student Services and Residential Academic Services for more information.

College of Arts and Sciences

Welcome to the College of Arts and Sciences. We invite you to join us as we explore the enduring questions that people have asked across time. For us, these questions begin with “Who is God calling you to be?” As you discern the answer to this question, we encourage you to discover what you are called to do, what you need to learn to live out your calling, and how you can engage the world in a way that glorifies God and promotes justice, righteousness and mercy. To pursue answers to these questions and discover your life calling, we encourage you to investigate our academic programs (p. 81), connect with our faculty members, explore how our community can nourish your Christian commitment, and learn how opportunities for leadership and service are waiting for you at IWU.

Communication with the College of Arts and Sciences and Pre-licensure Nursing

Address:	4201 South Washington Street Marion, Indiana 46953-4974
General Information:	Switchboard: 765-674-6901; 866-GO-TO-IWU; admissionsinfo@indwes.edu
Administration:	CAS - Academic Affairs: 765-677-2493 SON - Academic Affairs: 765-677-1578
Admissions:	Undergraduate: 866-GO-TO-IWU; 765-677-2138; 765-677-6570 (the Call Center for any admissions information); admissions@indwes.edu; Graduate Counseling: 866-468-6498; natalie.halt@indwes.edu
Student Account Services, CAS:	Billing: 765-677-2411 Cashier: 765-677-2411 Student Account Services, CAS: howtopay@indwes.edu 765-677-2520; Career Guidance: lifecallingcareer@indwes.edu
Life Calling and Integrative Learning/Career:	
Housing	765-677-2746 housing@indwes.edu
Community Learning	765-677-1898 Student Organizations & Activities: melissa.laraway@indwes.edu
Financial Aid:	765-677-2116; Scholarships and Financial Assistance: finaid@indwes.edu
Registration & Academic Services:	765-677-2590; Registration, Course Information: RAS@indwes.edu
Registrar's Office:	765-677-2131; Transcripts and Academic Information: registrar@indwes.edu
The Center for Student Success:	765-677-2257; Counseling, Disability Services, TRIO SSS Program at
Student Support Services	center4success@indwes.edu; The Den (academic and tutoring support) at theDen@indwes.edu
School of Nursing:	765-677-2812; Pre-licensure Nursing - contact information (p. 475)
School of Health Sciences:	765-677-2035; School of Health Sciences - contact information (p. 475)

Instructional Facilities

Indiana Wesleyan has up-to-date classrooms, well-equipped laboratories, and studio spaces for academic use. The following buildings serve as academic resources:

Adult and Graduate Studies Administrative Building (AGS)

Located at the intersection of 50th Street and State Road 37, this building houses administrative offices for the College of Adult and Professional Studies and the graduate schools and programs in Nursing, Counseling and Ministry. In addition, there are four classrooms and a counseling clinic.

APS Educational Centers

The College of Adult and Professional Studies has educational centers in Marion, Fort Wayne, Kokomo, Columbus, Indianapolis, Merrillville, and Greenwood, Indiana; Florence, Lexington, and Louisville, Kentucky; and Cincinnati, Cleveland, Columbus, and Dayton, Ohio. See Education and Service Centers (p. 16) for detailed listing.

Barnes Student Center

IWU's Barnes Student Center is the central hub of the Marion campus - bringing students, employees, and guests into an innovative facility designed intentionally to foster building community. With over 199,000 square feet, this building houses Baldwin Dining, Chick-fil-a, Mario's Pizza, Wilbur's Wings, convenience store, bookstore, McConn Coffee house, art gallery, student-run business incubator space, Globe Theater, banquet rooms, Student Development, Student Accounts, Financial Aid, Academic Services, Health Center, Post Office, Center for Student Success, and Center for Life Calling.

Beard Arts Center (BAC)

This classroom building, named after Lee and Edna Beard, houses the Division of Art, art studios, art galleries, and four classrooms.

Botany Glen

This tract of land is a designated nature preserve where biology and botany classes can explore creation in a living laboratory. Botany Glen is an experiential learning classroom and training center for the IWU community and constituents.

Burns Hall of Science and Nursing (BHSN)

This facility includes classrooms and laboratories for science, health sciences, and nursing, the state-of-the-art Nursing Simulation Lab, and Porter Auditorium.

Center Hall (CS)

This building provides classroom and studio space for students and faculty who are studying in the field of art, as well as a few general purpose classrooms and a 24-7 Study Room.

Chapel Auditorium

Built in 2010, the Chapel Auditorium is a 3,900 seat, 75,000 square feet venue used for weekly chapel services, concerts, guest speakers, academic ceremonies, and graduation services.

College Wesleyan Church (CWC)

College Wesleyan Church is an independent but cooperating agency with the university. Occasionally classrooms are scheduled in this facility located on the main campus.

Elder Hall (ELDR)

This building houses the Division of Behavioral Sciences, the Division of Modern Language and Literature, and the Division of Communication and Theatre, including audio and video studios and WIWU-FM and WIWU-TV 51.

Goodman Hall (GMN)

This classroom building houses 5 classrooms and divisional offices for the Division of Education.

Indiana Wesleyan University Canadian Campus

A 100-acre outdoor classroom on St. Joseph Island is located 40 miles east of Sault St. Marie, Ontario. The grounds include a modern log lodge with dining facilities and insulated log cabins for accommodations.

Jackson Library (JLB)

This state-of-the-art, 79,000-square-foot library is named after alumnus and benefactor Dr. Lewis A. Jackson. Dr. Jackson, a 1939 Indiana Wesleyan University (then Marion College) graduate, trained the "Tuskegee Airmen" during WWII, became a university president in 1970, and was a life-long entrepreneur. This uniquely designed library contains leading-edge technology. Student Internet connections are located conveniently throughout the library. Over 20 miles of voice and data cable were laid in the floors and walls, connecting its 700 outlets to IWU's information network.

John Wesley Administration Building

The John Wesley Administration Building, which opened in 1894, is the only building that remains from the original campus. A major renovation of the building was completed in 2003. The building houses offices for the president and the university Advancement Department, along with a meeting room for the university's Board of Trustees.

Maxwell Center for Business and Leadership (MAX)

The Maxwell Center is a spacious, state-of-the-art facility that meets a variety of needs. The 63,000-square-foot building contains six classrooms. It houses the Admissions Office, Business Affairs, Human Resources, Print Shop, Registrar's Office, the university Information Technology Department, and offices for the Division of Social Science, as well as the Division of Business for Residential Education students.

Noggle Christian Ministries Center (NCCM)

This classroom and faculty office building is the home office for the School of Theology and Ministry.

Ott Hall of Sciences and Nursing

This 110,000-square-foot building houses the administrative and faculty offices, as well as classrooms and labs for the School of Nursing, the School of Physical and Applied Sciences, and the School of Health Sciences. It includes research space for faculty and students, a greenhouse, cadaver lab, and other specialized learning space. Collaborative spaces encourage and facilitate inter professional development. Ott Hall and Burns Hall are connected by a three-story atrium that promotes community among faculty and students.

Outdoor Athletic Complex

The Outdoor Athletic Complex serves athletic and intramural competition. It includes an indoor sports complex, track, two baseball fields, two softball fields, and three soccer fields. The main venues are lighted. Complementing the outdoor complex is a concession/public use facility. This building also serves as an athletic training facility and officials' changing room.

Phillippe Performing Arts Center (PPAC)

This building houses the Tom and Joan Phillippe Chapel-Auditorium, the RCA Theater, the Joan Phillippe Music Building, and the Herman Baker Recital Hall. The music wing includes teaching studios, practice rooms, a piano laboratory, and three classrooms.

Recreation and Wellness Center (RWC)

The 120,000-square-foot indoor facility includes the Robert R. Luckey Gymnasium, a natatorium, racquetball courts, recreation activity center, weight room, fitness room, elevated track, locker facilities, classrooms, a lab area, office area, and a state-of-the-art athletic training facility.

Wesley Seminary at IWU

The facility's international design and furnishings reflect its theme, "The World is my Parish" (John Wesley), and the facility tells the story of the Seminary's values. It includes four classrooms of various sizes, office areas, a prayer room and a common gathering space. Its ellipse shape embraces an outdoor amphitheater.

Academic Calendar - CAS and SON Pre-licensure Nursing

Academic Year 2016-2017

New Student Orientation

Fall Semester Classes Begin

Last Day to Add a Class for Fall Semester

Last Day to Drop a Class for Fall Semester

Fall Break

Last Day to Withdraw from a Class for Fall Semester

Thanksgiving Recess

Final Examinations*

Commencement

New Student Registration - Spring Semester

Spring Semester Classes Begin

August 27-September 5

September 6

September 9

September 16

October 21

November 11

November 23-25

December 12-15

December 17

January 7

January 9

Last Day to Add a Class for Spring Semester	January 13
Martin Luther King Day - No Classes	January 16
Last Day to Drop a Class for Spring Semester	January 20
Multicultural Day - No Classes	February 14
Spring Break	March 6-10
New Student Registration	March 18
Last Day to Withdraw from a Class for Spring Semester	March 24
Easter Recess	April 14-17
Celebration of Scholarship - No Classes	April 6
Final Examinations*	April 24-27
Baccalaureate	April 28
Commencement	April 29
May Term	May 3-25
Summer 1 Term	May 3-August 4
Last Day to Add or Drop a Class for May Term	May 4
Last Day to Add a Class for Summer 1 Term	May 10
Last Day to Withdraw from a Class for May Term	May 17
Last Day to Drop a Class for Summer 1 Term	May 17
New Student Registration	May 20
Summer Session I	May 30-June 30
Last Day to Add or Drop a Class for Summer Session I	May 31
Last Day to Withdraw from a Class for Summer Session I	June 20
New Student Registration	June 17
Summer Session II	July 3-August 4
Last Day to Add or Drop a Class for Summer Session II	July 5
Last Day to Withdraw from a Class for Summer 1 Term	July 12
Last Day to Withdraw from a Class for Summer Session II	July 26
Commencement	August 12
Academic Year 2017-2018	
New Student Orientation	August 26- September 4
Fall Semester Classes Begin	September 5
Last Day to Add a Class for Fall Semester	September 8
Last Day to Drop a Class for Fall Semester	September 15
Fall Break	October 20
Last Day to Withdraw from a Class for Fall Semester	November 10
Thanksgiving Recess	November 22-24
Final Examinations*	December 11-14
Commencement	December 16
Spring Semester Classes Begin	January 8
Last Day to Add a Class for Spring Semester	January 12
Martin Luther King Day - No Classes	January 15
Last Day to Drop a Class for Spring Semester	January 19
Multicultural Day - No Classes	February 13
Spring Break	March 5-9
New Student Registration	March 17
Last Day to Withdraw from a Class for Spring Semester	March 23
Celebration of Scholarship - No Classes	April 5
Easter Recess	March 30-April 2
Final Examinations*	April 23-26
Baccalaureate	April 27
Commencement	April 28
May Term	May 2-24
Summer 1 Term	May 2-August 3
Last Day to Add or Drop a Class for May Term	May 3
Last Day to Add a Class for Summer 1 Term	May 9

Last Day to Withdraw from a Class for May Term	May 16
Last Day to Drop a Class for Summer 1 Term	May 16
New Student Registration	May 19
Summer Session I	May 29-June 29
Last Day to Add or Drop a Class for Summer Session I	May 30
New Student Registration (tentative)	June 16
Last Day to Withdraw from a Class for Summer Session I	June 20
Summer Session II	July 2-August 3
Last Day to Add or Drop a Class for Summer Session II	July 3
Last Day to Withdraw from a Class for Summer 1 Term	July 11
Last Day to Withdraw from a Class for Summer Session II	July 24
Commencement	August 11

Cancellation of Classes: Announcements are made over radio stations WBAT-1400 AM, WCJC-99.3 FM, WGOM-860 AM, WMRI-106.9 FM, and WWKI-100.5 FM - Kokomo.
***NOTE:** Students may not miss classes or examinations to leave early for vacation.

Policies and General Information - College of Arts and Sciences and Pre-licensure Nursing

Students pursuing majors in the College of Arts and Sciences or in Pre-licensure Nursing are subject to all the policies and procedures as defined in this portion of the catalog. Additionally, students enrolled in the College of Arts and Sciences or the School of Nursing Pre-licensure Nursing program may have additional requirements and policies governed by those areas. Students should have conversations with the administration in those areas for further direction.

Admission

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, and in no case is admission denied due to race, color, national origin, disability, religion, or sex.

Address all application information for undergraduate programs to Indiana Wesleyan University, Admissions Office, 4201 South Washington Street, Marion, Indiana 46953. Call 1-866-468-6498, ext. 6507, or 765-677-2138. Email address: admissions@indwes.edu; Internet: <http://www.indwes.edu>.

Undergraduate students are admitted to the university in one of the following categories:

Distinction – Based on high school grade-point average, SAT/ACT scores or college GPA. Students admitted in this category are eligible for academic scholarships.

Regular – Standard admission with no restrictions.

Foundations – Students whose GPA and/or national test scores are below the required levels. Students in this category may be required to take preparatory courses in reading, study skills, and writing.

Provisional – First-year and transfer students who have a previous college GPA below 2.0 on a 4.0 scale. Students admitted in this category may be restricted from extracurricular activities and could be limited to 13 credits in a semester. Some provisional students will be required to take preparatory courses in reading, study skills, and writing.

Unclassified – Students who are taking no more than two courses and are not admitted to a program of study. Students in this category may register for up to six hours per semester. A maximum of 18 credit hours may be taken under this status. This status does not constitute admission to a university program.

Prospective students are welcome to visit the campus. Appointments for interviews with an admissions counselor and/or a professor in a student's field of interest are encouraged. Overnight lodging for students is available on campus and may be reserved in advance through the Admissions Office. Call toll-free 1-866-468-6498, ext. 6507, or direct to the Admissions Office at 765-677-6507; Email address: admissions@indwes.edu. Internet: <http://www.indwes.edu>.

Prospective students applying to School of Health Sciences programs should address all application information to Indiana Wesleyan University, Adult Enrollment Services, 1900 West 50th Street, Marion, IN 46953 or call 1-800-468-6498, ext. 2860, or 765-677-2860.

First Year Admission

Interested students are encouraged to apply for admission at the close of their junior year in high school. Applications are accepted throughout the senior year of high school, but should be submitted before March 1 for full consideration. Applications after March 1 will be considered as space is available. The completed application, high school transcript, test scores including an essay (SAT or ACT) are necessary for an admission decision. A tuition deposit is required before registration and is fully refundable until May 1.

An admission decision may be made before the end of the student's high school career if an official high school transcript has been provided. In this event a full four-year record and certification of graduation will be required before the student begins classes at IWU.

Viable candidates for admission should have a minimum of each of the following: 8 credits in language arts (equivalent to 4 years); 6-8 credits in mathematics (equivalent to 3-4 years); 6 credits in science (equivalent to 3 years); 6 credits in social studies (equivalent to 3 years); 4 credits in foreign language (equivalent to 2 years); 2 credits in health, physical education, safety (equivalent to 1 year); and 4-6 credits from other courses offered (equivalent to 2-3 years). Regular admission requires that applicants have at least a 2.6 cumulative high school GPA on a 4.0 scale and an 880 SAT (Math and Evidence Based Reading and Writing) or 18 ACT score. Applicants who do not meet the requirements for regular admission may request special consideration.

Applicants may make arrangements at their local high school counseling office to take the SAT or ACT in the junior year or as early as possible in the senior year. Applicants who are unable to present SAT or ACT scores can make special arrangements with The Center for Student Success at the IWU campus to be tested.

Individuals not receiving a high school diploma must take either the Test Assessing Secondary Completion (TASC) or the General Education Development Exam (GED) and achieve satisfactory scores to be considered for admission.

Transfer Student Admission

Students who have attended other colleges or universities may be admitted at advanced levels depending on the amount of credit transferable from the other institutions. Transcripts of all college work must be submitted with other admission credentials at the time of application to the Indiana Wesleyan University Admissions Office. All transcripts must be sent directly from the office of the registrar at the college or university attended. Students are also required to have a form (Transfer Information Form) completed from the last institution attended verifying that the student left the college in good academic and social standing. *All undergraduate students must complete their last 30 credit hours before graduation at IWU.*

International Student Admission

Indiana Wesleyan University is authorized under federal law to enroll nonimmigrant alien students. It is recommended that interested students contact the Admissions Office as early as possible (preferably one year in advance) as there are usually delays in preparing visas, passports, and transcripts. All application forms, documents, test scores, and payments must be received by July 1 of the year of intended study.

Students who do not speak English as their first and primary language must take the Test of English as a Foreign Language (TOEFL) or The International English Language Testing System (IELTS) prior to admission to the university*.

Admission scores follow:

- TOEFL score of 57 to 67 - admission requires enrollment in two semesters of ESL
- TOEFL score of 68 to 78 - admission requires enrollment in one semester of ESL
- TOEFL score of 79 - admission without ESL requirement
- IELTS score of less than 6.5 - admission reflective of subscores requires enrollment in one or two semesters of ESL
- IELTS score of 6.5 for undergraduate and 7.0 for graduate programs - admission without ESL requirement

*Waiver Qualifications:

- Attended the last four full years at a U.S. high school

- Attended the last four full years in an international educational institution where English is the principal language of instruction; institution may be required to provide verification
- Earned an SAT Evidenced Based Reading and Writing score of at least 500
- Earned ACT English and reading scores of at least 20
- Earned a bachelor's degree or higher from an accredited U.S. institution

Before the immigration form I-20 can be sent, students from all countries except Canada must send the university (a) money equivalent to the first semester's tuition, room, and board; and (b) a \$1000.00 U.S. emergency deposit to be held for the complete duration of a student's enrollment and to be used in case of family or medical emergency. Students from all countries including Canada must send to the university (a) a letter of financial commitment with certified bank statements indicating sufficient funds for attendance; and (b) proof of health insurance coverage in the U.S. or \$500 for approximately one year of insurance premium (must be renewed annually).

Contact the Admissions Office for specific admissions procedures.

Re-enrollment

CAS and SON Pre-licensure Nursing

A student who has previously been enrolled in Indiana Wesleyan University and has ended registration for any length of time, without an approved leave of absence, must reapply. Application for re-enrollment may be made at the Admissions Office. Students who are not enrolled for one academic year or longer must meet the requirements of the governing catalog for the re-enrollment date. Any student who attended other institutions of higher learning must submit a transfer information form completed by the last college attended and official transcripts of all work completed before a readmission decision can be made. All transcripts must be sent directly from the office of the registrar at the college or university attended.

Graduate Counseling

A graduate counseling student in CAS who has not been enrolled for more than 2 semesters must re-apply through the admissions office. Any student who attended other institutions of higher learning must submit a transfer information form completed by the last college attended and official transcripts of all work completed before a readmission decision can be made. All transcripts must be sent directly from the office of the registrar at the college or university attended.

Early College Enrollment (High School Students)

Qualified high school students are offered the opportunity to enroll in onsite courses taught on the residential campus under the Early College Enrollment program. A student must have maintained a 3.0 average on a 4.0 scale in high school classes and be recommended by a high school counselor or principal to qualify. A qualified student who has completed the first semester of their junior year may begin taking 100 level courses in the spring semester, continue each summer session, and take one course each semester of the senior year, not to exceed four courses. There is no tuition charge for credits earned under the Early College Enrollment program; however, a registration fee of \$50 per course is charged at the time of registration. Students must be registered by the first day of classes. Please contact the Admissions Office for further assistance. Note: Student qualification, enrollment and financial arrangements made with high schools teaching courses outside of the Marion campus are outlined in the associated Memo of Understanding.

Special/Unclassified Admission

Students who are not pursuing a university degree and want to take individual courses for personal development may be admitted as an unclassified student. A maximum of 18 credit hours may be completed with this status. This does not constitute admission to a university program and the University does not maintain degree audits for this classification. Unclassified students who subsequently wish to pursue a degree program must apply for regular admission status and at that time will receive a degree audit of the chosen major. Information on degree programs is available in the Registration and Academic Services office.

Guest students from other colleges should have the approval of their home institution. By special arrangement, high school students may register with unclassified status while meeting requirements for high school graduation.

Professional Programs (Acceptance into Majors)

Acceptance into the freshman class with a major in teacher education, nursing, social work, Christian/youth ministries, or other programs does not necessarily imply admission to these professional programs. Departments may have specific requirements

that must be met at different levels of the program. A student will be assigned a status of pre-added to the major, until these specific requirements are met. For more information regarding acceptance into the chosen major, please see the appropriate School or Division section.

Orientation, Registration and Credit Options

New Student Orientation

All entering undergraduate students are required to participate in New Student Orientation. This orientation is designed to connect, prepare, and allow for a deeper understanding of IWU.

Entrance Examinations

New students may take an academic placement examination called the COMPASS if they do not have the required minimum ACT or SAT scores to waive the reading and math competencies. Some majors may require the math COMPASS for placement into the correct sequence of a math course. Students should inquire in the Registration and Academic Services office for more information.

Registration Procedures for New and Returning Students

New Student Registration (NSR) occurs in the spring and summer for fall enrollment and by individual appointment for spring enrollment. Once new students are notified by the Admissions Office of their acceptance to Indiana Wesleyan University, the Admission's Office will send information about registration procedures and the appropriate time to come to the campus for advisement in the selection of courses and registration.

Returning students may register for the fall semester and summer sessions in the spring and summer. Registration for the spring semester and May term occurs in the fall. All students are expected to complete their registration during the time set by the Director of Registration and Academic Services for advanced registration or at the specific time established for this purpose in the current calendar. Detailed instructions for registration will be provided on MyIWU portal at <https://myiwu.indwes.edu/RAS>. Arrangements for financial payment, in accord with one of the approved plans for university charges, must be made in advance or at the time of registration. All students must be registered by the first day of classes in any term.

Academic Advising - CAS and Pre-licensure Nursing

Every student is personally responsible to meet all requirements, including but not limited to stated competencies, grade-point indexes, specified courses, total numbers of credits in each stated area of study, and total number of credits for the degree program identified in the catalog at the time of enrollment.

A faculty advisor is assigned to each student, is available at registration periods for advisement on program requirements, and is required to approve the student's registration. Each student has access to their academic record and degree/major requirements via the Internet and portal.

Schedule Changes and Withdrawals

Drop/Add

The student's choice of classes, once made and filed, is expected to be permanent. The last date to **add** a course shall be the Friday after the first day of classes for fall and spring terms. The last date to **drop** a course is the second Friday after the start of classes for the fall and spring terms. For students enrolled in the graduate counseling program, the last date to add or drop a course is the second Friday after the first day of the term.

For May term and Summer I (S1) and II (S2) sessions, the last date to add or drop a course is the second day of classes. For Summer Term (S1T) the last day to add a class is the end of the first week. The last day to drop a class for the Summer Term (S1T) is the end of the second week of classes. Any desired change in audit registrations follow the same deadlines as previously identified. All drop/add requests made thereafter require a General Academic Petition and approval from the course professor(s).

Withdrawing from Classes

Up until the tenth week of the semester (5/7 or 71% of semester classes), students may withdraw from a course with a grade of "W." This should be done only after consultation with academic advisors, the Registration and Academic Services office, and

the Financial Aid Office, as reduction of course load below 12 credits may affect eligibility for athletics, scholarships, or financial aid. After the tenth week of the semester, students may not withdraw from classes without total withdrawal from the university. Failing work at time of official withdrawal after the tenth week of the semester may be counted as "F" in grade-point average.

Withdrawing from the University

A student desiring to voluntarily withdraw from all classes at the university must obtain a Total Withdrawal form available at the Registration and Academic Services office and online at <https://myiwu.indwes.edu/RAS/Forms>. This form must be completed and filed with the Registration and Academic Services office before the student leaves campus. No refunds will be made by the Student Account Services, CAS, until the Director of RAS certifies that the withdrawal procedure has been completed. A student failing to complete proper withdrawal remains a student and will be charged as such and receive a grade at the end of the semester. Students in university housing who fail to check out of their rooms properly will be subject to an administrative charge.

Any student who is dismissed from the College of Arts and Sciences by Student Development will be administratively withdrawn from all classes.

Academic Administrative Withdrawal Policy - CAS

If a student registers for a course but does not attend any class sessions of that course by the last day to drop classes, the registration may be cancelled by the CAS Academic Dean or designee and/or the Director of Registration and Academic Services or designee.

If a student, due to lack of attendance, cannot achieve passing grades in their courses, **with or without applicable campus support and/or reasonable accommodation(s)**, the CARE Team, the Center for Student Success, and/or the Academic Standing Subcommittee of the Enrollment Management Committee may recommend to the CAS Academic Dean or designee and/or the Director of Registration and Academic Services that the student be administratively withdrawn from the institution during the Academic Semester and will receive a "W" in all classes. Students should be aware that this action (administrative withdrawal) may have an impact on financial aid, enrollment issues related to verification for insurance, athletic competition, and access to some IWU facilities.

Intent to Depart

Students who intend to depart from the university for the subsequent semester(s) should complete the Notification of Student Intent to Depart form. Students should inform the Registration and Academic Services office by completing and filing this form available at: <https://myiwu.indwes.edu/RAS/Forms>.

Leave of Absence

Full-time degree seeking students may request a Leave of Absence (LOA) in certain circumstances to preserve their current catalog rights and possibly provide positive implications for financial obligations such as loan repayment, and health and car insurance.

Types of Leave of Absence:

1. Medical Leave of Absence - LOA petition must be accompanied by a statement from a medical care provider verifying the need for the LOA.
2. Personal Leave of Absence - petition must include a plan for addressing personal or family issues that lead to the successful completion of the student's academic program.
3. Planned Educational Leave of Absence - petition must include plans for enriching educational goals that lead to the successful completion of the student's academic program. These plans can include participation in non IWU-supported study abroad experiences, no IWU-supported internships, or short term missions or service programs.

Leave of Absence petitions are available in the Registration and Academic Services office and must be completed and approved before the "drop" deadline for the term in which the LOA is requested. Medical and certain unplanned for LOA requests may be considered retroactively or after the "drop" deadline based on the individual circumstances. LOA appeals must be filed and approved by the Dean of the school in which the student's major is under before the end of the term for which the LOA is requested.

A Leave of Absence will not be approved for students who are subject to academic dismissal or student conduct dismissal.

Students who do not return to Indiana Wesleyan University by the end of their approved LOA will be considered to have withdrawn from IWU at the end of their last term of regular enrollment.

International students should work with the international student coordinator in the Admissions Office when contemplating a planned LOA as there are Bureau of Citizenship and Immigration Services regulations regarding the status of international students.

In order to maintain catalog rights under the LOA petition, students must receive prior approval from the Registration and Academic Services office for coursework taken at other institutions for transfer to IWU. Failure to do so could result in failure of the coursework to transfer, or loss of current catalog rights.

Students on LOA may not participate in or be registered for any IWU coursework during the LOA time period including incomplete courses, independent learning contracts, and online courses.

Student work positions, divisional stipends, and leadership positions are not guaranteed upon return and must be reapplied for.

It is unlikely that there will be any financial aid benefit for the student who takes LOA. All questions regarding financial aid must be discussed with the student's financial aid counselor.

Students should consult with Student Account Services, CAS and the Financial Aid Office to discuss any financial ramifications of a LOA.

Returning from a Leave of Absence:

A student may choose to return from a LOA earlier than planned but must return on the first day of classes for the semester. When students return from a LOA, either on time or early, they may request reinstatement through the Admissions Office by completing the re-enrollment form before the first day of new term. Students must notify the Registration and Academic Services office of their intent to return before the end of the term previous to the expected date of return. Undergraduate students who are on Academic or Citizenship Probation status when they take a LOA will return with the same status.

Study Abroad students who use a LOA to attend unaffiliated programs should be aware that there is no guarantee of academic credit at IWU and must apply for such under transfer policy guidelines.

Military Leave of Absence

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are reenrolled at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Students may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.
- Students will be promptly reenrolled in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial: Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid: Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversations with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Transfer of Credit Policy

To earn a degree from IWU, undergraduate students must take the last 30 semester hours of course credit needed to fulfill degree requirements at IWU. Students pursuing transfer course options toward the end of their college career should seek assistance from Registration and Academic Services to ensure they are in compliance with this policy.

Credit is granted for work with a satisfactory grade (“C” or above), in a 100 level or higher course, taken at an approved college or university that are accredited by a regional accrediting body or the Association for Biblical Higher Education (formerly the Accrediting Association of Bible Colleges). If there is no applicable course at IWU or within the student's major, the credits may be applied as elective credit.

Credit hours accepted in transfer are recorded as part of the student's official academic record. All graded qualified coursework transferred and transcribed are used solely in the calculation of the honors GPA. Quarter credits are converted to semester credits using the two-thirds conversion ratio. The university registrar is responsible to approve the transferability of all credits.

Indiana Wesleyan University accepts official transcripts from the American Council on Education (ACE) located in Washington, D.C. ACE evaluates and provides credit recommendations for educational offerings for a significant number of corporate universities and other extra-institutional learning providers.

Credit through examination (CLEP, DSST, AP, institutional examinations) or assessed learning is not accepted in transfer from another institution's transcript. Credit through examination is awarded through Indiana Wesleyan University with official test scores from an official testing center. Credit from nontraditional learning by life experience is awarded through the IWU's assessed learning process.

Transcripts from foreign institutions - may need to be sent to an external agency for evaluation and determination of transferable credits, degrees, and GPA. If this external review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process. Applications for this service are available to the student through the university.

Credit Options

Classroom Study

The most common way to earn credit in the College of Arts and Sciences/School of Nursing is by registering in the semester programs of the university, attending classes under the instruction of a university professor, submitting the required work, and passing the required examinations.

Online

The College of Arts and Sciences offers online course options for undergraduate students during May and Summer Sessions. Students should talk to their advisor and check the Schedule of Classes for those terms for details.

Transfer

Students who have attended other regionally accredited colleges or universities may transfer credit toward their education at IWU. Transcripts of all other university work must be submitted directly to the Indiana Wesleyan University Registration and Academic Services office from the office of the registrar at the college or university previously attended. Transcripts delivered by hand or received from another party are not official and cannot be used for purposes of transfer work.

Credit taken by correspondence from a regionally accredited institution may be applied toward a degree at Indiana Wesleyan University, for a maximum of 12 semester hours accepted.

Credits from unaccredited schools, colleges and universities and from schools/colleges/universities not accredited by recognized accredited agencies—such as proprietary business schools, vocational/technical schools, or other single purpose institutions may be assessed individually for possible credit. The number of credits transferable from such institutions will be limited to two years (62 semester hours).

Credits earned from international institutions will be evaluated by Residential Academic Services given that the official transcripts are submitted and in English. However, should it be deemed necessary, an additional external evaluation by Educational Credential Evaluators (ECE) or a National Association of Credential Evaluation Services (NACES) member agency may be required. For more information about this organization, please visit their website (<https://www.ece.org/>) or (<http://www.naces.org>).

CLEP/DSST Examinations

Credit through examination (CLEP/DANTES/Advanced Placement) may only be awarded with official test scores from an official testing center and an Indiana Wesleyan University individual assessment. The maximum number of credits awarded shall be limited to a total of 40 semester hours for the baccalaureate degrees and 18 semester hours for the associate degrees, and ordinarily will not be applied to upper-division requirements in the major (junior and senior levels). It is the responsibility of the student to obtain approval from the appropriate division for the application of credits to the majors.

Advanced Placement, International Baccalaureate, AICE Cambridge

Many high schools offer Advanced Placement (AP) courses to students. These are evaluated as subequivalent to university freshman-level courses and appropriate credit will be given for grades of 3 or above.

Incoming freshmen who, prior to their enrollment at Indiana Wesleyan University, pass the AP Spanish Language Exam with a minimum score of 4 will receive credit for SPA-237 and SPA-238. Students who pass the AP Spanish Language Exam with a minimum score of 3 will be awarded credit for SPA-117 and SPA-118. AP credit for these courses will not meet intercultural competency.

Some high schools offer International Baccalaureate and/or AICE Cambridge courses and programs. Credit may be awarded for successful completion of some courses through the International Baccalaureate programs or AICE. Scores of 5 or higher are required for such credit to be accepted for IB and a passing score for AICE Cambridge based on a course by course evaluation. Credit may only be awarded with official scores and an IWU individual assessment.

Achievement Examinations

The College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), and DANTES offer examinations of university-level achievement. CLEP examinations may be accepted for credit by the university upon admission and registration. Scores on selected examinations at a level of “C” or above will be acceptable for credit in appropriate areas. Examinations can be scheduled by The Center for Student Success after consulting with the director of Registration and Academic Services. A \$25 per credit hour transcription fee will be assessed. Several CLEP examinations are recognized by the university for credit; however, the College of Arts and Sciences does not accept the College Composition CLEP test.

Assessment – Prior Learning/Portfolio

Credit from non-traditional learning by life experience may only be awarded with an Indiana Wesleyan University individual prior learning assessment. Credit will be determined through the assessment and approval process. Students with life experience education may have developed a body of information equivalent to university-level learning. This may be work experience, hours earned at non-accredited institutions, or other non-transcribed learning. After a student has been admitted into a major and has accumulated at least 12 classroom credits, assessment of such learning may be attempted. A maximum of 40 hours may be awarded through the Prior Learning/Portfolio option. Guidelines and fees information is available in the Registration and Academic Services office.

Independent Learning Contract

The academic independent learning contract will be reserved for those special studies that a student desires to pursue that are not available through any of the courses in our catalog. Independent learning contracts are a privilege extended to degree-seeking junior and senior students. The student contracts with a faculty member, who then helps construct the syllabus and who meets with the student at least once a week to make sure they are staying on track. The student pays an extra fee (\$100/credit).

Undergraduate students who have earned a 3.0 cumulative GPA, have met the university writing competency requirement, have completed all course prerequisites, and have earned a minimum of 60 credit hours may apply for independent learning. Undergraduate students on academic probation may not participate in independent learning. Students who wish to take an independent learning course should work closely with the professor of the course and Registration and Academic Services to complete the specific paperwork and comply with the following:

- No more than six credit hours may be earned by independent learning during the student's academic career at IWU.
- No more than one independent learning course may be taken per semester.
- Courses with a 180 number may not be taken by independent learning.
- Students may not take an incomplete grade in an independent learning course.
- Independent learning may not be used to repeat a failing course.

All coursework is expected to be completed by the end of the semester in which the course is attempted. If medical or other extenuating circumstances arise that prevent a student from completing all coursework in that semester, a professor may, at his or her discretion, award a grade of "I" (incomplete). See full incomplete policy for additional information at <https://myiwu.indwes.edu/RAS/IncompleteGradePolicyandContract>.

Additionally, students may pursue completion of studies through the additional types of courses as follows:

- Alternative course offering are courses that are in the catalog, but that are not on the schedule because the course did not fill or was not planned for this semester. It might also be needed for a student who has two required courses that are both offered only at the same time. The student would need to present compelling justification for why they could not just wait and take the course at a later time. There would be no extra fee to the student.
- Special topics course is often a new course that a department is running as a trial to determine demand. A course number of 396 in a specific subject code, titled Special Topics in that subject, is available for students to pursue with appropriate approvals.
- Faculty/student research course. Every subject has a course number of 495 and a course title of Research in "specific subject". These are faculty/student cooperative research projects in which the faculty and student are working together.

Audit

A student who has been accepted into an Indiana Wesleyan University degree program or as an unclassified student may choose to audit specified courses as follows:

- Audit registration is allowed on a space available basis. Undergraduate students may not register under this category until after the first day of class and must have the approval of the class instructor.
- The current audit fee per credit hour must accompany the registration.
- Auditing a course gives one the right to attend the course. No credit or letter grade is given. The course will be indicated as an "AU" on the student's IWU transcript.
- The student auditing the course is not expected to participate in classroom or study group assignment or to complete homework, quizzes, or tests.
- The faculty for the course is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.
- The materials required for the course are optional for auditing students.
- The student must meet course prerequisites or be approved by the appropriate administrator of the specific college/school.
- No change may be made from audit to credit, or credit to audit after registration closes.
- Forms for admission to audit classes are available in the Admissions Office.

Global Engagement

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship, and leadership. We seek to be a truly great Christian university serving the world.

As an educational institution, Indiana Wesleyan University has been rooted *locally* in Marion, IN for nearly a century, but our scope also extends *nationally* and *globally* as we seek to fulfill our mission and vision to be a truly great Christian university serving the world.

Guided by shared values and focused on strategic initiatives, the following entities collaborate together in an effort to advance IWU's mission and global vision.

Education Abroad Office

The Education Abroad Office provides students with global learning opportunities that enrich their academic discipline and help prepare them to effectively engage with people in multicultural environments. Led by faculty and staff, education abroad experiences include:

- Travel Classes (May Term and Summer Terms)
- International Fieldtrips (Spring Break)

- Global Service Learning Teams (Spring Break, May Term, and Summer Terms)
- Summer/Semester Abroad Programs
- International Internships, Practicum Experiences, Student Teaching

The following are approved Summer/Semester Abroad Programs:

- American Studies Program (Washington, D.C.) - www.bestsemester.com/asp
- Australia Studies Center (Brisbane, Australia and New Zealand) - www.bestsemester.com/asc
- Au Sable Institute for Environmental Studies (Great Lakes and Pacific Rim) - www.ausable.org
- Azusa Pacific University (Los Angeles, CA) - www.apu.edu/laterm
- BCA Barcelona (Barcelona, Spain) - www.bcnet.org
- Contemporary Music Center (Nashville, TN) - www.bestsemester.com/cmc
- Creation Care Study Program (Belize, Central America, New Zealand) - www.creationcsp.org
- Ecuador Semester - Taylor University (Cuenca, Ecuador) - www.taylor.edu
- Gordon College in Orvieto (Orvieto, Italy) - www.gordon.edu/inorvieto
- Houghton in Tanzania (Tanzania, Africa) - www.houghton.edu
- Irish Studies Program - Taylor University (Greystones, Ireland) - www.taylor.edu
- IWU Haiti Program – School of Nursing (La Gonave, Haiti) – www.indwes.edu
- IWU Summer in Israel – School of Theology and Ministry – www.indwes.edu
- IWU Zambia - School of Nursing (Choma, Zambia) - www.indwes.edu
- L.A. Film Studies Center (Hollywood, CA) - www.bestsemester.com/lafsc
- Latin American Studies Program (San José, Costa Rica) - www.bestsemester.com/lasp
- Middle East Studies Program (Amman, Jordan) - www.bestsemester.com/mesp
- LCC International University (Klaipeda, Lithuania) - www.lcc.lt/study-abroad-lithuania
- Oxford Summer Programme (Oxford, England) - www.bestsemester.com/osp
- Scholar's Semester in Oxford (Oxford, England) - www.bestsemester.com/sso
- Trinity Christian College Semester in Spain (Sevilla, Spain) - www.semesterinspain.org
- Uganda Studies Program (Mukona, Uganda) - www.bestsemester.com/usp
- India Studies Program (India, Coimbatore) - www.bestsemester.com/locations-and-programs/india

Education Abroad programs are approved according to academic policies and structures, and they are reviewed regularly to ensure that learning outcomes are being met appropriately. Education Abroad programs are also approved by the Risk Management Office to ensure international travel, health, and safety precautions are being followed. For more specific information regarding Education Abroad programs, policies, and procedures, contact the Education Abroad Office.

International Student Programs Office

The International Student Programs Office facilitates international student access programs and supports international students and scholars. As an emerging global Christian university, the residential campus of Indiana Wesleyan University is increasingly becoming a place where international students desire to reside in order to pursue their academic goals. In an effort to support these students and initiatives, the International Student Programs Office collaborates with divisions, schools, offices, and student organizations on the residential campus in a number of ways, including: international student/faculty/staff recruitment and retention initiatives; international student advising; strategic partnership development with international schools; International Scholars in Residence Program; visiting scholars program; and sponsoring/advising globally focused student organizations. In addition to these strategic efforts, the International Student Programs Office also facilitates the following international student access programs:

- Cultural Immersion Program – a cultural exchange program (1—2 weeks) on the residential campus of Indiana Wesleyan University for international high school students
- Bridge Program – an English language and cultural immersion program (1—3 semesters) for international high school students/graduates and first year international college students
- Semester Abroad @ IWU Program – a study abroad program on the residential campus of Indiana Wesleyan University for international college students (anticipated launch date: Fall 2017)

Intercultural Learning and Engagement Office

The Intercultural Learning and Engagement Office seeks to nurture a culturally responsive and inclusive learning community on the residential campus of Indiana Wesleyan University. The framework for this work includes: curricular, co-curricular, advocacy, assessment, and institutional responsiveness. Committed to both international and domestic diversity, the Intercultural Learning and Engagement Office collaborates with others to inform, inspire, and invite learning opportunities that effect policy and promote culturally responsive pedagogy and praxis, resulting in reconciliation and transformational learning outcomes.

The Intercultural Learning and Engagement Office consults with faculty, staff, and students and facilitates seminars, workshops, conferences, and other experiential learning opportunities that raise awareness regarding issues of diversity, equity, justice, and inclusion—locally, nationally, and globally.

The Intercultural Learning and Engagement Office also services the CAS General Education Committee by facilitating the *Intercultural Effectiveness Scale (IES)* online assessment for all courses and experiences that satisfy the Intercultural Experience General Education requirement. The Intercultural Learning and Engagement Office also provides training to faculty in how to utilize the *IES* online assessment in their classrooms.

There are a number of courses and experiences that satisfy the Intercultural Experience General Education requirement. All of these courses and experiences require the use of the *IES*, as well as the *Intercultural Experience Rubric* which suggests a systematic way to measure a student's capacity to identify her/his own cultural patterns, compare and contrast them with others, and adapt empathically and flexibly to unfamiliar ways of being.

The *IES* was developed to evaluate the competencies critical to interacting effectively with people who are from cultures other than our own. The competencies assessed by the *IES* are equally applicable to evaluating how well people work effectively with people who are different from them (gender, generation, ethnic group, religious affiliation, and so forth). The *IES* focuses on three dimensions of intercultural effectiveness: Continuous Learning; Interpersonal Engagement; and Hardiness. These three dimensions are combined to generate an overall intercultural effectiveness score, which is reported in an individual feedback report that students receive immediately after taking the *IES*. This report includes analyses of the dimension scores, explanations of scoring profiles, and personal development planning for intercultural effectiveness. Faculty members are responsible for debriefing *IES* reports with their students and for incorporating the *Intercultural Experience Rubric* into their courses/experiences. For more information about the *IES* online assessment, go to: www.kozaigroup.com.

There is a fee for taking the *IES* that is charged to a student's account after she/he has completed the *IES*. If a student has taken the *IES* online assessment for a previous course/experience at IWU, the student should notify her/his professor in order to avoid being charged again. It is not necessary for a student to retake the *IES* if taken previously, but the student will need to have access to the previous *IES* report to utilize in the class. Students will receive an automated email from the Kozai Group, which gives instructions on how to take the *IES*.

Multicultural Student Access and Outreach Office

The Multicultural Student Access and Outreach Office endeavors to create and coordinate programming and initiatives that promote access and impact the success of incoming and current underrepresented and underserved groups of students on the residential campus of Indiana Wesleyan University, with a design to expand the footprint of the residential campus to historically unreached regions.

The Multicultural Access & Outreach Office works diligently to explore and address issues of preparedness caused by systemic and social inequities and injustices against underrepresented and underserved groups of students, which prohibit or obstruct college access, college preparedness, and/or college graduation success.

The Multicultural Access & Outreach Office consults with administrators, academic divisions, faculty, staff, students, and external community stakeholders and facilitates seminars, workshops, conferences, and experiential learning opportunities that increase awareness regarding issues pertaining to factors that influence college success, and how to address educational inequities and college preparedness for underrepresented and underserved groups of students.

The Multicultural Access & Outreach Office coordinates the following initiatives that promote college access and graduation success of underrepresented and underserved groups of students:

- Pre-College Programming
 - IWU Near You
 - Project: College – Going Culture
 - Parent University
 - Multicultural Student Access/Support Programs
 - The Emerging Leaders Consortium
 - Diversity Leadership Award
 - Ongoing research on Access and Equity for underrepresented and underserved students in higher education

Justice Center for Human Trafficking

The Justice Center for Human Trafficking contributes research, resources, and initiatives toward the abolition of human trafficking. This work is done in a number of ways, including:

- Promoting and funding research work of faculty and students by coordinating and giving oversight to research activities in the area of human trafficking, including: scholarships, fellowships, and grants;
- Training health and human services workers to recognize and appropriately respond to victims of human trafficking;
- Preparing students for internship opportunities with partner agencies and organizations that are combatting human trafficking;
- Providing forums for special speakers and conferences designed to educate and equip individuals and organizations to assist in the eradication of the evil of human trafficking around the world; and
- Encouraging students to move from awareness to action by providing startup resources for new initiatives that seek to combat global human trafficking.

Lumen Research Institute

The Lumen Research Institute (LRI) is an international collaborative research community shedding light on significant questions facing our world today. The LRI is a joint research initiative sponsored by Excelsia College in Sydney, Australia and Indiana Wesleyan University. The primary purpose of the LRI is to facilitate and coordinate collaborative research, informed by a Christian worldview, between IWU, Excelsia College and (over time) other research active institutions and organizations. In so doing, the LRI will assist and enable participating organizations to fulfil their respective missional outcomes and research goals. In order to achieve this purpose, the LRI will champion inter-disciplinary and trans-disciplinary research of a distinctively Christian nature, addressing issues and questions of global significance, and thus making a lasting contribution to the wellbeing of individuals, groups and communities wherever they may be located.

Cooperative Programs

Indiana Wesleyan University cooperates with various business, church, educational, and social agencies in the community and beyond to make special facilities available to enrich the programs offered to students.

Taylor University and Indiana Wesleyan University cooperate by allowing certain courses (a limit of one per fall or spring semester) to be available for full time students from both institutions. Although there is no extra charge for the courses in this exchange, the students are responsible for their own transportation between campuses and for payment of any fees beyond tuition. Students make take a total of four classes through this program. Please contact the Registrar's Office for details.

LeTourneau University and Indiana Wesleyan University participate in an articulation agreement guaranteeing that students who satisfactorily complete the stated requirements at IWU will be admitted as engineering students at LeTourneau University with academic credit for their IWU courses. For additional information see the School of Physical and Applied Sciences.

Academic Policies

Academic Terms - CAS and SON Pre-licensure Nursing

The regular academic year consists of a fall semester and a spring semester. Fall and spring semesters consist of 13 weeks of schedule classes and a two hour comprehensive final exam. As a general rule, a credit hour includes a minimum of 42 hours of coursework with 1/3 being classroom or equivalent instruction and 2/3 being outside course engagement. On average a three credit hour course requires a minimum of 126 hours of work. An equivalent amount of work is required for non-classroom credits. An undergraduate student is classified as full time when enrolled for 12-17 credit hours in a semester. Graduate students are classified as full time when enrolled for 9 credit hours in a semester. Students may complete the minimum of 120 semester credits required for a baccalaureate degree with eight semesters of 15 credits. Programs that require 124 semester hours for a baccalaureate degree could complete with four semesters of 15 credits and four semesters of 16 credits.

Undergraduate students who wish to register for more than 17 credit hours must meet the following criteria:

- To enroll for 18 credit hours, the student must have a 2.75 GPA.
- To enroll for 19 credit hours, the student must have a 3.0 GPA.
- To enroll for 20 hours, the student must have a 3.5 GPA.

Special sessions include:

- May Term (MA) - three weeks. May term courses are offered at discounted rates in an approximately three-week period immediately following the spring graduation. Most May courses are three credits but a maximum of four credits may be earned. Two credit hours in May is considered full time. A maximum of four credits may be earned.
- Summer Session 1 (S1) - five weeks. Three semester hours of credit is considered full time. A maximum of four credits may be earned.
- Summer Session 2 (S2) - five weeks. Three semester hours of credit is considered full time. A maximum of four credits may be earned.
- Summer I Term (S1T) - 13 weeks. Six semester hours is considered full time. A maximum of twelve credits may be earned.

Students may earn a maximum total of 17 CAS credits during the summer terms (May, S1, S2 and S1T).

Classification

Undergraduate CAS and Pre-licensure Nursing students enrolled for 12 hours or more are considered full time. All students having met regular entrance requirements are classified by the university registrar. Classification is based on the following scale:

Freshman	0-28 Semester Hours Completed
Sophomore	29-59 Semester Hours Completed
Junior	60-89 Semester Hours Completed
Senior	90 or more Semester Hours Completed
Graduate	For semester-based graduate programs, full time is nine hours.

Grading and Evaluation - CAS and SON Pre-licensure Nursing

A letter grade is used to evaluate coursework. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade-point average (GPA) is the number of quality points earned divided by the number of credit hours attempted.

Grade	Quality Point	Definition
A	4.0	Superior
A-	3.7	
B+	3.3	
B	3.0	Above average
B-	2.7	
C+	2.3	
C	2.0	Average

C-	1.7	
D+	1.3	
D	1.0	Passing
F	.0	Failure/Also given for all unofficial withdrawals
WF	.0	Failing work at time of official withdrawal after the tenth week of the semester and is counted as "F" in grade-point average

The following grades are not figured into the student's grade-point average:

W	Passing work at time of official withdrawal
I	Incomplete
CR	Credit
NC	No Credit
AU	Audit
NA	No Audit

Dean's List

At the end of fall and spring semesters, a dean's list for undergraduate students only in CAS and SON Pre-licensure Nursing is collected that includes all students who have passed a minimum of 12 semester hours with a grade-point average of 3.5 or higher. All 12 hours must be passed with a letter grade other than "CR." Students are notified by the Deans for this achievement.

Incomplete Courses

All course work is expected to be completed by the end of the semester in which the course is attempted. If medical or other extenuating circumstances arise that prevent a student from completing all course work in that semester, a professor may, at his or her discretion, award a grade of "I" (incomplete).

Criteria for awarding an incomplete grade:

1. Incapacitating illness which prevents a student from attending classes for a minimum period of two weeks
2. A death in the immediate family
3. Change in work schedule as required by employer
4. Judicial obligations
5. Other **emergencies** deemed appropriate by the instructor

Students may be asked to supply documentation of the problem.

No more than 1/3 of the course work may be left to complete and the student must be passing the class at the time the incomplete grade is awarded. Any incomplete extended beyond the end of the next term must be approved by the Dean of the governing school. Once an incomplete grade has been awarded, the student cannot withdraw from the class. Students may not register for new courses for subsequent semesters if more than 12 hours of undergraduate or 6 hours of graduate incompletes remain on a transcript. Students who have an incomplete on file are not eligible to participate in graduation ceremonies. The entire incomplete policy is available at <https://myiwu.indwes.edu/RAS/Forms>.

Repeating Courses

A student may repeat once any course in which a grade below "C" ("C-," "D+," "D," "F," or "NC") was previously earned. Some specific graduate level courses are identified as repeatable and can be repeated if a student earns a grade higher than "C" but below the level required for that specific course. Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student's grade-point average (GPA). All entries, however, remain a part of the student's permanent academic record. Duplicate credit hours are not given for two or more passing efforts. A course taken in a classroom format may not be repeated for a grade through independent learning, credit-by-examination, by assessment of prior learning, by transfer of credit, or online or through College of Adult & Professional Studies.

Since a course may be repeated once, failure to achieve a satisfactory grade in a required course after two attempts may result in academic suspension or ineligibility to complete the major in which the course was repeated.

Grade Reporting

At the midpoint of each semester, grades for undergraduate students below “C” are reported to the Director of Registration and Academic Services. A progress report is then available on the My IWU/My Academic Profile to each student who falls into this category, and a copy of that report is mailed to parents if released request has been submitted. In addition this information is available to the advisors for counseling purposes. Mid-semester grades are not recorded in any way on the student’s permanent record. Final grade reports are available to all students at the end of each term on the MyIWU/My Academic Profile.

Grade Changes

A final grade cannot be changed after it has been verified by the Registrar's Office unless there has been an error in calculation or assignment. Faculty may submit grade changes only in the case of faculty error within 30 days of the final grade due date. In the event a non-routine change of grade becomes necessary, a written recommendation must be submitted by the faculty member to the school Dean who will determine the validity of the recommendation.

Transcripts

The student’s official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit and dates of instruction for each course in all levels of study. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform to the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student has any financial holds on their record or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should complete the form found at <http://www.indwes.edu/Academics/Registrar/Transcript> and submit it to registrar@indwes.edu or fax 765-677-2662. You can also mail it to Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966.

GPA Requirements

The following table indicates the cumulative grade-point averages (GPA) that will result in the application of academic sanctions. The table also indicates term grade-point averages that may result in students receiving a letter of academic warning.

Students enrolled in the School of Nursing residential programs should also review GPA requirements established in the SON portion of the catalog for further GPA requirements and established policies on academic standing.

Classification	Academic Warning	Academic Probation	Academic Suspension*	Academic Dismissal*
First semester Freshman	1.80 - 2.00	1.00 - 1.79		0.00 - 0.99
Continuing Freshman	1.80 - 2.00	1.70 - 1.79	1.50 - 1.69	0.00 - 1.49
0-28 credits				
29-44 credits	<2.00 any term	1.80 - 1.89	1.70 - 1.79	0.00 - 1.69
45-89 credits	<2.00 any term	1.90 - 1.99	1.80 - 1.89	0.00 - 1.79
90 + credits	<2.00 any term			0.00 - 1.99

*Students suspended or dismissed based upon their GPA may appeal this status following directions included in their suspension or dismissal letter.

The sequence of levels of achievement is allowed in order to help students accommodate the graduation requirement of 2.0 for most programs (students should be aware that some programs require more than this minimum for graduation).

Academic Warning

Academic Warning is a courtesy notification to the student. The purpose is to make students aware that their recent term GPA, if repeated in future terms, could lead to cumulative GPA that would result in Academic Suspension, Academic Dismissal and loss of Financial Aid.

Probation

Students who fall below the minimum GPA levels indicated above and are allowed to remain at the university will be placed on "academic probation". Undergraduate students will discuss appropriate number of enrolled credit hours with Director of CSS and Director of RAS, must meet all requirements made by the Academic Standing Sub-committee, and are ineligible for most extracurricular activities. No student is entitled to more than one semester on probation.

Students who fall below the minimum GPA levels indicated above and have been placed on "academic probation" status are ineligible to participate in campus leadership or represent the university unless such participation is connected with a credit bearing course required in the student's **current** major area of study. Ineligibility for participation includes, for example, cheer team, club teams, extramural teams, intercollegiate athletics, music performance groups, ministry teams, student organization officer, and theatre productions/performances. Students on academic probation are not eligible to enroll in courses offered through the College of Adult and Professional Studies.

Most student leadership positions have requirements in addition to the minimum above. Please reference *IWU Student Handbook* at <https://myiwu.indwes.edu/directory/ResLife/Forms>.

Certain organizations have requirements in addition to the minimum above.

Suspension

Undergraduate students suspended for academic reasons may reapply through Admissions after one semester away. Readmission is not guaranteed; however, all applications will be reviewed by the Academic Standing Sub-committee. Students must complete the following to be considered for readmission:

1. Must attend a regionally accredited college.
2. Must complete 12 semester credit hours of coursework numbered at 100 or above (not developmental courses) with a "C" or above. (Note: It is recommended that, when possible, these courses not include those previously taken at IWU so that if a student is readmitted, courses with C- or below can be repeated, if appropriate, at IWU to improve the IWU GPA.)
3. Must earn a minimum of 2.2 cumulative GPA on a 4.0 scale.
4. Fulfill all other readmission requirements.

Dismissal

Undergraduate students dismissed for academic reasons may reapply through Admissions after two semesters away. Readmission is not guaranteed; however, all applications will be reviewed by the Academic Standing Sub-committee. Students must complete the following to be considered for readmission:

1. Must attend a regionally accredited college.
2. Must complete 12 semester credit hours of coursework numbered at 100 or above (not developmental courses) with a "C" or above. (Note: It is recommended that, when possible, these courses not include those previously taken at IWU so that if a student is readmitted, courses with C- or below can be repeated, if appropriate, at IWU to improve the IWU GPA.)
3. Must earn a minimum of 2.2 cumulative GPA on a 4.0 scale.
4. Fulfill all other readmission requirements.

Attendance Policy - CAS and SON Pre-licensure Nursing

CAS undergraduate and SON Pre-licensure students are expected to attend all sessions of classes for which they are registered. Official excuses may be given by the Associate Dean for Student Engagement Life Calling and Integrative Learning or the Dean of School of Nursing for absences due to university-sponsored activities* (see below), for illness requiring hospitalization, death of a first degree relative, or other emergencies. University and World Impact groups taking students on off-campus trips which require those students to miss class **shall notify and gain approval of the Academic Affairs Office/School of Nursing prior to final arrangements for the trip**. Faculty may not give a penalty for a university approved absence. The student is responsible directly to the instructor for all classes missed and to see that all work is made up. A student failing to attend classes and not withdrawing officially may receive a grade of "F." Students may not attend classes for which they are not registered.

Students may be administratively withdrawn from any registered class that is not attended by the last day to drop a class in any term. Please see Academic Administrative Withdrawal policy.

*** Policy on Excused Absences for Organizational Activities**

Students participating in one or more student organizations may receive only one excused absence per semester for each course (evening courses excluded) in order to participate in an approved activity.

1. Requests for the student to be excused must come from the faculty advisor of the student organization on the prescribed form and include written justification for the absence based upon the university's World Changer outcomes.
2. Organizations without a faculty advisor must submit the same form, including justification and approval from the Associate Dean for Student Engagement Life Calling and Integrative Learning/School of Nursing, at least one week prior to the activity.
3. This form must be received by the instructor of the class prior to the missed class period.
4. A student may request to be excused from evening classes; however, the decision in these cases will be at the discretion of the course professor.
5. Faculty must be notified of the anticipated absence during the first week of classes for the term.

Graduate students should consult their relevant graduate program handbook for applicable attendance policy.

Final Examination Policy

A final examination is required in each course. It should be comprehensive in nature, requiring the student to use the accumulated knowledge and skills of the whole course. The two hours of final examination are scheduled as part of the total hours required in the semester. Although certain kinds of courses such as clinicals, practica, student teaching, studio instruction, and seminars may be exempted from final examinations, students must still plan to meet for instruction in the scheduled time. Alternative activities in such courses should be described in the course syllabus.

Scheduled final examination times are expected to be adhered to with rare exceptions.

In the event a student has three or more final exams scheduled on one day, arrangements can be made with the professor no less than one week prior to change the exam or exams that fall in the middle. Whenever possible, the rescheduled exam should be given at a time later than the originally scheduled period. If three or more exams fall on the final day of exams, it is then acceptable to move the middle exam(s) to one of the other final exam days. Request forms for moving an exam may be obtained from the portal on the registration page.

If a student or an entire class requires a makeup examination due to an emergency, the exam must be given at a time later than the scheduled period. This may mean that the student(s) may need to request an "Incomplete" in the course until the exam has been submitted.

If a student requires an examination be moved to an earlier time for other reasons, the student must request a written exception be issued by the appropriate Associate Dean/Dean. Under normal circumstances, students may not take final examinations early.

Honesty, Cheating, Plagiarism and Forgery

Academic dishonesty is inconsistent with scholarship and the pursuit of knowledge and Christian character. Thus, Indiana Wesleyan University expects students to be honest in all academic work and with all university records. Incidents of cheating, plagiarism, falsification of any university documents or any other dishonest action will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Coursework

Students are expected to exhibit honesty in the classroom, in homework and on quizzes and tests. Each instructor should define what constitutes honest work in a specific course. Any deviation from ordinary standards, such as the permitted use of notes for an examination or an "open book" test, should be stated clearly by the instructor.

Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise. Examples of cheating include:

1. Submitting work for academic evaluation that is not the student's own.
2. Copying answers from another student during an examination.

3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Plagiarism – see below for definition
6. Falsification.
7. Other misrepresentations of academic achievement submitted for evaluation or a grade.
8. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.
9. Facilitating the academic dishonesty of others.

The Prentice Hall Reference Guide (2006) indicates, “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is” (p. 292). In other words, it is not giving credit where credit is due. Plagiarism is both a moral and ethical offense and sometimes a legal one.

Examples of plagiarism include:

1. Copying another person's actual words without the use of quotation marks, source citation, or footnotes.
2. Presenting another person's ideas or theories in your own words without citing the source.
3. Failing to acknowledge contribution and collaboration from others.
4. Using information that is not common knowledge without citing the source.
5. Submitting downloaded papers or parts of papers, "cutting and pasting," or paraphrasing or copying information from Internet sources without proper acknowledgment of a source.

Sanctions

Because the matter of cheating cumulatively leads to dismissal, faculty are required to report each case to the appropriate university administrators who in turn reports the case to the academic leader of the specific college/school. Evidence must be in hand before any action will be taken to confront and accuse a student of cheating.

Any student apprehended and charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating: no credit (i.e., no points given) in paper, assignment, or exam.
2. Second incident of cheating: failure in the course involved.
3. Third incident of cheating: dismissal from the university.
4. Students in graduate programs or graduate courses are expected to understand clearly the nature of cheating and are subject to dismissal from the university for any egregious act of academic dishonesty or cheating, without the need to follow the steps listed above.
5. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree without the need to follow the steps listed above.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

University Records: Falsifying or forging any university record or using unauthorized access to any university system is considered a dishonest action and is subject to review and possible sanctions. Incidents of such will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Falsification of Academic Records or University Documents: Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official document such as a grade report, ID card, financial receipt, or any other official university letter or communication. This includes information downloaded (printed) from student information available via Web (online) services.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means viewing or altering the university's computer records

without authorization; copying or modifying the university's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems information.

Students who are found to have falsified university documents or participated in unauthorized access to computerized academic or administrative records or systems are subject to the following sanctions:

Sanctions:

1. Dismissal from the university for a single incident.
2. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree.
3. The university may consider legal action for any individual found to have participated in these actions.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

Petition, Appeals, and Grievances (Academic)

During a student's academic career, there may be occasion to file an academic petition, an appeal or a grievance. (Information on non-academic appeals or grievances can be found in the University catalog or on the portal at <https://myiwu.indwes.edu/directory/casfaculty/documents/grievance%20and%20appeal%20non%20academic.pdf>).

Petition: A petition is used to request an exception to an academic policy. Academic petitions are available at the RAS Office located in the student center or at <https://myiwu.indwes.edu/directory/RAS/forms>.

Appeal: An appeal is used either to request a change in grade or to appeal the decision of a petition.

Grievance: An academic policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or discrimination based on race, national origin, color, sex, disability, or age including Title VI, Title IX, and Section 504.

A student who has an appeal or a grievance related to a course grade or policy should follow these procedures below for resolution.

Students must begin with the awareness that the university follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. Indiana Wesleyan University allows its instructors some leeway in implementation of generally accepted practices.

Appeal of Grade

If the student feels that an instructor has not followed his or her own published grading policy or if the student feels there is an error in grade calculation, the student is encouraged to begin the informal procedure, outlined below. However, at any point in time the student may choose to end the informal process, and initiate the formal procedure. The procedures for both processes are outlined below.

A. Informal Procedure

1. Within 15 school days of receiving the grade, the student should contact the professor requesting a full explanation of the grade given and the basis for making the grade. If the student's appeal has merit, the professor may decide to submit a change of grade to the Registration and Academic Services (RAS) Office.
2. If the student is unhappy with this outcome, the student may request a review with the Division Chair of the academic unit that offers the course in question. If the complaint involves the chairperson then the academic Dean of the school in which the course is offered will conduct the review. If the complaint involves the academic dean then the Provost will conduct the review.
3. The Division Chair or academic dean will notify the faculty member of the review and seek to mediate the dispute through the following steps:
 - Informal discussion of the facts of the case between all parties seeking resolution will occur within 10 working days of the appeal.

- If the faculty member's stated policy for calculating the grade has not been followed, the Division Chair will insist that it be followed and a change in course grade submitted by the professor if appropriate.
- If the dispute is about a grade on a specific paper or an examination, the Division Chair will request that the professor re-evaluate the paper, according to the rubric, or the examination to examine the grade given and make a change in course grade if appropriate. If upon completion of the informal process, the student is not satisfied with the decision, the formal procedure may be initiated.

B. Formal Procedure

1. If not initiated earlier, students must begin the formal procedure within 10 working days of receiving the Informal decision. Formal Academic Grievance/Grade Appeal forms are available in the RAS Office or Academic Affairs Office (AAO).
2. If the dispute is over a grade received on a specific project or examination, within 5 working days, the academic Dean will request a second reading of the specific paper, and the grading rubric, or examination, by two faculty members with knowledge in the academic discipline. The faculty members will submit their evaluations to the academic dean within 10 working days. If the dispute is over a course grade, the academic Dean will review the course information including but not limited to the course syllabus, grading policies and grade calculations.
3. Once the academic Dean receives all information, they will make a judgement within the next 10 days, as to whether the grade has been miscalculated by more than one full grade. If so, the grade may then be changed by the academic Dean. The decision of the academic Dean will be final in all grade appeals. If the complaint involves the academic Dean then the provost will conduct the review.

The complainant will be notified of results at each step of the grade appeal process. All documentation related to the complaint will be reported to the Academic Affairs Office where all files will be kept.

Academic Grievance

If a student believes that the university has not followed published policies regarding academic decisions or has been discriminated against based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504, the student is encouraged to begin the informal procedure, outlined below. However, at any point in time, the student may choose to end the informal process and initiate the formal procedure. The procedures for both processes are outlined below. In cases involving allegations of discrimination against a University employee, students may also contact the Human Resources Department at extension 2117, and for sex discrimination cases, the University's Title IX Coordinator at extension 2175.

A. Informal Procedure

1. If comfortable, the student should contact the faculty member with whom they have a grievance for a full explanation of the university policy, or the federal or state policy, and how the policy was followed. If the university policy has been followed, that should resolve the complaint.
2. If the complaint is not satisfactorily resolved, the student may request a hearing with the division chairperson. (If the grievance involves the division chairperson, the grievance will be referred to the academic Dean of the school.)
3. If the complaint is not satisfactorily resolved with the division chairperson, the student may request a hearing with the academic Dean of the school.
4. If the complaint is not satisfactorily resolved with the academic leader informally, the formal procedure may be initiated.

B. Formal Procedure

1. If not initiated earlier, the complainant may begin the formal procedure by submitting a written grievance form. Written grievance forms must be submitted no later than 30 days after the decision from the informal procedure. Formal Academic Grievance forms are available in the CAS Academic Affairs Office or the RAS Office.
2. The student may then make a request a hearing, to take place within 15 working days, with the appropriate academic Dean of the school or Provost to review the formal grievance.
3. If the complaint is not satisfactorily resolved, the student may then request a hearing, to take place within 15 working days, with the Academic Affairs Council of the university.

The decision of the Academic Affairs Council will be made within 15 working days of such a request and will be final in all academic policy disputes.

The complainant will be notified of results at each step of the grievance process. All documentation related to the complaint will be reported to the Academic Affairs Office where all files will be kept.

Because grievance and appeal processes are private university administrative hearings, legal counsel or representation is inappropriate.

Academic Requirements

Students pursuing majors in the College of Arts and Sciences or in Pre-licensure Nursing are expected to complete all academic requirements pertaining to their major. Additional requirements may be identified by specific divisions or programs and students should contact those areas for further information.

Degrees Offered

Indiana Wesleyan University confers the following degrees in the College of Arts and Sciences and School of Nursing:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Bachelor of Arts (A.B./B.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Nursing (B.S.N.)
- Bachelor of Social Work (B.S.W.)
- Bachelor of Music (B.Mus.)
- Master of Arts (M.A.)
- Master of Practical Theology (M.P.T.H.)

Degree Requirements - CAS and Pre-licensure Nursing

College of Arts and Sciences (CAS) and Pre-licensure Nursing

To earn a degree from Indiana Wesleyan University, undergraduate students must take the last 30 semester hours of course credit needed to fulfill degree requirements at IWU. A minimum of nine hours of course credit from any major or minor must also be earned at IWU. Students with incompletes are not eligible to participate in graduation ceremonies. The clinical experience required of medical technology majors, or a semester away in a university-approved program, is accepted as in residence.

Associate Degree

1. Completion of 62 semester hours (some majors may have additional hours to meet the requirement).
2. Cumulative GPA of 2.0 or higher
3. Completion of at least 24 semester hours in the major area with a GPA of 2.0 or higher; major requirements as prescribed by each department must be met.
4. Completion of general education requirements. If a student chooses to have multiple majors, the degree designation is based upon the first major.

Bachelor's Degree

1. Completion of at least 124 semester hours (some majors may have additional hours to meet the requirement).
2. Cumulative GPA of 2.0 or higher
3. Completion of the designated semester hours in the major area with a major GPA of 2.25 or higher or as required by the major. Additional requirements as prescribed by each department must also be met.
4. Completion of general education requirements. If a student chooses to have multiple majors, the degree designation is based upon the first major.

Master's Degree

Please see the Graduate School for requirements for specific majors at this degree level.

Catalog Governing Graduation

Students must fulfill all university and departmental requirements for the catalog under which he or she was enrolled.

Students may meet the graduation requirements as stated in the university catalog under which they enrolled, provided they maintain continuous enrollment and make normal progress toward a degree so that the degree may be earned within a maximum of six years. **If they withdraw from Indiana Wesleyan University, the graduation requirements, as stated in the catalog under which they resume enrollment, will apply.** Students moving from one principle academic unit to another must meet requirements as stated in the catalog that is current at the time they make such changes. Students may at any time change from an earlier catalog to a subsequent current catalog, but must meet all requirements for graduation of that catalog. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Undergraduate Degrees and Majors Offered

Majors — A.S. and A.A. Degrees

Most programs leading to the A.S. or A.A. degree require 24 hours in the major subject. Each department offering these degrees specifies the required courses. Each major designates the degree.

Majors — B.S., B.S.N., B.Mus., B.S.W., and A.B./B.A. Degrees

A major will consist of at least a minimum of 40-48 hours of approved courses. Some programs may require more than 48 hours when required for accreditation standards, the Guild, or Graduate School. Each major specifies the designated course requirements.

A minimum of 12 hours in the major must be in courses above the sophomore level. A grade-point average of 2.25 or higher, or as defined in each major, must be earned in courses specified in the major. More than one major may be taken.

Students should make application for admission to the major by the end of the sophomore year in most cases.

Minors

Students may also take a minor subject as noted in each department. A minor will consist of a minimum of 18-24 hours in the subject area. Each department offering the minor may specify required courses. A grade-point average of 2.0 or higher, or as defined in each minor, must be earned in courses specified in the minor. No more than three hours may be shared between a minor and a certificate. A maximum of six hours of credit may be shared between a minor and a major if permitted by the programs of study. A minor must include at least 15 unduplicated hours in any other major or minor.

Certificates

A certificate will consist of at least 12 hours with no more than three hours duplicated with a minor and no more than six hours duplicated with a major.

Second Majors

A second major may be declared with Registration and Academic Services by any current student. A student must earn a minimum of 51 unique (unduplicated hours) between the two majors. No more than six hours of credit may be shared between a major and a certificate. A maximum of six hours of credit may be shared between a minor and a major if permitted by the programs of study.

After graduating with a baccalaureate degree, a student may add a major by completing the requirements of the major subject as listed in the current catalog. If no additional coursework in the proposed added major have been taken within 10 years of graduation, a minimum number of nine new credits in the major are required. New general education requirements will not need to be met to post an additional major. Students adding a second major are not eligible to participate in graduation again. The second major can only be posted at one of the conferral dates.

Second Degrees

If an Indiana Wesleyan University graduate wishes to return to the university to earn **a second degree at the same degree level**, he or she may do so if pursuing a different degree and major. All current requirements for the second degree must be met, including general education requirements, and at least 30 additional semester (IWU) hours must be taken.

To have this opportunity, a student must make application to Registration and Academic Services at the beginning of the semester in which the second major/degree will be completed.

Late declaration of a major, double majoring, or the addition of a minor may delay the date of graduation.

Majors and Minors

Undergraduate

(Minor is indicated as MNR in the chart below.)

Accounting	MNR	AS	BA
Actuarial Science	MNR		
Addictions Counseling	MNR	AS	BS
Adolescent Ministries	MNR	AS	BS
Applied Music			AB
Art Education			BS
Art History	MNR		
Athletic Training			BS
Biblical History and Geography	MNR		
Biblical Languages	MNR		
Biblical Literature	MNR	AA	AB
Biochemistry			BS
Biochemistry Pre-med			BS
Biology	MNR	AS	BS
Biology Education			BS
Biology Pre-med			BS
Business Administration	MNR	AS	BA
Ceramics	MNR		
Chemistry	MNR	AS	AB, BS
Chemistry Education			BS
Chemistry Pre-med			BS
Children's Ministries	MNR	AS	BS
Christian Education	MNR	AS	BS
Christian Ministries	MNR	AS	AB, BS
Christian Studies	MNR		
Christian Worship	MNR		BS
Church Music	MNR		AB
Coaching Education	MNR		
Community Development	MNR		BS
Computer Information Systems			BS
Computer Science	MNR	AS	BS
Convergent Journalism	MNR		BS
Criminal Justice			BS
Design for Social Impact			BS
Economics	MNR		BS
Education--Elementary			BS
Exceptional Needs	MNR		
Language Arts	MNR		
Mathematics	MNR		
Science	MNR		
World Language and Culture	MNR		
Education--Elementary/Exceptional Needs Double Major			BS
Education--Exceptional Needs			BS
Education--Secondary			BS
English Education		5-12	
Mathematics Education		5-12	
Music Education		P-12	
Physical and Health Education		5-12, P-12	
Science Education		5-12	
Social Studies Education		5-12	

Spanish Education		P-12	
TESOL Education		P-12	
Visual Arts Education		5-12, P-12	
English	MNR		AB
English Education			BS
Entrepreneurship			BA
Exercise Science			BS
Finance			BA
Fine Art	MNR		
General Studies		AS	BS
Global Ministries	MNR		AB
Graphic Design			BS
Health Promotion and Wellness	MNR		
History	MNR		AB
Human Communication Studies	MNR		BS
Illustration			BS
Intercultural Studies	MNR	AS	BS
International Relations	MNR		BS
Latin American and Iberian Studies	MNR		
Management			BA
Marketing			BA
Mathematics	MNR		BS
Mathematics Education			BS
Mathematics - Interdisciplinary			BS
Media Communication	MNR		BS
Media Design			BS
Medical Technology			BS
Military Leadership	MNR		
Music	MNR		
Music Composition			BMus
Music Education			BS
Music Therapy			AB
Nursing			BSN
Painting	MNR		
Performance			BMus
Philosophy	MNR		
Philosophy and Theology			AB
Photography			BS
Physical and Health Education			BS
Physics	MNR		BS
Political Science	MNR		BS
Political Science Pre-law			BS
Pre-art Therapy			BS
Printmaking	MNR		
Psychology	MNR		BS
Recreation and Camp Administration			BS
Science Education			BS
Shakespeare in Performance	MNR		
Social Studies			BS
Social Studies Education			BS
Social Work			BSW
Sociology	MNR		
Songwriting			AB
Spanish	MNR		AB

Spanish Education			BS
Sports Management			BS
Sports Ministries			BS
Statistics	MNR		
Strategic Communication			BS
Studio Arts			BS
TESOL (Teaching English to Speakers of Other Languages)	MNR		AB
TESOL Education			BS
Theatre	MNR		BS
Theology	MNR		
TTN - Transition to Nursing (Accelerated 2nd degree)			BSN
Urban Ministries	MNR		
World Languages	MNR		
Worship Arts and Music Ministry			AB
Writing	MNR		AB
Youth Ministries	MNR	AS	BS

Other Programs

Honors Humanities	Not a stand-alone major
Honors Humanities Minor	Partnered with a stand-alone major
Leadership Studies	Not a stand-alone major
Leadership Studies Minor	Partnered with a stand-alone major
Pre-engineering Program	
Pre-medical Science	Not a stand-alone major
Pre-occupational Therapy	Not a stand-alone major
Pre-physical Therapy	Not a stand-alone major
ROTC Program	

Graduate Majors

Addictions Counseling	MA
Clinical Mental Health Counseling	MA
Community Counseling	MA
Marriage and Family Counseling/Therapy	MA
School Counseling	MA
Student Development Administration	MA
Christian Ministries (Kern Education Program)	MA

Certificates

Addictions Counseling	Graduate
Child Advocacy Studies	Undergraduate
Post Master's Counseling	Graduate
Professional Coaching	Graduate
Student Development Administration	Graduate

General Education Requirements

For transfer students who have fulfilled the Indiana Statewide Transfer General Education Core (STGEC), see the corresponding section below regarding additional IWU General Education Requirements.

General Education Requirements - Associate Degree

	A.A.	A.S.
Humanities (ENG-180/HST-180/MUS-180/PHL-180 and FYE requirement)	12	6
Biblical Literature and Theology (BIL/REL and THE-101)	9	6

English (ENG-120/Grade of "C")	3	3
Language and Literature (CHI/COM/ENG/FRE/GRE/HBR/SPA)	3	0
Physical Education (PHE-101 and one additional PHE course numbered 102-139)	2	2
Social Science (ECO/HST/POL/PSY/SOC)	3	3
Science and Mathematics (BIO/CHE/CIS/EAR/MAT-103 or above/PHY/SCI)	3	3
	35	23

Competency and Preparatory Requirements - Bachelor's Degree

Courses taken to satisfy any of the following competencies must be passed with a grade of "C" or better. Any course identified as meeting a university competency must be passed with a minimum grade of "C."

Writing Competency Requirement (0-3 hours)

Demonstrated by one of the following: Successful completion of English Composition (ENG-120) or AP Credit. Students with Advanced Standing in English (SAT RW of 670 or above/ACTE of 29 or above) must successfully complete one of the following courses (WRI-165, WRI-234, WRI-281, WRI-282). Requirement must be met within the first 30 hours of coursework.

Communication Competency Requirement (0-3 hours)

Demonstrated by successful completion of Principles of Communication (COM-100) or when specified by the student's major, completing specific course/competency requirements. It is recommended that this requirement be met within the first 60 hours of any degree program.

Intercultural Experience (IE) Requirement (0-3 hours)

Requirement may be met by taking an approved course. Some majors have designated a specific course; other majors allow the student to select from a university approved list. Some courses will involve travel. They may not be met by CLEP, AP Credit, or transfer credit. The following courses meet the General Education Intercultural Competency requirement **for students in majors that allow them to select from a university approved list only**: ART-476, ACC/BUS-390, CHI-117, CHI-118, CHI-237, CHI-238, ENG-239, FRE-117, FRE-118, FRE-237, FRE-238, GEO-202, HST-380, INT-124, INT-322, INT-220, PHL-248, INT/COM-280, LDR-265, NUR-400 with 400L, PHE-248, POL-232, PSY-291/ADC-291, REL-240, SOC-210, SOC-225, SPA-117, SPA-118, SPA-237, SPA-238, TSL-203, TSL-385, WRI-370, WOR-238.

In addition, the Global Engagement Office oversees many experiences which may also be approved to fulfill this requirement, including a student portfolio option for students whose upbringing or a previous course or experience may satisfy this requirement.

Supporting Requirements (0-9 hours)

At the time students enroll at IWU, they will be informed whether it is necessary to take any of the following preparatory courses:

ENG-100 English Pre-Composition – Required based on SAT/ACT exam scores (SAT RW 430 or below/ACTE 18 or below).

ENG-101 Critical Reading and Study Skills – Required based on SAT/ACT exam scores (SAT RW 450 or below/ACTR of 19 or below).

Math Requirement – Demonstrated by one of the following: Math SAT greater than or equal to 440, or Math ACT greater than or equal to 19, or earning a "C" or better in MAT-101. Students may retake the SAT in the Center for Student Success (fees apply). Students (including transfer students) must fulfill this requirement within their first 30 hours. Students who have not fulfilled this requirement within their first 30 hours will not be allowed to enroll in courses at IWU unless they are also enrolled in MAT-101.

General Education Requirements - Bachelor's Degree

Major Requirements: 40-60+

Each major has a specified list of courses and requirements. The number of required credits ranges from 40 to the maximum of 60, unless there are strong extenuating circumstances and an exemption has been made due to outside accreditation requirements or as passed by the Academic Affairs Council. Some of the major requirements overlap with general education requirements. Students should consult the requirements for their majors before registering for any courses. Students are responsible for registering for the proper courses and should heed the advice of their advisors.

Placement Testing

Before registering for French or Spanish courses, placement testing is required for all students who have previously taken French or Spanish at the high school level.

Music Large/Small Ensembles

Students will be allowed to count up to 8 credits toward graduation from courses numbered MUS-177-MUS-179, MUS-185-MUS-188, MUS-192-MUS-199, and to take no more than one per semester.

General Education Requirements

The general education requirements provide a common experience for all students; therefore, the courses ENG-180, HST-180, MUS-180, PHL-180, and New Student Orientation (NSO)/First Year Experience (FYE) requirement must be completed at Indiana Wesleyan University and are not eligible as transfer credit once the student is enrolled. These courses target specific outcomes desired of all graduates in accordance with IWU's mission and are required of all students as a designed common experience component.

All students must complete the current complement of 180 courses (ENG-180, MUS-180, HST-180, PHL-180) within the first four semesters of their academic program.

Core Requirements

NSO/FYE Requirement

New Student Orientation and First Year Experience courses are designed to connect students to the IWU community, to prepare them for their experiences here, and to begin developing an understanding of IWU's mission and philosophies of General Education and Life Calling. In these ways, these two interconnected programs seek to foster student success and flourishing by aiding in a smooth transition to college and by guiding students into the pursuit of truth for lives of service as Christ's ambassadors of reconciliation in a broken world. All students are required to participate in NSO and FYE during their first semester.

Humanities Core (12 hours)

ENG-180	Humanities World Literature	3
HST-180	Humanities World Civilization	3
MUS-180	Humanities Fine Arts	3
PHL-180	Humanities Philosophy	3

These courses are built on the model of a basic focus on seven major historical periods: Great Age of the Greeks, Greco-Roman World, Medieval Era, Renaissance and Reformation, Rise of Modern Empire and Age of Enlightenment, Nineteenth Century, and Twentieth Century. John Wesley Honors College students may meet this requirement by taking four semesters of HNR-100.

Biblical Literature and Theology (9 hours)

Two courses in biblical literature (one from the New Testament and one from the Old Testament) and THE-101 Theology of Christian Life.

Advanced Writing or Literature (3 hours)

One course in writing (WRI) above 120 or literature (ENG) above 200 EXCEPT for ENG-140, ENG-141, ENG-170, ENG-201, ENG-241, ENG-352, ENG-383, ENG-455 and WRI-210, COM-223, WRI-360, WRI-356, WRI-475.

Health and Wellness (2 hours)

Students may take two PHE Activity courses in one semester. The courses must be taken sequentially (i.e., one must meet in the first half of the term; the other must meet in the second half of the term). Students may add the second class up until the day the class starts if there are openings in the class, and the drop/add slip is signed by the professor of the class.

PHE-101	Concepts of Health and Wellness	1
PHE-102-139	One PHE Activity Course	1

Social Science (9 hours)

Three courses - No more than one from any of the following areas:

ECO	Economics	3
HST	History	3
POL	Political Science	3
PSY	Psychology	3
SOC	Sociology	3

Science/Mathematics (7 hours)

Lab science		4
Mathematics (MAT-104, MAT-107, MAT-111, MAT-112, MAT-113, MAT-130, MAT-204, MAT-223, MAT-253, MAT-254, MAT-255 or MAT-305) or		
Computer (CIS-117, CIS-121, CIS-122, CIS-125 or CIS-126) or		3
CLEP Test (College Mathematics, College Algebra, or Calculus) or		
AP Exam (Calculus or Statistics)		

Indiana Statewide Transfer General Education Core (STGEC)

Indiana Wesleyan University participates voluntarily in the Indiana STGEC program in order to serve students who begin their studies at other schools; however, we recognize significant benefit to completing general education courses at IWU, rather than elsewhere. The IWU general education curriculum is integrated with the Christian narrative of our relationship with God and his creation. It leads us to love God more fully and more deeply. "As an expression of the love of God, general education in the liberal arts has as its end the love of God, neighbor, self, and creation that leads to human flourishing and the flourishing of creation, developing students to pursue, engage, and apply God's truth ever more effectively as Christ's ambassadors of reconciliation in a broken world (2 Cor 5:17-20)." (*Reconciling Truth Through Love: A Philosophy of General Education*, IWU College of Arts and Sciences, 2014)

The Indiana STGEC is a block of 30 credit hours, defined individually by each participating Indiana educational institution, that fulfills six specific general education competencies. Participating schools agree to certify transferring students who have completed the core and to honor the certification of other schools regarding transfer students. A student completing the core at any participating institution is counted as having completed the core at every other participating institution, even though the courses are not identical. Completion of local STGEC requirements will be validated and documented by the institution or campus of enrollment. A full explanation is available at: http://www.in.gov/che/files/STGEC_FAQs_6.25.13.pdf

The STGEC core constitutes a portion of the entire IWU general education curriculum. Students transferring in with STGEC certification are still required to fulfill the remainder of the general education curriculum. The following table details the IWU general education courses not included in the STGEC core.

IWU General Education Requirements Beyond the STGEC Core		Credits
	CAS/SON	
New Student Orientation (with FYE)*		0
Intercultural Experience		0-3
Biblical Literature		6
Theology		3
Total		9-12**

*In the first semester at IWU, a student must take one of the courses above with an FYE (First Year Experience) designation. The NSO experience is part of the FYE course.

**The combination of the STGEC courses and these additional courses must total a minimum of 42 General Education hours for CAS and SON. If that number of hours has not been achieved in the combination of the two, students may choose to take any course(s) in the IWU General Education package that they have not already taken. Transfer students should work with their academic advisors to find which course(s) would be best.

Acceptance of STGEC certification is separate from the acceptance of transfer-in courses, credits, and grades, which is governed by separate university policy as detailed in the university catalog. It is conceivable that an incoming student whose completion of the core included courses with grades below a C could bring in certification of the completed core but transfer in fewer than 30 credits of general education courses. Such students will be required to complete the appropriate additional general education requirements as listed in the table above, fulfill all requirements of their chosen major(s), and accumulate the required minimum number of credits for graduation through a combination of general education, major, and elective courses. In addition, completion of the STGEC does not add to, subtract from, or alter any other degree requirements, including major, minor, or certificate requirements. Students must, therefore, work closely with an advisor to determine what relationship, if any, exists between requirements for general education and other degree requirements.

The IWU courses that fulfill the STGEC core are listed in the following table (for students transferring from IWU):

STGEC Outcome	CAS/SON	Credits
Written communication	<ul style="list-style-type: none"> ENG-120 	3-6
Speaking and Listening	<ul style="list-style-type: none"> Advanced writing COM-100 Course(s) specified my major to fulfill COM requirement 	3
Quantitative Reasoning	<ul style="list-style-type: none"> Mathematics or Computer 	3
Scientific Ways of Knowing	<ul style="list-style-type: none"> Lab science 	4
Humanistic and Artistic Ways of Knowing	<ul style="list-style-type: none"> ENG-180 HST-180 MUS-180 PHL-180 Advanced literature 	9-12
Social and Behavioral Ways of Knowing	<ul style="list-style-type: none"> One each from two or three of the following: ECO, HST, POL, PSY, SOC 	6-9
Total (must be reached to fulfill the STGEC requirements)		31

Graduation Requirements and Procedures

Application for graduation must be made one year before the expected graduation date. Application forms are available in the Registration and Academic Services office and at <https://myiwu.indwes.edu/RAS/Forms>. The application form must be completed and signed by all academic advisors. A student may complete his/her requirements at midyear, in the spring, or in the summer. Commencement exercises are held in December, April, and August and conferral of degrees happens on these commencement dates as well as the second Friday in October, February, and June. Students who have been conferred on a non-graduation ceremony date may walk at the following ceremony. Notification of participation in ceremonies will need to be made to the Registration and Academic Services office at the time the graduation application is submitted. Only those completing all requirements by August and December are eligible to participate in the August and December commencements, respectively. Undergraduate residential students whose graduation is conditional upon May or summer school attendance may be granted the right to special participation in the spring commencement exercises before all graduation requirements have been met. In this case, the degree will be awarded after all degree requirements have been completed. Students with incompletes are not eligible to participate in any graduation ceremonies.

Total Credits Needed for Graduation (124 semester hours)

- Completion of 124 semester hours; however, some majors may result in the student earning greater than 124 credit hours by graduation.
- Cumulative GPA of 2.0 or higher

- Completion of the designated semester hours in the major area with a GPA of 2.25 or higher as required by the major. Additional requirements as prescribed by each department must also be met.
- Completion of all general education requirements

Attendance at graduation exercises is required. Petitions for the “in absentia” granting of degrees must be approved by the university registrar.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Academic Honors - CAS and Pre-licensure Undergraduate Candidates

Graduation Honors are awarded to bachelor's degree level students at commencement to acknowledge outstanding cumulative grade point averages earned. Academic honors are not awarded to associate or master's degree level students. Honors listed in the commencement program will be calculated on cumulated hours of academic work completed one semester prior to the student's final semester. Academic honors listed on the official transcript and diploma will reflect all applicable academic work at time of conferral. Honors are calculated based on the following criteria:

1. A minimum of 80 graded hours from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education (formerly the Accrediting Association of Bible Colleges).
2. A minimum of 40 graded hours must be from Indiana Wesleyan University.
3. All graded qualified coursework transferred and transcribed are used solely in the calculation of the Honors GPA.
4. For students with transfer work, the Indiana Wesleyan University GPA will appear on the transcript and on the student's degree audit the Honors GPA, which will include grades from transferred courses, will also appear on the student's degree audit.

Baccalaureate degree candidates will be awarded Honors as follows:

1. GPA of 3.5 or higher - “cum laude” (with honors)
2. GPA of 3.7 or higher - “magna cum laude” (with high honors)
3. GPA of 3.9 or higher - “summa cum laude” (with highest honors)

Diplomas - CAS, SON Pre-licensure Nursing

Diplomas are mailed approximately two to four weeks after the conferral of degrees. Diplomas indicate degree earned, date of degree, major, and academic honors. A student's financial account must be settled in order to receive a transcript or diploma.

Student Life and the Co-curriculum

Purpose

The Indiana Wesleyan University mission statement emphasizes the development of students in character, scholarship, and leadership. The emphasis of the Co-curriculum team is to help students achieve growth in the environment outside of the formal academic setting. We desire to walk alongside students as they discover their life calling, help to guide them on their journey, and develop skills that will help them to fulfill their calling. We recognize that curricular and co-curricular learning must be integrated for transformational learning, and we work to create experiences and an environment in which every student can grow.

Academic, Counseling, Disability and Testing Services

The Center for Student Success (CSS) offers services to guide, equip, and empower students. These services are designed around a Christ-centered student growth model to encourage student success in the classroom and in life. Academic services include training in study skills, organization, and time management. Support is also provided to discuss basic skills necessary for achieving higher levels of academic performance. These services are provided with CSS and The DEN. The DEN is located in the lower level of the Jackson Library. The DEN offers tutoring and walk-in academic support. Tutoring is available in large group or small group formats depending on the course. Walk-in support is provided in writing, content specific areas, and general academic study skills. Tutoring services are not guaranteed in all courses. An attempt is made to provide tutoring in all basic education and many specialized courses. Tutoring helps to strengthen a student's basic academic skills and course content

knowledge so that he/she experiences improved academic development. Tutors are IWU students recommended by faculty, trained by professional staff, and paid to assist their fellow students. The program is beneficial for the students as well as the faculty. Individual appointments for academic study skills and executive functioning skills may be made in CSS.

Testing services in CSS include the SAT, MAT, CLEP, MCCI, testing accommodations (see "Disability Services") and counseling assessments. Tests are scheduled individually.

The CSS also houses a federally funded TRIO SSS program for Residential Campus Undergraduate and SON pre-licensure/TTN students that offers a range of services. The main goal of the program is to provide additional support services necessary to increase college retention and graduation. The program is open to first generation students, low-income students, and students with disabilities.

Counseling services focus on assisting each student in developing skills, abilities, and potential within the academic, social, spiritual, physical, and emotional climate of the campus. Counseling is provided by licensed professional counselors or supervised interns. All counseling is confidential. Personal counseling includes support for psychological and emotional issues, as well as behavioral transitions.

For students with disabilities who are enrolled in CAS, TTN, or Pre-licensure Nursing or OT programs, the CSS works to make programs and facilities available in a non-arbitrary and beneficial manner. The Director of Disability Services is responsible for receiving a request for academic or physical accommodations. The director will work with the student to obtain and review the required documentation and will assign reasonable accommodation based on documentation that supports the student's request. Academic accommodations include, but are not limited to, alternative testing environments, note-taking services, recording lectures, books in alternate format, and adaptive technology.

Athletics

The Indiana Wesleyan University athletic program is an integral part of the institution's total education program, subject to the same aims, policies, and objectives as other institutional programs. The four core values of the Department of Intercollegiate Athletics are Spiritual Growth, Academic Excellence, Leadership Development, and Athletic Excellence.

The Wildcat men compete in intercollegiate soccer, tennis, cross-country, basketball, baseball, golf, and track and field. Memberships are held in the NAIA (National Association of Intercollegiate Athletics), the NCCAA (National Christian College Athletic Association), and the Crossroads League.

The Wildcat women compete in intercollegiate soccer, tennis, golf, cross-country, volleyball, basketball, softball, track and field, and our newest sport addition - swimming and diving. Memberships are held in the NAIA (National Association of Intercollegiate Athletics), the NCCAA (National Christian College Athletic Association), and the Crossroads League. Our co-ed competitive cheer team competes in NCA National Competitions as well as cheering at all home basketball games.

The physical education and intramural sports departments provide vital programs to the students as well. Lifetime sport participation is emphasized in the physical education instruction program, while the intramural sports program allows students to pursue leisure time needs and interests in an organized and competitive manner.

Career Development

The Office of Career Development at Indiana Wesleyan University strives to encourage students to celebrate their God-given uniqueness by holistically developing and equipping them with the resources to make informed career decisions, ultimately enabling them to live a life of purpose and stewardship.

The Career Development Team offers many innovative programs and opportunities that align developmentally where students are. The Freshman year is focused on understanding personal strengths and helping students define their unique life calling. The Sophomore year is centered on helping students cultivate appropriate experiences that align with their passion and getting them well connected to professional contacts. The Junior year is aimed at providing students with meaningful personal and professional development opportunities with potential employers. The Senior year is focused on effectively navigating professional job opportunities and preparing for life after college.

The Office of Career Development is available to serve students in the complex preparation of resumes, interviewing skills, professional dress, and job search. Indiana Wesleyan University is committed to providing experiential learning opportunities through engagement with Indiana business start-ups. For easy access help, stop by the Career Development kiosk in the Barnes Student Center or for a Career Coaching appointment call 765-677-2520.

Commuter Students

Commuter students are recognized as full members of the IWU community. Such status comes with the same privileges and responsibilities expected of all students, which are described in the *Student Handbook* (available online at <http://www.indwes.edu/Life-At-IWU/IWU-Student-Handbook/>).

Additionally, commuter students receive the same services and opportunities as other students on campus. IWU also recognizes the unique needs of this student group and there are some additional things the institution has been intentional to provide in efforts to ensure the success and full participation of commuter students. Specifically, the Barnes Student Center has a lounge designed for commuter students with a kitchen, lockers, lounge furniture, and tables for group studying. Commuter students also have representatives on the Student Government Association to whom they may express concerns or work toward better services for commuter students. Finally, the university has designated a staff member as a point of contact for commuter students who have questions or concerns. Questions concerning commuter students may be directed to Life Calling & Integrative Learning Office (Commuters@indwes.edu).

Student Conduct and Community Standards

As part of the Division of Life Calling and Integrative Learning, the Office of Student Conduct & Community Standards aspires to guide, equip, and empower students toward the pursuit of their life calling. We desire for our students to be in the most advantageous situations to thrive during their college experience. Toward those ends, the Office of Student Conduct helps to create a conducive living and learning environment by upholding the values and standards of the IWU community and encourages students to act with character and integrity in all areas. Community Standards & University Policies, along with an outline of the Student Conduct Process can be found in the Student Handbook located on the IWU Portal.

Drug Abuse Prevention

Drug abuse in the United States has become a major problem, and students at Indiana Wesleyan University are not immune. If you need assistance with a drug abuse problem, we encourage you to seek help at your local community drug abuse prevention center. To talk to someone in a strictly confidential atmosphere, please feel free to contact The Center for Student Success (800-332-6901) at our Marion campus. All conversations are private and will not affect your attendance at the university.

If you would like to talk to someone outside Indiana Wesleyan University, please feel free to call one of the following numbers, or a hospital or treatment center in your area:

1. National Institute on Drug Abuse, 5600 Fishers Lane, Room 10A-30, Rockville, MD 20857, 800-662-HELP, 800-662-4357.

Food

Within the Barnes Student Center there is a variety of campus dining options. The food service contractor provides well-balanced meals at reasonable cost. Those who require specialized dietary meals may contact the food service for consultation.

A standard meal plan is automatically part of a resident student's room and board contract. Residents may dine in the Baldwin dining room for all their meals but have conversion meal options in the Wildcat Express (food court) as well. During holiday vacations, between semesters, and during spring recess food service is not available.

Commuter students are encouraged to eat their meals in the Baldwin dining room or the Wildcat Express. Commuter students may purchase points that are applied to their ID card and used on a declining balance system. Purchase of \$100 or more will receive a bonus of 25% to their account. These may be purchased from the food service office Suite 160 of the Barnes Student Center.

Health Services

All students are required to provide a completed Health Form, including proof of immunity, to the IWU Health Center by August 1st of their incoming year, or December 1st if beginning the spring semester. Evidence of immunization is provided through one of the following options:

- Completed and signed Health Form by the student's medical provider
- An immunization record forwarded from a high school, college, or university
- A copy of local health department immunization record
- An immunization record maintained by the student or parent (cannot be a baby book record)

The IWU Health Center provides a full range of care and is staffed by registered nurses, a nurse practitioner, and a part-time physician. The Health Center serves students on a walk-in basis by a registered nurse or by appointment with the nurse practitioner and the physician. There is a fee to see the nurse practitioner and the physician, which can be billed to the student's insurance or paid by students. The Health Center has some prescription medications, including antibiotics, for a fee.

IMPORTANT: All students need to provide for their own health insurance. Health insurance is strongly encouraged for all students. Students that are not already covered through a parent, guardian, employer health plan are encouraged to visit the health insurance exchange under the Patient Protection and Affordable Care Act (PPACA) at healthcare.gov.

Information Desk - Marion Campus

The Information Desk, located on the first floor of the Barnes Student Center, is the best location on campus to find details regarding phone numbers, campus events, and campus offices. Phone 765-677-4636 for more information.

Life Coaching

Through personalized dialogue and assessment tools, life coaches help students discover their unique God-given design, develop a sense of life calling, and become equipped with fundamental life skills for future personal and professional development. This is a free service offered to all CAS students. Life Coaching appointments can be made in the Life Calling and Career Office on the second floor of Barnes Student Center by calling 765-677-2520.

New Student Orientation

All entering full-time undergraduate students are required to participate in an orientation conducted at the beginning of the semester or program. This orientation is designed to acquaint students with the university programs and services available from the various offices.

Performing Arts

The Phillippe Performing Arts Center (PPAC) hosts performances by the IWU Music Division and IWU Theatre Guild. Performances are open to the campus community and the public.

This mission remains focused on a higher goal: to experience the limitless, wondrous creativity of how God is revealed to us through ministry in the arts.

Pre-Declared Student Advising

The Pre-declared classification has been established by Indiana Wesleyan University for students who enter IWU with the desire to explore academic majors and related careers before committing to a major program of study. Life Calling and Integrative Learning provides academic advising to these students.

Through individual appointments, workshops, and the Life Calling course (LFC-150), the Life Calling and Integrative Learning assists Pre-declared students with the following:

1. Developing a sense of purpose and calling as a basis for making life decisions.
2. Selecting and scheduling courses.
3. Establishing and evaluating academic goals.
4. Understanding and navigating university academic policies and procedures.
5. Exploring academic majors and related careers.
6. Declaring a major.
7. Connecting with additional university programs and resources.

Publications

Staff positions on the *Sojourn* (the student news media) are available for students interested in writing, photography, layout, and editing for print media. Paid positions are available for students.

The *Sojourn* is published online and covers many aspects of campus life through accurate and investigative reporting.

The *Caesura* is a literary magazine published each spring that features the creative writing and visual art of students.

Recreation

The mission of the Department of Campus Recreation is to provide a wide variety of quality recreation, sports, fitness, and leisure activities that will increase the overall wellness of the campus community and to provide dynamic programming that enhances leadership and social development in an environment that is fair, safe, and Christ-centered.

All enrolled students (resident and commuters) as well as faculty, staff, administrators, and their spouses are eligible to participate in activities sponsored by the Department of Campus Recreation.

Activities include, but are not limited to: intramural sand volleyball, flag football, dodgeball, racquetball, inner-tube water polo, soccer, volleyball, basketball, campus golf, disc golf, 5k fun run, and bowling.

Students, faculty, staff and administrators also have access to a state-of-the-art recreation and wellness facility.

Residential Learning

The Residential Learning program at Indiana Wesleyan University is designed to provide each resident with the opportunity to grow not only academically but also socially and spiritually. The most successful students after graduation have mastered not only their course of study but have developed other areas of their lives, becoming well-rounded and balanced. With this in mind, the residence hall becomes much more than a place to sleep and study. It is a community of learning that helps students more effectively grow into the image of Christ. Our hope is that students will find the residence halls a place where individuals will join together as a family to learn from one another.

The Residential Learning program is administered by the Dean for Residential Learning. Each residence hall or area has a trained professional resident director (RD) living in the hall. Each living unit (approximately 35 students) has a specially selected and trained undergraduate resident assistant (RA). Residents are challenged and supported through the growth process by the RA who plans regular activities and programs, including spiritual growth opportunities for residents. The Resident Hall Chaplain provides additional spiritual support and guidance for residents.

The Residential Learning program at IWU provides a developmental approach for housing students. Resident students begin their stay on campus in traditional residence halls with more support and accountability. As they grow developmentally and in their independence, upper division students may transition into more independent-style living if qualifications are met.

Traditional Halls: Housing freshman through senior students in a traditional hallway: Reed Hall (F), Martin Hall (F), Evans Hall (F), Carmin Hall (F), and Hodson Hall (M).

Mentoring Halls: House freshmen in one wing, and sophomores and above on the opposite wing. Freshmen are invited into a mentoring program with upperclassmen students: Beckett Hall (F) and South Hall (M).

Upper Division Halls:

Suite Style: Open to sophomores and above, students live in suites of 4 or 8 students. Suites have private lounge space: Scripture Hall (F) and Kem Hall (M).

Apartment Style: Juniors and seniors may apply to live in apartment-style living areas, which have lounges and a kitchenette: Townhouses and Lodges.

Married Housing: University Court offers duplex apartments in a community for married students.

Prospective students interested in attending IWU and living on campus may complete an online housing application after submitting an enrollment deposit as part of the admission process. Room assignments will be made according to the date the enrollment deposit is paid.

Returning students who wish to reserve a room must complete an online Returning Student Application. Students may self-select a room online during housing selection, according to procedures outlined by the Housing Office.

Housing Exemption: Undergraduate students are required to live in University undergraduate housing unless they are living with their legal guardians, married, 23 years of age or older, or taking less than 7 credit hours. Students who meet these criteria are eligible for exemption and may complete an Off-Campus Housing Application. **Seniors by credit hour (90+ credits) who were enrolled at the university as students prior to FA2016 are also eligible for Housing Exemption as they have been "grandfathered" in under the previous housing policy.*

Housing Eligibility: New or readmitted students enrolling in a traditional undergraduate academic program at Indiana Wesleyan University must be under the age of 25 at the time of initial enrollment to qualify to live in University undergraduate housing. New or readmitted students 25 years of age or older who are interested in living in University undergraduate housing

may complete an Age Limit Exception Request to apply for eligibility. Returning students who are already living in or approved to live in University undergraduate housing at the time of their 25th birthday qualify to remain in University undergraduate housing until they graduate from IWU or separate from the University.

Continuous Graduate Housing: Students residing in University undergraduate housing may elect to extend housing eligibility if continuing in a residential graduate program the following semester. Students meeting the continuous enrollment criteria should contact the Director of Housing to inquire about availability.

The residence halls and apartments are closed during Thanksgiving, Christmas, and Spring Break vacations. There is no food service offered during these periods. During these times students must secure their own housing and food arrangements. Residential Learning will assist students who are having difficulty securing break housing.

Safety Policies and Campus Crime Statistics

IWU Safety Policies can be accessed at <http://www.indwes.edu/safety> and includes crime statistics on certain reportable crimes, as well as policies concerning alcohol and drug use, crime reporting and prevention, sexual assault and other related matters. Anyone wishing a paper copy of the policies may contact the Office of Institutional Research at 765-677-1566.

Spiritual Life

Providing spiritual growth opportunities for students has been a hallmark of Indiana Wesleyan University from its beginning. Students are introduced to many different growth opportunities. This includes what takes place in the classroom, where faculty integrates faith and learning and have a vital interest in the spiritual life of students.

Providing chapel for students is another spiritual growth opportunity. Chapel is held Monday, Wednesday, and Friday throughout the semester and on Tuesday during special emphasis weeks. Chapel is a time for the university community to join together for worship and growth. Being able to attend Chapel is a wonderful opportunity and privilege.

Chapel attendance is expected of all students, and required for all resident students. It is also required for all full-time commuting students under 23 years of age with classes both immediately before AND immediately after the Chapel period. (e.g., if a student has M,W,F classes at 8:55AM and 11:15AM, then that student is required to attend the chapel service offered on those days. Conversely, if the student has a class at 8:55am and their next class is not until 12:20PM, that student is eligible for a chapel exemption). NOTE: no student is automatically exempt from chapel attendance based on age or class schedule; ALL commuter students must complete a Chapel Exemption form for each semester in order to be officially exempted. Excessive absences must be made up. See the *Student Handbook* (<http://www.indwes.edu/Life-At-IWU/IWU-Student-Handbook>) for details.

Residence halls also provide spiritual growth opportunities. Halls have weekly devotional times and students are encouraged to join a small group where Scripture memorization, accountability, prayer, and Bible study occur.

Soul-search adventure discipleship trips take students into God's creation to grow from lessons learned through camping, rock-climbing, trekking, and similar experiences.

Christian service teams minister in area churches, family camps, and youth camps through music, sermons, drama, and testimonies. The University Chorale, Wind Ensemble, and music teams travel extensively, ministering through Christian music. IWU, through World Impact, also plans and promotes several short-term mission trips through the year. A student can also find opportunities to serve through local community ministry organizations, churches and on-campus student organizations.

Spiritual growth and service opportunities are offered to students to help them to grow deeper in their relationship with God and for them to have a better understanding of how they can better serve Him and humankind with their gifts and talents.

Student Center

The Barnes Student Center is the community center of the university for all members of the university family--students, faculty, administration, alumni, and guests. It represents a well-considered plan for the community life of the university.

The Barnes Student Center provides for the services, conveniences, and amenities that the members of the university family need in their daily life on campus and for getting to know and understand one another through informal association outside the classroom.

The Barnes Student Center is part of the university educational process. It provides a social and recreational program, aiming to make free time activity a cooperative factor with study in education. Its goal is the development of persons as well as intellects.

Student Engagement

The Student Engagement office works with both new and continuing students in their pursuit of a successful academic experience, especially by promoting a smooth transition to collegiate life and by coordinating support mechanisms for students. The Associate Dean for Student Engagement also coordinates the campus-wide use of MAP-Works to connect students to campus resources and services that will enable them to thrive.

Student Life and Activities

Student organizations and other activities provide co-curricular and extracurricular opportunities on campus in leadership and personal growth. Students are encouraged to participate in a variety of campus student organizations and activities with the intent to develop leadership skills as well as grow spiritually. The following groups and activities are designed to meet students' needs and interests:

Student Activities Council

The Student Activities Council (SAC) consists of student coordinators who organize campus activities. SAC activities are designed to promote spiritual growth, develop and maintain school spirit, and provide fun and meaningful programs for students, faculty, staff, and the IWU community. Activities planned by the council range in interest, appeal, and complexity. Traditional events include Homecoming activities, Family Weekend, Kids' Day, SAC Weekend, and Spotted Cow Music Festival. The purpose of the Student Activities Council is to provide opportunities for students to interact socially, spiritually, and intellectually outside of the classroom.

Student Government Association

The Indiana Wesleyan University Student Government Association (SGA) represents students in matters of self-government and problems of mutual interest to the student body and the university. Student Government is comprised of an executive board (president and cabinet), representatives for academic divisions, and representatives from student organizations. The Indiana Wesleyan University Student Government Association represents the concerns of the students to the university administration and selects students to sit as members on university faculty committees.

Student Organizations

IWU proudly offers many opportunities for students to be involved in extracurricular activities. More than 30 student organizations are organized and run by students and are designed to meet a variety of interests. Student organizations represent interests in academic, social issues, recreation and student publications. Other student leadership opportunities exist in the New Student Orientation Program. For a listing of specific organizations, please contact the Life Calling and Integrative Learning Office or visit "the Paw".

Transfer Advising

The transfer advisor helps new transfer students with transfer credits and advising, as well as negotiating their new experience at Indiana Wesleyan University.

Upward Bound

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: Grant County high school students from low-income families; students from families in which neither parent holds a bachelor's degree; and students that have a high risk of academic failure (GPA below 2.5 or hasn't passed a state exam). The goal of the program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound is a Federal TRIO program governed by the United States Department of Education.

Financial Information - College of Arts and Sciences

Tuition and Fees

It has always been the intent of Indiana Wesleyan University to keep the benefits of education within the financial possibilities of all who wish to attend. This is done by charging the student less than the actual cost and by using numerous financial assistance programs.

Tuition

Tuition charges include all academic services, except those that require special fees, as listed on the Student Account Services Account Information Brochure.

Charges are based on the total number of credit hours per semester. The same rate applies to day and night classes. Special rates may apply to May term and Summer Sessions.

Students taking six or more credit hours may qualify for financial aid and should contact the Financial Aid Office.

The total cost of tuition depends on the total number of credit hours (either day or night classes) taken per semester, as follows (for the 2016/2017 school year):

Number of Credit Hours	Cost Per Semester
1	\$538
2	1076
3	1614
4	2152
5	2690
6	5436
7	6342
8	7248
9	8154
10	9060
11	9966
12 - 16	12673

Credit hours above 17 per semester will be charged at \$906 per credit hour.

Fees

Art Studio Courses and Graphics	\$75 per course
Late/Change Registration Fee	\$25 additional charge
Medical Laboratory Technology	\$30 per semester
PSY-150 Fee	\$32 per course
PSY-290 Fee	\$35 per course
PSY-291 Fee	\$125 per course
SWK-343 Fee	\$125 per course
ADC-291 Fee	\$125 per course
Nursing/Clinical Fee	\$30 per credit hour
Nursing/Lab Fee	\$60 per course
Nursing testing fees...	Vary by semester
Testing fees will be assessed to student accounts on a semester basis. Please contact the Nursing office to determine if you will have a testing fee for the current semester.	
Private Lessons - 1/2 hour	\$175 per semester
Private Lessons - 1 hour	\$300 per semester
Senior Recital	\$200 per course
Student Teaching Fee	\$25 per credit hour
Practicum Fee	\$25 per credit hour
Independent Learning Fee	\$100 per credit hour
Transcript Fee	\$3 per request
Music Uniform Fee	\$30 per semester
Cross-cultural Student Teaching Fee	\$300
ATR-196	\$20 per course
Athletic Training Education Program Fee	\$190 total for traditional 4 year student
Annual TB Test	\$10
Physical Examination	\$10
Annual Criminal Background Check	\$30
Audit (Record is made)	\$25 per credit hour

Credits-in-Escrow	\$50 per course
Natural Lab Science Fee	Varies by course

Examination/Assessment Fees

Portfolio Fee	\$150
Life Experience	\$35 per credit hour
Other Assessment	\$40 per credit hour
Credit by Examination	\$25 per credit hour

Room Cost

Room charges for the 2016/2017 school year are \$2,036 per semester. This cost covers the periods of time while school is in session, per the approved university calendar.

Summer Housing Charges - There is a charge for all students living in campus housing. One may contact the Student Account Services, CAS, for the charge for summer. Arrangements for summer housing must be made in the Student Development Office.

Meal Plan Cost

Full meal charges for the 2016/2017 school year are \$2,038 per semester.

The above charges cover the time when school is in session, per the approved university calendar. No refunds will be given for meals missed unless approved by the associate dean of Student Development. All arrangements for meal plans must be made in the Student Development Office.

Freeze Room and Board: Room and board will be frozen at entry level through the enrollment at IWU providing:

1. Student has paid all tuition, fees, and room and board charges by the due dates listed for both the fall and spring semester for the prior academic year.
2. The student must remain full-time each semester of each subsequent year.
3. The student must abide by available payment methods. Late payment of the school bill will be cause for forfeiture of this benefit.
4. The student must elect the full meal plan each semester and live on campus consecutive semesters.

If you lose the room and board freeze

1. If the student misses the freeze one year, the student may gain it back the next year by paying each semester by the due date for both fall and spring and then it will be frozen the next year at the prior year's rate.

The freeze discount takes effect at the beginning of the student's third semester on campus and will be credited to the student's account upon meeting the above requirements.

Estimated Costs

	2016-2017 Per Semester	2016-2017 Per Academic Year
Tuition (full-time student)	\$12,673	\$25,346
Room (would not apply to commuter students)	2,036	4,072
Board - Full Meal Plan (would not apply to commuter students)	2,038	4,076
Total	\$16,747	\$33,494

(\$12,673 per semester for a full-time commuting student)

Special fees, books, supplies, travel, and personal expenses are additional.

Payment Terms

Students enrolled in Fall Semester 2016 must have an approved payment plan in place, or pay their bill in full by **August 15, 2016**. Likewise, students enrolled in Spring Semester 2017 must have an approved payment plan in place, or pay their bill in full by **December 15, 2016**. Exceptions to these deadlines are possible only if financial aid is still pending, *as long as all requested information has been submitted*. If all requested documents have not been submitted to the Financial Aid Office by August 15 or December 15, *the remaining balance is due immediately*.

Payment Options

You may choose one, all, or any combination of the following:

PLAN ONE: Pay net amount due by August 15 for the fall semester or by December 15 for the spring semester. Net amount due represents total charges, less any scholarships, grants, or campus-administered loans confirmed by the Financial Aid Office. IWU accepts VISA, DISCOVER, MASTERCARD and AMERICAN EXPRESS. Online payments may be paid through the secure student portal by selecting 'Pay on My Account' located in the student account information. Please note: Effective July 1, 2014 a 2.5% convenience fee will be assessed with all credit card payments.

PLAN TWO: Pay net amount using any Federal Direct Loan or Parent PLUS loan. All paperwork must be received in the Financial Aid Office by July 1 for the fall or December 15 for the spring. **THIS IS VERY IMPORTANT!**

PLAN THREE: Enroll in a tuition payment plan that spreads net amount due over each semester. IWU partners with Official Payments to offer the multiple tuition payment plans noted in the chart below. Spring tuition payment plans can be arranged at the same time as fall tuition payment plans or immediately prior to spring semester.

Payment Plan	Payment Plan Enrollment Dates	1st Payment Due Date
FALL		
6 month plan	5/01/2016 to 6/30/2016	6/10/2016
5 month plan	5/01/2016 to 7/31/2016	7/10/2016
4 month plan	5/01/2016 to 9/06/2016	8/10/2016
SPRING		
6 month plan	5/01/2016 to 1/09/17	12/10/2016
5 month plan	5/01/2016 to 1/09/2017	12/10/2016
4 month plan	5/01/2016 to 1/09/2017	12/10/2016

Refund of Tuition

Registration is an agreement between the student and the university. If a student withdraws, a refund may be given, depending upon the period of time that has elapsed from the beginning of the semester. Refunds apply to those completely withdrawing from school, not to those who drop a course.

Notice about Withdrawal

Students must contact the Registration and Academic Services Office to withdraw from classes if they are unable to secure funding for their college expenses. The Registration and Academic Services Office must be notified before the first two weeks of the semester in order to receive 100% refund. If a student does not formally withdraw through the Registration and Academic Services Office, grades of "F" will be given for the semester. The following table reflects the percentage/amount of refund allowable to those who completely withdraw from school.

Tuition and Fee	Tuition Refund	Room Refund
During the first week	100%	75%
During the second week	100%	50%
During the third week	75%	25%
During the fourth week	50%	-0-
During the fifth week	25%	-0-

No refunds after the fifth week.

*Special fees, such as private lesson fees, are refundable according to the same percentages as tuition.

Refund of Meal Plan

A student will be charged or refunded \$18.97 per day. No board refunds will be given after December 1 for the fall semester or April 1 for the spring semester.

Scholarships and other forms of financial aid are taken into consideration when refunds are calculated and are prorated according to program restrictions.

Appeal Process

A written appeal may be submitted to Student Account Services. The charges being appealed will be reviewed and voted on by the Appeals Committee. Students will receive a written response once the committee has come to a decision.

Financial Aid

General Information - CAS and Pre-licensure Nursing Financial Aid

The role of financial aid at Indiana Wesleyan University is to help make a quality Christian education affordable to each and every student.

Criteria for Aid: Virtually everyone receives aid! All new full-time, regularly admitted students attending Indiana Wesleyan University will receive some form of institutional aid. Students are not required to file the FAFSA to receive these institutional awards, but are encouraged to file in order to be eligible for grants based upon financial need. For the purposes of student financial aid, “need” is defined as the difference between the total cost of education and the amount a family may be expected to contribute toward that education (as defined by the FAFSA). Most financial aid at Indiana Wesleyan University is awarded on the basis of demonstrated need. In addition, most forms of federal, state, and institutional financial aid are intended to assist those students who have not already earned a first baccalaureate degree.

Types of Aid: Student financial aid can be classified under four major headings: scholarships, grants, loans, and work programs.

Scholarships and grants are both forms of aid that do not have to be repaid. The term “scholarship” usually is applied to an award that recognizes academic achievement or promise. Sometimes the amount of a scholarship depends on the financial need of the recipient. Grants are usually based on financial need.

Loans and work programs are forms of self-help aid. Student loans often contain desirable features such as deferred payments during periods of schooling, low interest rates, interest subsidies, or provisions for working off the loan obligation through future service in a particular profession. Work assignments connected with the student aid program consist of part-time jobs which are typically on-campus.

Applying for Aid: All students desiring financial aid must submit the Free Application for Federal Student Aid (FAFSA). It is available on the Web at fafsa.gov. After evaluation by the Financial Aid Office, this information is used to determine the kinds and amounts of need-based aid for which the student qualifies.

Calendar for Financial Aid

October 1 – Earliest date to file Free Application for Federal Student Aid (FAFSA).

March 10 – All students applying for financial aid must have their FAFSA filed **and** received by the federal processor by this date to ensure consideration for all forms of financial aid.

July 1 - All students are encouraged to have all financial aid forms completed (including student loan materials) in order to meet the August 15 repayment deadline for fall.

A Complete File Consists of the Following:

1. Submission of the FAFSA to the federal processing center indicating IWU as one of the schools to which the data should be sent.
2. Notice of acceptance to students for admission to the university.
3. Additional documents (i.e., tax transcripts) as needed and requested by the Financial Aid Office.

Awarding of Aid: Once application forms begin to arrive in the Financial Aid Office, notices are sent to make applicants aware of any missing forms or to request additional information that may be required. Additional documents must be provided by the date specified in the letter. Without these documents, no financial aid can be awarded. All financial forms are thoroughly reviewed, and the Financial Aid Office communicates with the student or parents to resolve any significant questions. When the financial aid award has been made, the student is notified via the Financial Aid Award Letter or email notification.

The aid package offered to an applicant consists of a combination of scholarships, grants, loans, or work, depending upon the recipient’s aid eligibility. If an aid package includes certain kinds of federal assistance, the sum total of the individual need-based awards cannot exceed the student’s calculated financial need. Also, the total of awards that apply only to tuition/fees is

limited to the amount of standard tuition/fee charges. While student aid awards are committed for the whole school year, just one-half the amount of each scholarship, grant, or loan is applied to the student's account each semester.

Failure to register at the beginning of a semester, or enrollment for fewer than the required number of credit hours, automatically cancels all awards for the semester. A financial aid recipient who officially withdraws from the university or drops below the required number of credit hours during the refund period of a semester will have an adjustment made in the student aid package. Copies of the university's Packaging Policy are available upon request.

Some forms of aid require students to complete 30 credit hours per year for full renewal. If you have questions please contact the Financial Aid Office.

Requirements for Receiving Aid: In order to qualify for all federal funds with the exception of a Federal Pell Grant, a student must be enrolled at least half-time. A student is classified as half-time if registration is for a minimum of six credit hours per semester or a total of six credit hours during the summer sessions. Institutional and state scholarships and grants, however, require full-time enrollment (a minimum of 12 credit hours per semester). In addition, Pell Grant, FSEOG, state aid programs, and most forms of institutional aid require that the student does not have a previous baccalaureate degree. Financial aid recipients are required to maintain satisfactory progress toward a degree in their chosen course of study. The institutional Satisfactory Academic Progress Policy outlines the specific details of this requirement. Any student receiving an institutional grant award is expected to maintain an acceptable citizenship record.

Satisfactory Academic Progress

Students must make Satisfactory Academic Progress (SAP) towards earning a degree as stipulated below to receive financial aid at IWU from all institutional, federal and state student aid grants, Work Study and loan programs as well as tuition waivers. Some additional grants and scholarships may also use part or all of the SAP standards as minimum criteria for funding eligibility.

REVISED effective July 2014

	Undergraduate Programs		
	1-28	29-44	45-up
Total Hours Earned and Recognized by IWU for Degree Consideration from All institutions	1-28	29-44	45-up
Minimum Cumulative GPA	1.80	1.90	2.00
Minimum Pass Rate Percentage of Total Hours Successfully Completed (Measured as Hours Earned ÷ Hours Attempted)	67%	67%	67%
Maximum Total Credit Hours or Time Allowed to Complete Current Primary Degree Requirements	150% of the specific degree programs published length		

Satisfactory Academic Progress will be measured at the end of each semester. Students who fail to meet the minimum policy standards will be placed on SAP Suspension. Aid eligibility will resume when the student raises his or her cumulative academic measurements to the required levels or has a SAP Appeal approved. SAP suspension may be appealed if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service or other circumstances as deemed appropriate for consideration by the SAP Appeals Committee.

To appeal, the student must submit a legible letter, a completed SAP Appeal Form and supporting documentation to the IWU Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what unusual and/or mitigating circumstances contributed to the failure and how his or her situation has changed to allow the student to meet SAP requirements by the next calculation. Appeals must be received by the Financial Aid Office no later than 15 business days before the end of the term for which reinstatement is desired. Early appeal submission is strongly encouraged. A committee will review the appeal and will notify the student in writing of their decision. If an appeal is approved, the student will temporarily regain financial aid eligibility. Continuation of eligibility will be contingent upon the student demonstrating improved academic merit achievement as outlined by the SAP appeals committee through their Academic Plan.

Scholarships and Grants

National Merit Finalist/Semifinalist Scholarship

National Merit Scholarship Qualifying Test finalists and semifinalists are eligible to receive a National Excellence Scholarship award but are not eligible for other IWU academic scholarships. The National Excellence Scholarship is \$15,000 and includes students who are National Merit Semi-Finalists or Finalists, National Achievement recipients or in the National Hispanic Recognition Program.

The student must be an entering freshman, submit a copy of the National Merit Certificate, have a 3.5 high school GPA, and enroll full-time each semester. National Merit Scholarships are renewable for up to eight consecutive semesters. To renew,

students must be enrolled full-time (at least 12 credit hours fall and spring semesters) and must achieve a 3.2 minimum cumulative GPA. These credits must be completed by the end of May term each year. National Merit Scholarships are not available for enrollment in summer sessions, nor will credits earned or GPA achieved in summer sessions count toward eligibility requirements until the following fall or spring calculation. If lost, the scholarship may be reinstated following completion of the next fall or spring term. If a student loses his or her National Merit award due to academic performance, the semester in which the student did not receive the award is still counted toward the total 8 semesters of eligibility.

Academic Awards

Academic awards are available to new first-time freshmen based upon their excellence in their high school studies as shown by their standardized test scores and high school grade point average. These two measures of academic achievement combine to place students into eligibility for the following award levels.

Academic Awards 2014-2015

\$12,000/yr.*	President's Scholarship
\$10,000/yr.*	Dean's Scholarship
\$8,000/yr.*	Faculty Scholarship
\$6,000/yr.*	Achievement Scholarship
\$4,000/yr.*	Recognition Award
\$2,000/yr.*	Opportunity Award

*Must maintain scholarship-specific GPA requirement for renewal.

Transfer Academic Scholarship

A full-time transfer student who has attended at least one full-time semester (at least 12 credit hours) at an approved college or university may qualify with a minimum transfer GPA of at least 3.0 on a 4.0 scale. A GPA on transfer work from more than one college or university will be calculated using a weighted average. A student with less than 12 credit hours must meet the requirements for the freshman Academic Scholarship. It is the student's responsibility to submit the necessary transcripts and test scores at the time of application for admission to Indiana Wesleyan University.

Transfer Academic Scholarships are renewable for students who enroll full-time (at least 12 credit hours fall and spring semesters) and achieve a 3.0 minimum cumulative GPA. Credits must be completed by the end of May term each year to count towards the GPA minimum. Transfer Academic Scholarships are not available for enrollment in summer sessions, nor will credits earned or GPA achieved in summer sessions count toward eligibility requirements until the following fall or spring calculation. If lost, the scholarship may be reinstated following completion of the next fall or spring term, if eligibility requirements are met; however, recipient will have fewer semesters of eligibility remaining. Transfer Academic Scholarships are available for renewal for a total of six semesters.

Transfer Academic Scholarship

GPA/GED	AMOUNT
3.8 - 4.0	\$10,000 Premier Scholars Scholarship (3.2 Renewal)
3.5 - 3.79	\$8,000 Distinguished Scholars Scholarship (3.0 Renewal)
3.25 - 3.49	\$7,000 Prominent Scholars Scholarship (3.0 Renewal)
3.249 - 3.0	\$6,000 Acclaimed Scholars Scholarship (3.0 Renewal)
2.0 - 2.99	\$4,000 University Scholars Scholarship (3.0 Renewal)
1.99 below	\$2,000 Opportunity Award (Good Academic Standing)

Grant County Leadership Scholarship

Funds for these awards are made available through a trust given to Indiana Wesleyan University in memory of Henry M. and Anna Shugart. Awards are given annually to graduates of Grant County, Indiana, high schools who have attained at least a 3.50 cumulative GPA (on a 4.00 scale) and possess positive leadership and citizenship traits. The award amount is \$2,000 per year for four years to entering freshmen, full-time students only. Students must apply through the high school guidance office by the announced filing deadline. The student must maintain a 3.50 cumulative GPA to renew the scholarship.

Athletic Service Grant

Several awards are granted each year to both men and women participating in intercollegiate athletics. Awards are made upon recommendation of coaches of the individual sports.

Music Scholarship

Scholarships are available by audition to qualified full-time students majoring in music. Contact the Division of Music for additional information.

Art Scholarship

Scholarships are available to qualified full-time students majoring in art. Contact the Division of Art for additional information.

Theatre Scholarship

Scholarships are available to qualified full-time students. Contact the Division of Communication and Theatre for additional information.

Church Matching Scholarship Program

Indiana Wesleyan University will match a local church's contribution to its Matching Church Scholarship Fund up to a maximum of \$900 per undergraduate student attending our residential campus. To qualify, the church must file an application with the Church Relations Office prior to the first day of classes each academic year.

Indiana Foundation for Home Schooling Scholarship

A \$1000 award is available to a home schooled student participating in the IFHS graduation ceremony. Students must submit an application and have a minimum cumulative GPA of 3.0 with SAT score of 1000 or an ACT score of 21. Scholarship renewable by maintaining a 3.0 cumulative GPA.

IWU Triangle Scholarship

The IWU Triangle Scholarship was developed to ensure select students from Grant, Blackford, Howard, Miami, and Wabash counties have access and added incentive to attend college locally. The amount of this award will vary based on student demographic information, financial need, and funding available. Eligible students are packaged with this award based on information received from the FAFSA and the admissions application.

Frank O'Bannon State Grant Program - Indiana Residents Only

The Commission for Higher Education (CHE) administers this grant program based on financial need. Potential recipients must submit the FAFSA and have it received at the federal processor by March 10. Recipients must be full-time students. Awards vary and are dependent on the type of diploma received and state funding. Full renewal requires the student to complete at least 30 credit hours a year. An increased award is available for students who complete at least 39 credit hours per year.

Indiana 21st Century Scholars Program - Indiana Residents Only

Potential recipients applied in their 7th or 8th grade year to be part of the program and fulfilled a pledge of good citizenship. Recipients must submit their FAFSA and have it received at the federal processor by March 10 annually. The student must also enroll full-time in an approved Indiana institution. Full renewal requires the student to complete at least 30 credit hours each year.

Family Tuition Grant

The grant will be \$1,000 toward tuition only for each full-time undergraduate student from the same family attending the residential campus (the Transition to Nursing Program does not qualify). The definition of family is meant in the traditional, not extended sense. This could be any combination of husband/wife/father/mother/unmarried dependent sons or daughters. It is intended to assist families where two or more "living under the same roof" are attending Indiana Wesleyan University on a full-time basis in traditional programs of study on our residential campus.

Pastor Dependent Grant

A recipient must be a dependent undergraduate child of a full-time ordained minister serving in a local church during the academic year in which the award is granted. The student must enroll full-time; the amount is \$1,800 per academic year.

Federal PELL Grant

Any U.S. citizen who does not have a baccalaureate degree can apply for a Pell grant by completing the FAFSA. Awards are based on financial need and range from \$595-\$5,730 for the 2014-2015 academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These awards range from \$100 to \$4,000 per year, depending upon financial need and funding received by IWU. Recipients must also be eligible for the Federal Pell Grant.

Indiana Wesleyan University Grant

Funds provided by IWU available to students who file a timely FAFSA and meet eligibility criteria. Amount varies based on student's calculated need, other financial aid received, and funding available.

Shugart Grant

Funds for this award are made available through a trust given to Indiana Wesleyan University in memory of Henry M. and Anna Shugart. Recipients must reside in Indiana and file a FAFSA that is received by the federal processor by March 10. Amount varies based on student's calculated need, other financial aid received, and funding level.

Wesleyan Student Aid

Acknowledging its Wesleyan heritage, Indiana Wesleyan University supports our relationship to The Wesleyan Church and eagerly seeks to enroll increased numbers of Wesleyan students. The following financial aid programs have been developed to assist Wesleyan students in furthering their education at Indiana Wesleyan University.

Wesleyan Student Grant

This award of \$1,000 is given to all Wesleyan students who regularly attend a Wesleyan Church in his/her home community.

Wesleyan Missionary Dependent Grant

The award amount is 50 percent of tuition for up to eight semesters. The recipient must demonstrate financial need, reside on campus, be a full-time undergraduate student, and apply for all other forms of federal and state financial aid. Parent(s) must serve full-time under direct appointment of the Global Partners or Wesleyan Native American Ministries during the academic year in which the award is received. The recipient may NOT also receive the Out-of-State Wesleyan Grant, the International Wesleyan Grant, or the Wesleyan Pastor Dependent Grant.

Out-of-State Wesleyan Grant

This award is available to full-time students who regularly attended a Wesleyan Church outside the state of Indiana immediately prior to enrolling at Indiana Wesleyan University. The award of \$2,000 is given only to full-time, undergraduate, U.S. resident students.

Wesleyan Pastor Dependent Grant

A recipient must be a dependent undergraduate child of a full-time ordained minister serving in a local Wesleyan church during the academic year in which the award is granted. The student must enroll full-time; the amount is 50 percent of tuition and will be provided through the combination of all scholarships and grants from federal, state and institutional programs, excluding academic honors, athletic awards, Campus Challenge and Wesleyan Bible Bowl awards.

Campus Challenge/Wesleyan Bible Bowl (WBB) Scholarship

The recipient must submit the original scholarship certificates to the Financial Aid Office prior to fall enrollment. Awards earned or certificates submitted AFTER that time may be available for use in future academic years. Full-time students may use up to \$1,000 per academic year (divided one-half each semester) UNLESS the current certificates held total in excess of \$4,000, in which case the student may use one-fourth of the total per academic year. Recipients must also attend full-time.

John Wesley Scholarship

Accepted Wesleyan undergraduate students must submit an application prior to the deadline to the Admissions Office to be considered for this award. This award is provided by various donors to allow funding for students who may otherwise be unable to attend IWU. Award amounts vary based on funds available and the scholarship committee's determination of the student's need for the scholarship.

Canadian Wesleyan Scholarship

Wesleyan Canadian students who enroll full-time may be awarded a scholarship equal to approximately 25 percent of the direct cost remaining after all other forms of financial aid have been applied.

International Wesleyan Grant

International students attending IWU may be awarded a \$3,000 grant. The grant is renewable for up to eight semesters of eligibility and student must remain enrolled full-time each semester. Eligibility for any academic merit scholarship supersedes

and replaces this award. Not eligible to receive the Wesleyan Canadian Grant in addition to this award. Eligibility ends when first bachelor's degree is earned.

Wesleyan Ministerial Loan/Grant

The Wesleyan Church and Indiana Wesleyan University cooperate in providing Ministerial Loan Grants for full-time junior and senior Christian ministries students who are members of The Wesleyan Church. Indiana Wesleyan University cooperates with The Wesleyan Church and local districts in providing funds for graduate students as well. Juniors may receive \$4,000 per year, while seniors may receive \$6,000 per year from the university. In addition, The Wesleyan Church provides funds per credit hour as available to assist with educational expenses. Students, including transfer students, must complete one full year at IWU before becoming eligible for the IWU portion. The funds are subject to all policies and procedures governing university financial aid. A separate application is required each semester by the announced deadline.

Conditions of eligibility for both undergraduate and graduate ministerial aid are as follows:

1. Student must regularly attend a local Wesleyan church of the North American General Conference.
2. Examination and approval as a licensed ministerial student by the District Board of Ministerial Development prior to the beginning of the semester in which the loan/grant is to be received.
3. Cumulative grade-point average of 2.0 or higher.
4. Admission to the appropriate undergraduate or graduate Christian ministries or youth ministries major (See School of Theology and Ministry).
5. Approval by the director of financial aid.

Each award is issued as a loan with separate promissory notes to be signed for repayment of the denominational and university shares. However, recipients who later serve The Wesleyan Church under district appointment have the privilege of canceling 20 percent of the total loan obligation for each year of full-time service rendered. Those who are employed otherwise will repay their loan(s) over a period of five years with an annual interest rate of 10 percent. Further information about the operation of this program can be found online at the Wesleyan headquarters Web page <http://www.wesleyan.org> or secured by writing the Department of Education and the Ministry of The Wesleyan Church, P.O. Box 50434, Indianapolis, Indiana 46250-0434.

Loans

Federal Perkins Loan

Students qualify for these loans on the basis of financial need and according to the institution's Packaging Policy. Eligible students may be assigned Perkins Loans up to \$3,000 per year, with an aggregate limit of \$15,000 as undergraduates.

For first-time borrowers, repayment of Perkins Loans begins nine months after termination of at least half-time enrollment at an eligible institution and continues over a period of 10 years (or less) with interest charges of 5 percent per year and a minimum monthly payment of \$40.

Typical Repayment of Loans

Total Loan Amount	Number of Payments	Monthly Payment	Total Interest Charges	Total Repaid
\$4500	120	\$47.73	\$1227.60	\$5727.60
\$9000	120	\$95.46	\$2455.20	\$11455.20
\$15000	120	\$159.10	\$4091.73	\$19091.73

IWU Student Loan

Awards in this institutional loan program range from \$200 - \$3,000 per academic year to students whose parent has been denied the Parent PLUS Loan and who demonstrate financial need. Repayment of principal and interest begins immediately after the first disbursement of the loan. Interest is charged at a fixed rate of 8.75% and accrues from the point of disbursement, even while the student is enrolled.

Typical Repayment of Loans

Total Loan Amount	Number of Payments	Monthly Payment	Total Interest Charges	Total Repaid
\$4500	120	\$56.40	\$2267.43	\$6767.43
\$9000	120	\$112.79	\$4534.58	\$13535.58
\$15000	120	\$187.99	\$7558.82	\$22558.82

Due to the large number of loan accounts, the inherent complexities of the federal Perkins Loan program, and the new importance of loan repayments, Indiana Wesleyan University has contracted with University Accounting Service, Milwaukee, Wisconsin, to handle the billing and collection functions for all federal Perkins Loans and IWU Student Loans administered by the university.

Federal Direct Loan

Direct Loans are need-based and/or non-need-based loans for which a student applies through the Direct Loan Program. Repayment begins six months after the student ceases to be at least a half-time student and is typically spread over a period of up to 10 years. Deferments are available if the student meets certain conditions. Dependent freshmen may borrow up to \$5,500 per academic year, sophomores may borrow up to \$6,500, and juniors and seniors may borrow up to \$7,500, based on financial need. The total amount of undergraduate loans may not exceed \$31,000. All students must file the Free Application for Federal Student Aid to qualify for a Direct Loan.

Students with financial need may qualify for a 4.29 percent interest rate subsidized Direct Loan, which means the government is paying or subsidizing the interest while the student is in school. Students without financial need qualify for the unsubsidized Direct Loan at 4.29 percent interest, in which their interest is not paid by the government. Students may pay the interest monthly while in school, or the lender will capitalize the accrued interest each year causing the loan to increase more rapidly.

In order to help each student meet the August 15 payment expectation, the Financial Aid Office recommends that all applicable e-paperwork (Master Promissory Note, Federal Entrance Counseling and Federal Direct Loan Request) be completed and submitted prior to July 1 each year.

Typical Repayment of Unsubsidized Direct Loans

Total Loan Amount	Number of Payments	Monthly Payment	Total Interest Charges	Total Repaid
\$5500	120	\$57.43	\$1391.03	\$6891.03
\$10500	120	\$109.63	\$2655.90	\$13155.90
\$15000	120	\$156.62	\$3793.96	\$18793.96
\$23000	120	\$240.15	\$5817.43	\$28817.43

Federal PLUS (Parent Loan for Undergraduate Students)

Parents may borrow funds through this program to assist with their child(ren)'s educational expenses. The limit is the cost of education per child minus other financial aid. The interest rate is a fixed 6.84 percent. Borrowers must be creditworthy and can begin repayment upon disbursement of the funds or request a deferment until the student is no longer enrolled full-time.

Work Programs

Federal Work-Study Program

Many student work assignments on the campus fall within the scope of the Federal Work-Study Program (FWS). Students average 10 hours per week during the academic year and from 15-40 hours per week during periods of non-enrollment. The pay rate is minimum wage for most positions on campus. A student is eligible for a FWS position if there is sufficient financial need and Work-Study is listed as one of the types of financial aid the student has been awarded. Please note that the award amount listed by financial aid is an estimate of earnings and not a guarantee. All students must find a job on campus and their earnings will be tied to hours worked and wage of position held. All student employees must complete the Immigration and Naturalization Service's I-9 Form and must be issued a Work Authorization.

Indiana Wesleyan University Employment

A limited number of campus jobs are assigned to students who do not qualify for the Federal Work-Study Program. In such cases, the institution pays all of the student's wages, and the earnings are paid directly to the student with the intent of paying the student's account. Pay rates are also at minimum wage.

Right to Know

A student has the right to know...

1. What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
2. The deadlines for submitting applications for each of the financial aid programs available.
3. The cost of attending the institution and the school's refund policy.
4. The criteria used by the institution to select financial aid recipients.

5. How the school determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
6. What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.
7. How much of your financial need, as determined by the institution, has been met.
8. An explanation of the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
9. What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of the time you have to repay the loan, and when repayment is to begin.

Responsibilities

It is your responsibility to...

1. Review and consider all information about the school's program before you enroll.
2. Complete all application forms accurately and submit them on time to the right place.
3. Pay special attention to and accurately complete your application for student aid. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
4. Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
5. Read and understand all forms that you are asked to sign and keep copies of them.
6. Accept responsibility for all agreements you sign.
7. Notify the lender of changes in your name, address, or school status if you have a loan.
8. Perform in a satisfactory manner the work that is agreed upon in accepting a university Work Study award.
9. Know and comply with the deadlines for application or reapplication for aid.
10. Know and comply with your school's refund procedures.

Withdrawal and Impact on Financial Aid

Students who receive financial aid (federal, state, or institutional aid) and withdraw from classes during the semester are potentially subject to a review of their financial aid eligibility. The impact on a student's awards will depend on

1. When the student withdrew from a class or classes.
2. Whether the student withdrew from one or more classes, but remained enrolled or if the student completely withdrew from all classes.
3. Type of financial aid awarded.
4. Changes to the charges on the student's account.

Students need to talk with their financial aid counselor prior to withdrawing from any course(s) so that he/she can make an informed decision regarding the financial impact of the withdraw and understand how it could impact the future eligibility of some types of aid.

The following sections provide an overview of the impact of withdraws based on the type of aid received:

Federal Aid (Title IV)

Students who receive federal Title IV financial aid (Pell Grant, FSEOG, Perkins Loan, Federal Work-Study, or Direct Subsidized or Unsubsidized Loans) and who completely withdraw from all classes during the semester are subject to the Return of Title IV Funds calculation. This calculation does not apply to a student who withdraws from one or more classes but remains enrolled in one or more classes.

The calculation is based on the number of calendar days in the term compared to the number of days elapsed when the withdrawal is completed. Based on the percentage of the term completed, the student is allowed to retain a similar percentage of the federal Title IV financial aid. The remainder of the funds is to be returned to the federal programs. The school will determine how much of the federal funds are to be returned by the school and how much, if any, is to be returned by the student.

Funds will be returned in the following order if the student received money from the fund:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Perkins Loan
- PLUS
- Pell Grant
- FSEOG

If the funds the student must repay need to be returned to the federal grant programs, the student will only have to repay 50 percent of the required grant. Students will be given 45 days to repay any grant monies owed. After 45 days, the student will be placed in a federal grant overpayment status and will be ineligible to receive federal funds, at any school, until the grant is repaid. Loan monies owed will become subject to the loan promissory note signed by the student.

Here is an example of how a calculation might work: If there are 100 calendar days in the term (excluding any breaks of five or more days) and the student withdraws on the 25th day, 25 percent of the term has elapsed. This means that 75 percent of the federal funds must be returned. If the student received \$5,000 in federal Title IV aid, the \$3,750 must be returned. If the school retained all of the funds to pay for school charged expenses, then the school will return all of the funds. If some of the funds were disbursed to the student, then the student may have to repay some of the funds also.

Institutional Aid

The institutional aid a student receives will follow the same guidelines as provided in the federal aid section above, except that institutional aid is limited to the amount of institutional charges after any adjustments are made based on the withdraw.

Indiana State Aid

The Commission for Higher Education (CHE) has a refund period that consists of the first four weeks of each academic term. If a student withdraws from one or more classes and thus is not classified as a full-time student at the end of the CHE refund period, the student is not eligible for any of their state grant funds. If a student withdraws from one or more classes after the CHE refund period, the impact on the student's state grants will depend on any adjustment of charges made on the student's account. Completing fewer than 30 credits each year can also negatively impact future eligibility of some state grants.

Additionally, withdrawal from a course may have an impact on completion rate, which can affect SAP standing. Please contact the Financial Aid Office at 765-677-2116 if you have any questions regarding the impact of a withdrawal on your student financial aid.

Financial Information - Other

A student may not register for the next semester, term, or session or receive a transcript unless all charges are paid in full.

The university is not responsible for the loss of personal property on campus.

Students are accountable for materials and equipment issued to them. Damage to property must be paid for by those responsible.

The university does not have health insurance for students and will not be responsible for any health-related charges.

Financial Aid - Further Information

For further information regarding financial aid opportunities, contact the Financial Aid Office, Indiana Wesleyan University, Marion, Indiana 46953. Phone 765-677-2116.

Areas of Study and Subject Codes

Areas of Study

Pre-declared Studies

John Wesley Honors College

Honors Humanities

Honors Humanities Minor

Life Calling and Integrative Learning

Leadership Studies

Leadership Studies Minor

School of Arts and Humanities

Art

Art Education

Art History Minor

Ceramics Minor

Design for Social Impact

Fine Arts Minor

Graphic Design

Graphic Design Minor

Illustration

Illustration Minor

Media Design

Media Design Minor

Photography

Photography Minor

Painting Minor

Pre-art Therapy

Printmaking Minor

Studio Arts Major

Communication and Theatre

Convergent Journalism

Convergent Journalism Minor

Human Communication Studies

Human Communication Studies Minor

Media Communication

Media Communication Minor

Shakespeare in Performance Minor

Strategic Communication

Strategic Communication Minor

Theatre

Theatre Minor

Modern Language and Literature

English

English Minor

English Education

Latin American and Iberian Studies Minor

Spanish

Spanish Minor

Spanish Education

TESOL (Teaching English to Speakers of Other Languages)

TESOL Minor
TESOL Education
World Languages Minor
Writing
Writing Minor

Music

Applied Music
Church Music
Church Music Minor
Music Composition
Music Education
Music Ministry
Music Minor
Music Therapy
Performance
Songwriting

School of Theology and Ministry

Practical Theology Division

Kern Ministry Program
Adolescent Ministries
Adolescent Ministries Minor
Children's Ministry
Children's Ministry Minor
Christian Education
Christian Education Minor
Christian Ministries
Christian Ministries Minor
Christian Worship
Christian Worship Minor
Community Development
Community Development Minor
Global Ministries
Global Ministries Minor
Practical Theology
Sports Ministries
Urban Ministries Minor
Worship Arts
Youth Ministries
Youth Ministries Minor

Religious and Ministerial Studies Division

Biblical History and Geography Minor
Biblical Languages Minor
Biblical Literature
Biblical Literature Minor
Christian Studies Minor
Intercultural Studies
Intercultural Studies Minor
Philosophy and Theology
Philosophy Minor
Studies in Israel
Theology Minor

School of Social and Behavioral Sciences and Business**Behavioral Sciences**

Addictions Counseling
 Addictions Studies Minor
 Addictions Studies
 Child Advocacy Certificate
 Criminal Justice
 Pre-art Therapy
 Psychology
 Psychology Minor
 Social Work
 Sociology Minor

Business

Accounting
 Accounting Minor
 Business Administration
 Business Administration Minor
 Entrepreneurship
 Finance
 Management
 Marketing

Social Sciences

Economics
 Economics Minor
 History
 History Minor
 International Relations
 International Relations Minor
 Latin American and Iberian Studies Minor
 Political Science
 Political Science Minor
 Political Science Pre-law
 Social Studies
 Social Studies Education

Graduate Counseling

Addictions Counseling
 Clinical Mental Health Counseling
 Community Counseling
 Marriage and Family Counseling/Therapy
 School Counseling
 Student Development Administration

School of Teacher Education

Elementary Education
 Exceptional Needs Education
 Secondary Education

School of the Physical and Applied Sciences**Health and Human Performance**

Applied Health and Fitness
 Athletic Training
 Coaching Education Minor

Exercise Science
Health Promotion and Wellness Minor
Military Leadership Minor
Physical and Health Education
Pre-occupational/Physical Therapy
Recreation and Camp Administration
Sports Management
Sports Ministries

Natural Sciences

Biology
Biology Minor
Biology Education
Biochemistry
Chemistry
Chemistry Minor
Chemistry Education
Medical Technology
Physics
Physics Minor
Pre-medical Sciences

Mathematics and Computer Information Sciences

Actuarial Science Minor
Computer Information Systems
Computer Science
Computer Science Minor
Mathematics
Mathematics - Interdisciplinary
Mathematics Minor
Mathematics Education
Pre-engineering Program
Statistics Minor

School of Nursing

Pre-licensure Nursing

Nursing
Transition to Nursing (Accelerated, 2nd degree)

Undergraduate Subject Codes

ACC	Accounting
ADC	Addictions Counseling
ADM	Administration
ART	Art
ATR	Athletic Training
BIL	Biblical Literature
BIO	Biology
BUS	Business
CDV	Community Development
CED	Christian Education
CHE	Chemistry
CHI	Mandarin Chinese
CIS	Computer and Information Sciences
COM	Communication
CRJ	Criminal Justice

EAR	Earth Science
ECO	Economics
EDS	Special Education
EDU	Education
ENG	English
ENT	Entrepreneurship
ESL	English: A Second Language
FIN	Finance
FRE	French
GEO	Geography
GRE	Greek
HBR	Hebrew
HNR	Honors College
HST	History
ICD	International and Community Development
INR	International Relations
INT	Intercultural Studies
LANG	Language
LAT	Latin
LDR	Leadership
LFC	Life Calling
LIT	Literature
MAT	Mathematics
MKG	Marketing
MLT	Medical Laboratory Technology
MNG	Management
MSC	Military Science
MUS	Music
NUR	Nursing
PAT	Pre-art Therapy
PHE	Physical Education
PHL	Philosophy
PHY	Physics
PMD	Pre-medical Sciences
POL	Political Science
PSY	Psychology
REC	Recreation Management
REL	Religion
SCI	Science
SOC	Sociology
SPA	Spanish
SPM	Sports Management
SWK	Social Work
THE	Theology
TSL	TESOL
UNV	University Studies
WOR	Worship
WRI	Writing
YTH	Youth Ministries

Graduate Subject Codes

CNS	Counseling
SDC	Student Development Counseling

Numbering of Courses

The course number has significance in the following ways:

000-099 Preparatory Courses (Limited number applied toward graduation)

100-199 Courses ordinarily taken in the freshman year

200-299 Courses ordinarily taken in the sophomore year

300-399 Courses ordinarily taken in the junior year

400-499 Courses ordinarily taken in the senior year

500-999 Courses ordinarily taken for graduate/doctoral credit

General Studies Program

Purpose

The purpose of the program in general studies is to provide a general college education. The major is General Studies. There is no departmental major, although a concentration of 30 credits must be completed in one subject area. The program in general studies is open to any student who meets general admission requirements to the university.

General Studies - B.S.

Requirements for B.S. degree

Completion of the general education requirements--B.S. degree: (48-54 credits)

Concentration in one subject area (30 credits)

With GPA of 2.25 (9 credits must be taken at IWU)

See subject areas below

Upper level, 300-400 courses (18 credits)

Electives (22-28 credits)

Total credits for graduation (124 credits)

Art	courses with ART prefixes
Business	courses with ACC, BUS, ENT, FIN, MKG, MNG prefixes
Communications	courses with COM prefixes
Mathematics and Computer Sciences	courses with CIS and MAT prefixes
Modern Languages and Literature	courses with CHI, ENG, FRE, SPA, TSL, WRI prefixes
Music	courses with MUS prefixes
Behavioral Sciences	courses with ADC, CNS, CRJ, PSY, SOC, SDC, SWK prefixes
Social Sciences	courses with ECO, GEO, HST, INR, PBP, POL prefixes
Leadership Studies	courses with LDR, MSC 300 and above prefixes
Teacher Education	courses with EDS, EDU prefixes and discipline specific concentrations
Health and Human Performance	courses with ATR, PHE, REC prefixes
Natural Sciences	courses with BIO, CHE, EAR, PHY, PMD, SCI, SPM prefixes
Nursing	courses with NUR prefixes
Theology and Ministry	courses with BIL, CED, GRE, HBR, ICD, INT, LAT, MIN, PHL, REL, THE, WOR, YTH prefixes

General Studies - A.S.

Requirements for A.S. degree

Completion of the general education requirements--A.S. degree: (23 credits)

See general education associate degree requirements (p. 57)

Concentration in one subject area (15 credits)

With GPA of 2.00 (9 credits must be taken at IWU)

Electives (24 credits)

Total credits for graduation (62 credits)

John Wesley Honors College (JWHC)

The John Wesley Honors College (JWHC) is a community of committed learners at IWU that seeks to glorify God through the creative pursuit of academic excellence and spiritual formation.

JWHC students are a select group of bright and ambitious students who take seriously Christ's command to love God with all one's heart, soul and intellect. They desire, above all, to use their gifts and talents to make a difference in the world for Christ. Such students recognize that, in whatever career they choose to enter, a rigorous liberal arts education will foster the sort of intellectual skills and virtues necessary to achieve this goal. The JWHC provides a learning environment in which such students can thrive and prepare to pursue lives well-lived in service to Church and society.

Through smaller, inquiry-based, discussion-oriented classes, JWHC students engage their studies with extraordinary self-investment and creativity. The honors curriculum's focus on depth and relevance means that JWHC students spend less time on busy work and more time engaging primary sources, learning through hands-on experiences, and grappling with the enduring significance of course material for their life and faith. JWHC students are challenged to ask tough questions, to enrich their understanding of life's complexities, and to reflect critically on the relevance of their faith to contemporary issues. The Honors College also offers numerous co-curricular opportunities, both on and off campus, that allow students to connect these learning experiences to the broader world in which they live.

Ultimately, the JWHC strives to produce graduates who can compete intellectually with the best and brightest of their peers globally. But perhaps more importantly, the JWHC aims to nurture graduates who are adept at drawing faith, learning and career into an integrated life calling.

Students participate in the JWHC either as John Wesley Scholars or as Mary C. Dodd Honors Students. John Wesley Scholars enter the Honors College as freshmen and pursue an Honors Humanities major (p. 88), which fulfills their general education requirements. Mary C. Dodd Honors Students join the Honors College as sophomores or juniors and pursue an Honors Humanities minor (p. 90), much of which overlaps with their general education requirements. Students are chosen to participate in these curricular programs through a highly selective application process.

Honors Humanities - B.A.

Honors Humanities is a rigorous interdisciplinary major that satisfies the general education requirements for John Wesley Scholars. By completing the Honors Humanities major, John Wesley Scholars fulfill IWU's general education requirements and competency and proficiency requirements for graduation with a bachelor's degree.

The Honors Humanities major may not be taken as a stand-alone major. Honors Humanities is offered as a complementary major that provides interdisciplinary preparation for a more holistic and meaningful engagement of a particular field of study.

Admission to the Honors Humanities major is only open to students enrolled in the John Wesley Scholars program. Successful completion of the Honors Humanities major is a requirement for graduation from IWU with honors distinction as a John Wesley Scholar. Students must maintain a 3.5 cumulative GPA and a 3.0 GPA in their coursework in the Honors Humanities major.

Required Major Courses (43-48 credits)

Christian Liberal Learning and Life Calling (18 credits)

HNR-170	LLLC Seminar I: What Is Truth?	3
HNR-175	LLLC Seminar II: What Is Beauty?	3
HNR-270	LLLC Seminar III: What Is Humanity?	3
HNR-275	LLLC Seminar IV: What is the Good Life?	3
HNR-375	LLLC Seminar V: Who is our Neighbor?	3
HNR-475	LLLC Capstone: How Then Shall We Live?	3

Interdisciplinary Humanities (19 credits)

HNR-180	Foundations of Christian Tradition	3
HNR-185	Rhetoric and the Sacramental Imagination	3

HNR-280	Wisdom, Culture, and Justice Through the Ages I	3
HNR-285	Great Texts in Context I	2
HNR-380	Wisdom, Culture, and Justice Through the Ages II	3
HNR-385	Great Texts in Context II	2
HNR-480	Advanced Topics in Interdisciplinary Humanities	3
	or	
HNR-325	Honors Research Tutorial	3

While students are encouraged to take both HNR-325 and HNR-480, they are only required to enroll in one of these two courses for the major.

Honors Practica in Christian Calling (0-5 credits)

HNR-130	Honors Practicum in Christian Calling I: Practices of the Faithful - Called to Love	0 to 1
HNR-135	Honors Practicum in Christian Calling II: Practices of the Faithful Called to Create	0 to 1
HNR-230	Honors Practicum in Christian Calling III: Habits of Faithfulness in One's Life Calling	0 to 1
HNR-330	Servant Leadership for Redemptive Communities II	0 to 1
HNR-430	Servant Leadership Capstone	0 to 1

Honors Scholarship Concentration in Major Area of Study (6 hours)

John Wesley Scholars in School of Arts & Humanities; School of Social, Behavioral Science, and Business; School of Theology & Ministry; School of Teacher Education; School of Nursing; Division of Mathematics

HNR-350	Honors Research Seminar	3
HNR-497	Honors Scholarship Project I	1 to 3
HNR-498	Honors Scholarship Project II	1 to 3
HNR-499	Honors Scholarship Presentation	0 to 1

John Wesley Scholars in Division of Natural Sciences

BIO-490	Biology Senior Seminar	1
	or	
CHE-490	Chemistry Senior Seminar	1
	or	
PHY-490	Physics Senior Seminar	1
BIO-495	Research in Biology	1 to 4
	or	
CHE-495	Research in Chemistry	1 to 4
	or	
PHY-495	Research in Physics	1 to 4
HNR-499	Honors Scholarship Presentation	0 to 1

The Honors Scholarship Project is completed over the course of two semesters. Students decide with their faculty mentors how the 3-hour requirement will be distributed across the two semesters. Students may petition to pursue an Honors Scholarship Project of more than 3 hours (up to 6 hours).

Required General Education Courses (15 credits)

Social Science Electives (6 credits)

ECO/POL/INR	One Elective Course from ECO/POL/INR
SOC/PSY	One Elective Course from SOC/PSY

Health and Wellness (2 credits)

PHE-101	Concepts of Health and Wellness	1
PHE-102-139	One PHE Activity Course	1

Science/Mathematics (7 credits)

	Lab Science	4
MAT/CIS	Mathematics OR Computer Course	3

Mathematics course at or above MAT-103 excluding MAT-108 and MAT-110

Computer course at or above CIS-110 excluding CIS-450

Writing Competency

Demonstrated by successful completion of Rhetoric and the Sacramental Imagination (HNR-185).

Communication Competency

Demonstrated by successful completion of Honors Scholarship Presentation (HNR-499).

Intercultural Competency

Demonstrated by successful completion of LLLC Seminar: Who is our Neighbor? (HNR-375).

Honors Humanities Minor

The Honors Humanities minor is an interdisciplinary engagement of the fundamental questions of human existence for the purpose of contextualizing and enriching one's studies in a particular academic discipline.

Admission to the Honors Humanities minor is limited to students who have enrolled in the Mary C. Dodd Honors program. Mary C. Dodd Honors students must complete all of the CAS general education requirements for graduation with a bachelor's degree. Many of the courses in the Honors Humanities minor may be applied toward certain CAS general education requirements. Successful completion of the Honors Humanities minor is a requirement for graduation from IWU as a Mary C. Dodd Honors Student. Students must maintain a 3.5 cumulative GPA and a 3.0 GPA in their coursework in the Honors Humanities minor.

Honors Humanities Minor (23-25 credits)

Christian Liberal Learning and Life Calling (9 credits)

HNR-170	LLLC Seminar I: What Is Truth?	3
HNR-475	LLLC Capstone: How Then Shall We Live?	3

Choose at least one of the following courses:

HNR-270	LLLC Seminar III: What Is Humanity?	3
HNR-275	LLLC Seminar IV: What is the Good Life?	3
HNR-375	LLLC Seminar V: Who is our Neighbor?	3

Interdisciplinary Humanities (8 credits)

HNR-180	Foundations of Christian Tradition	3
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Choose at least five credits from the following courses:

HNR-185	Rhetoric and the Sacramental Imagination	3
HNR-280	Wisdom, Culture, and Justice Through the Ages I	3
HNR-285	Great Texts in Context I	2
HNR-380	Wisdom, Culture, and Justice Through the Ages II	3
HNR-385	Great Texts in Context II	2

HNR-325	Honors Research Tutorial	3
HNR-480	Advanced Topics in Interdisciplinary Humanities	3

Honors Practica in Christian Calling (0-2 credits)

HNR-330	Servant Leadership for Redemptive Communities II	0 to 1
HNR-430	Servant Leadership Capstone	0 to 1

Honors Scholarship Concentration in Major Area of Study (6 hours)

Mary C. Dodd Honors Students in School of Arts & Humanities; School of Social, Behavioral Science, and Business; School of Theology & Ministry; School of Teacher Education; School of Nursing; Division of Mathematics

HNR-350	Honors Research Seminar	3
HNR-497	Honors Scholarship Project I	1 to 3
HNR-498	Honors Scholarship Project II	1 to 3
HNR-499	Honors Scholarship Presentation	0 to 1

Mary C. Dodd Honors Students in Division of Natural Sciences

BIO-490	Biology Senior Seminar	1
	or	
CHE-490	Chemistry Senior Seminar	1
	or	
PHY-490	Physics Senior Seminar	1
BIO-495	Research in Biology	1 to 4
	or	
CHE-495	Research in Chemistry	1 to 4
	or	
PHY-495	Research in Physics	1 to 4
HNR-499	Honors Scholarship Presentation	0 to 1

The Honors Scholarship Project is completed over the course of two semesters. Students decide with their faculty mentors how the 3-hour requirement will be distributed across the two semesters. Students may petition to pursue an Honors Scholarship Project of more than 3 hours (up to 6 hours).

Life Calling and Integrative Learning

Life Calling and Integrative Learning provides an academic Leadership Studies Program which allows for students to expand their leadership growth with academic study of leadership principles.

Leadership Studies Program

The role of the Department of Leadership Studies, with its Leadership Studies major and minor, is to provide **content** and **expertise** to other academic disciplines in the areas of leadership and followership, while recognizing that other majors and minors provide the very **context** for leadership/followership to occur.

Mission

The mission of the Leadership Studies program is to enhance Christ-like leadership and followership knowledge, skills, and disposition among the students at Indiana Wesleyan University to change the world.

Admission

Students enter the Leadership Studies major as freshmen or sophomores and have the opportunity to integrate various core elements of the leadership curriculum into their general education requirements and other major. Because leadership takes place in a context, students pursuing the Leadership Studies major are required to double major in another context area.

Students entering the Leadership Studies minor have the opportunity to strengthen their academic, ministry and professional pursuits by applying leadership into their chosen major or minor.

This program is for you, if you are passionate about leading and following like Christ through servanthood and love. You will learn about how to become an effective servant-leader and exemplary follower in organizational and community contexts to affect positive change in the world.

Conceptual Framework

The three main components of Leadership Studies are:

1. Leader
2. Follower
3. Context/Situation

Curriculum Themes

- Leadership competencies: knowledge, skills, and disposition
- Leadership through value-based and servant-minded paradigms
- Leadership for the multicultural world
- Leadership and followership through interdisciplinary lenses
- Leadership and faith integration
- Leadership development and Christ-likeness

Leadership Studies - B.S.

The **Leadership Studies major**, as an interdisciplinary study program, must be studied in the context of another major as a way of maximizing the students' potential to either further their education or acquire the necessary leadership knowledge, experiences and basic skills for future employments. Students pursuing the Leadership Studies major must also select Interdisciplinary Leadership Electives as a context where leadership theories, models and concepts should apply toward the fulfillment of their career goals, ministry passions and professional development.

Requirements (45 credits)

Leadership Core (27 credits) *

LDR-200	Foundations of Leadership	3
LDR-300	Leadership and Followership	3

LDR-350	Leadership and Teams	3
LDR-360	Leadership and Theological Anthropology	3
LDR-390	Leadership and Organization	3
LDR-400	Leadership and Change	3
LDR-420	Leadership and Authenticity	3
LDR-430	Leadership and Conflict	3
LDR-475	Leadership Project (Leading for Community Improvement)	3

Integrative Courses (6 credits) *

LDR-180	Leadership Seminar I	1
LDR-280	Leadership Seminar II	1
LDR-380	Leadership Seminar III	1
LDR-480	Leadership Capstone Seminar	3

*If required core or integrative courses are not offered, the Leadership Studies Program will approve existing replacement courses.

Interdisciplinary Leadership Electives (12 credits)

Students will select 12 credit hours from one or both of the following blocks:

Leadership Studies

LDR-210	Introduction to Leadership Development	0 to 1
LDR-225	Student Leadership Practicum	0 to 3
LDR-235	High Adventure Leadership Experience	1
LDR-245	Peer Leader Practicum	1
LDR-246	Mentoring Practicum	1
LDR-265	International Servant Leadership Experience	1 to 3
LDR-325	Leadership Internship	1 to 3
LDR-335	Independent Study in Leadership	1 to 3
LDR-470	Current Issues in Leadership	1 to 3

Course from the Context majors:

- Arts & Music
- Behavioral Sciences
- Business
- Communication
- Nursing
- Physical and Applied Sciences
- Social Sciences
- Teacher Education
- Theology & Ministries
- Others

Leadership Studies Minor

The **Leadership Studies minor** is designed to help students from other majors gain leadership knowledge and basic skills to make them qualified candidates for career opportunities in the areas of their respective majors. The Leadership Studies minor must be studied in the context of another major to enable students to apply leadership theories, models and concepts in the area of that major.

Requirements (24 credits)

Leadership Core (15 credits)

LDR-200	Foundations of Leadership	3
LDR-300	Leadership and Followership	3
LDR-350	Leadership and Teams	3
LDR-390	Leadership and Organization	3
LDR-475	Leadership Project (Leading for Community Improvement)	3

If required core courses are not offered, the Leadership Studies Program will approve existing replacement courses.

Interdisciplinary Leadership Electives (9 credits)

Students will select 9 credit hours from one or both of the following blocks:

Leadership Studies

LDR-180	Leadership Seminar I	1
LDR-210	Introduction to Leadership Development	0 to 1
LDR-225	Student Leadership Practicum	0 to 3
LDR-235	High Adventure Leadership Experience	1
LDR-245	Peer Leader Practicum	1
LDR-246	Mentoring Practicum	1
LDR-265	International Servant Leadership Experience	1 to 3
LDR-280	Leadership Seminar II	1
LDR-325	Leadership Internship	1 to 3
LDR-335	Independent Study in Leadership	1 to 3
LDR-360	Leadership and Theological Anthropology	3
LDR-380	Leadership Seminar III	1
LDR-400	Leadership and Change	3
LDR-420	Leadership and Authenticity	3
LDR-430	Leadership and Conflict	3
LDR-470	Current Issues in Leadership	1 to 3

Course from the Context Majors:

- Arts & Music
- Behavioral Sciences
- Business
- Communication
- Nursing
- Physical and Applied Sciences
- Social Sciences
- Teacher Education
- Theology & Ministries
- Others

School of Arts and Humanities

Vision: The School of Arts and Humanities is an interdisciplinary community devoted to the incarnation of Christ's truth through language and the arts. Our desire is to participate in the reconciliation of all creation to God.

The **mission** of the School is to develop students in the exploration and communication of truth and beauty in God's world through language and the arts. The central goal of the faculty of this school is to inspire students to show their love for God with their whole heart, soul, *mind* and strength. The faculty of this school are integral to fulfilling the liberal learning objectives of the College of Arts and Sciences, providing for students introductions to art, literature, music, theatre, and communication, as well as helping students to meet writing and public speaking competencies. The School of Arts and Humanities houses the Divisions of Art, Communication & Theatre, Modern Language & Literature, and Music. These four divisions offer 34 majors: these include 27 majors in the disciplines of art, communication, English, foreign language, music, TESOL, theatre; five majors offered in conjunction with the School of Teacher Education; and two majors (art therapy and music therapy) offered in conjunction with the Division of Behavioral Sciences.

Division of Art and Design

Purpose

We offer art students a learning environment which blends design, art making, and creativity with career development and Christ centered social engagement.

Mission

The Division of Art + Design is a flourishing Christ centered community of artists, designers, students, and scholars dedicated to serving others. Our art professors are devoted to working alongside students, helping them successfully develop as artists, designers, and followers of Christ.

Programs

The Division of Art + Design offers eight different majors. Each major allows the student to focus on a specific discipline within his or her area of interest:

- Design for Social Impact (p. 96)
- Graphic Design (p. 97)
- Illustration (p. 97)
- Media Design (p. 98)
- Photography (p. 98)
- Art Education in cooperation with Education Division (p. 98)
- Pre-art Therapy in cooperation with Behavioral Science Division (p. 99)
- Studio Art - with concentrations in Painting, Printmaking/Drawing, Ceramics or Sculpture (p. 98)

Also available are the following **minors**:

- Art History (p. 100)
- Ceramics (p. 101)
- Fine Arts (p. 101)
- Graphic Design (p. 101)
- Illustration (p. 101)
- Media Design (p. 102)
- Painting (p. 102)
- Photography (p. 102)
- Printmaking (p. 103)

Admission to an Art Major

Declaration of Art major(s) is made through the Residential Academic Services Office. Students are encouraged to declare their major when making application to the university or during their first semester registration. Students are accepted into art major(s)/minor(s) on a conditional basis until successful completion of the mid-point review.

Mid-Point Review

Permission to continue a specific major(s) in the Division of Art + Design takes place during the second semester of the sophomore year (an exception would be transfer students from another institution or major).

Requirements for transfer students will be considered on an individual basis. Transfer students must make arrangements through the coordinator of their major(s) for a portfolio review.

Failure to complete and pass the mid-point review may prevent students from registering for additional art courses, result in probation, or withdrawal from the Art major(s).

Academic Requirements

Students must maintain a minimum GPA of 2.5 in their declared major(s) or minor(s) and complete each course required by the major(s)/minor(s) with a "C" or above. Failure to do so will require repeating the course(s) or withdrawing from the major(s)/minor(s).

Senior Exhibit

A senior art exhibit is mandatory for all students majoring in Graphic Design, Illustration, Media Design, Photography, and/or Studio Art. The senior exhibit is designed to give exhibition experience to the studio artist while showcasing his/her academic and creative accomplishments. Work submitted for the senior exhibit will be reviewed by the art faculty prior to acceptance.

Exiting Senior Assessment

A formal assessment process is required and must be successfully completed by all graduating seniors. As a part of this process, each graduating student must submit a digital portfolio to be assessed and archived within the Division of Art. Major/minor exiting requirements may be obtained from the Art office.

Equipment and Supplies

Laptops, software, cameras, equipment, and supply lists are available through the Art Division website for each program.

Design for Social Impact - B.S.

Required Courses (48 credits)

ART-121	Drawing I	3
ART-224	Design I: Two-Dimensional Design	3
ART-324	Design II: Three-Dimensional Design	3
ART-286	Critical Theory in Art	3
ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-379	Color Theory	3
ART-201	Human Centered Design 1	3
ART-240	Placemaking Design	3
ART-301	Structures	3
ART-265	Sustainable Design	3
ART-205	Social Innovation	3
ART-340	Grant Writing and Fundraising	3
ART-365	Design and Community Development	3
ART-471	Senior Project 1	3
ART-472	Senior Project 2	3

Graphic Design - B.S.

Requirements (51-53 credits)

Required Courses (45-47 credits)

ART-121	Drawing I	3
ART-221	Drawing II	3
ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3
ART-260	Web Design I	3
ART-273	Introduction to Computer Graphics	3
ART-280	Visual Communications--Graphic Design	3
ART-281	Commercial Layout and Design	3
ART-324	Design II: Three-Dimensional Design	3
ART-375	Typography	3
ART-379	Color Theory	3
ART-434	Digital Photography	3
ART-436	Computer Illustration	3
ART-473	Advanced Graphics	3
ART-490	Senior Exhibit - Art	0 to 2
ART-491	Senior Portfolio	3

Choose two art history courses from the following: (6 credits)

ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-383	Early Renaissance	3
ART-384	High Renaissance	3
ART-385	Baroque Art	3
ART-386	Nineteenth Century Art	3
ART-387	Modern Art	3
ART-476	Art Enrichment	3

Illustration - B.S

Requirements (48-50 credits)

Required Courses (42-44 credits)

ART-121	Drawing I	3
ART-245	Composition and Storyboarding	3
ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3
ART-273	Introduction to Computer Graphics	3
ART-324	Design II: Three-Dimensional Design	3
ART-331	Representational Painting	3
ART-380	The History of American Illustration	3
ART-379	Color Theory	3
ART-374	Illustration I	3
ART-436	Computer Illustration	3
ART-474	Illustration II	3
ART-477	Thematic Illustration III	3
ART-490	Senior Exhibit - Art	0 to 2
ART-491	Senior Portfolio	3

Choose two art history courses from the following: (6 credits)

ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3

ART-383	Early Renaissance	3
ART-384	High Renaissance	3
ART-385	Baroque Art	3
ART-386	Nineteenth Century Art	3
ART-387	Modern Art	3
ART-476	Art Enrichment	3

Media Design - B.S.

Requirements (51-53 credits)

Required Courses (48-50 credits)

ART-121	Drawing I	3
ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3
ART-247	Motion Graphics I	3
ART-260	Web Design I	3
ART-273	Introduction to Computer Graphics	3
ART-321	3D Modeling and Animation I	3
ART-324	Design II: Three-Dimensional Design	3
ART-375	Typography	3
ART-379	Color Theory	3
ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-421	3D Modeling and Animation II	3
ART-434	Digital Photography	3
ART-460	Web Design II	3
ART-465	Interactive Design	3
ART-490	Senior Exhibit - Art	0 to 2

Choose one of the following: (3 credits)

CIS-122	Introduction to Web Programming	3
	or	
CIS-250	Internet Programming	3

Photography - B.S.

Requirements (48-50 credits)

Required Courses (39-41 credits)

ART-121	Drawing I	3
ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3
ART-266	Printmaking I	3
ART-286	Critical Theory in Art	3
ART-239	History of Photography	3
ART-314	Documentary Photography	3
ART-336	Contemporary Photo Techniques	3
ART-379	Color Theory	3
ART-424	Product Photography	3
ART-434	Digital Photography	3
ART-435	Photo Illustration and Lighting Techniques	3
ART-458	Fine Art Photography	3
ART-490	Senior Exhibit - Art	0 to 2

Choose any one of the following: (3 credits)

ART-241	Ceramics I	3
ART-251	Sculpture I	3
ART-324	Design II: Three-Dimensional Design	3

Choose two art history courses from the following: (6 credits)

ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-383	Early Renaissance	3
ART-384	High Renaissance	3
ART-385	Baroque Art	3
ART-386	Nineteenth Century Art	3
ART-387	Modern Art	3
ART-476	Art Enrichment	3

Art Education Major

See the education section of the catalog for a list of specific courses required for Visual Arts (p. 197).

Pre-art Therapy Major

See the behavioral sciences section of the catalog for a list of specific courses required for Pre-art Therapy (p. 134).

Studio Arts Major

Common Core (48 credit hours)

Foundations Classes (24 Credit Hours)

ART-121	Drawing I	3
ART-221	Drawing II	3
ART-224	Design I: Two-Dimensional Design	3
ART-324	Design II: Three-Dimensional Design	3
ART-286	Critical Theory in Art	3
ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-387	Modern Art	3

Concentrations (12 credits)

12 unduplicated hours within a specific art studio concentration: Ceramics, painting, printmaking/drawing, or sculpture.

Ceramics Concentration

Requirements List

ART-241	Ceramics I	3
ART-343	Ceramics II	3
ART-441	Ceramics III	3
ART-442	Ceramics IV	3
	or	
ART-251	Sculpture I	3

Painting Concentration

Requirements List

ART-331	Representational Painting	3
ART-332	Abstract Painting	3
ART-346	Painting From Life	3
ART-431	Contemporary Painting Techniques	3

Printmaking/Drawing Concentration

Requirements List

ART-266	Printmaking I	3
ART-366	Printmaking II	3
ART-331	Representational Painting	3
ART-466	Printmaking III	3

Sculpture Concentration

Requirements List

ART-251	Sculpture I	3
ART-351	Sculpture II	3
ART-228	Metalsmithing I	3
ART-241	Ceramics I	3

Studio Art Classes (12 credits)

4 unduplicated Studio Art classes from the following.

5 of the 12 hours must be from ART-490 Senior Exhibit and ART-491 Senior Portfolio.

Requirements List

ART-241	Ceramics I	3
ART-343	Ceramics II	3
ART-441	Ceramics III	3
ART-442	Ceramics IV	3
ART-251	Sculpture I	3
ART-351	Sculpture II	3
ART-230	Stained Glass I	3
ART-228	Metalsmithing I	3
ART-324	Design II: Three-Dimensional Design	3
ART-331	Representational Painting	3
ART-332	Abstract Painting	3
ART-346	Painting From Life	3
ART-431	Contemporary Painting Techniques	3
ART-266	Printmaking I	3
ART-366	Printmaking II	3
ART-466	Printmaking III	3
ART-379	Color Theory	3
ART-490	Senior Exhibit - Art	0 to 2
ART-491	Senior Portfolio	3

Art History Minor

Requirements (24 hours)

Required Course

MUS-180	Humanities Fine Arts	3
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Choose six art history courses from the following:

ART-261	Survey of Western Art History I	3
ART-262	Survey of Western Art History II	3
ART-383	Early Renaissance	3
ART-384	High Renaissance	3
ART-385	Baroque Art	3
ART-386	Nineteenth Century Art	3
ART-387	Modern Art	3
ART-476	Art Enrichment	3

Choose any one course from the following:

HST-201	World Civilization to 1500	3
HST-202	World Civilization after 1500	3
HST-395	Renaissance and Reformation	3

Ceramics Minor

Requirements (18 hours)

Required Courses

ART-224	Design I: Two-Dimensional Design	3
ART-241	Ceramics I	3
ART-324	Design II: Three-Dimensional Design	3
ART-343	Ceramics II	3

Select 2 unduplicated courses for a total of 6 hours from the following courses

ART-228	Metalsmithing I	3
ART-230	Stained Glass I	3
ART-251	Sculpture I	3
ART-351	Sculpture II	3
ART-441	Ceramics III	3
ART-442	Ceramics IV	3

Fine Arts Minor

Requirements (18 hours)

Required Courses

ART-121	Drawing I	3
ART-224	Design I: Two-Dimensional Design	3

Select any 4 unduplicated courses with an ART prefix at the 200, 300, or 400 level for a total of 12 credits

Graphic Design Minor

Requirements (18 hours)

Required Courses

ART-224	Design I: Two-Dimensional Design	3
ART-273	Introduction to Computer Graphics	3
ART-260	Web Design I	3
ART-280	Visual Communications--Graphic Design	3
ART-281	Commercial Layout and Design	3
ART-375	Typography	3

Illustration Minor

Requirements (18 hours)

Required Courses

ART-121	Drawing I	3
ART-245	Composition and Storyboarding	3
ART-374	Illustration I	3
ART-474	Illustration II	3

Select two unduplicated courses for a total of 6 hours from the following courses

ART-331	Representational Painting	3
ART-332	Abstract Painting	3
ART-380	The History of American Illustration	3
ART-379	Color Theory	3
ART-477	Thematic Illustration III	3

Media Design Minor

Requirements (18 hours)

Required Courses

ART-224	Design I: Two-Dimensional Design	3
ART-247	Motion Graphics I	3
ART-260	Web Design I	3
ART-273	Introduction to Computer Graphics	3
ART-321	3D Modeling and Animation I	3

Select one unduplicated course for a total of 3 hours from the following courses

ART-421	3D Modeling and Animation II	3
ART-460	Web Design II	3

Recommended

ART-465	Interactive Design	3
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Painting Minor

Requirements (18 hours)

Required Courses

ART-121	Drawing I	3
ART-331	Representational Painting	3
ART-332	Abstract Painting	3
ART-346	Painting From Life	3

Select any 2 unduplicated courses with an ART prefix at the 200, 300, or 400 level for a total of 6 credits.

Photography Minor

Requirements (18 hours)

Required Courses

ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3
ART-434	Digital Photography	3

Select three unduplicated courses for a total of 9 hours from the following courses

ART-314	Documentary Photography	3
ART-336	Contemporary Photo Techniques	3
ART-424	Product Photography	3
ART-435	Photo Illustration and Lighting Techniques	3
ART-458	Fine Art Photography	3

Printmaking Minor

Requirements (18 hours)

Required Courses

ART-121	Drawing I	3
ART-224	Design I: Two-Dimensional Design	3
ART-266	Printmaking I	3
ART-366	Printmaking II	3
ART-331	Representational Painting	3
ART-466	Printmaking III	3

Communication and Theatre Division

The Division of Communication and Theatre equips Christ-centered communicators, grounded in theory, scholarship and professional skills, who give voice to stories that impact culture. The division offers five majors: Human Communication Studies (p. 104), Convergent Journalism (p. 105), Media Communication (p. 107), Strategic Communication (p. 110) and Theatre (p. 111). A new Shakespeare in Performance minor (p. 113) is also offered in an effort to provide students with theoretical knowledge, practical experience, and professional relationships necessary to influence the professional theatre culture. Each major provides students with a strong foundation in communication theory and practice; knowledge and skills in utilizing contemporary images, methods and media; opportunities to apply knowledge and skills in hands-on, professional settings; and an understanding of how their storytelling can impact contemporary culture – all within a Christian worldview.

Communication and Theatre Organizations and Opportunities

The Division of Communication and Theatre provides a variety of opportunities and organizations to supplement its academic offerings:

1. **WIWU-TV:** Students gain practical experience by working for this 24-hour digital television station, housed in the Division of Communication and Theatre's media facilities. Students work with staff professionals on local news magazine shows, live athletic events, community telethons, and IWU cultural and worship events.
2. ***The Sojourn:*** Students experience the satisfaction of applying their knowledge and skills, working as a team, and collecting published work by writing for *The Sojourn*, IWU's award-winning campus newspaper, in print and online. The student-managed *Sojourn* awards stipends for all editors, business and distribution managers, and photography staff.
3. **WIWU-FM:** Student managers operate an FCC licensed radio station with the assistance of a faculty advisor. Students serve as on-air announcers as required in various radio courses. WIWU-FM (94.3, The Fortress) broadcasts to all of Marion and Grant County with contemporary Christian music and local programming.
4. **Theatre:** The theatre program provides at least four productions each year – one faculty-directed and one student-directed production in both the fall and spring semesters. Recent productions include *The Guys*, *A Midsummer Night's Dream*, *South Pacific*, *Medieval Shorts*, and *Sunset Limited*.
5. **Indiana Wesleyan Theatre Guild:** Each fall, in conjunction with the theatrical productions, all IWU students are invited to interview for roles (actors, technicians, production managers) in the Guild. Guild members meet periodically to promote the theatre and aid in its advancement as well as participate in community service projects. Involvement in theatre productions does not require Guild membership.
6. **PRSSA:** The fully accredited IWU Chapter of the Public Relations Student Society of America allows students to gain valuable out-of-classroom experience and knowledge in public relations and to develop relationships with working professionals and students in chapters across the country.
7. **Indiana Collegiate Press Association and Associated College Press:** The division is active in both journalism organizations, and students and faculty advisors attend annual workshops and conventions. *The Sojourn* earns numerous awards from both annually.
8. **GrantConnected.net** is a digital news site focused on Grant County news and information. Student journalists report on stories of interest to the broader community and present their work through online platforms and in multimedia forms including photos, audio, and video.

9. **Hoosier Shakes:** An emerging professional theatre in Marion, Hoosier Shakes presents annual seasons of Shakespeare plays with acting and production apprenticeships available for IWU students, who work alongside seasoned professionals and alumni.
10. **American Shakespeare Center Consortium:** Students benefit from an extraordinary partnership with the American Shakespeare Center in Staunton, Virginia, for professional, on-campus residences, productions and workshops, training and networking on-site in Staunton, and through a variety of other ASC people and resources meant to help bridge the gap between academic study and professional work.

CCCU BestSemester Program Options

Students who wish to attend a CCCU BestSemester Program must visit the Global Studies Office and their academic advisor very early in the process of their considerations. Students approved to attend must be in good standing with Student Development, may not be on disciplinary probation, must have at least a 2.75 GPA, and must have earned a minimum of 30 credits at IWU.

American Studies Program

Communication students interested in public policy issues, advocacy, government or politics may participate in this interdisciplinary internship/seminar program based in Washington, D.C. Students develop an appreciation for how biblical faith relates to thinking critically about public policy and marketplace issues. They also experience responsible Christ-centered service in their personal and public vocations, whatever their career paths or walks of life.

Los Angeles Film Studies Center

This program, based in Hollywood, California, involves a study of the film industry from a Christian perspective and provides students with hands-on experience and internships in the entertainment business. The program is an intensive one-semester immersion into film studies during which the student may earn 16 credit hours.

Contemporary Music Center

This interdisciplinary off-campus study program in Nashville, Tennessee, provides an opportunity for young musicians, engineers and aspiring music executives. Designed as an artists' community, the program seeks to develop artists, technicians and music executives with a Christ-centered vision for music content, production and delivery.

Human Communication Studies - B.S.

Purpose

The Human Communication Studies major provides comprehensive preparation in communication theory and practice. Graduates are prepared for a wide variety of careers and graduate education.

Requirements (46 credits)

Division Core (12 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3

Choose one Communication Lab:

COM-116J	Communication Lab-Journalism	1
COM-116P	Communication Lab-Public Relations	1
COM-116R	Communication Lab-Radio	1
COM-116V	Communication Lab-Television	1
COM-116T	Communication Lab-Theatre	1

Major Requirements (16 credits)

COM-227	Research Methods in Communication	3
COM-280	Intercultural Communication	3
COM-352	Interpersonal Communication	3
COM-370	Symbols and Imaging	3

COM-321	Persuasion	3
COM-300	Communication Research Practicum	1

Electives (12 credits)

Choose 12 units:

COM-209	Small Group Communication	3
COM-233	Principles of Public Relations	3
COM-366	Organizational Communication	3
COM-326	Conflict Communication	3
COM-445	Communication Internship	3

Cognate (6 credits)

Choose six units at 200 level or above from SOC, PSY or POL with Division approval.

Human Communication Studies Minor

Requirements (19 credits)

Division Core (7 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3

Minor Requirements (12 credits)

COM-209	Small Group Communication	3
	or	
COM-352	Interpersonal Communication	3
COM-227	Research Methods in Communication	3
COM-321	Persuasion	3
	or	
COM-370	Symbols and Imaging	3
COM-326	Conflict Communication	3
	or	
COM-366	Organizational Communication	3

Convergent Journalism - B.S.

The Convergent Journalism major is designed to provide students with broad interdisciplinary knowledge and practical skills for professional positions in media, news and information. Each student completes a sequence of courses intended to develop practical skills, focused on writing and technology, related to a potential career area. In addition, students select twelve credit hours in one of three concentrations based on their area of interest:

Broadcast: This concentration focuses journalistic preparation on television and radio broadcast outlets and professional techniques for news production and on-air performance.

Multi-Media: This concentration supplements news writing background and skills with experience in multiple media outlets. Through courses in media writing and production, students gain hands-on experience in online news, blogging, podcasts, television, and radio.

Print/Online: This concentration incorporates traditional principles of newspaper reporting and design with additional applications for online media forms.

The program provides all students with opportunities to gain practical experience appropriate to their interest through *The Sojourn*, WIWU-TV51, WIWU-FM, *Caesura*, and *Legacy*.

Requirements (46 credits)

Division Core (12 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3

COM-340	Communication Theory	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3

Choose one Communication Lab:

COM-116P	Communication Lab-Public Relations	1
COM-116R	Communication Lab-Radio	1
COM-116V	Communication Lab-Television	1
COM-116T	Communication Lab-Theatre	1

Major Requirements (22 credits)

COM-112	Introduction to Multimedia Storytelling	2
COM-200	Convergent Journalism Practicum	1
COM-211	Introduction to Mass Communication	3
COM-224	Introduction to Newswriting	3
COM-363	Media Law and Ethics	3
COM-373	Convergent Journalism	3
COM-483	Advanced Newswriting and Reporting	3
COM-445	Communication Internship	3

COM-200: Must be taken twice

Concentrations (Choose one) (12 credits)

Broadcast**Required (6 credits)**

COM-322	Broadcast Journalism	3
COM-422	Television News	3

Electives (6 credits)

Choose 6 units from:

COM-113	Introduction to TV Production	2
COM-114	Intro to Radio Broadcasting	2
COM-214	Radio Production	3
COM-250	Media Scriptwriting	3
COM-314	Studio Production	3
COM-364	Field Production	3
COM-365	Broadcast Performance	3

Multi-Media

Choose 12 units from:

COM-113	Introduction to TV Production	2
COM-114	Intro to Radio Broadcasting	2
COM-214	Radio Production	3
COM-223	Communication Graphics	3
COM-250	Media Scriptwriting	3
COM-280	Intercultural Communication	3
COM-314	Studio Production	3
COM-321	Persuasion	3
COM-322	Broadcast Journalism	3
COM-331	Public Relations Writing and Publicity	3
COM-332	Photojournalism	3
COM-336	Special Topics in Communication and Theatre	0 to 3
COM-364	Field Production	3

COM-365	Broadcast Performance	3
COM-422	Television News	3
WRI-282	Writing for Results	3
WRI-353	Magazine Writing	3
WRI-457	Writing for a Living	3

Print/Online**Required (6 credits)**

COM-223	Communication Graphics	3
COM-332	Photojournalism	3

Electives (6 credits)

Choose 6 units from:

COM-280	Intercultural Communication	3
COM-321	Persuasion	3
COM-331	Public Relations Writing and Publicity	3
COM-336	Special Topics in Communication and Theatre	0 to 3
WRI-282	Writing for Results	3
WRI-353	Magazine Writing	3
WRI-457	Writing for a Living	3

Convergent Journalism Minor**Requirements (19 credits)****Division Core (7 credits)**

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3

Minor Requirements (9 credits)

COM-112	Introduction to Multimedia Storytelling	2
COM-200	Convergent Journalism Practicum	1
COM-211	Introduction to Mass Communication	3
COM-224	Introduction to Newswriting	3

Electives - Choose 3 units from: (3 credits)

COM-223	Communication Graphics	3
COM-322	Broadcast Journalism	3
COM-332	Photojournalism	3
COM-363	Media Law and Ethics	3
COM-373	Convergent Journalism	3
COM-422	Television News	3
COM-483	Advanced Newswriting and Reporting	3

Media Communication - B.S.

The Media Communication major has the dual purpose of preparing students for career opportunities in the various areas of media (e.g., television, radio, online) and giving them the broad education necessary to achieve success in this rapidly changing industry. Among the diverse possibilities afforded by media work (online, television, film, radio, print, etc.) are content areas and skills all students should master, including history and structures, writing, and production.

Concentrations:

Production: This concentration recognizes the broader career prospects and leadership opportunities for the student working "behind-the-scenes" in media careers. Courses emphasize off-camera, non-performance aspects of media and theatrical production.

Performance: This concentration is for students wishing to appear on-mic or on-camera in the "talent" positions of media work. It offers specialized training, such as "broadcast performance," but also recognizes the commonalities in performance skills and thus allows coursework in public speaking and acting.

Film: This concentration allows the student to focus on the media skills and practices of the entertainment industry through the Los Angeles Film Studies Center of the Council for Christian Colleges and Universities. The student must be accepted into the competitive LAFSC program and complete the concentration in residence at the center.

Requirements (49 credits)

Division Core (12 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3

Choose one Communication Lab:

COM-116J	Communication Lab-Journalism	1
COM-116P	Communication Lab-Public Relations	1
COM-116T	Communication Lab-Theatre	1

Major Requirements (18 credits)

COM-112	Introduction to Multimedia Storytelling	2
COM-113	Introduction to TV Production	2
COM-114	Intro to Radio Broadcasting	2
COM-211	Introduction to Mass Communication	3
COM-250	Media Scriptwriting	3
COM-363	Media Law and Ethics	3
COM-445	Communication Internship	3

Writing Electives (Choose one) (3 credits)

COM-224	Introduction to Newswriting	3
COM-251	Principles of Script Analysis	3
COM-331	Public Relations Writing and Publicity	3

Division Electives (Choose two) (6 credits)

COM-227	Research Methods in Communication	3
COM-233	Principles of Public Relations	3
COM-280	Intercultural Communication	3
COM-362	Scriptwriting	3
COM-366	Organizational Communication	3
COM-370	Symbols and Imaging	3
COM-321	Persuasion	3
COM-464	Media Management	3

Concentrations (Choose one) (9 credits)

Production

Choose 9 units from:

COM-214	Radio Production	3
COM-220	Radio Practicum	1
COM-223	Communication Graphics	3

COM-240	Television Practicum	1 to 2
COM-272	Stagecraft	3
COM-314	Studio Production	3
COM-322	Broadcast Journalism	3
COM-364	Field Production	3
COM-422	Television News	3

COM-220 must be taken twice for credit

Performance

Choose 9 units from:

COM-214	Radio Production	3
COM-220	Radio Practicum	1
COM-226	Voice and Movement	3
COM-240	Television Practicum	1 to 2
COM-252	Beginning Acting	3
COM-322	Broadcast Journalism	3
COM-365	Broadcast Performance	3
COM-422	Television News	3

COM-220 must be taken twice for credit

Film* - 10 credits**

Required

LAFSC	Hollywood Production Workshop	4
LAFSC	Faith and Artistic Dev. in Film	3
LAFSC	Internship: Inside Hollywood**	6

Electives*** (Choose one)

LAFSC	Narrative Storytelling	3
LAFSC	Professional Screenwriting	3
LAFSC	Professional Acting for Cam	3
LAFSC	Independent Film Study	3

*Film concentration requires acceptance to Los Angeles Film Studies Center (LAFSC).

**Film studies concentration students complete LAFSC Internship (6) instead of COM-445 (reduces net -3)

***LAFSC elective will count for one division elective and reduce total hours required for major (reduces net - 3)

Media Communication Minor

Requirements (20 credits)

Division Core (7 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3

Minor Requirements (10 credits)

Choose 2 (4 credits)

COM-112	Introduction to Multimedia Storytelling	2
COM-113	Introduction to TV Production	2
COM-114	Intro to Radio Broadcasting	2

Required (6 credits)

COM-211	Introduction to Mass Communication	3
COM-250	Media Scriptwriting	3

Electives (Choose one) (3 credits)

COM-214	Radio Production	3
COM-223	Communication Graphics	3
COM-314	Studio Production	3
COM-322	Broadcast Journalism	3
COM-365	Broadcast Performance	3
COM-373	Convergent Journalism	3
COM-422	Television News	3
COM-464	Media Management	3

Strategic Communication - B.S.

The Strategic Communication major addresses the broad principles of communication that apply to organizational leadership and public relations engagement. It can prepare graduates for careers in public relations firms, advertising agencies, health care organizations, educational institutions, social service organizations, retail and manufacturing, financial institutions, government agencies, lobbying, and sports and entertainment industries. Grounded in the strengths of the division's core classes, the strategic communication curriculum develops students' practical skills and perspectives through coursework in theory, technique, and application of skills in partnership with nonprofit and on-campus organizations, and local media outlets.

Concentrations:

Public Relations – This concentration prepares students in the professional practices of the public relations industry. Students gain expertise in strategic planning, writing, promotion and publicity, graphic design, and media tools and techniques.

Organizational Communication – This concentration creates opportunities to evaluate and prioritize communication with internal and external constituencies of an organization. It applies traditional interpersonal and group communication skills in an organizational, structural context.

Requirements (46 credits)

Division Core (12 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3

Choose one Communication Lab:

COM-116J	Communication Lab-Journalism	1
COM-116R	Communication Lab-Radio	1
COM-116V	Communication Lab-Television	1
COM-116T	Communication Lab-Theatre	1

Strategic Communication Core Requirements (19 credits)

COM-233	Principles of Public Relations	3
COM-227	Research Methods in Communication	3
COM-366	Organizational Communication	3
COM-370	Symbols and Imaging	3
COM-321	Persuasion	3
COM-300	Communication Research Practicum	1 to 2
	or	
COM-201	Public Relations Practicum	1
COM-445	Communication Internship	3

Concentrations (Choose one)

Public Relations Concentration (15 credits)

COM-112	Introduction to Multimedia Storytelling	2
COM-201	Public Relations Practicum	1

COM-223	Communication Graphics	3
COM-224	Introduction to Newswriting	3
COM-331	Public Relations Writing and Publicity	3
COM-431	Public Relations Campaigns and Cases	3

Organizational Communication Concentration (15 credits)

LDR-200	Foundations of Leadership	3
COM-209	Small Group Communication	3
COM-280	Intercultural Communication	3
MNG-210	Management Principles	3
COM-326	Conflict Communication	3

Strategic Communication Minor

Requirements (20 credits)

Division Core (7 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3

Minor Requirements (13 credits)

COM-201	Public Relations Practicum	1
COM-326	Conflict Communication	3
	or	
COM-321	Persuasion	3
COM-233	Principles of Public Relations	3
COM-331	Public Relations Writing and Publicity	3
COM-366	Organizational Communication	3

Theatre - B.S.

The Theatre major is designed for students eager to become better theatrical performers, producers and technicians who glorify God by delivering modern parables. Building on the theoretical strengths of the division's core classes, the Theatre major further develops students with practical skills and perspectives through their coursework in writing, performance and creative production, as well as a full university production schedule of plays and musicals.

Requirements (53-55 credits)

Division Core (12 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3
COM-340	Communication Theory	3
	or	
COM-370	Symbols and Imaging	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3

Choose one Communication Lab:

COM-116J	Communication Lab-Journalism	1
COM-116P	Communication Lab-Public Relations	1
COM-116R	Communication Lab-Radio	1
COM-116V	Communication Lab-Television	1

Major Requirements (31-33 credits)

COM-251	Principles of Script Analysis	3
COM-252	Beginning Acting	3
COM-272	Stagecraft	3
COM-315	Principles of Stage Directing	3
COM-317	Theatre History and Dramatic Literature I	3
COM-318	Theatre History and Dramatic Literature II	3
COM-367	Stage Design for Theatre II	3
COM-368	Theatre Management	3
COM-301	Theatre Practicum	1 to 3
ENG-360	Modern Drama	3
	or	
ENG-361	Shakespeare	3
COM-445	Communication Internship	3

Concentrations (Choose one) (9 credits)

Performance**Required (6 credits)**

COM-226	Voice and Movement	3
COM-355	Advanced Acting	3

Electives (3 credits)

Choose one:

MUS-100	Applied Study - Non-Majors	1
MUS-114	Class Voice	1
COM-310	Stage Design for Theatre I	3
COM-362	Scriptwriting	3
COM-365	Broadcast Performance	3

*MUS 100 - Complete 3 semesters

**MUS 114 - Complete 3 credits

Technical**Required (6 credits)**

COM-310	Stage Design for Theatre I	3
ART-121	Drawing I	3
	or	
ART-224	Design I: Two-Dimensional Design	3

Electives (3 credits)

Choose one:

COM-214	Radio Production	3
COM-226	Voice and Movement	3
COM-355	Advanced Acting	3
COM-362	Scriptwriting	3

Theatre Minor

Requirements (20 credits)

Division Core (7 credits)

COM-105	Communication in Context	1
COM-329	Media and Society	3

COM-370	Symbols and Imaging	3
	or	
COM-340	Communication Theory	3
Minor Requirements (7 credits)		
COM-301	Theatre Practicum	1 to 3
COM-252	Beginning Acting	3
COM-272	Stagecraft	3
Electives (6 credits)		
Choose two		
COM-226	Voice and Movement	3
COM-251	Principles of Script Analysis	3
COM-310	Stage Design for Theatre I	3
COM-336	Special Topics in Communication and Theatre	0 to 3
COM-355	Advanced Acting	3
COM-367	Stage Design for Theatre II	3
COM-368	Theatre Management	3
COM-317	Theatre History and Dramatic Literature I	3
COM-318	Theatre History and Dramatic Literature II	3

Shakespeare in Performance Minor

Requirements (19 hours)

Required Courses

COM-355	Advanced Acting	3
ENG-361	Shakespeare	3
HST-312	Medieval Civilization	3
	or	
HST-341	History of England to 1688	3
COM-367	Stage Design for Theatre II	3
COM-379	Shakespeare in Performance	1 to 2
COM-301	Theatre Practicum	1 to 3

COM-379: Requires course fee at American Shakespeare Center Academia

COM-301: Two consecutive classes taken in May term for 3 credits each

Modern Language and Literature Division

The Division of Modern Language and Literature is devoted to the incarnation of God's truth through language, literature, and culture. Our desire is to cultivate the study of language in all its varied forms as active participants in the reconciliation of all creation to God.

The faculty members in the division are committed to developing Christian scholars who explore all facets of the spoken and written word – strong leaders faithful to their calling to use language responsibly, creatively, effectively and joyfully, to the glory of God.

The division offers seven majors: English (p. 114), English Education (p. 115), Spanish (p. 115), Spanish Education (p. 117), TESOL (p. 118) (Teaching English to Speakers of Other Languages), TESOL Education (p. 120) and Writing (p. 120). The division also offers five minors: English (p. 115), Writing (p. 121), TESOL (p. 119), Spanish, and World Languages (p. 117) (Spanish, French, and Mandarin Chinese). Students prepare both theoretically and practically for a personal and professional life that recognizes language and literature as among God's great gifts.

The Division of Modern Language and Literature offers general education classes for all students in reading, writing, literature, language study, Spanish, French, and Mandarin Chinese. It operates both a language lab and a writing center, featuring appropriate technology and tutoring. It sponsors trips abroad open to all students, oversees the student publication *Caesura*, and arranges for speakers and performers in the areas of language and literary arts. It promotes the love of language arts and the deliberate study and use of careful, powerful language in the IWU community and in God's world.

English - A.B.

The major in English is designed to provide students with a broad, liberal arts background, an in-depth study of literature and language, a developing understanding of the human condition, and proficiency in effective communication, both written and oral. The major leads to a wide variety of professional opportunities, whether the graduate looks toward higher education, business, industry, government, law, medicine, social service or editing. It is an excellent basis for graduate studies not only in English but also in other areas, particularly when combined with a second major such as Philosophy, History or Religion. The education major in English is further designed to add training and specific professional experience to the liberal arts major (see education section (p. 185) of the catalog).

Requirements (39-52 credits)

Major Requirements - Core Courses (12 credits - all required)

ENG-220	Approaches to Literary Analysis	3
WRI-234	Advanced Writing	3
ENG-315	Literary Theory and Criticism	3
ENG-481	English Capstone	3

NOTE: ENG/WRI double majors will choose either ENG-481 or WRI-481.

Linguistics (3 credits)

ENG-352	History of English Language	3
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Literature in Context Courses (9 credits - choose 3 of 4)

ENG-301	British Literature I - Medieval to 1800	3
ENG-302	British Literature II - 1800 to Present	3
ENG-306	American Literature I - Pre-Columbian to 1865	3
ENG-307	American Literature II - 1865 to Present	3

Literature Seminars (3 Credits)

ENG-490	Literature in Cultural Diversity	3
	or	
ENG-495	Literature in Gender Diversity	3

Seminar Electives in English (6 Credits at the 310-400 level)

English, Writing, Education, TESOL electives (6-7 credits at 165 level or higher, with exception of ENG-180)

Foreign Language Intermediate Competency (0-12 credits)

Intermediate competency in modern or ancient foreign language

Foreign Language Requirement

All majors will achieve intermediate competency in an ancient or modern foreign language in one of the following ways: 1) completing, with a grade of "C" or above, eight high school semesters of a single foreign language, 2) earning a passing grade at the Intermediate II university level, or 3) passing an intermediate-level competency exam approved by the coordinator of the foreign language department (usually a CLEP test). The requirement may be waived if English is not the student's first language. Foreign language is not required for the minor in English.

English Minor

Requirements (24 credits)

Required Courses (24 credits)

ENG-220	Approaches to Literary Analysis	3
	Electives in ENG or WRI (above 120 except ENG-180), at least 9 hours in upper-level courses.	21

English Education Major

See the education section of the catalog for a list of specific requirements for the English Education (p. 185) major.

English Courses (39-52 credits)

Major Requirements - Core Courses (12 credits - all required)

ENG-220	Approaches to Literary Analysis	3
WRI-234	Advanced Writing	3
WRI-390	Teaching Writing: Composition Theory, Pedagogy, and Practice	3
ENG-481	English Capstone	3

NOTE: ENG/WRI double majors will choose either ENG-481 or WRI-481.

Young Adult Literature (3 credits)

EDU-265	Young Adult Literature	3
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Literature in Context Courses (9 Credits - choose 3 of 4)

ENG-301	British Literature I - Medieval to 1800	3
ENG-302	British Literature II - 1800 to Present	3
ENG-306	American Literature I - Pre-Columbian to 1865	3
ENG-307	American Literature II - 1865 to Present	3

Literature Seminars (9 credits)

ENG-490	Literature in Cultural Diversity	3
	or	
ENG-495	Literature in Gender Diversity	3
	Seminar Electives in English (6 credits at the 310-400 level)	6

Linguistics (6 credits)

ENG-241	Studies in English Grammar	3
ENG-352	History of English Language	3

Foreign Language (0-12 credits)

Intermediate Competency in modern or ancient foreign language

See the education section of the catalog for a list of specific requirements for the English Education major (p. 185).

Spanish - A.B.

The Spanish major is designed to help students develop proficiency in the communication, cultures, connections and communities important to the language. Because of the large Spanish-speaking population in the United States, opportunities for multilingual professionals are increasing. The IWU Spanish major equips students to be world changers through the power

of the Spanish language. The education major in Spanish is further designed to add training and specific professional experience to the liberal arts major (see education section (p. 194) of the catalog).

Requirements (41-47 credits)

Language (6-12 credits)

Prerequisite: SPA-117 and SPA-118 or beginning-level competency by examination.

SPA-237	Intermediate Spanish I	3
SPA-238	Intermediate Spanish II	3
SPA-347	Spanish Composition and Conversation I	3
SPA-349	Spanish Conversation and Composition II	3

Students are required to pass SPA-349 with a minimum grade of "C" before advancing to other 300 or 400 level upper-division classes.

Advisors may, however, grant some students permission to take another upper-division class at the same time that they are taking SPA-349.

Students may not elect to take SPA-237 or SPA-238 after successfully completing upper-level courses except by permission of the division.

History and Culture (6 credits)

SPA-348	Latin American Studies	3
SPA-354	Latin American History	3
SPA-365	Special Topics in Spanish Culture	3 to 9
SPA-371	Hispanic Culture in the U.S.	3
SPA-372	Culture and Civilization of Spain	3

Literature (6 credits)

SPA-457	Survey of Spanish Literature	3
SPA-458	Survey of Spanish American Literature	3
SPA-461	Contemporary Spanish Literature	3
SPA-462	Spanish Short Stories	3
SPA-465	Special Topics in Spanish Literature	3 to 9

Foreign Study Experience (3 credits)

SPA-370	Hispanic Culture and Language Studies and/or	3
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Students may transfer a 300 or 400 level course taken abroad that focuses on the history, culture or literature of a Spanish-speaking country or the theory or practical use of the Spanish language. Must be taught in Spanish and must be from an approved, accredited program.

Senior Seminar (1 credit)

SPA-470	Spanish Capstone	1
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Spanish Electives (9 credits)

SPA-357	Spanish Linguistics and Phonology	3
SPA-420	Advanced Spanish Grammar	3
	Any 300/400 SPA course not taken to meet another requirement	3

Cognate (10 credits)

Choose from one of the following fields:

- Second Foreign Language
- History
- Religion

Intercultural Studies
or
another field approved by the division

Spanish Minor

Requirements (24 credits)

Language (6-12 credits)

Prerequisite: SPA-117 and SPA-118 or beginning-level competency by examination.

SPA-237	Intermediate Spanish I	3
SPA-238	Intermediate Spanish II	3
SPA-347	Spanish Composition and Conversation I	3
SPA-349	Spanish Conversation and Composition II	3

Students are required to pass SPA-349 with a minimum grade of "C" before advancing to other 300 or 400 level upper-division classes.

Advisors may, however, grant some students permission to take another upper-division class at the same time that they are taking SPA-349.

Students may not elect to take SPA-237 or SPA-238 after successfully completing upper-level courses except by permission of the division.

Electives in Spanish (12-18 credits)

SPA-348	Latin American Studies	3
SPA-354	Latin American History	3
SPA-357	Spanish Linguistics and Phonology	3
SPA-365	Special Topics in Spanish Culture	3 to 9
SPA-370	Hispanic Culture and Language Studies	3
SPA-371	Hispanic Culture in the U.S.	3
SPA-372	Culture and Civilization of Spain	3
SPA-420	Advanced Spanish Grammar	3
SPA-457	Survey of Spanish Literature	3
SPA-458	Survey of Spanish American Literature	3
SPA-461	Contemporary Spanish Literature	3
SPA-462	Spanish Short Stories	3
SPA-465	Special Topics in Spanish Literature	3 to 9
SPA-475	Independent Learning-Spanish	1 to 3

Spanish Education Major

See the education section of the catalog for a list of specific requirements for the Spanish Education (p. 194) major.

World Languages Minor

Requirements (18-24 credits)

Linguistics (3 credits)

ENG-170	Introduction to Linguistics	3
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Language of Emphasis (9-15 credits)

0-6 credits must be at the 200 level*	0-6
9 credits must be at the 300-400 level	9

* Students can waive all or part of the 6-credit requirement by one of the following means:

1. Demonstrating intermediate-level proficiency on the MLL-designated placement exam for the language of emphasis.
2. Gaining approval of the language instructor designated by the division chair to assess proficiency in the language of emphasis.
3. Gaining exam (e.g., AP exam or CLEP exam) or transfer credit at the intermediate level.

** Students cannot take language courses at a level lower than the one they placed into by placement exam or than the one(s) they received credit for from AP, CLEP, or transfer.

Electives - Any Combination of Courses from the Following (6 credits):

Additional courses in the language of emphasis (including 100 level**)

Courses in a different foreign language (at any level)

The following courses:

INT-220	Intercultural Relationships	3
ICD-240	Urban Anthropology	3
INT-315	Cross-Cultural Communication of Faith	3
INT-402	Contemporary Global Issues	3
NUR-400	Transcultural Nursing	2
NUR-400L	Transcultural Nursing-Practicum	1

TESOL - A.B.

TESOL – Teaching English to Speakers of Other Languages

The TESOL major provides specialized instruction in the theory and skills of teaching second language acquisition, equipping students to change the world in a tangible way. The TESOL curriculum includes a rigorous core that covers language/linguistics, language acquisition, TESL/TEFL theory, assessment practices, and cultural awareness and experience. Graduates with a TESOL major should be prepared to teach English to adult speakers of other languages around the world. The education major in TESOL is further designed to add training and specific experience in elementary and secondary schools (see TESOL Education (p. 196) of the catalog).

Requirements (42-54 credits)

Intercultural (3 credits)

INT-220	Intercultural Relationships	3
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English/TESOL (21 credits)

ENG-170	Introduction to Linguistics	3
ENG-241	Studies in English Grammar	3
TSL-203	TESOL Theoretical Foundations	3
TSL-305	Second Language Acquisition	3
TSL-350	TESOL Assessment and Testing	3
TSL-450	English Grammar Pedagogy	2
TSL-471	Research Seminar	2
TSL-481	TESOL Capstone	1

TESOL Methods and Practicum (6 credits)

EDU-382TE	Methods of Teaching Sr High/Jr High/ Middle School Teaching English to Speakers of Other Languages	3 to 4
TSL-385	Practicum in TESOL	3

Foreign Language (0-12 credits)

	Foreign language	0-12
	or	

demonstration of intermediate-level competency

Electives (12 credits)

(Choose at least one course from three of the following areas below.)

Language Studies

ENG-352	History of English Language	3
TSL-368	Special Topics in TESOL	3
WRI-165	English Language and Composition	3
WRI-210	Theories and Methods of Writing Consultancy	0 to 1
	Any foreign language course (in addition to competency requirement)	3-6

Other Courses

TSL-260	TESOL Internship	1 to 3
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Global Studies

INT-315	Cross-Cultural Communication of Faith	3
INT-350	Transformational Development Principles	3
INT-302	Contemporary Global Issues	3
ICD-240	Urban Anthropology	3
PHL-248	Religions of the World	3
SOC-225	Cultural Anthropology	3

Communication

COM-112	Introduction to Multimedia Storytelling	2
COM-226	Voice and Movement	3
COM-280	Intercultural Communication	3
COM-326	Conflict Communication	3
COM-362	Scriptwriting	3
COM-370	Symbols and Imaging	3
COM-352	Interpersonal Communication	3

TESOL Minor

Requirements (24-36 credits)

Intercultural (3 credits)

INT-220	Intercultural Relationships	3
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English/TESOL (15 credits)

ENG-170	Introduction to Linguistics	3
ENG-241	Studies in English Grammar	3
TSL-203	TESOL Theoretical Foundations	3
TSL-305	Second Language Acquisition	3
TSL-350	TESOL Assessment and Testing	3

TESOL Methods and Practicum (6 credits)

EDU-382TE	Methods of Teaching Sr High/Jr High/ Middle School Teaching English to Speakers of Other Languages	3 to 4
TSL-385	Practicum in TESOL	3

Foreign Language (0-12 credits)

Foreign language	0-12
or	
demonstration of intermediate-level competency	

TESOL Education Major

See the education section of the catalog for a list of specific requirements for this elementary/secondary TESOL Education (p. 196) major.

Writing - A.B.

The liberal arts major in Writing is designed to prepare students to become outstanding communicators with a high level of proficiency in the use of the written word. The major stresses both the artistic joy of composition and the practical application of writing skills to communication challenges in everyday life. Graduates may elect to pursue careers as writers, editors or communications consultants, or may wish to apply their expertise in education, business or the ministry. With its strong liberal arts emphasis, a Writing major is recommended as an excellent professional degree program. Majors graduate with a range of writing experience in various genres, with exposure to modern composition theory, and with training in the practical application of rhetoric to life. While the program requires a comprehensive study and practice of writing, it also encourages the student to discover his or her best voice and style.

Foreign Language Requirement

All majors will achieve intermediate competency in an ancient or modern foreign language in one of the following ways: 1) completing, with a grade of "C" or above, eight high school semesters of a single foreign language, 2) earning a passing grade at the Intermediate II university level, or 3) passing an intermediate-level competency exam approved by the coordinator of the foreign language department (usually a CLEP test). The requirement may be waived if English is not the student's first language. Foreign language is not required for the minor in Writing.

Requirements (42 credits)

Required Courses (12 credits)

WRI-230	Sentence Strategies	3
WRI-234	Advanced Writing	3
WRI-235	Creative Writing	3
WRI-481	Writing Capstone	3
	or	
ENG-481	English Capstone	3

ENG-481: ENG/WRI double majors only

Literature Electives (except ENG-180) (12 credits)**Electives in WRI-200 (or above) or the following COM courses: (18 credits)**

COM-223	Communication Graphics	3
COM-224	Introduction to Newswriting	3
COM-331	Public Relations Writing and Publicity	3
COM-362	Scriptwriting	3
COM-483	Advanced Newswriting and Reporting	3
COM	COM course by divisional permission	3

Writing 2nd Major (Taken only as a second major) (30 credits)

WRI-230	Sentence Strategies	3
WRI-234	Advanced Writing	3
WRI-235	Creative Writing	3

WRI-481	Writing Capstone	3
	or	
ENG-481	English Capstone	3
ENG-481: ENG/WRI double majors only		
Literature Electives (except ENG-180) (9 credits)		
	Writing Elective (at 300 or higher)	3
Electives in WRI-200 (or above) or the following COM courses: (6 credits)		
COM-223	Communication Graphics	3
COM-224	Introduction to Newswriting	3
COM-331	Public Relations Writing and Publicity	3
COM-362	Scriptwriting	3
COM-483	Advanced Newswriting and Reporting	3
COM	COM course by divisional permission	3

Writing Minor

Requirements (24 credits)

Required Courses (24 credits)

Writing courses 200 or above
or
COM courses listed in the Writing
A.B. major

Writing Center

The Ink Well, the university writing center, seeks to assist the student body with every stage of the writing process through consultations with trained student writing consultants. It provides employment and experience in peer consultancy to many students both within and outside of our division.

The Ink Well supports IWU's mission to develop students in scholarship by providing them with tools to enhance academic excellence and by equipping them to be successful in their vocations.

Language Lab

The Language Link, the university language lab, offers Rosetta Stone online tutorial services in both Spanish and French. Along with this service, students can request tutoring help from a student tutor in Spanish, French, and Mandarin Chinese.

Latin American and Iberian Studies Interdisciplinary Minor

The Division of Modern Language and Literature, the School of Theology and Ministry, and the Division of Social Sciences have created an interdisciplinary minor in Latin American and Iberian Studies (p. 161).

Music Division

Purpose

The Division of Music is committed to preparing men and women to be the best possible musicians who recognize that all gifts and talents are from God, to be cultivated to their highest potential for humble service to God and others. Since 1994, Indiana Wesleyan University Division of Music has been an accredited member of the National Association of Schools of Music (NASM) <http://nasm.arts-accredit.org> or 703-467-0700. Music scholarships are available for Music majors by audition. Contact the division for applications.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Admission to the Music Major

Permission to declare a music major at IWU is neither automatic nor assumed merely because a student wants to study music. Students must demonstrate a degree of aptitude and preparedness, both academically and musically. Those conditions can be met by the following means:

1. Academic readiness can be demonstrated by completing a placement exam in music theory. If students are not prepared for the exam, equivalency can be met by taking MUS-160, Introduction to Music Theory, and earning a grade of “C” or above.
2. Performance readiness can be proven by an audition before selected music faculty or by submitting an audio or video recording of pieces showing appropriate levels of accomplishment.
3. Audition for the music faculty. Two pieces in contrasting styles must be performed in the student's applied area. One additional piece may be performed in a second applied area. No taped accompaniments; an accompanist will be provided if needed.
4. All students are required to submit three letters of reference from former music teachers, from music directors, or from other musicians who can verify the student's readiness to study music at the collegiate level.

This policy applies to both transfer students and entering freshmen. Students living a considerable distance from Marion may be accepted as provisional majors pending an audition/interview following arrival on campus.

If an applicant fails in any of the above requirements but still wishes to be admitted as a major, the status of provisional music major will be granted. The student will be expected to re-audition and successfully complete MUS-160 at the end of the first semester of study. Upon satisfactory completion, the applicant will be classified as a music major.

Admission to Upper-divisional Studies

Admission to upper-level studies is granted by the music faculty through the Upper-divisional Hearing. This consists of a performance and written examination in which the candidate's applied and academic progress is evaluated, and the candidate is questioned regarding content of courses completed and progress toward career goals. An overall grade-point average of 2.75 is required for admission to upper-divisional studies and no grade below a “C” in any music class.

Other Requirements for All Music Majors

- MUS-200 Recital Attendance (seven semesters)
- Class Piano Requirements
- Large Ensemble Participation (participation in major ensemble each semester)
- Upper Divisional Hearing
- Young Performer Series Recital

Applied Music - A.B.

The major in Music with an emphasis in Applied prepares the student for graduate study or private studio teaching. It may be effectively combined with other majors such as Christian Ministries, Christian Worship, or Christian Education. Emphasis may be choral (C), instrumental (I), or general (G).

Requirements (50-58 credits)

Required Core Courses (40-44 credits)

MUS-101-401	Applied Music	7
MUS-160	Introduction to Music Theory (Prerequisite for Music Theory I)	(0-2)
MUS-162	Music Theory I	3
MUS-261	Music Theory II	3
MUS-264	Music Theory III	3
MUS-164	Ear Training I	2
MUS-263	Ear Training II	2
MUS-266	Ear Training III	1

MUS-265	Form and Analysis	2
MUS-285	Beginning Conducting	2
MUS-371	Music History and Literature I	3
MUS-372	Music History and Literature II	3
MUS-442	Senior Recital - Music Majors	2
MUS-490	Senior Seminar	2
	Ancient or Modern Language	3

Additional Required Core Course for Vocal Emphasis only

MUS-125	Diction for Singers 1	2
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Additional Required Core Course for Keyboard Emphasis only

MUS-248	Keyboard Literature	2
MUS-119	Keyboard Skills	2

Additional Required Core Course for Instrumental Emphasis Only

MUS-375	Symphonic Literature	2
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Electives selected from the following (8 credits):**Instrumental Emphasis (8 Credits)**

MUS-100	Applied Study - Non-Majors	1
MUS-114	Class Voice	1
MUS-186	Chamber Music	0 to 1
MUS-248	Keyboard Literature	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-286	Advanced Conducting	2
MUS-290	Jazz Improvisation	1
MUS-300	Arranging	1
MUS-366	Song Literature	2

MUS-100 may be repeated up to two credits.

Vocal Emphasis (8 Credits)

MUS-100	Applied Study - Non-Majors	1
MUS-167	Opera Workshop	0 to 3
MUS-225	Diction for Singers II	2
MUS-248	Keyboard Literature	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-280	Choral Techniques	2
MUS-286	Advanced Conducting	2
MUS-365	Vocal Pedagogy	2
MUS-366	Song Literature	2
MUS-375	Symphonic Literature	2

MUS-100 may be repeated up to two credits.

Piano Emphasis (8 Credits)

MUS-100	Applied Study - Non-Majors	1
MUS-186	Chamber Music	0 to 1
MUS-245	Piano Pedagogy I	2
MUS-246	Piano Pedagogy II	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-286	Advanced Conducting	2
MUS-290	Jazz Improvisation	1
MUS-375	Symphonic Literature	2

MUS-100 and MUS-186 may be repeated up to two credits.

General emphasis applied music majors must add the following:

	Four semesters of secondary applied	4
	Large ensemble in secondary area	2
MUS-280	Choral Techniques	2
	Instrumental Techniques	2

Piano Proficiency (2-8 credits)

Competency through Level III
(instrumental)
or
Level IV (vocal)

Applied Music

Applied music (private study) is offered in voice, piano, organ, and all brass, woodwind, percussion, and string (including guitar) instruments. All applied study requires a private lesson fee.

Songwriting - A.B.**Requirements****Electives Chosen From**

MUS-265	Form and Analysis	2
MUS-285	Beginning Conducting	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-300	Arranging	1
WOR-325	Centuries of Song	3
	Piano/Guitar Proficiency	2-8

Studies in Music

MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
WRI-235	Creative Writing	3
ENG-242	Literature and Ideas	3
	or	
LIT-242	Literature and Ideas	3
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-134	Songwriting 1	3
MUS-234	Songwriting 2	3
MUS-102S	Songwriting Lab 1	2
MUS-202S	Songwriting Lab 2	2
MUS-302S	Songwriting Lab 3	2
MUS-402S	Songwriting Lab 4	2
WOR-230	Theology of Lyric	2
WRI-358	Poetry	3
ENG-374	American Poetry	3
MUS-371	Music History and Literature I	3
	or	
MUS-372	Music History and Literature II	3
MUS-490	Senior Seminar	2
MUS-200	Recital Attendance	

Church Music Minor

The minor provides preparation for work in the music program of a local church. It may be combined with a variety of majors.

Requirements (21-23 credits)

Required Courses (19 credits)

MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-254	Music Ministry Leadership and Administration	3
MUS-285	Beginning Conducting	2
MUS-354	Music Ministry Philosophy and Practice	3
MUS-111-211	Applied Study (3 semesters)	3
MUS-200	Recital Attendance (4 semesters)	
MUS-300	Arranging	1
	Large Ensemble Participation (2 semesters)	
MUS-175	Chapel Ensemble (2 semesters)	
MUS 111-211:	3 semesters	
MUS-200:	4 semesters	
Large Ensemble Participation:	2 semesters	
MUS-175:	2 semesters	

Piano Proficiency (2-4 credits)

Competency through Level II

Music Composition - B. Mus.

This program will prepare the student in the liberal arts tradition for graduate school, further study in composition, or as a private teacher of music theory and composition.

Requirements (83 credits)

Required Core Courses (46 credits)

MUS-102P	Applied Study Perfor-Level 1	4
MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-180	Humanities Fine Arts	3
MUS-202P	Applied Study Perfor- Level 2	4
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-264	Music Theory III	3
MUS-266	Ear Training III	1
MUS-265	Form and Analysis	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-302P	Applied Study Perfor Level 3	4
MUS-371	Music History and Literature I	3
MUS-372	Music History and Literature II	3
MUS-402P	Applied Study Perfor-Level 4	2
MUS-442	Senior Recital - Music Majors	2
MUS-490	Senior Seminar	2
MUS-342P	Junior Recital	2

Supportive Courses in Music (37 credits)**Required Courses (16 credits)**

MUS-105	Class Piano Level I	2
MUS-165	Class Piano II	2
MUS-205	Class Piano Level III	2
MUS-305	Class Piano Level IV	2
MUS-119	Keyboard Skills	2
MUS-268	Counterpoint	2
MUS-285	Beginning Conducting	2
MUS-318	Orchestration	2

Ensembles – Choose seven from the following (7 credits):**Major Ensembles:**

MUS-182	Piano Ensemble	0 to 1
MUS-192	University Chorale	0 to 1
MUS-193	University Singers	0 to 1
MUS-194	Chamber Singers	0 to 1
MUS-196	Wind Ensemble	0 to 1
MUS-198	Orchestra	0 to 1

Minor Ensembles:

MUS-173	Handbell Ensemble	0 to 1
MUS-174	Women's Chorus	0 to 1
MUS-175	Chapel Ensemble	0 to 1
MUS-177	Clarinet Quartet	0 to 1
MUS-178	Saxophone Quartet	0 to 1
MUS-179	Woodwind Quintet	0 to 1
MUS-181	Guitar Ensemble	0 to 1
MUS-183	IWU Jazz Combo	0 to 1
MUS-184	World Music Ensemble	0 to 1
MUS-185	Flute Ensemble	0 to 1
MUS-186	Chamber Music	0 to 1
MUS-189	Honors Brass Quintet	0 to 1
MUS-195	Percussion Ensemble	0 to 1
MUS-197	Jazz Ensemble	0 to 1

Secondary Instrument (4 credits)

MUS-111	Applied Study - (music Minors)	1
MUS-112	Applied Study - (music Minors)	1
MUS-211	Applied Study - (music Minors)	1
MUS-212	Applied Study - (music Minors)	1

Music Elective hours selected from the following (9 credits):

MUS-280	Choral Techniques	2
MUS-281	Woodwind Techniques	2
MUS-282	String Techniques	2
MUS-283	Percussion Techniques	2
MUS-284	Brass Techniques	2
MUS-286	Advanced Conducting	2
MUS-300	Arranging	1

Worship Arts and Music Ministry - A.B.**Requirements (32 credits)****Music Theory and Practice (20 credits)**

MUS-101-201	Major Applied Studies	4
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MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-285	Beginning Conducting	2
MUS-305	Class Piano Level IV	2

Church Music (12 credits)

MUS-254	Music Ministry Leadership and Administration	3
MUS-354	Music Ministry Philosophy and Practice	3
MUS-450	Church Music Practicum	2
MUS-175	Chapel Ensemble	0 to 1
WOR-325	Centuries of Song	3
Subtotal: 63		

Double Major (30 credits)

Worship Arts majors are required to double major in Music Ministry.

Worship Arts Requirements (30 credits)**Ministry Core**

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
BIL-333	Biblical Foundations of Worship	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

WOR-235	Worship and	2
WOR-235P	Worship Practicum	1
WOR-238	Ethnodoxology in Christian Ministry	0 to 1
WOR-322	Worship Throughout the Christian Year	3
WOR-325	Centuries of Song	3
WOR-333	History and Philosophy of Worship	3
WOR-436	Church Rituals	1
WOR-438	Discipling Worship	2

Performance - B. Mus.

This program will prepare the student in the liberal arts tradition for graduate school, for further study in performance, or as a private teacher.

Requirements (79-85 credits)**Major Area (43 credits)****Applied Music Courses (required in primary instrument or voice) (18 credits)**

MUS-102P	Applied Study Performer-Level 1	4
MUS-202P	Applied Study Performer-Level 2	4
MUS-302P	Applied Study Performer Level 3	2
MUS-342P	Junior Recital	2

MUS-402P	Applied Study Perfor-Level 4	2
MUS-442	Senior Recital - Music Majors	2
MUS-490	Senior Seminar	2

Foreign Language (3 credits)

FRE-117	Beginning French I	3
FRE-118	Beginning French II	3
FRE-237	Intermediate French I	3
FRE-238	Intermediate French II	3
SPA-117	Beginning Spanish I	3
SPA-118	Beginning Spanish II	3
SPA-199T	College Spanish I	3
SPA-237	Intermediate Spanish I	3
SPA-238	Intermediate Spanish II	3

Pedagogy Courses (6 credits)**For Piano Majors:**

MUS-186	Chamber Music	0 to 1
MUS-245	Piano Pedagogy I	2
MUS-246	Piano Pedagogy II	2

For Voice Majors:

MUS-125	Diction for Singers I	2
MUS-225	Diction for Singers II	2
MUS-365	Vocal Pedagogy	2

For Instrumental Majors:

MUS-286	Advanced Conducting	2
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Small Ensembles (4 credits):

MUS-176	Tuba/Euphonium Quartet	0 to 1
MUS-177	Clarinet Quartet	0 to 1
MUS-178	Saxophone Quartet	0 to 1
MUS-179	Woodwind Quintet	0 to 1
MUS-181	Guitar Ensemble	0 to 1
MUS-185	Flute Ensemble	0 to 1
MUS-186	Chamber Music	0 to 1
MUS-187	Trombone Ensemble	0 to 1
MUS-189	Honors Brass Quintet	0 to 1
MUS-195	Percussion Ensemble	0 to 1

Ensemble Courses (participation required for 7 semesters in residence) (10 credits)**Major Ensembles:**

MUS-182	Piano Ensemble	0 to 1
MUS-192	University Chorale	0 to 1
MUS-193	University Singers	0 to 1
MUS-194	Chamber Singers	0 to 1
MUS-196	Wind Ensemble	0 to 1
MUS-198	Orchestra	0 to 1

Minor Ensembles: (minimum of 4 semesters required for piano majors - may not exceed more than 40% of ensemble participation)

MUS-167	Opera Workshop	0 to 3
MUS-173	Handbell Ensemble	0 to 1
MUS-174	Women's Chorus	0 to 1
MUS-175	Chapel Ensemble	0 to 1
MUS-176	Tuba/Euphonium Quartet	0 to 1
MUS-177	Clarinet Quartet	0 to 1

MUS-178	Saxophone Quartet	0 to 1
MUS-179	Woodwind Quintet	0 to 1
MUS-181	Guitar Ensemble	0 to 1
MUS-183	IWU Jazz Combo	0 to 1
MUS-184	World Music Ensemble	0 to 1
MUS-185	Flute Ensemble	0 to 1
MUS-186	Chamber Music	0 to 1
MUS-187	Trombone Ensemble	0 to 1
MUS-189	Honors Brass Quintet	0 to 1
MUS-190	Opera Theater	0 to 3
MUS-195	Percussion Ensemble	0 to 1
MUS-197	Jazz Ensemble	0 to 1
MUS-199	Brass Choir	0 to 1

Elective Music Courses (6 credits)

MUS-114	Class Voice	1
MUS-111	Applied Study - (music Minors)	1
MUS-112	Applied Study - (music Minors)	1
MUS-186	Chamber Music	0 to 1
MUS-211	Applied Study - (music Minors)	1
MUS-212	Applied Study - (music Minors)	1
MUS-280	Choral Techniques	2
MUS-281	Woodwind Techniques	2
MUS-282	String Techniques	2
MUS-283	Percussion Techniques	2
MUS-284	Brass Techniques	2
MUS-286	Advanced Conducting	2
MUS-287	Marching Band Techniques	1
MUS-290	Jazz Improvisation	1
MUS-300	Arranging	1

Supportive Courses in Music (36-42 credits)**Theory, Ear Training and Musicianship Courses (23 credits)**

MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-264	Music Theory III	3
MUS-266	Ear Training III	1
MUS-265	Form and Analysis	2
MUS-268	Counterpoint	2
MUS-275	Introduction to Computer Applications in Music	1
MUS-285	Beginning Conducting	2

History and Literature Courses (11 credits)

MUS-180	Humanities Fine Arts	3
MUS-371	Music History and Literature I	3
MUS-372	Music History and Literature II	3

For Piano Majors:

MUS-248	Keyboard Literature	2
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For Voice Majors:

MUS-366	Song Literature	2
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For Other Instrument Majors:

MUS-375	Symphonic Literature	2
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Piano Proficiency (2-8 credits)**For Piano Majors (2 credits):**

MUS-119	Keyboard Skills	2
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For Vocal Majors (8 credits):

MUS-105	Class Piano Level I	2
MUS-165	Class Piano II	2
MUS-205	Class Piano Level III	2
MUS-305	Class Piano Level IV	2

For Other Instrumental Majors (8 credits):

MUS-105	Class Piano Level I	2
MUS-165	Class Piano II	2
MUS-205	Class Piano Level III	2
MUS-305	Class Piano Level IV	2

Music Education Major

See the education section of the catalog for a list of specific courses required for Music Education (p. 187) major.

Music Minor

The Music minor is designed for the student with a major in another discipline who has an interest in music. The curriculum strengthens and enriches the music background.

Requirements (18-20 credits)

Required Courses (16 credits)

MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-371	Music History and Literature I	3
	or	
MUS-372	Music History and Literature II	3
MUS-111-212	Applied Studies	4
MUS-285	Beginning Conducting	2
MUS-200	Recital Attendance (4 semesters)	
	Large Ensemble Participation (4 semesters)	
	Young Performer Series Recital (during final semester of applied study)	

Piano Proficiency (2-4 credits)

Competency through Level II

Music Therapy - A.B.

Music therapy is a health profession that uses music and musical experiences implemented by a trained music therapist to maintain or change a person's functioning level in a variety of health domains. The Music Therapy program is designed to train students to use musical, clinical and personal skills to help meet identified needs in their clients.

Requirements (97 credits)**Studies in Music Therapy and Clinical Foundations (42 credits)**

MUS-104	Foundation and Principles of Music Therapy	3
MUS-206	Music Therapy Methods and Techniques	3
MUS-207	Music Therapy With Various Populations	3
MUS-208	Psychology of Music	3
PSY-250	Developmental Psychology	3
PSY-276	Psychology of the Exceptional Learner	3
MUS-306	Assessment and Evaluation Tehnniques For Music Therapy	3
MUS-307	Influence of Music on Behavior	3
PSY-366	Psychology of Abnormal Behavior	3
MUS-405	Internship in Music Therapy	3
MUS-406	Research in Music Therapy	3
PSY-485	Theories of Counseling	3
PSY-487	Techniques of Counseling	3

Studies in Music (53-54 credits)

MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-184	World Music Ensemble	0 to 1
MUS-200	Recital Attendance	
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-264	Music Theory III	3
MUS-265	Form and Analysis	2
MUS-266	Ear Training III	1
MUS-274	Computer Applications for Music Educator	2
MUS-285	Beginning Conducting	2
MUS-300	Arranging	1
MUS-365	Vocal Pedagogy	2
MUS-371	Music History and Literature I	3
MUS-372	Music History and Literature II	3
MUS-383	Elementary Music Methods for Music Education Majors	2
MUS-490	Senior Seminar	2
MUS	An additional 6 hours of major ensemble	6
MUS	Applied studies in voice, piano, and guitar	12

* MUS 124 Guitar Techniques may be taken in place of one semester of Applied Guitar, if the student's primary instrument is not guitar.

School of Social and Behavioral Sciences and Business

The purpose of the School of Social and Behavioral Sciences and Business is to nurture students' God-given calling to one of the disciplines represented by the divisions. This is accomplished through exploration and study in the science and practice of human relationships. The faculty are all committed Christians and highly qualified professionals who are scientist-practitioners in their areas of specialization, and excel as scholars. Faculty often collaborate with students on projects involving research or professional practice. The School is comprised of four divisions. The divisions are Social Sciences, Behavioral Sciences, Business, and Graduate Counseling. Students in this school have the opportunity to work in 18 undergraduate majors and 10 undergraduate minors, including a cross-disciplinary minor with Latin American and Iberian Studies. They can also earn two-year associate degrees in Addictions Counseling, Accounting, and Business Administration. The Division of Graduate Counseling offers six graduate majors.

Behavioral Sciences Division

The Behavioral Sciences Division offers the following majors and minors. Some majors require criminal background checks. The fees for these checks are the responsibility of the student.

Addictions Counseling - B.S.

Purpose

The addictions counseling program mission is to develop professionals who understand the bio-psycho-social-spiritual correlates of substance use disorders and are capable of facilitating appropriate interventions with affected individuals, families and communities. The courses are intended to establish a solid understanding of the dynamics of addiction as well as the evidence-based clinical practices used to treat these disorders. Students will become knowledgeable of the current scientific literature and the diverse perspectives on the nature and treatment of addictions. The program seeks to balance didactic and experiential learning opportunities. The program also partners with other majors for helping professionals. Students majoring in Psychology, Criminal Justice, Social Work, Sociology, Nursing, or Education will likely find addictions courses helpful in preparing to meet the needs of the populations that they will encounter in their professional endeavors. The program prepares students to meet the requirements for license as alcohol and drug counselors in Indiana and many other states as well as meeting nationally established standards. Students should review their specific state requirements and guidelines.

The addictions counseling program seeks to emphasize Christian commitment and compassionate service in a manner that resonates with the "heart" of the University and our world-changing focus. The addictions counseling major promotes development in the areas of Christian character, critical thinking, oral/written communication, analytical reasoning, scholarship, and the awareness of diversity issues. Successful graduates will evidence a comprehensive understanding of addictive behavior, the capacity to facilitate effective client interventions, and a commitment to ethical standards, cultural sensitivity, and a Christian worldview.

Admission to the Major

Students should apply to the major before taking any course above the ADC 200 level and must have completed or be currently enrolled in ADC-210 and ADC-212. Admission to the major requires completion of an application, and a formal interview with the Addictions Counseling Committee. The Addictions Counseling Committee reserves the right to deny any student admission to the major who fails to demonstrate adequate academic, personal, or pre-professional effectiveness.

Continuation of the Major

Students should maintain a 2.5 cumulative GPA and a 3.0 GPA in Addictions. Failure to do so may necessitate repeating courses or withdraw from the Addictions major. Students must also demonstrate appropriate pre-professional readiness before being placed in a field practicum placement.

Requirements

The addictions counseling major consists of 30 hours in addictions, 12 hours in psychology and 3 hours in sociology for a total of 45 credit hours. Students in this major meet the general education competencies by taking the approved standard courses.

Requirements (45 credits)

Required Courses

ADC-210	Addictions Theory	3
ADC-212	Psychopharmacology	3
ADC-291	Urban Encounter for the Helping Profession	1
ADC-310	Addictions Counseling Skills	3
ADC-320	Theory and Practice of Group Counseling	3
ADC-330	Counseling Addicted and Dysfunctional Family Systems	3
ADC-458	Addiction Programs and Professional Development	3
ADC-461	Addictions Counseling Practicum I	2 to 3
ADC-462	Addictions Counseling Practicum II	3
ADC-463	Addictions Counseling Practicum III	3
PSY-250	Developmental Psychology	3
	or	
PSY-251	Child Development	3
	or	
PSY-252	Adolescent Growth and Development	3
PSY-322	Physiological Psychology	3
PSY-366	Psychology of Abnormal Behavior	3
PSY-370	Theories of Personality	3
SOC-210	Minority Group Relations	3

Select 3 courses

ADC-411	Addictions Seminar-Prevention	1
ADC-412	Addictions Seminar-Eating Disorders	1
ADC-413	Addictns Seminar-Sexual Addictions	1
ADC-414	Addictns Seminar-Pathological Gambling	1

Addictions Studies Minor

The Addictions Studies minor consists of 24 credit hours with 18 hours in addictions, 3 hours in psychology, and 3 hours in sociology.

Requirements (24 credits)

Addictions Required Courses (18 credits)

ADC-210	Addictions Theory	3
ADC-212	Psychopharmacology	3
ADC-310	Addictions Counseling Skills	3
ADC-320	Theory and Practice of Group Counseling	3
ADC-330	Counseling Addicted and Dysfunctional Family Systems	3
ADC-458	Addiction Programs and Professional Development	3

Psychology Required Course (3 credits)

PSY-366	Psychology of Abnormal Behavior	3
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Sociology Required Course (3 credits)

SOC-210	Minority Group Relations	3
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Addictions Studies - A.S.

Associate Degree in Addiction Studies

This degree is intended for those who plan to pursue pre-professional and support positions in the addictions field. It is anticipated that these individuals will work under the supervision of physicians, nurses, psychologists, and social workers. The academic requirements of this degree are commensurate with the Addictions Studies Minor (p. 133). A bachelor's degree is strongly recommended for those who wish to become counselors.

Criminal Justice - B.S.

Purpose

The curriculum of the Criminal Justice major is designed to give the student an opportunity to prepare for a position in law enforcement, probation and other court services, corrections, or one of the many other agencies connected with the criminal justice system.

The Criminal Justice major gives the student an understanding of the three areas that comprise the criminal justice system: law enforcement, the courts, and corrections. A major objective of the program is to provide a biblical Christian response to three basic questions: What conduct is (or should be) prohibited by law? How is it determined that a person is guilty of such conduct? What is (or should be) done with those who are found guilty?

The practicum program gives senior students on-site experience through placement with one of many agencies, including police and sheriff departments, probation departments, prosecutor's office, and other agencies.

The Criminal Justice major is an excellent preparation for pre-law students, as well as those interested in graduate studies in criminal justice. The major is often combined with another discipline, allowing a student to graduate with a double major. Sociology, political science, psychology, business, history, and addictions counseling are excellent combinations with criminal justice.

Requirements

A major consists of 41 hours.

Requirements (41 credits)

Required Core Courses (20 credits)

CRJ-181	Introduction to Criminal Justice	3
BIO-109	Forensic Science (with Lab)	4
CRJ-202	Introduction to Corrections	3
CRJ-246	Criminology	3
CRJ-268	Crisis Intervention	3
CRJ-485	Practicum in Criminal Justice	3
CRJ-490	Criminal Justice Senior Seminar	1

Criminal Justice Electives (21 credits)

Any other courses with a CRJ prefix.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

A double major or minor is recommended. Recommended majors/minors include: Spanish, Addictions, Psychology, Social Work, Leadership.

Pre-art Therapy - B.S.

Pre-art Therapy Major

This program is designed for students interested in applying art skills and counseling skills together in a therapy setting. It is a pre-graduate program with courses in two fields.

The undergraduate major in Pre-art Therapy would include 30 hours in psychology and 30 hours in art with the following designated courses:

Requirements (60 credits)

Art Courses (30 credits)

ART-121	Drawing I	3
ART-221	Drawing II	3
ART-224	Design I: Two-Dimensional Design	3
ART-324	Design II: Three-Dimensional Design	3
ART-241	Ceramics I	3
ART-343	Ceramics II	3
ART-331	Representational Painting	3
ART-332	Abstract Painting	3
ART-251	Sculpture I	3

ART-121, ART-221, ART-224, ART-324, ART-241, and ART-331: Courses required prior to "mid-point review."

Choose one course in Art History:

ART-381	Art History I	3
ART-382	Art History II	3
ART-383	Early Renaissance	3
ART-385	Baroque Art	3
ART-386	Nineteenth Century Art	3
ART-387	Modern Art	3
ART-476	Art Enrichment	3

Additional art courses recommended:

ART-281	Commercial Layout and Design	3
ART-351	Sculpture II	3
ART-379	Color Theory	3
ART-441	Ceramics III	3

Psychology Courses (30 credits)

PSY-150	General Psychology	3
PSY-152	General Psychology II	3
PSY-250	Developmental Psychology	3
	or	
PSY-251	Child Development	3
	or	
PSY-252	Adolescent Growth and Development	3
PSY-355	Research Methods for the Behavioral Sciences	3
PSY-366	Psychology of Abnormal Behavior	3
PSY-370	Theories of Personality	3
PSY-485	Theories of Counseling	3
PSY-487	Techniques of Counseling	3
	or	
PSY-385	Psychology Practicum	2 to 3

Additional electives recommended:

PSY-210	Introduction to Art Therapy	3
PSY-225	Learning and Motivation	3
PSY-322	Physiological Psychology	3
PSY-371	Family Systems Therapy	3
PSY-380	Cognitive-Behavioral Counseling	3
PSY-390	Psychology Seminar	1

Psychology - B.S.

Purpose

The courses in the Psychology major have been designed to give the student a broad base and solid foundation in several areas of psychology to provide the student with many career options. Students may choose to pursue careers in mental health, school guidance, clinical psychology, family counseling, teaching, or human resources, or further graduate study. A strong emphasis is made in integrating principles of Christianity and psychology with practical applications.

General Education Competencies

Students in these majors meet the general education competencies by taking the approved standard courses, including options of COM-352 and MAT-305.

Admission to the Psychology Major

Admission to the Psychology major requires a formal screening process separate from initial declaration of intent to major in Psychology. The process includes successfully passing PSY-290 with a grade of "C" or above, completion of an application and an essay, plus an interview with the Psychology Committee after completion of seven hours of lower-level psychology courses.

Continuation in the Psychology Major

Students must maintain a 2.5 cumulative GPA and a 2.5 academic GPA in their coursework in the Psychology major. Failure to do so may necessitate repeating courses or withdrawal from the Psychology major.

Personal Qualities

Students must evidence emotional stability and adherence to a lifestyle representative of the Christian principles on which Indiana Wesleyan University is established.

The Psychology Department faculty reserves the right to request the withdrawal of any student who in its judgment fails to satisfy the psychology requirements of relationship skills, mental and social fitness, physical health, and quality of academic performance.

Requirements for Single Majors (48-49 credits)

Required Core Courses (39-40 credits)

PSY-150	General Psychology	3
PSY-152	General Psychology II	3
PSY-225	Learning and Motivation	3
	or	
PSY-327	Learning and Cognition	3
PSY-290	Psychology Seminar	1
PSY-291	Urban Encounter for the Helping Profession	1
PSY-250	Developmental Psychology	3
	or	
PSY-251	Child Development	3
	or	
PSY-252	Adolescent Growth and Development	3
PSY-322	Physiological Psychology	3
MAT-305	Statistics for Social Sciences	3
PSY-355	Research Methods for the Behavioral Sciences	3
PSY-360	Social Psychology	3
PSY-366	Psychology of Abnormal Behavior	3
PSY-390	Psychology Seminar	1
PSY-370	Theories of Personality	3
	or	
PSY-485	Theories of Counseling	3

PSY-385	Psychology Practicum	2 to 3
PSY-493	Integration of Psychology and Christianity	3

PSY-250: Strongly recommended.

MAT-305: Counts as general education MAT requirement for Psychology majors.

Electives (9 credits)

PSY Elective	3
Behavioral Science Electives	6

Elective Options Recommended

PSY-250	Developmental Psychology	3
PSY-251	Child Development	3
PSY-252	Adolescent Growth and Development	3
PSY-370	Theories of Personality	3
PSY-485	Theories of Counseling	3
PSY-371	Family Systems Therapy	3
ADC-320	Theory and Practice of Group Counseling	3
PSY-210	Introduction to Art Therapy	3
PSY-380	Cognitive-Behavioral Counseling	3
CRJ-268	Crisis Intervention	3
ADC-212	Psychopharmacology	3
PSY-487	Techniques of Counseling	3
PSY-490	Senior Capstone	1
PSY-475	Special Topics	1 to 3
PSY-473	Supervised Practicum	1 to 3
PSY-471	Faculty/Student Collaborative Research Psychology: Research	1 to 3
PSY-495	History and Systems of Psychology	3

Requirements for Double Majors (42-43 credits)

Required Core (39-40 credits)

Psychology Electives (3 credits)

Psychology Minor

The Psychology minor (or teaching minor public school certification) may be earned by meeting the following requirements:

Minor Requirements (24 credits)

Courses recommended for a major (24 credits)

Social Work - B.S.W.

Mission Statement

The mission of the Social Work program is to prepare social work students for generalist entry-level practice and provide opportunities for students to become world changers who have a desire to integrate personal faith and learning to maximize one's ability to be of service to one's fellow human beings.

Core Competencies

Upon completion of the Social Work program at Indiana Wesleyan University, students will be able to demonstrate the following core competencies within the framework of the generalist model of social work practice:

- Provide opportunities for the integration of Christian principles within the context of professional social work values and ethics.

- Demonstrate ethical and professional behavior.
- Engage in diversity and difference in social practice.
- Advance human rights and social, economic, and environmental justice.
- Engage in practice-informed research and research-informed practice.
- Engage in policy practice.
- Engage, Assess, Intervene, Evaluate with individuals, families, groups and organizations.

Students wishing to continue graduate education may be eligible for advanced standing at many graduate schools of social work. Graduates of the Social Work program are eligible to become full members of the National Association of Social Workers (NASW) and National Association of Christian Social Workers (NACSW). Indiana Wesleyan University's Social Work program is accredited by the Council on Social Work Education (CSWE); phone 703-683-8080.

Throughout the curriculum, theory and practice are integrated through a variety of classroom experiences and agency settings. Students are required to become active within the community in a variety of capacities throughout the program. Students are required to complete 90 volunteer hours prior to field placement. The senior field placement involves working 32 hours per week in a social service agency under the supervision of a professional social worker. According to CSWE the field placement is the signature pedagogy of Social Work program professional development.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Requirements (70 credits)

Required Courses

BIO-106	Environment and Society	4
	or	
BIO-111	Anatomy and Physiology I	4
ECO-211	Introduction to Economics	3
POL-200	State and Local Government and Politics	3
PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3
SOC-152	Social Problems	3
SOC-210	Minority Group Relations	3
SOC-482	Social Research	3
SWK-170	Introduction to Social Work	3
SWK-335	Social Welfare Organization	3
SWK-336	Social Policy	3
SWK-342	Human Behavior and the Social Environment I	3
SWK-343	Human Behavior and the Social Environment II	3
MAT-305	Statistics for Social Sciences	3
SWK-355	Social Work Practice I	3
SWK-356	Social Work Practice II	3
SWK-357	Social Work Practice III	3
SWK-366	Social Work Field Placement I	3 to 6
SWK-370	Social Work Field Placement Seminar I	3
SWK-466	Social Work Field Placement II	6 to 9
SWK-470	Social Work Field Placement Seminar II	3

MAT-305: Counts as general education math course for Social Work majors with a grade of "C" or above.

BIO-106, ECO-211, POL-200, PSY-150, SOC-150 and SOC-152: Counts as required general education courses for Social Work majors with a grade of "C" or above.

BIO-111: Students with a double major in Psychology should choose this option.

Entrance Requirements

Along with submission of an application and SAT or ACT scores to the director of admissions, the student must declare social work as his or her choice of major. High school courses which provide a good foundation for the study of social work include social studies, sociology, psychology, American government, economics, English, writing, and communications.

Admission to the Social Work Program

The admission of students to the Social Work program is a formal process separate from the initial declaration of Social Work as a major. The process includes successful completion of the Introduction to Social Work course and completion of 45 credit hours with a cumulative grade-point average of 2.5 at the time of application to the program. The student will then be interviewed by the Social Work Admissions Committee made up of Social Work Faculty and Community Advisory Board members. Based on the interview, letters of reference, and other application materials, the committee decides whether to grant admission into the program. Any unfavorable decision may be appealed by following the grievance procedures on file in the department and student handbook.

Admission to Field Placement Internships

During the second semester of the junior year, each student is required to complete a Social Work Field Practicum Application. Students will be interviewed by the Director of Field Instruction and committee. Students are required to complete 90 hours of volunteer experience prior to being accepted into the Field Placement experience. This documentation is submitted along with the Field Practicum Application. Field Placement options are discussed and a tentative plan is created for Field Placement based on the student's interest and needs.

Continuation in the Social Work Program

The social work faculty reserves the right to request the withdrawal of any student whose academic performance, social fitness, and mental or physical health make it inadvisable to continue in the program. All decisions regarding continuation in the program are based on the recommendations of the Social Work Admissions Committee.

Students who receive a grade of less than a "C" in any course required for the social work major must repeat the course. Students must maintain an overall grade-point average of 2.5 and a 2.7 in the major. Most social work courses are offered only one semester a year, so a delay in graduation of one or two semesters may occur. A senior must present a grade-point average of 2.7 in the field placement experience and a cumulative grade-point average of 2.5 in order to graduate. Juniors or seniors who fall below this grade-point average will be placed on probation for the following semester. Failure to raise the grade-point average to 2.5 could then result in dismissal from the program.

In order to graduate, students must pass their final portfolio presentation given their spring semester of their senior year.

Child Advocacy Studies Certificate

Program Description

The Child Advocacy Studies certificate is designed as a supplemental certificate program sponsored within the Behavioral Sciences Division to provide students with education specifically focused on developing knowledge to respond to child maltreatment. The certificate focuses on developing students' understanding of the numerous factors that lead to child maltreatment, and of existing responses to incidents of child maltreatment, in order that they may work more effectively within systems and institutions that respond to these incidents. The certificate will prepare students studying to become social workers, law enforcement professionals, nurses, educators, pastors, and youth leaders who work with maltreated children to understand and respond with knowledge to the issues surrounding child maltreatment. The systematic training will also support and enhance the education that is required for these various professionals. This interdisciplinary, ethical, and culturally sensitive content provides "professionals in training" working with children a common knowledge base for responding to child maltreatment. This certificate will also become a resume enhancement as students enter the helping professions.

Requirements (12 credits)

Required Courses

SWK-250	Global Child Advocacy Issues	3
SWK-340	Sociology of Child Poverty	3
SWK-205	Child Maltreatment	3
CRJ-452	Interpersonal Violence	3
	or	
SWK-452	Interpersonal Violence	3

Sociology Minor

Requirements (24 credits)

Required Courses (12 credits)

SOC-150	Principles of Sociology	3
SOC-152	Social Problems	3
SOC-200	Marriage and Family	3
SOC-225	Cultural Anthropology	3

Electives from the following (12 credits):

SWK-170	Introduction to Social Work	3
PSY-250	Developmental Psychology	3
	or	
PSY-251	Child Development	3
	or	
PSY-252	Adolescent Growth and Development	3
SOC-210	Minority Group Relations	3
SOC-246	Criminology	3
CED-354	Working With Children	3
COM-352	Interpersonal Communication	3
SOC-360	Social Psychology	3
SOC-205	Child Maltreatment	3
SOC-250	Global Child Advocacy Issues	3
SOC-340	Sociology of Child Poverty	3

DeVoe Division of Business

Mission

The mission of the DeVoe Division of Business is to equip business students to become world changers in their chosen profession. It is our profound desire to graduate students who are prepared and eager to impact the world for the cause of Christ.

Curriculum

The curriculum combines theory and practice, is built upon a Christian liberal arts foundation, and emphasizes the need to apply Christian principles to the workplace. Business students graduate with the knowledge and skills they need to succeed.

Degrees Available

Bachelor of Arts

The four-year Bachelor of Arts (B.A.) degree is available in six majors: Accounting (p. 142), Business Administration (p. 144), Entrepreneurship (p. 145), Finance (p. 145), Management (p. 146) and Marketing (p. 147).

The Bachelor of Arts degree offered by the DeVoe Division of Business includes a foreign language requirement. All students will be required to take 6 hours of a foreign language at the college level (three hours of which will satisfy the intercultural competency requirement). The following exceptions and guidelines will be used to implement the 6-hour foreign language requirement:

- Students for whom English is a second language will be exempt from the 6-hour foreign language requirement.
- Students who have completed four years of a high school foreign language with no grade below a “C” will be exempt from the 6-hour foreign language requirement.
- Students who pass a foreign language competency test at a level equivalent to four semesters of a single language (Intermediate 2) will be exempt from the 6-hour foreign language requirement.
- Students who pass a foreign language competency test at a level equivalent to three semesters of a single language (Intermediate 1) will be exempt from 3 hours of the 6-hour foreign language requirement and will satisfy the other 3 hours by completing the Intermediate 2 course.
- Students will be allowed to transfer college credit hours to satisfy the foreign language requirement.

Only students who do not have a major in the DeVoe Division of Business may select a minor in Accounting or Business Administration.

Associate of Science

The two-year Associate of Science (A.S.) degree is available in Accounting (p. 143) and Business Administration (p. 144). The two-year degree is not available in Entrepreneurship, Finance, Management or Marketing.

Double Majors

A student may double major in any two of the six majors by completing the specific requirements of each major. Students with double majors within the DeVoe Division of Business must complete a minimum of 66 unique DeVoe Division of Business credit hours (75 unique credit hours if one of the two majors is Accounting). Outside of the 36-hour core, no course can be used to satisfy a requirement in both majors.

Other double majors are possible by combining the study of one of the six divisional majors with any major, such as (but not limited to) Art, Communications, Computer Information Systems, Criminal Justice, Economics, English, History, Leadership, Mathematics, Music, Political Science, Psychology, Sociology, or Sports Management.

If the student combines the Business Administration major with a major outside the DeVoe Division of Business, the requirement to have 12 hours of 300-400 level courses within the DeVoe Division of Business will be satisfied by 12 hours of 300-400 level courses from the other major. This provision applies only if the Business Administration major is the only major the student has within the DeVoe Division of Business.

Admission to Division Guidelines and Criteria

Before being admitted to the division, students will be classified as pre-majors (e.g., Pre-Business Administration). After admittance, students will be classified according to their major(s) (e.g., Business Administration). Admission to the division is required before students are allowed to take 300-400 level courses within the DeVoe Division of Business. (An exception is made for Accounting majors who may take 300 level accounting courses before they have been admitted to the division.)

Admission to the division is neither automatic nor assumed simply because a student wants to study in the division. To be admitted to the division, students must demonstrate a degree of knowledge and preparedness. Students must satisfy the following criteria before applying to the division:

1. Complete 40 total credit hours.
2. Complete all of the following courses:
 - BUS-100 Foundations of Business
 - ACC-201 Accounting Principles I
 - ACC-202 Accounting Principles II
 - ECO-212 Microeconomics
 - ECO-213 Macroeconomics
 - MNG-210 Management Principles
 - MKG-210 Marketing Principles
3. Have a **2.5** overall GPA and a **2.5** GPA within the DeVoe Division of Business.

4. Have a minimum grade of "C" in all courses required for a major and minor degree.
5. Satisfy the General Education Requirements for **writing competency, mathematics** and **communication**.
6. Submit a portfolio (work from the courses listed above to include a résumé and at least one showcase piece of work or project from a course listed above).
7. Submit an individual admission essay (an essay prompt is provided by the division).
8. Complete a division interview.

Students who satisfy the above criteria must complete an **Application for Admission to the Division** and submit it to the business faculty advisor. If the above requirements have been met, the application will be approved unless there is a problem that needs to be discussed with the Division Chair. The DeVoe Division of Business faculty reserves the right to deny admission to the major to any student who fails to satisfy the behavioral expectations outlined in the student handbook.

Transfer students who satisfy substantially all of the above criteria may petition the DeVoe Division of Business to be admitted to the division. The same holds true for IWU students with a major outside the DeVoe Division of Business who add or change their major to one that is offered in the division.

To continue in the DeVoe Division of Business, students must maintain an overall 2.5 GPA and a 2.5 GPA in the division. Students must also have a minimum grade of "C" in all courses required for a major and minor degree. Failure to do so may necessitate repeating courses (university policy allows a course to be repeated once) or withdrawal from the division. Note: If a student has questions regarding action taken by the DeVoe Division of Business he or she has the right to appeal the action through established procedure in the IWU Catalog.

Transfer Credit

Credit for all courses in the major transferred from other schools must be approved by the DeVoe Division of Business before admission to the division. Students currently enrolled as majors in the division may not transfer any courses into the division for credit without prior written approval from the division. Following are the guidelines for transfer credit:

1. The DeVoe Division of Business will accept 100-200 level courses taken at other institutions for IWU 100-200 level courses, so long as the courses have been approved by the instructor in the discipline.
2. The DeVoe Division of Business will not accept 100-200 level courses taken at other institutions to satisfy IWU DeVoe Division of Business upper level course requirements.
3. The DeVoe Division of Business will waive BUS-100 for any transfer student, who transfers in at least 12 hours of business courses, but the division will not waive the credits — the student will substitute the 3 hours of credits with a course recommended by the advisor or Division Chair.
4. Transfer students pursuing the B.A. degree in one of the six majors in the DeVoe Division of Business must complete a minimum of 18 credit hours from the IWU DeVoe Division of Business. Transfer students pursuing the A.S. degree or minor in Business Administration must complete a minimum of 9 credit hours from the IWU DeVoe Division of Business.

General Education Competencies

Students in the DeVoe Division of Business must meet the general education competencies by taking the approved standard courses. In regards to courses offered in the DeVoe Division of Business, the intercultural experience requirement may be met by successfully completing either ACC-390 or BUS-390.

Accounting - B.A.

Requirements (60-75 credits)

Common Core (36 credits)

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
MKG-210	Marketing Principles	3

MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Requirements (15 credits)

ACC-311	Intermediate Financial Accounting I	3
ACC-312	Intermediate Financial Accounting II	3
ACC-341	Managerial Cost Accounting I	3
ACC-371	Federal Income Tax I	3
ACC-423	Auditing	3

Major Electives (6 credits)

Choose two of the following:

ACC-342	Managerial Cost Accounting II	3
ACC-372	Federal Income Tax II	3
ACC-451	Advanced Accounting	3

Experiential Application (3-15 credits)

Choose one of the following:

ACC-399	Service Learning	1 to 3
ACC-381	Accounting Internship	1 to 3
ACC-390	International Business	3
ACC-490	Accounting Full-Time Internship	9 to 15

Note: If the student chooses ACC399 or ACC381, three credit hours must be completed for either course. The student may take ACC399 or ACC381 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed.

Accounting Minor

*A minor in Accounting is available by completing the same requirements as for the two-year associate degree, Accounting - A.S. (p. 143)

Transfer students must complete a minimum of 9 credit hours from the IWU Division of Business.

Only students who do not have a major in the Division of Business may select a minor in Accounting.

Accounting - A.S.**Requirements (24 credits)****Common Core (18 credits)**

BUS-100	Foundations of Business	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
BUS-210	Business Law	3

Minor Electives (6 credits)

Choose two of the following:

ACC-311	Intermediate Financial Accounting I	3
ACC-312	Intermediate Financial Accounting II	3
ACC-341	Managerial Cost Accounting I	3
ACC-342	Managerial Cost Accounting II	3

ACC-371	Federal Income Tax I	3
ACC-372	Federal Income Tax II	3

Business Administration - B.A.

Requirements (51 credits)

Common Core (36 credits)

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
MKG-210	Marketing Principles	3
MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Electives (12 credits)

300-400 level courses taken within the Division of Business. (If the student has another major outside the Division of Business and Business Administration is the student's only major in the Division of Business, this requirement will be satisfied by 12 hours of 300-400 level courses from the other major.)

Experiential Application (3 credits)

Choose one of the following:

BUS-399	Service Learning	1 to 3
BUS-382	Business Administration Internship	1 to 3
BUS-390	International Business	3

Note: If the student chooses BUS399 or BUS382, three credit hours must be completed for either course. The student may take BUS399 or BUS382 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed.

Business Administration Minor

*A minor in Business Administration is available by completing the same requirements as for the two-year associate degree, Business Administration - A.S. (p. 144)

Transfer students must complete a minimum of 9 credit hours from the DeVoe Division of Business.

Only students who do not have a major in the DeVoe Division of Business may select a minor in Business Administration.

Business Administration - A.S.

Requirements (24 credits)

Common Core (15 credits)

BUS-100	Foundations of Business	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3

Minor Requirements (6 credits)

MKG-210	Marketing Principles	3
MNG-210	Management Principles	3

One elective course from the following areas (3 credits):

ACC		3
BUS		3
ENT		3
FIN		3
MKG		3
MNG		3

Entrepreneurship - B.A.

Requirements (51 credits)

Common Core (36 credits)

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
MKG-210	Marketing Principles	3
MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Requirements (12 credits)

ENT-340	Entrepreneurship & New Venture Creation	3
ENT-341	Organizational Intrapreneurship	3
ENT-455	Entrepreneurial Planning and Strategy	3
MNG-324	Small Business Management	3

Experiential Application (3 credits)

Choose one of the following:

BUS-390	International Business	3
ENT-399	Service Learning	1 to 3
ENT-483	Entrepreneurship Internship	1 to 3

Note: If the student chooses ENT399 or ENT483, three credit hours must be completed for either course. The student may take ENT399 or ENT483 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed

Finance - B.A.

Requirements (51 credits)

Common Core (36 credits)

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3

MKG-210	Marketing Principles	3
MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Requirements (9 credits)

FIN-330	Investments	3
FIN-383	Real Estate Investment and Marketing	3
FIN-440	Financial Management	3

Major Electives (3 credits)

Choose one of the following:

FIN-430	Investment Management	3
FIN-450	Investment Services: Series 7	3
ACC-311	Intermediate Financial Accounting I	3
ACC-312	Intermediate Financial Accounting II	3
ACC-341	Managerial Cost Accounting I	3
ACC-342	Managerial Cost Accounting II	3
ACC-371	Federal Income Tax I	3
ACC-372	Federal Income Tax II	3
ECO-444	Money and Banking	3

Experiential Application (3 credits)

Choose one of the following:

FIN-399	Service Learning	1 to 3
FIN-384	Finance Internship	1 to 3
BUS-390	International Business	3

Note: If the student chooses FIN399 or FIN384, three credit hours must be completed for either course. The student may take FIN399 or FIN384 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed.

Management - B.A.**Requirements (51 credits)****Common Core (36 credits)**

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
MKG-210	Marketing Principles	3
MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Requirements (9 credits)

MNG-324	Small Business Management	3
MNG-328	Human Resource Management	3
MNG-443	Organizational Behavior	3

Major Electives (3 credits)

Choose one of the following:

BUS-310	Business Communications	3
MNG-334	Production and Operations Management	3

Experiential Application (3 credits)

Choose one of the following:

MNG-399	Service Learning	1 to 3
MNG-385	Management Internship	1 to 3
BUS-390	International Business	3

Note: If the student chooses MNG399 or MNG385, three credit hours must be completed for either course. The student may take MNG399 or MNG385 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed.

Marketing - B.A.**Requirements (51 credits)****Common Core (36 credits)**

BUS-100	Foundations of Business	3
BUS-101	Business Ethics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
MKG-210	Marketing Principles	3
MNG-210	Management Principles	3
BUS-210	Business Law	3
FIN-210	Managerial Finance	3
BUS-320	Business Statistics	3
BUS-452	Strategic Management	3

Major Requirements (6 credits)

MKG-348	Service Marketing	3
MKG-424	Strategic Marketing	3

Major Electives (6 credits)

Choose two of the following:

MKG-346	Consumer Behavior	3
MKG-353	Selling and Relationship Management	3
MKG-357	Advertising and Promotion	3
MKG-370	Digital Marketing	3
MKG-398	Marketing Research	3
MKG-444	Branding	3
FIN-383	Real Estate Investment and Marketing	3

Experiential Application (3 credits)

Choose one of the following:

MKG-399	Service Learning	1 to 3
MKG-386	Marketing Internship	1 to 3
BUS-390	International Business	3

Note: If the student chooses MKG399 or MKG386, three credit hours must be completed for either course. The student may take MKG399 or MKG386 for 1 or 2 credit hours in a given semester, but to satisfy the Experiential Application requirement, a total of 3 credit hours must be completed.

Social Sciences Division

The Division of Social Sciences consists of two departments, which are the Department of History and Political Science and the Department of Economics, and offers seven majors: Economics (p. 149); History (p. 150); International Relations (p. 152); Political Science (p. 155); Political Science Pre-Law (p. 157); Social Studies (p. 160); and Social Studies Education (p. 192). In addition to offering minors in Economics (p. 150), History (p. 152), International Relations (p. 155), and Political Science (p. 157), the division offers a cross-disciplinary minor in Latin American and Iberian Studies (p. 161).

Majors in the Division of Social Sciences are designed to enable students to develop an integrated perspective and an analytical understanding of the world and its various institutional components. Herein division majors are intended to foster discernment of present realities and trends, and greater understanding of global contemporary patterns from the perspective of biblical presuppositions and a biblical Christian worldview.

Students majoring in Division programs are encouraged to consider double-majoring, completing a second program (outside or within the Division) within a four-year period. Frequently selected combinations are noted under each major. Careful advising and course planning is necessary, in close consultation with academic advisors. In addition to meeting all requirements for both majors, students must be able to show that they meet the university requirement for a double major: a minimum of 30 credit hours of credit in each of two specific areas with a minimum of 51 unduplicated credit hours. Regarding *minors*, IWU requires that a minimum of 15 credit hours counting toward each minor be "unduplicated," that is, not needed to complete the student's other major(s) or minor(s).

Note that students majoring in History, Social Studies or Social Studies Education, or minoring in History, should complete HST-185 and HST-190 instead of HST-180. All other division students generally take HST-180 to meet the general education humanities history requirement. Any student may choose this substitution.

General Education Competencies

Please note that students for whom any division major is their **second** major will graduate with the degree designated by their **first** major (B.S. or A.B.) and will meet their intercultural experience and communication requirements as specified by their **first** major.

All other students, for whom a major in this division is their **first** major, are required to complete COM-100, Principles of Communication to meet their communication competency. They are also required to fulfill their intercultural experience requirement as follows: Economics majors are required to complete any approved standard course. (Note that the list of approved standard courses includes several courses offered by the division*: GEO-202, HST-230, HST-231, POL-232, HST-355, HST-370, and POL-371). International Relations majors are required to complete POL-232. Political Science, Political Science Pre-Law, Social Studies Education and Social Studies majors are required to complete GEO-202. History majors are required to complete three credit hours of modern language study or GEO-202, HST-230, HST-231, HST-355, or HST-370.

*Course titles of the intercultural experience courses listed above are as follows: GEO-202 Political and Cultural Geography; HST-231 National Latin America; HST-355 History of Mexico; HST-230 Colonial Latin America; POL-232 Comparative Politics; HST-370 International Cultural Studies; POL-371 International Studies.

General Education Degree Requirements

Students who have selected as their **first** major Economics, International Relations, Political Science or Political Science Pre-Law will graduate with a B.S. To complete their B.S., students will be required to complete four credit hours of any lab science and three credit hours in math or CIS, which also count toward their general education requirements.

Students majoring in Social Studies Education or Social Studies will graduate with a B.S. They will be required to complete four credits hours of a lab science and three additional credit hours in math, which also count toward their general education requirements. In selecting these courses, students majoring in Social Studies Education need the approval of both the Education Division and the History and Political Science Department.

Students majoring in History (as their **first** major) will graduate with an A.B. They will need to satisfy the following language requirement: Proficiency in a non-native language at the intermediate level may be met by showing four years of high school foreign language with no grade below a "C," satisfactorily passing a language examination rated for the intermediate level of proficiency, or taking two years of college foreign language.

Economics - B.S.

Purpose

The Department of Economics has designed the Economics major to prepare students for careers in business, financial services, government or teaching, and for students planning to pursue a graduate degree in Economics or a related discipline. Career opportunities for students majoring in Economics include financial analyst, investment broker, banker, economics researcher, market forecaster, government analyst, and with further study, university teacher. (Economics majors desiring to teach economics in the secondary schools need to take a double major in Economics and Social Studies Education.)

The Economics major often serves as a companion double major with Business, Finance, Marketing, Political Science, Pre-Law, History, International Relations, Social Studies Education or Mathematics.

General Education Competencies

Please refer to the general education requirements and competencies section under the Division of Social Sciences (p. 148).

Requirements

A major in Economics includes 30 credit hours of economics and a cognate area of 10 credit hours, which may be additional courses in economics or a grouping directed in any one of the following areas: accounting, business administration, communications, computer information systems, criminal justice, economics, entrepreneurship, finance, history, management, marketing, mathematics, political science, psychology, social work, or as directed by the department.

Students whose **first** major is Economics must take ECO-322 Research Design and Methods and the senior capstone courses ECO-498 Economics Seminar/Research and ECO-499 Economics Seminar/Presentation.

Requirements (40 credits)

Required Courses (18 credits)

ACC-201	Accounting Principles I	3
MAT-305	Statistics for Social Sciences	3
	or	
BUS-320	Business Statistics	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
ECO-306	Intermediate Microeconomics	3
ECO-307	Intermediate Macroeconomics	3
	Economics Electives	12
	Cognate	10

Electives (12 credits)

MAT-253	Calculus I	4
MAT-254	Calculus II	4
ECO-270	Comparative Economic Systems	3
ECO-275	Economics of Poverty	3
ECO-305	Entrepreneurship	3
ECO-320	American Economic History	3
ECO-315	Urban Economics and Policy	3
ECO-322	Research Design and Methods in Political Science and Economics	3
ECO-340	Globalization and Economic Development	3
ECO-365	Public Administration and Finance	3
ECO-444	Money and Banking	3
ECO-454	International Economics	3
ECO-463	Economic Thought	3
ECO-483	Economics Practicum	1 to 4
ECO-498	Economics Seminar - Research	2
ECO-499	Economics Seminar - Presentation	1

ECO-322, ECO-498 and ECO-499: Required for students taking Economics as their first major.

Cognate (10 credits)

Economics Minor

Requirements (24 credits)

Required Courses (18 credits)

ACC-201	Accounting Principles I	3
MAT-305	Statistics for Social Sciences	3
	or	
BUS-320	Business Statistics	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
ECO-306	Intermediate Microeconomics	3
ECO-307	Intermediate Macroeconomics	3

Electives (6 credits)

ECO-270	Comparative Economic Systems	3
ECO-275	Economics of Poverty	3
MAT-253	Calculus I	4
MAT-254	Calculus II	4
ECO-305	Entrepreneurship	3
ECO-320	American Economic History	3
ECO-315	Urban Economics and Policy	3
ECO-322	Research Design and Methods in Political Science and Economics	3
ECO-340	Globalization and Economic Development	3
ECO-365	Public Administration and Finance	3
ECO-444	Money and Banking	3
ECO-454	International Economics	3
ECO-463	Economic Thought	3
ECO-483	Economics Practicum	1 to 4
ECO-498	Economics Seminar - Research	2
ECO-499	Economics Seminar - Presentation	1

ECO-322, ECO-498 and ECO-499: Required for students taking Economics as their first major.

History - A.B.

[Note: **Students for whom History is their **first** major will graduate with an A.B. degree. However, students with History as a **second** major will graduate with the degree designated by their **first** major, whether an A.B. or B.S. For a listing of **first** major History A.B. degree requirements, see the Division of Social Sciences (p. 148) overview. As stated in that paragraph, A.B. degree requirements do not apply to students for whom History is a second major.]

Purpose

The History major is offered by the Department of History and Political Science. The History major is chosen by students who have a variety of interests and objectives. It offers excellent preparation toward teaching, research, journalism, Christian ministries and graduate study. (History majors desiring to teach in secondary schools need to major in History and Social Studies Education. The History major combined with a major in Philosophy/Religion serves as excellent pre-seminary preparation. Also, the History major often serves as a companion double major with Accounting, Art, Biblical Literature, Biology, Business Administration, Christian Ministries, Communication Studies, Computer Information Systems, Criminal Justice, Economics, English, Intercultural Studies, International Relations, Mathematics, Music, Political Science, Political Science Pre-Law, Psychology, Philosophy and Theology, Social Studies, Social Work, Spanish or Writing. The department also offers a 24-credit hour History minor (p. 152).

General Education Competencies

Please refer to the general education requirements and competencies section under the Division of Social Sciences (p. 148).

Requirements

A major in History includes 33 credit hours of History and a cognate area of 9 credit hours, which may be additional courses in History or a grouping directed in any one of the following suggested areas: accounting, art, biblical literature, biology, business administration, Christian ministries, communication studies, computer information systems, criminal justice, economics, English, geography, intercultural studies, international relations, mathematics, music, political science, psychology, philosophy and theology, social studies, social work, Spanish, writing, or as directed by the department.

In place of HST-180, students majoring in History, Social Studies and Social Studies Education, or minoring in History, should complete HST-185 and HST-190. Students majoring in History are required to take a minimum of 12 credit hours of upper-division courses (numbered 300 or higher) offered by the department.

The specific social studies requirements for a History/Social Studies teaching major (Social Studies Education) are detailed under the Social Studies/Social Studies Education major (p. 160).

Requirements (42 credits)

Required Courses (12 credits)

HST-185	Foundations of Civilization to 1648	3
HST-190	The West and the World after 1648	3
HST-290	Making History: Historians, Historical Techniques and Historiography	3
HST-450	History Research Seminar	3

Regional Studies: three courses from the following: (9 credits)

HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3
HST-230	Colonial Latin America	3
HST-231	National Latin America	3

Electives-as approved by the Division (12 credits)

HST-103	Recent History and Politics	3
HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3
HST-230	Colonial Latin America	3
HST-231	National Latin America	3
HST-250	Contemporary Affairs	1
CON-253	Contemporary Economic Problems: Free to Choose	2 to 3
HST-220	Topics in History	3
HST-295	Portraits	1 to 3
HST-300	Western/American Intellectual and Social History	3
HST-301	American Foreign Relations	3
HST-302	American Political Parties	3
HST-312	Medieval Civilization	3
HST-320	American Economic History	3
HST-321	History of the Muslim-Christian Encounter	3
HST-341	History of England to 1688	3
HST-342	History of England 1688 - Present	3
HST-355	Modern Mexico	3
HST-361	History of Russia and Eastern Europe	3
HST-370	International Cultural Studies	3

HST-380	History of Middle East and North Africa	3
HST-381	History of East Asia	3
HST-395	Renaissance and Reformation	3
HST-400	American Constitutional History	3
HST-442	World War II	3
HST-475	Independent Learning in History	1 to 3
HST-499	History Honors	3

Cognate (9 credits)**Language Proficiency**

NOTE: Students majoring in History (as their **first** major) will graduate with an A.B. They will be required to satisfy the following language proficiency requirement:

Proficiency in a non-native language at the intermediate level may be met by showing four years of high school foreign language with no grade below a "C," satisfactorily passing a language examination rated for the intermediate level of proficiency, or taking two years of college foreign language.

Declaring and Maintaining a History Major

In order to pursue History as a first or second major, students need to consult with the coordinator of the Department of History and Political Science and then declare a History major in the Registrar's Office. Students majoring or minoring in History must maintain no less than a 2.25 GPA in the History major/minor.

Transfer Credit

A maximum of 15 credit hours in history may be transferred toward the major.

History Minor**Requirements (24 credits)****Required Courses (9 credits)**

HST-185	Foundations of Civilization to 1648	3
HST-190	The West and the World after 1648	3
HST-290	Making History: Historians, Historical Techniques and Historiography	3

Regional Studies (9 credits)

Choose three courses from the following:

HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3
HST-230	Colonial Latin America	3
HST-231	National Latin America	3

Electives (6 credits)

HST	Two courses from list of electives with at least one numbered 300 level or above	
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International Relations - B.S.

The International Relations major offered by the Department of History and Political Science is designed for students interested in gaining an understanding of world politics and global affairs. Students will be introduced to important areas of study within the field of international relations including foreign policy analysis, global politics and governance, international political economy, and contemporary international policy issues. The department also offers a 21-credit hour International Relations minor (p. 155).

Purpose

The International Relations major enables students to develop a theoretical and practical understanding of global politics and contemporary international affairs. International Relations majors will be equipped with the necessary knowledge and skill for professional careers in government agencies, international organizations, domestic and international non-governmental organizations, and diplomacy. Students completing the major will also be prepared to pursue teaching, research and graduate studies in international relations, and global public policy. Students majoring in International Relations should consider complementing their preparation with another major or minor in Business, Communication Studies, Economics, History, Intercultural Studies, International and Community Development, Philosophy and Theology, TESOL, or Writing.

General Education

Students majoring in International Relations will complete the following General Education requirements and competencies with the listed courses. Where no course is specified, students are free to choose courses that meet the university requirements.

Communication Competency: COM-100 (division requirement)

Intercultural Competency: POL-232 (core requirement)

Math Requirement: MAT-112 or equivalent (pre-requisite for Research Methods)

Social Sciences: POL-100 (pre-requisite for some upper division POL and HST courses), ECO-213 (core requirement)

Overview

The International Relations major requires a core program of 33 credit hours, a 12 credit hour cognate, and demonstrated proficiency in a foreign language at the intermediate level. The core of the program consists of required courses focusing on International Relations concepts and skill formation. The cognate can be a group of courses from a second major or a minor. Otherwise, the cognate credit hours must be completed from major electives, selected by students for professional preparation or personal enrichment.

Language Proficiency

Proficiency in a non-native modern language at the intermediate level may be met by showing four years of high school foreign language with no grade below a "C," satisfactorily passing a language examination rated for the intermediate level of proficiency, or taking two years of college foreign language.

Requirements (45 credits)

Common Core (15 credits)

Courses listed at the 100 or 200 level should be taken in the freshman/sophomore years. Courses 300 and above should be taken in the junior/senior years.

POL-100	American Government	3
POL-215	Foundations of Political Science	3
ECO-213	Macroeconomics	3
POL-322	Research Design and Methods in Political Science and Economics	3
POL-471	Political Science/International Relations Capstone	3

Lower-Division Courses (6 credits)

POL-230	World Politics	3
POL-232	Comparative Politics	3

Upper-Division Courses (12 credits)

A minimum of 12 credit hours of upper-division courses (numbered 300 or higher) offered by the department, and selected from the following:

ECO-454	International Economics	3
HST-301	American Foreign Relations	3
INR-332	International Peace and Security	3
INR-375	Foreign Policy Analysis	3
INR-432	Global Governance	3
POL-354	Foreign Governments	3

Cognate or Major Electives (12 credits)

Twelve credit hour cognate (group of courses from a second major or a minor) OR any courses listed below not previously taken. If the student does not have a second area of study, the major electives must be completed from the courses below.

Major Electives for International Relations Majors only:

CRJ-322	Terrorism and Counter-Terrorism	3
HST-230	Colonial Latin America	3
HST-231	National Latin America	3
HST-355	Modern Mexico	3
HST-361	History of Russia and Eastern Europe	3
HST-380	History of Middle East and North Africa	3
HST-381	History of East Asia	3
HST-442	World War II	3

Major Electives for all International Relations, Political Science and Political Science Pre-Law Majors, unless already part of required courses:

ECO-270	Comparative Economic Systems	3
ECO-315	Urban Economics and Policy	3
ECO-340	Globalization and Economic Development	3
ECO-365	Public Administration and Finance	3
ECO-454	International Economics	3
GEO-202	Political and Cultural Geography	3
HST-300	Western/American Intellectual and Social History	3
HST-301	American Foreign Relations	3
HST-302	American Political Parties	3
HST-400	American Constitutional History	3
INR-332	International Peace and Security	3
INR-375	Foreign Policy Analysis	3
INR-432	Global Governance	3
MAT-204	Applied Statistics I	3
MAT-304	Applied Statistics II	3
MAT-305	Statistics for Social Sciences	3
POL-200	State and Local Government and Politics	3
POL-220	Issues in Political Science	3
POL-230	World Politics	3
POL-232	Comparative Politics	3
POL-350	Political Science Practicum	1 to 3
POL-354	Foreign Governments	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3
POL-371	International Studies	3
POL-399H	Honors College Thesis-Political Science	3
POL-401	Political Science Travel Seminar	3
POL-475	Independent Learning in Political Science	1 to 3

Declaring and Maintaining an International Relations Major

In order to pursue International Relations as a first or second major, students need to consult with the coordinator of the Department of History and Political Science and then declare the major in the Residential Academic Services Office. Students majoring in International Relations should strive to maintain a 3.0 or higher cumulative GPA.

International Relations Minor

The International Relations minor enables students with an interest in global engagement to enhance their primary major. This companion program is designed to accommodate students who are not able to complete a full double major, but who see the relevance of global government and politics in their major course of study. Students interested in graduate study should consider a full major in the discipline.

Requirements (21 credits)

Common Core: (6 credits)

POL-100	American Government	3
POL-215	Foundations of Political Science	3

Lower-Division Courses: (6 credits)

POL-230	World Politics	3
POL-232	Comparative Politics	3

Upper-Division Courses (9 credits)

A minimum of 9 credit hours of upper-division courses (numbered 300 or higher) offered by the department, and selected from the following:

ECO-454	International Economics	3
HST-301	American Foreign Relations	3
INR-332	International Peace and Security	3
INR-375	Foreign Policy Analysis	3
INR-432	Global Governance	3
POL-354	Foreign Governments	3

Political Science - B.S.

Purpose

The Political Science major, offered by the Department of History and Political Science, enables students to develop skills in both theoretical and practical analysis, understanding, and evaluation of the changing nature, form, and function of governing arrangements, political processes, and the civil-social order. The major is designed to prepare students for one of the numerous careers in domestic government service and political organizations. Additionally, the Political Science major offers preparation toward teaching, research and graduate study for advanced degrees in political science and law (see Political Science Pre-Law (p. 157) section). (Political Science majors desiring to teach in secondary schools need to take a double major in Political Science and Social Studies Education.) The Political Science major often serves as a companion double major with Business, Communication Studies, Criminal Justice, Economics, English, History, Intercultural Studies, Mathematics, Psychology, Philosophy and Theology, Social Studies, Social Work, or Writing.

General Education Competencies

Students majoring in Political Science will complete the following General Education requirements and competencies with the listed courses. Where no course is specified, students are free to choose courses that meet the university requirements.

Communication Competency: COM-100 (division requirement)

Intercultural Competency: GEO-202 (core requirement)

Math Requirement: MAT-112 or equivalent (pre-requisite for Research Methods)

Social Sciences: POL-100 (pre-requisite for some upper division POL and HST courses), ECO-213 (core requirement)

Overview

The Political Science major consists of 33 credit hours in political science and a cognate area of 12 credit hours. The core of the program consists of required courses focusing on fundamental political science concepts and skill formation. The cognate can be a group of courses from a second major or a minor. Otherwise, the cognate credit hours must be completed from major electives, selected by students for professional preparation or personal enrichment.

Requirements (45 credits)

Common Core (15 credits)

Courses listed at the 100 or 200 level should be taken in the freshman/sophomore years. Courses 300 and above should be taken in the junior/senior years.

POL-100	American Government	3
POL-215	Foundations of Political Science	3
ECO-213	Macroeconomics	3
POL-322	Research Design and Methods in Political Science and Economics	3
POL-471	Political Science/International Relations Capstone	3

Lower-Division Courses (6 credits)

POL-200	State and Local Government and Politics	3
GEO-202	Political and Cultural Geography	3

Upper-Division Courses (12 credits)

A minimum of 12 credit hours of upper-division courses (numbered 300 or higher) offered by the department and selected from the following:

HST-301	American Foreign Relations	3
HST-400	American Constitutional History	3
POL-354	Foreign Governments	3
POL-355	American Political Processes	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3

Cognate or Major Electives (12 credits)

Twelve credit hour cognate (group of courses from a second major or a minor) OR any courses listed below not previously taken. If the student does not have a second area of study, the major elective must be completed from the courses below:

Major Electives for all International Relations, Political Science and Political Science Pre-Law Majors, unless already part of required courses:

ECO-270	Comparative Economic Systems	3
ECO-315	Urban Economics and Policy	3
ECO-340	Globalization and Economic Development	3
ECO-365	Public Administration and Finance	3
ECO-454	International Economics	3
GEO-202	Political and Cultural Geography	3
HST-300	Western/American Intellectual and Social History	3
HST-301	American Foreign Relations	3
HST-302	American Political Parties	3
HST-400	American Constitutional History	3
INR-332	International Peace and Security	3
INR-375	Foreign Policy Analysis	3
INR-432	Global Governance	3
MAT-204	Applied Statistics I	3
MAT-304	Applied Statistics II	3

MAT-305	Statistics for Social Sciences	3
POL-200	State and Local Government and Politics	3
POL-220	Issues in Political Science	3
POL-230	World Politics	3
POL-232	Comparative Politics	3
POL-350	Political Science Practicum	1 to 3
POL-354	Foreign Governments	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3
POL-371	International Studies	3
POL-399H	Honors College Thesis-Political Science	3
POL-401	Political Science Travel Seminar	3
POL-475	Independent Learning in Political Science	1 to 3

Declaring and Maintaining a Political Science Major

In order to pursue Political Science as a first or second major, students need to consult with the coordinator of the Department of History and Political Science and then declare a Political Science major in the Registrar's Office. Students majoring in Political Science need to achieve no less than a 2.5 GPA in the major to graduate with a Political Science degree.

Political Science Minor

Purpose

The Political Science minor enables students with an interest in domestic politics to enhance their primary major. This companion program is designed to accommodate students who are not able to complete a full double major, but who see the relevance of government and politics to their major course of study. Students interested in graduate study should consider a full major in the discipline.

Requirements (21 credits)

Common Core (6 credits)

POL-100	American Government	3
POL-215	Foundations of Political Science	3

Lower-Division Courses (6 credits)

POL-200	State and Local Government and Politics	3
GEO-202	Political and Cultural Geography	3

Upper-Division Courses (9 credits)

A minimum of 9 credit hours of upper-division courses (numbered 300 or higher) offered by the department and selected from the following:

HST-301	American Foreign Relations	3
HST-400	American Constitutional History	3
POL-354	Foreign Governments	3
POL-355	American Political Processes	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3

Political Science Pre-Law - B.S.

The Political Science Pre-Law major, offered by the Department of History and Political Science, enables students to develop skills in both theoretical and practical analysis, understanding, and evaluation of the American federal system of jurisprudence and the constitutional nature of the civil-social order, in preparation for the Law School Admissions Test (LSAT).

Purpose

Students majoring in Political Science Pre-Law students are trained in the fundamentals of political science while receiving additional preparation in the foundations of American legal processes and procedures. Elective courses are designed to prepare students for specializations in legal studies. Additionally, students majoring in Political Science Pre-Law are encouraged to take a second major. The following companion majors are frequently chosen by Pre-Law students: Business, Criminal Justice, Economics, English, History, Psychology, Philosophy and Theology, Social Work, and Writing.

General Education

Students majoring in Political Science Pre-Law will complete the following General Education requirements and competencies with the listed courses. Where no course is specified, students are free to choose courses that meet the university requirements.

Communication Competency: COM-100 (division requirement)

Intercultural Competency: GEO-202 (core requirement)

Math Requirement: MAT-112 or equivalent (pre-requisite for Research Methods)

Social Sciences: POL-100 (pre-requisite for some upper division POL and HST courses), ECO-213 (core requirement)

Overview

The Political Science Pre-Law major consists of 36 credit hours in political science and related fields and a cognate of 12 credit hours. The core of the program consists of required courses focusing on fundamental political and legal concepts and skill formation. The cognate can be a group of courses from a second major or a minor. Otherwise, the cognate credit hours must be completed from major electives, selected by students for professional and LSAT preparation or personal enrichment.

Requirements (48 credits)

Common Core (15 credits)

Courses listed at the 100 or 200 level should be taken in the freshman/sophomore years. Courses 300 and above should be taken in the junior/senior years.

POL-100	American Government	3
POL-215	Foundations of Political Science	3
ECO-213	Macroeconomics	3
POL-322	Research Design and Methods in Political Science and Economics	3
POL-471	Political Science/International Relations Capstone	3

Lower-Division Courses (9 credits)

POL-291	Introduction to Law	3
GEO-202	Political and Cultural Geography	3
POL-200	State and Local Government and Politics	3

Upper-Division Courses (12 credits)

A minimum of 12 credit hours of upper-division courses (numbered 300 or higher) offered by the department and selected from the following:

HST-301	American Foreign Relations	3
HST-400	American Constitutional History	3
POL-354	Foreign Governments	3
POL-355	American Political Processes	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3

Cognate or Major Electives (12 credits)

Twelve credit hour cognate (group of courses from a second major or a minor) OR any courses listed below not previously taken. If the student does not have a second area of study, the major elective must be completed from the courses below:

Major Electives for Pre-Law Majors only:

BUS-210	Business Law	3
BUS-311	Advanced Business Law	3
CRJ-358	Criminal Law	3
CRJ-472	Court Procedures	3
PHL-285	Logic	3
POL-275	Pre-Law Tutorial Study	0 to 1

Students majoring in Political Science Pre-Law must sign up for POL-275 for 0 credits each semester. They may opt to take the tutorial for 1 credit in the semester the Law School Admission Test (LSAT) is completed.

Major Electives for all International Relations, Political Science and Political Science Pre-Law Majors, unless already part of required courses:

ECO-270	Comparative Economic Systems	3
ECO-315	Urban Economics and Policy	3
ECO-340	Globalization and Economic Development	3
ECO-365	Public Administration and Finance	3
ECO-454	International Economics	3
GEO-202	Political and Cultural Geography	3
HST-300	Western/American Intellectual and Social History	3
HST-301	American Foreign Relations	3
HST-302	American Political Parties	3
HST-400	American Constitutional History	3
INR-332	International Peace and Security	3
INR-375	Foreign Policy Analysis	3
INR-432	Global Governance	3
MAT-204	Applied Statistics I	3
MAT-304	Applied Statistics II	3
MAT-305	Statistics for Social Sciences	3
POL-200	State and Local Government and Politics	3
POL-220	Issues in Political Science	3
POL-230	World Politics	3
POL-232	Comparative Politics	3
POL-350	Political Science Practicum	1 to 3
POL-354	Foreign Governments	3
POL-365	Religion and Politics	3
POL-367	Political Thought	3
POL-371	International Studies	3
POL-399H	Honors College Thesis-Political Science	3
POL-401	Political Science Travel Seminar	3
POL-475	Independent Learning in Political Science	1 to 3

Declaring and Maintaining a Political Science Pre-Law Major

Pre-Law students need to consult with the Department of History and Political Science coordinator/Pre-Law advisor and then declare a Political Science Pre-Law major in the Residential Academic Services Office. Pre-Law students are expected to maintain no less than a 3.0 GPA in the Political Science Pre-Law major to graduate with the degree.

Social Studies - B.S. and Social Studies Education - B.S.

Purpose

The Social Studies major is offered by the Department of History and Political Science. The Social Studies major serves primarily as preparation toward teaching social studies in the senior high/junior high/middle schools and also serves as preparation for research and graduate study. Students desiring certified teaching credentials need to declare a Social Studies Education (SSE) major. (See also the Education (p. 192) section of the catalog.) A major in Social Studies Education (SSE) with a minor in Psychology is an excellent combination for those desiring to take a master's degree in counseling and guidance in order to become guidance counselors in the secondary schools. Social Studies Education (SSE) majors often earn a second major in Economics, History, International Relations, or Political Science.

The Social Studies (SOS) major may be taken without teaching requirements by students who desire a broad exposure to the different fields of social science. This major often serves as a companion double major with Economics, History, International Relations and Political Science.

General Education Competencies

Completed in consultation with the School of Teacher Education (if SSE) and in reference to the general education requirements and competencies section under the Division of Social Sciences (p. 148).

Major Requirements

The Social Studies Education (SSE) major is 51-57 credit hours and the non-teaching Social Studies (SOS) major is 48 credit hours. The major includes required and elective courses in six social science disciplines: History, Geography, Government, Economics, Psychology and Sociology. Students majoring in either of these programs must complete one year of world history survey (rather than HST 180), one year of regional history survey, and three credit hours of upper-level history electives; American Government, Comparative Politics or World Politics, and six credit hours of political science electives, at least three credit hours of which must be upper-level. Students majoring in SOS will take nine credit hours in one of the following areas: Economics, Sociology, or Psychology as listed below. In order to meet teacher certification requirements, students majoring in SSE will follow a three-discipline or four discipline plan as listed in the Education section of the catalog. SSE majors are required to take an upper-division scholarship quality elective under both the *Historical Perspective* requirement (or HST290 may meet this requirement) and the *Government* requirement. Both the HST and POL upper-division scholarship quality courses will be determined by the SSE content supervisor in coordination with the School of Teacher Education.

Requirements for the Social Studies (non-education) major (48 credits)

Foundation Course (3 credits)

MAT-112	General Statistics	3
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Required (27 credits)

Historical Perspectives (12 credits)

HST-185	Foundations of Civilization to 1648	3
HST-190	The West and the World after 1648	3
HST-290	Making History: Historians, Historical Techniques and Historiography	3
	HST Elective (300 or 400 level)	3

Choose any two of the following four courses:

HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3
HST-230	Colonial Latin America	3
HST-231	National Latin America	3

Government (12 credits)

POL-100	American Government	3
POL-232	Comparative Politics	3
	or	
POL-230	World Politics	3

POL-322	Research Design and Methods in Political Science and Economics	3
	or	
ECO-322	Research Design and Methods in Political Science and Economics	3
POL	Elective	3
	POL Elective (300 or 400 level)	3

Geography (3 credits)

GEO-202	Political and Cultural Geography	3
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Choose ONE of the following (Economics, Sociology, or Psychology) (9 credits):**Economics (9 credits)**

ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
	ECO Elective (300 or 400 level)	3

Sociology (9 credits)

SOC-150	Principles of Sociology	3
SOC-210	Minority Group Relations	3
	SOC Elective	3
	SOC Elective	3
	SOC Elective (300 or 400 level)	3

Psychology (9 credits)

PSY-150	General Psychology	3
	PSY Elective	3
	PSY Elective	3
	PSY Elective (300 or 400 level)	3

Electives

Depending on program configuration, take 3-4 upper-division classes from chosen disciplines.

General Education	52
Social Studies Courses	36
Social Studies Electives	12
Electives	24
TOTAL:	124

Declaring and Maintaining a Social Studies Major

In order to pursue a non-teaching Social Studies (SOS) major, students need to consult with the coordinator of the Department of History and Political Science and then declare a Social Studies (SOS) major in the Registrar's Office. Students majoring in Social Studies must maintain no less than a 2.25 GPA.

Declaring and Maintaining a Social Studies Education Major

Students desiring certification to teach social studies in the senior high/junior high/middle schools (grades 5-12) must take a Social Studies Education (SSE) major. In order to pursue a Social Studies Education (SSE) major, students need to consult with the coordinator of the Department of History and Political Science and with the director of secondary education in the School of Teacher Education and then declare a Social Studies Education (SSE) major in the Registrar's Office. Students majoring in Social Studies Education (SSE) must maintain no less than a 2.75 cumulative GPA and no less than a 3.00 major GPA in social studies education.

See the Education section of the catalog for a list of specific courses required for the Social Studies Education Major.

Latin American and Iberian Studies Minor

The Divisions of Social Sciences and Modern Language and Literature, along with the School of Theology and Ministry, have cooperated to create an interdisciplinary minor in Latin American and Iberian Studies. This minor is designed to complement the student's primary major and can be tailored to deepen his or her specific cultural knowledge and language skills as preparation for graduate study or for a career in an increasingly diverse workplace. Students have the opportunity to integrate

traditional coursework with internships and/or study abroad experiences to apply and appreciate the relevance of course material to their career and the world around them. The flexibility of electives makes this minor useful to students from all majors.

Minor Requirements

The minor in Latin American and Iberian Studies consists of a total of 24 credit hours. Eighteen credit hours are core courses from the three sponsoring areas: a one-year survey of Latin America (HST-230, HST-231), an introduction to intercultural studies (INT-220), one year of Spanish to fulfill or add to intermediate-level fluency, and a social science elective from courses having the prefix ECO, HST, INR or POL.

In addition to the 18-credit hour core, students must complete six credit hours of electives from the specified courses listed below or new offerings approved by the program director, one of which must be upper level (numbered 300 or above).

Mandatory International/Cross-cultural Experience: Each student, in consultation with his or her advisor, is required to complete an international/cross-cultural experience that provides significant opportunity for interaction in Spanish and offers an academic focus appropriate to the student's goals. Requires approval by both the student's primary academic advisor and the chair of the hosting division or his or her designate.

Requirements (24 credits)

Required Courses (18 credits)

Intercultural Studies

INT-220	Intercultural Relationships	3
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Social Studies

HST-230	Colonial Latin America	3
HST-231	National Latin America	3
ECO, HST, INR, POL	Social Science Elective	3

Spanish

SPA (except SPA-360)	Spanish courses to fulfill or add to intermediate-level fluency	6
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International/Cross-cultural Experience

Prior approval of chair is required (see text above). If a course is taken and it qualifies, it may be included in the above 18 credit hours or the 6 elective credit hours.

Elective Courses (6 credits)

At least one elective must be 300 or above

ENG-170	Introduction to Linguistics	3
ICD-210	Introduction to Development	3
POL-232	Comparative Politics	3
INT-315	Cross-Cultural Communication of Faith	3
ECO-340	Globalization and Economic Development	3
HST-355	Modern Mexico	3
ICD-360	Development Internship	3 to 9
ECO-454	International Economics	3
SPA (except SPA-360)	Any Spanish course beyond those taken to meet the core requirement	
	Transfer Credit for Study Abroad	

Graduate Counseling Division

Mission Statement

The Division of Graduate Counseling is dedicated to training high-quality professionals who are competent to work with diverse populations within their area of specialization. The faculty is dedicated to training and mentoring students within an integrated understanding of Christian faith and professional practice with emphasis on student academic, professional and cultural competence.

Program Descriptions

The Master of Arts degree with majors in Counseling prepares counselors who are able to integrate their Christian faith and values with integrity in their practice of counseling. Graduates of the program will be prepared to provide professional service to public agencies, churches, educational settings, para-church organizations, and business and industry settings. To that end, the graduate counseling program offers the following objectives:

1. Students will demonstrate mastery of comprehensive counseling curriculum.
2. Students will demonstrate competence in reading, interpreting, evaluating and applying scholarly research.
3. Students will demonstrate clinical proficiency.
4. Students will demonstrate multicultural awareness in clinical practice.
5. Students will demonstrate professional integrity.
6. Students will demonstrate an ability to integrate faith with the counseling profession.
7. Students will demonstrate proficiency in communication skills.
8. Students will demonstrate proficiency in their selected area of specialization.

The Clinical Mental Health Counseling (p. 167), Marriage and Family Counseling/Therapy (p. 168), and School Counseling (p. 168) programs at Indiana Wesleyan University are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) (5999 Stevenson Ave., Alexandria, VA 22304, 703-823-9800). CACREP is an independent agency recognized by the Council for Higher Education Accreditation to accredit master's and doctoral degree programs in the counseling-related professions. The accreditation runs through October 31, 2021. (Note: The Clinical Mental Health Counseling program is currently accredited under the 2001 standards for Community Counseling as a Community Counseling program. The current curriculum is designed to meet the 2009 standards, which combined Community Counseling and Mental Health Standards into standards for Clinical Mental Health Counseling programs). The Marriage and Family Counseling/Therapy program is currently pursuing accreditation through the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and will receive the final determination in the spring of 2015. The School Counseling program is accredited by the National Council of Accreditation for Teacher Education (NCATE). The School Counseling program is also approved by the Indiana Professional Standards Board and the Ohio Board of Regents with plans to seek approval from other states. Starting in the fall of 2013, the School Counseling program transitioned from a traditional to a blended instructional format.

The Community Counseling (p. 167) program requires the completion of 48 semester hours, the Clinical Mental Health Counseling program requires 60 semester hours, the Marriage and Family Counseling/Therapy program requires 60 semester hours, and the School Counseling program requires 48 semester hours. Each of these majors require a supervised practicum and internships. The 60-hour programs meet the requirements for Licensed Mental Health Counselor or Licensed Marriage and Family Therapist in Indiana.

The Division of Graduate Counseling also offers majors in Addictions Counseling (p. 166) and Student Development Administration (p. 169). The purpose and goal of the Addictions Counseling major is to educate students and returning professionals in the competency and practice of addictions sciences. This major seeks to be a world-class program of "science to service" with a relevant Christian perspective of hope and healing. The program has been granted Provider Status by the National Association of Alcohol and Drug Abuse Counselors (NAADAC) and the NAADAC State affiliate, the Indiana Association for Addiction Professionals (IAAP). Upon completion of the degree, students will be eligible to take the NAADAC/IAAP exam for the national Master Addiction Counselor (MAC) and state Indiana Certified Addictions Counselor I or II (ICAC I, II) certification.

The M.A. in Student Development Administration prepares students for careers in the student development professions in the settings of higher education. The program uses a student-focused approach by applying skills and techniques in order to build

and maintain life-impacting relationships with college students. The program follows the Professional Competency Areas for Student Affairs Practitioners established by the ACPA (College Student Educators International) and NASPA (Student Affairs Administrators in Higher Education) associations. This program can be completed entirely online or in combination with available onsite courses on the Marion and Indianapolis-West campuses.

Students with a master's degree with a major in counseling who do not meet the requirements for Indiana state licensure may complete the academic requirements through Indiana Wesleyan University's Graduate Counseling program. See Certificate Programs (p. 170). Those interested in this option should call 765-677-2970 or 866-468-6498 for more information.

Admission to Graduate Studies in Counseling

The admission requirements are:

1. A baccalaureate degree from an accredited college or university, or an institution accredited by the Association for Biblical Higher Education.
2. An undergraduate grade point average of at least 3.0 on a 4.0 scale from the baccalaureate degree-granting institution at which at least 30 hours was completed.
3. Six semester hours in undergraduate psychology of which three semester hours must be in Abnormal Psychology.
4. Six semester hours in Bible (Old and New Testament) or passage of the Bible exam administered by the Graduate Counseling Department.

Students may take any of the undergraduate courses at Indiana Wesleyan University and be admitted on a conditional basis. All prerequisites must be completed within the first twelve hours of coursework.

5. Graduate Record Exam (GRE) taken within five years of application to the program. A typewritten autobiography, philosophy of counseling, and supplemental application. Verbal (V) score of at least 146/400 (new/old scoring) is required. Successful graduate coursework may be substituted for the GRE.
6. An official transcript from each undergraduate and graduate institution attended.
7. A background check.
8. Three recommendations – at least one from a professor and one from a supervisor/professional.
9. Applicants whose application documents demonstrate potential for success in the Graduate Program in Counseling will be invited to participate in a personal interview.

*The graduate admissions committee retains the right to waive an admission requirement for special circumstances.

Prerequisites for Graduate Studies in Counseling

The following prerequisites must be completed before completing 12 semester hours of counseling courses:

1. Six semester hours in undergraduate psychology of which three semester hours must be in Abnormal Psychology.
2. Six semester hours in Bible (Old and New Testament) or passage of the Bible exam administered by the Graduate Counseling Department.
3. Students may take any of the undergraduate courses at Indiana Wesleyan University and be admitted on a conditional basis. All prerequisites must be completed within the first twelve hours of coursework.

Programs in Graduate Studies in Counseling

All students who obtain a Master of Arts degree with a major in Counseling from Indiana Wesleyan University must complete either 48 or 60 hours of study. Students who major in Student Development Administration are required to complete a minimum of 36 hours of study. For the majors in Addictions Counseling, Community Counseling, and School Counseling, 48 semester hours of graduate studies are required. Sixty semester hours of graduate studies are required for completion of the Clinical Mental Health Counseling and Marriage and Family Counseling/Therapy. Programs of study in the majors of Clinical Mental Health Counseling, Marriage and Family Counseling/Therapy, and School Counseling consist of the following components: core courses, clinical experiences, and specialization courses. In contrast, the programs of study in Addictions Counseling and Student Development Administration consist of a unique set of core courses as well as clinical experiences. The School Counseling Program and the Addictions Counseling Program are delivered in a blended format and require two intensives while the Student Development Administration is delivered entirely online. Each of these programs of study is described in greater detail below.

Student Progression Policy for the Division of Graduate Counseling

Students are evaluated by faculty upon completion of their initial nine hours of graduate study. This evaluation includes: current GPA, performance on specific courses and assignments, written and communication skills, and overall style of interactions with faculty, staff, and peers within the program. In addition, students are evaluated by a core faculty member prior to the beginning of the practicum class. This evaluation includes: ability to perform a basic listening skills sequence and establishment of therapeutic relationships, appropriate responses to supervision, and basic conceptualization of clients in their caseloads. Students are evaluated again during their final internship. This evaluation includes: evaluation of the student's counseling skills including assessment, diagnosis, and treatment of clients, record keeping, information and referral, and familiarity with professional activities and resources. These evaluations are used to identify specific strengths and weaknesses and readiness to enter the counseling field. In addition, students must successfully complete comprehensive exams for the core curriculum, program, and multicultural proficiency.

To remain in good standing within the program, students are expected to maintain specific academic and professional standards. Students must maintain a cumulative GPA of at least 3.0. Students whose cumulative GPA falls below 3.0 will be placed on academic probation. Furthermore, students may be suspended from the program if their cumulative GPA is not 3.0 or above upon completion of the following semester.

Students may choose to not register for one semester and remain in good standing. However, if a student does not register for two or more consecutive semesters, he or she will be considered inactive. In such cases, students must seek readmission in order to resume work in the program.

Coursework, practica and internships provide both students and faculty opportunities to determine "professional goodness-of-fit." In addition to assessing academic performance, faculty utilize these times to evaluate students' suitability for the counseling profession. Students who do not possess characteristics deemed as essential for counselors will be asked to develop, in collaboration with faculty, remedial plans of correction. Such plans might include referrals for individual counseling to address specific identified issues. In cases where remedial plans are unsuccessful or inappropriate, the student will be asked to withdraw from the program. In such cases, career services will be made available to assist such persons in finding a more appropriate vocational direction.

Violations of University Community Lifestyle Expectations which are negatively impacting other students, classes, practica, internship, or the reputation of the university will be dealt with on an individual basis in collaboration between the student and faculty member. The Division Chair or other appropriate academic leaders may be included at the request of the student or faculty member.

Students admitted to the Graduate Studies in Counseling at Indiana Wesleyan University are expected to behave in a professional and ethical manner. Failure to conform to acceptable standards of behavior in classes, practica or internships is considered cause for disciplinary action up to and including dismissal from the program. Once admitted to the program, non-academic cause for dismissal includes, but is not limited to:

1. Behavior that is prohibited under the ethical standards and practices of the American Counseling Association (ACA), American Mental Health Counselors Association (AMHCA), NAADAC/IAAP, American Association of Marriage and Family Therapy (AAMFT), American School Counselors Association (ASCA) National Association of Student Personnel Association (NASPA), Association of College Personnel Administrators (ACPA) and/or the Counselor Licensure laws in the state of Indiana.
2. Indecent or malicious behavior and disrespect directed toward instructors, supervisors, administrators or fellow students; use of profanity or verbal/physical intimidation toward others; failure to follow reasonable instructions; or any form of sexual harassment.
3. Use of deceit or fraud, academic or otherwise, to gain admission to or in any activity within the program.
4. Conviction of a felony (eg. offenses involving possession, sale or consumption of a controlled substance, sexual transgression).
5. Conviction for a misdemeanor offense committed during or related to the practice of any counseling procedure or activity.

Admission to Student Development Administration

The admission requirements are:*

1. A baccalaureate degree from an accredited college or university, or an institution accredited by the Association for Biblical Higher Education.

2. An undergraduate grade point average of at least 3.0 on a 4.0 scale from the baccalaureate degree-granting institution at which at least 30 hours was completed.
3. Six semester hours in psychology of which three semester hours must be in Life Span Development or Developmental Psychology (preferred) or Abnormal Psychology.
4. Six semester hours in Bible (Old and New Testament). Students may take any of the undergraduate courses at Indiana Wesleyan University and be admitted on a conditional basis until all prerequisites are satisfactorily completed.
5. A completed application form for admission to the IWU Student Development Administration program.
6. An official transcript from each undergraduate and graduate institution attended.
7. Three recommendations – at least one from a professor and one from a supervisor/professional.
8. Applicants whose application documents demonstrate potential for success in Student Development Administration will be invited to participate in a personal interview.

*The graduate admissions committee retains the right to waive an admission requirement for special circumstances.

Prerequisites for Student Development Administration

The following prerequisites must be completed before completing 12 semester hours of student development courses:

1. Six semester hours in Psychology, which must include three hours of Developmental Psychology (preferred) or Abnormal Psychology.
2. Six semester hours in Bible (Old and New Testament), or passage of the Departmental Bible exam.

Addictions Counseling

Requirements (48 credits)

Core Courses

CNS-511	Issues in Addiction Recovery	3
CNS-535	Theories and Treatment of Addiction	3
CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CNS-504	Theory and Techniques in Group Counseling	3
CNS-506	Appraisal of Individuals and Families	3
CNS-507	Research and Evaluation of Methods and Practice	3
CNS-508	Legal, Ethical and Professional Issues	3
CNS-509	Integration of the Theory and Practice of Christian Counseling	3
CNS-512	Psychopharmacology	3
CNS-533	Psychopathology	3
CNS-545	Counseling Addicted Families	3

Clinical Experiences

CNS-550	Supervised Practicum	3
CNS-551	Supervised Internship and	3
CNS-552	Supervised Internship Elective	3

For fulfillment of the academic requirements for LMHC licensure in the state of Indiana, the following additional courses must be successfully completed: CNS-501, CNS-505, CNS-522, CNS-523, CNS-524, and CNS-554.

Community Counseling

Requirements (36 credits)

Core Courses

CNS-501	Human Growth and Development	3
CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CNS-504	Theory and Techniques in Group Counseling	3
CNS-505	Theory and Techniques in Career Counseling	3
CNS-507	Research and Evaluation of Methods and Practice	3
CNS-508	Legal, Ethical and Professional Issues	3
CNS-509	Integration of the Theory and Practice of Christian Counseling	3

Specialization Courses

CNS-523	Clinical Mental Health Assessment and Intervention	3
	Electives (9)	9

*Please note that this degree does not prepare the student for licensure in Indiana. It is primarily for the student who desires a master's degree in counseling but does not need to be licensed.

Clinical Mental Health Counseling

Requirements (60 credits)

Core Courses

CNS-501	Human Growth and Development	3
CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CNS-504	Theory and Techniques in Group Counseling	3
CNS-505	Theory and Techniques in Career Counseling	3
CNS-506	Appraisal of Individuals and Families	3
CNS-507	Research and Evaluation of Methods and Practice	3
CNS-508	Legal, Ethical and Professional Issues	3
CNS-509	Integration of the Theory and Practice of Christian Counseling	3

Clinical Experiences

CNS-550	Supervised Practicum	3
CNS-551	Supervised Internship	3
CNS-552	Supervised Internship	3
CNS-554	Advanced Internship	3

Specialization Courses

CNS-511	Issues in Addiction Recovery	3
CNS-512	Psychopharmacology	3
CNS-522	Foundations in Clinical Mental Health Counseling	3

CNS-523	Clinical Mental Health Assessment and Intervention	3
CNS-524	Ecological Counseling and Prevention	3
CNS-533	Psychopathology	3
	Elective	3

Marriage and Family Counseling/Therapy

Requirements (60 credits)

Minimum length 2 1/2 years; Maximum length 6 years

Core Courses

CNS-501	Human Growth and Development	3
CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CNS-504	Theory and Techniques in Group Counseling	3
CNS-505	Theory and Techniques in Career Counseling	3
CNS-506	Appraisal of Individuals and Families	3
CNS-507	Research and Evaluation of Methods and Practice	3
CNS-508	Legal, Ethical and Professional Issues	3
CNS-509	Integration of the Theory and Practice of Christian Counseling	3

Clinical Experiences

CNS-550	Supervised Practicum	3
CNS-551	Supervised Internship	3
CNS-552	Supervised Internship	3
CNS-554	Advanced Internship	3

Specialization Courses

CNS-520	Sexuality, Intimacy and Gender	3
CNS-533	Psychopathology	3
CNS-541	Foundations of Marriage and Family Therapy	3
CNS-542	Major Models of MFT I: Theory Assessment, and Application	3
CNS-543	Major Models of MFT II: Theory, Assessment, and Application	3
CNS-546	Major Models of MFT III: Theory, Assessment, and Application	3
	Elective	3

School Counseling

Requirements (48 credits)

Core Courses

CNS-501	Human Growth and Development	3
CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3

CNS-504	Theory and Techniques in Group Counseling	3
CNS-505	Theory and Techniques in Career Counseling	3
CNS-506	Appraisal of Individuals and Families	3
CNS-507	Research and Evaluation of Methods and Practice	3
CNS-508	Legal, Ethical and Professional Issues	3
CNS-509	Integration of the Theory and Practice of Christian Counseling	3

Clinical Experiences

CNS-550	Supervised Practicum	3
CNS-551	Supervised Internship	3
CNS-552	Supervised Internship	3

Specialization Courses

CNS-519	Theories and Techniques of School Counseling I	3
CNS-527	Child and Adolescent Development and Treatment	3
CNS-529	Theories and Techniques of School Counseling II	3
	Elective	3

Student Development Administration**Requirements (36 credits)****Counseling Core Classes (12 credits)**

CNS-502	Multicultural Counseling	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CNS-504	Theory and Techniques in Group Counseling	3
CNS-507	Research and Evaluation of Methods and Practice	3

Student Development Core Classes (19 credits)

SDC-501	History of Higher Education	2
SDC-509	Administration and Finance in Higher Education	3
SDC-510	The College Student	3
SDC-515	Career Counseling for Student Development	3
SDC-518	Legal and Ethical Issues in Student Development	2
SDC-551	Supervised Internship - Student Development	3
SDC-552	Supervised Internship - Student Development	3

Electives (5 credits)

SDC-525	Special Topics in Student Life Administration	0 to 3
CNS-505	Theory and Techniques in Career Counseling	3
CNS-506	Appraisal of Individuals and Families	3

CNS-520	Sexuality, Intimacy and Gender	3
CNS-544	Graduate Capstone Project	3
CNS-559	Thesis Project	3

Certificate Programs

The Graduate Studies in Counseling programs offer certificates to persons seeking specialized academic preparation in one of the major areas of study offered by the program, but who do not desire or require degree completion at Indiana Wesleyan University.

Objectives of Certificate Programs:

1. Students will demonstrate proficiency in their selected area of specialization (e.g., School Counseling, Clinical Mental Health Counseling, Addictions Counseling, Marriage and Family Counseling/Therapy).
2. Student meets learning objectives specified in his/her plan of study.

Addictions Counseling Certificate

An Addictions Counseling Certificate is available for students presently enrolled in non-IWU graduate counseling programs and whose program does not offer sufficient coursework in addictions counseling. Such students can enroll in the Addictions Certificate Program and obtain specialized training in addictions counseling to enhance their academic training to better meet their professional goals.

Admission Requirements for Addictions Counseling Certificate include:

1. A baccalaureate degree from an accredited college or university, or an institution accredited by the Association for Biblical Higher Education.
2. An undergraduate GPA of at least 3.0 on a 4.0 scale from the baccalaureate degree-granting institution at which at least 30 semester hours was completed.
3. A completed application form for admission to the IWU Graduate Studies in Counseling Certificate Program.
4. If graduate work has been attempted, all transcripts must be submitted, and a minimum GPA of 3.0 earned.
5. A letter clearly stating reason(s) for seeking admission into the certificate program.
6. In those cases where the applicant is seeking to fulfill requirements for any licensure/certification, identification of a specific plan of study for any license/certification process is the responsibility of the applicant.

Exit Requirements include:

1. Successful completion of all coursework identified on certificate plan of study.
2. All course grades at or above level of "C+."
3. Overall cumulative GPA of 3.0.

Requirements

Addictions Counseling Certificate – Required Courses:

CNS-511	Issues in Addiction Recovery	3
CNS-512	Psychopharmacology	3
CNS-533	Psychopathology	3
CNS-535	Theories and Treatment of Addiction	3
CNS-545	Counseling Addicted Families	3

Graduate Certificate in Student Development Administration

Requirements

Graduate Certificate in Student Development Administration

SDC-501	History of Higher Education	2
SDC-509	Administration and Finance in Higher Education	3
SDC-510	The College Student	3
SDC-515	Career Counseling for Student Development	3
SDC-518	Legal and Ethical Issues in Student Development	2
SDC-525	Special Topics in Student Life Administration	0 to 3
SDC-551	Supervised Internship - Student Development	3

Professional Coaching

****All edits made pending Senate Approval during Spring2016.****

Requirements

Professional Coaching Certificate

CNS-503	Theory and Techniques in the Helping Relationship	3
SDC	Foundations of Professional Coaching	3
SDC	Coaching and Self	3
SDC	Coaching and Systems	3
SDC	Coaching Applications - Experiential Methods	3

Post Master's Certificate

This certificate is for persons who have already attained a Master of Arts degree in a counseling-related program, but whose degree program and/or post-graduate clinical experiences do not meet specific state licensure or national certification requirements. In such cases, program faculty collaborate with the student to develop a specific program of study that seeks to fulfill the identified academic requirements. It is the responsibility of the student to provide evidence identifying the specific academic content or coursework required by the particular credentialing entity. This evidence is typically discovered through the student's consultation with the particular licensure/certification board.

Admission Requirements include:

1. A master's degree from an accredited college or university, or an institution accredited by the Association for Biblical Higher Education.
2. A graduate GPA of at least 3.0 on a 4.0 scale from the graduate degree-granting institution from which at least 30 semester hours were completed.
3. A completed application form and all required documents for admission to the IWU Graduate Studies in Counseling Certificate Program.
4. A letter of intent clearly stating reason(s) for seeking admission into the certificate program.
5. In those cases where the applicant is seeking to fulfill requirements for any licensure/certification, identification of a specific plan of study (typically 15-18 credit hours) for any license/certification process is the responsibility of the applicant.

6. Students seeking licensure for Clinical Mental Health Counseling, Marriage & Family Therapy/Counseling, and Addictions Counseling, need to submit an application for licensure to the Professional Licensing Agency or respective state licensing board, and provide the letter received from the board specifying content area deficiencies.
7. If clinical hours (practicum and/or internship) are needed, the student must demonstrate evidence of entry-level proficiency in the delivery of counseling services. This is accomplished by presenting a recorded sample of the applicant's direct service to a client and a reference from a qualified supervisor. This tape and reference will be reviewed by the Graduate Counseling Director of Clinical Training and be considered in the admission process.

Exit Requirements include:

1. Successful completion of all coursework identified on certificate plan of study.
2. All course grades at or above level of "C+."
3. Overall cumulative GPA of 3.0.

School of Teacher Education

Purpose

The School of Teacher Education (SoTE), in partnership with other departments in the University, offers professional education courses and programs designed to prepare students to become teachers of excellence for elementary and senior high/junior high/middle schools in both public and private school arenas. The faculty at Indiana Wesleyan University believes teacher education is a campus-wide responsibility. As a product of this cooperative perspective, the Teacher Education Program is a collaborative partnership between general education, subject matter, and professional education programs. The IWU Teacher Education Program is accredited by the Council for Accreditation of Educator Preparation (CAEP) and is a member of the American Association of Colleges for Teacher Education (AACTE).

Teacher Education Programs

Majors leading to teacher certification are available in three areas: elementary education, secondary education, and exceptional needs education. These majors include:

Elementary Education (K-6 Certification)

- Elementary Education (p. 175)
- Elementary Education/Exceptional Needs Education (p. 177)

Secondary Education (P-12 Certification)

- Music Education: Choral (p. 187)
- Music Education: Instrumental (p. 187)
- Music Education: Choral, General, and Instrumental (p. 187)
- Physical and Health Education (p. 189)
- Spanish Education (p. 194)
- TESOL Education (p. 196)
- Visual Arts Education (p. 197)

Secondary Education (5-12 Certification)

- Biology Education (p. 191)
- Chemistry Education (p. 191)
- English Education (p. 185)
- Mathematics Education (p. 186)
- Physical and Health Education (p. 189)
- Social Studies Education (p. 192)
- Science Education (Biology/Chemistry) (p. 191)
- Visual Arts Education (p. 197)

Exceptional Needs Education

- Exceptional Needs: P-12 (p. 198)
- Severe and Profound certification may be added to each exceptional needs major upon additional coursework.

Teacher Education Program

The courses in the Teacher Education Program provide a social, philosophical, psychological and historical framework in which students can develop a personal philosophy of teaching. The Indiana Wesleyan University Teacher Education Program's knowledge base model, "Teacher as Decision Maker," emphasizes decision-making within eight domains: (1) Content/subject matter expertise; (2) Personal development (morals and ethics); (3) Professional development; (4) Rights and responsibilities; (5) Methodology; (6) Management of time, classroom and behaviors; (7) Communication; and (8) Global and multicultural perspectives.

Admission to the Teacher Education Program

Students are eligible to make application for admission to the Teacher Education Program at the completion of 29 semester hours, including one course completed at IWU. Additional requirements:

1. Cumulative GPA of 2.75 and a 3.0 in each teaching major, including teacher education courses. All professional education courses completed with a grade of C- or less must be repeated.
2. Meet basic skills competencies required by the Indiana Department of Education.

3. Formal application (available in the Teacher Education Office).
4. Gateway 1 Dispositions Assessment form.
5. Teacher Education Program portfolio.
6. Formal interview.

Students who are denied admission may follow the appeals process as outlined in the Teacher Education Program Handbook.

Admission to Student Teaching

The student teaching experience is a 16-week semester course in which students refine their skills gained throughout the Teacher Education Program. This capstone experience is composed of two eight-week placements (or one 16-week placement in special circumstances) in which students fully engage in teaching.

Cross-cultural Student Teaching Placements. With the approval of the Teacher Education Committee, students may opt for an eight-week experience in a local school and eight weeks in an overseas or cross-cultural placement. These student teaching placements are available, providing the pre-service teacher the opportunity for a more diverse global perspective on teaching.

Applications for student teaching must be submitted to the Office of Teacher Education by November 1 of the year prior to the student teaching semester (12-15 months in advance of the student teaching experience). To qualify for the student teaching semester, the student must be fully accepted into the Teacher Education Program, have attained senior status, have completed the prerequisite professional courses, and have completed at least three-fourths of the hours required for the major.

Student teaching admission requirements:

1. Cumulative GPA of 2.75 and a 3.0 in each teaching major, including teacher education courses. (NOTE: College of Arts and Sciences GPA requirements apply at program completion and graduation.)
2. Formal application (available in the Office of Teacher Education). The following documents must accompany the student teaching application.
3. Revised autobiography.
4. Revised philosophy of education.
5. Current degree audit and transcript.
6. Assessment of candidate readiness.
7. Lesson plan.

Once the above qualifications are met, the candidates' names are submitted to the divisions for review and to the Vice President for Student Development. The application is then voted upon for approval. Students denied admission to the student teaching semester, may appeal the decision through a process as outlined in the Teacher Education Program Handbook.

Once admitted, the student must exhibit professional demeanor both in university courses and in clinical field placements, and remain a positive role model for both the University and the Teacher Education Program.

Teacher Certification

Content-knowledge tests are required for teacher certification in the state of Indiana. The summary pass rate for all IWU program completers in 2013-2014 was 91%.

Documents for Indiana Teacher Certification should be filed with the Office of Teacher Education as soon after graduation as possible. Necessary information on the certification process is available in the Teacher Certification Office.

Integration of Faith and Learning

The eight domains of the Teacher as Decision Maker conceptual framework are integrated in the context of faith and learning as students discover the relationship between teaching and biblical principles.

The program integrates liberal arts education, content-specific coursework, and clinical field placements to provide the student with teaching situations that allow the theory presented within the University classroom to become applied knowledge within the world of the practitioner. All professors within the Teacher Education Program have had classroom experience and continue to work closely with current practicing teachers.

Field Placements

Field experiences for all education majors begin in the freshman year, with tutoring and mentoring activities in school-like settings. Sophomore-year experiences build on this foundation in area schools and classrooms. An observation and participation field experience is required of all elementary and secondary education majors in May of the freshman or sophomore year. (This experience is not a requirement of the Exceptional Needs major, the Elementary Education/Exceptional Needs double major, and the Physical and Health Education major.) Junior-year field experiences require students to teach and spend up to 180 clock hours in classrooms in area schools.

Elementary Education (K-6 Certification)

Elementary Education - B.S. with Minors and Concentrations

General Education (43-46 credits)

Required Courses

THE-101	Theology of Christian Life	3
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Humanities Core (12 credits)

ENG-180	Humanities World Literature	3
HST-180	Humanities World Civilization	3
MUS-180	Humanities Fine Arts	3
PHL-180	Humanities Philosophy	3

Biblical Literature (6 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3

Advanced Writing or Literature

Advanced Writing or Literature met by EDU-365 Children's Literature.

Health and Wellness (2 credits)

PHE-101	Concepts of Health and Wellness	1
PHE	Activity Elective	1

Social Science and Psychology (9 credits)

PSY-150	General Psychology	3
HST-103	Recent History and Politics	3
	or	
HST-211	American Civilization to 1865	3
	or	
HST-212	American Civilization after 1865	3
SOC-150	Principles of Sociology	3

Science/Mathematics (11 credits)

SCI-201	Integrated Earth/Life Science (with Lab)	4
	Physical Science Elective	4
MAT-111	Mathematics for Elementary Teachers	3

Competencies and Proficiencies (0-3 credits)

Writing Competency (ENG-120)	0-3
Speech Competency (EDU-290 + EDU-491)	
Intercultural Competency (EDU-290 + EDU-491)	

Elementary Education Courses (67 credits)

EDU-130	American Education	3
EDU-200	Educational Technology	1 to 2
EDU-295	Elementary School Observation/Participation (k-6)	1 to 3
EDU-245	Foundations of Literacy	3
EDU-271	Foundations in Early Childhood	3
EDU-290	Elementary Education in a Pluralistic Society	3
PHE-260	Health, Physical Activity, and Human Movement	3
PSY-251	Child Development	3
PSY-276	Psychology of the Exceptional Learner	3
Content Literacy Block-Gray:		
EDU-301	Management in the 21st Century Classroom	1
EDU-292	Fine Arts for Elementary Teacher	3
EDU-355	Social Studies Methods	3
EDU-365	Children's Literature	3
EDU-373	Elementary Field Experience - Gray	1 to 2
EDU-386	Assessment in Elementary Education	3
EDU-386P	Assessment in Elementary Education Practicum	0 to 1
Content Literacy Block-Red:		
EDU-302	ELL in the 21st Century Classroom	1
EDU-306	Mathematics Methods and Materials	3
EDU-354	Literacy Methods	4
EDU-356	Science Methods	3
EDU-391	Elementary Field Experience - Red Clinical	1 to 2
Student-Teaching:		
EDU-491	Supervised Student Teaching in Elementary School (k-6)	15
EDU-495	Student Teaching Seminar	1

Elementary majors may choose one of the following minors or concentrations to fulfill Indiana teacher certification requirements:

- Language Arts Minor for Elementary Education (p. 179)
- Mathematics Minor for Elementary Education (p. 179)
- Science Minor for Elementary Education (p. 179)
- World Language and Culture Minor for Elementary Education (p. 180)
- Mathematics Concentration (p. 181)
- Science Concentration (p. 182)
- Social Studies Concentration (p. 182)
- World Language and Culture Concentration (p. 183)
- Exceptional Needs Minor for Elementary Education (p. 178)
- Exceptional Needs Concentration (p. 181)
- Language Arts Concentration (p. 183)
- TESOL Concentration (p. 184)

Elementary Education/Exceptional Needs Double Major

General Education (43-46 credits)

Required Courses

THE-101 Theology of Christian Life 3

Humanities Core (12 credits)

ENG-180 Humanities World Literature 3

HST-180 Humanities World Civilization 3

MUS-180 Humanities Fine Arts 3

PHL-180 Humanities Philosophy 3

Biblical Literature (6 credits)

BIL-101 Old Testament Survey 3

BIL-102 New Testament Survey 3

Advanced Writing or Literature

Advanced Writing or Literature met by EDU-365 Children's Literature.

Health and Wellness (2 credits)

PHE-101 Concepts of Health and Wellness 1

PHE Activity Elective 1

Social Science and Psychology (9 credits)

PSY-150 General Psychology 3

HST-103 Recent History and Politics 3

or

HST-211 American Civilization to 1865 3

or

HST-212 American Civilization after 1865 3

SOC-150 Principles of Sociology 3

Science/Mathematics (11 credits)

SCI-201 Integrated Earth/Life Science (with Lab) 4

Physical Science Elective 4

MAT-111 Mathematics for Elementary Teachers 3

Competencies and Proficiencies (0-3 credits)

Writing Competency (ENG-120) 0-3

Speech Competency (EDU-290 + EDU-491)

Intercultural Competency (EDU-290 + EDU-491)

Elementary/Exceptional Needs Courses (81-87 credits)

EDU-130 American Education 3

EDU-200 Educational Technology 1

EDS-215 Teaching and Learning in Inclusive Settings 3

EDU-245 Foundations of Literacy 3

EDU-271 Foundations in Early Childhood 3

EDU-290 Elementary Education in a Pluralistic Society 3

PHE-260 Health, Physical Activity, and Human Movement 3

PSY-251	Child Development	3
EDS-350	Assessment in Special Education	3
EDS-350P	Assessment in Special Education Practicum	0 to 1
EDS-361	Behavior Management in Special Education	3
EDS-370	Public Policy and Special Education	3
EDS-381	Methods for Teaching Children With Exceptional Needs	3
EDS-382	Methods for Teaching Adolescents With Exceptional Needs	3
EDS-385	Special Education Practicum I	2
EDS-386	Special Education Practicum II	1
Content Literacy Block-Red:		
EDU-301	Management in the 21st Century Classroom	1
EDU-306	Mathematics Methods and Materials	3
EDU-354	Literacy Methods	4
EDU-356	Science Methods	3
EDU-391	Elementary Field Experience - Red Clinical	1 to 2
Content Literacy Block-Gray:		
EDU-302	ELL in the 21st Century Classroom	1
EDU-292	Fine Arts for Elementary Teacher	3
EDU-355	Social Studies Methods	3
EDU-365	Children's Literature	3
EDU-373	Elementary Field Experience - Gray	1 to 2
Student-Teaching:		
EDU-491	Supervised Student Teaching in Elementary School (k-6)	15
EDU-495	Student Teaching Seminar	1

Elementary Minors

Exceptional Needs Minor

Exceptional Needs Minor

Required Courses (22 credits)

EDS-215	Teaching and Learning in Inclusive Settings	3
EDS-350	Assessment in Special Education	3
EDS-350P	Assessment in Special Education Practicum	0 to 1
EDS-361	Behavior Management in Special Education	3
EDS-370	Public Policy and Special Education	3
EDS-381	Methods for Teaching Children With Exceptional Needs	3
EDS-382	Methods for Teaching Adolescents With Exceptional Needs	3
EDS-385	Special Education Practicum I	2

Language Arts Minor for Elementary Education (21 credits)

Required Courses (18 credits)

EDU-265	Young Adult Literature	3
ENG-170	Introduction to Linguistics	3
ENG-220	Approaches to Literary Analysis	3
ENG-241	Studies in English Grammar	3
ENG-306	American Literature I - Pre-Columbian to 1865	3
	or	
ENG-307	American Literature II - 1865 to Present	3
WRI-234	Advanced Writing	3
	or	
WRI-235	Creative Writing	3

Choose one additional course above ENG-200 or WRI-200 (3 credits)

Excluding ENG-201, ENG-352, ENG-399, ENG-455, ENG-481, English Capstone, WRI-356, WRI-399, and WRI-481

Mathematics Minor for Elementary Education (24-25 credits)

Mathematics Minor for Elementary Education (22-25 credits)

Required Courses (9 credits)

MAT-111	Mathematics for Elementary Teachers	3
MAT-211	Mathematics for Elementary Teachers II	3
MAT-204	Applied Statistics I	3
	or	
MAT-112	General Statistics	3

Choose one of the following: (3-4 credits)

MAT-120	College Algebra/Trigonometry	4
MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4

Choose one of the following: (3-4 credits)

CIS-121	Introduction to Programming	3
CIS-122	Introduction to Web Programming	3
CIS-125	Introduction to Computer Sciences I	4

Math Electives (6-8 credits)

Math electives should be selected to bring the total to at least 22 credits. Electives may be any course numbered above MAT-200.

Science Minor for Elementary Education (19-21 credits)

Required Courses (4 credits)

PHY-120	Physical Science and	4
PHY-120L	Physical Science Lab	

Choose one of the following: (4 credits)

BIO-100	Introduction to Biology and	4
BIO-100L	Introductory Biology Lab	
BIO-125	Principles of Biology	4

Choose one of the following: (4-5 credits)

CHE-110	Introduction to Chemistry and	4
CHE-110L	Introduction to Chemistry Lab	
CHE-125	General Chemistry I and	5
CHE-125L	General Chemistry I Lab	

BIO/CHE/PHY Electives: Choose two of the following: (7-8 credits)

BIO-102	Human Biology and	4
BIO-102L	Human Biology Laboratory	
BIO-105	Heredity and Disease and	4
BIO-105L	Heredity and Disease Lab	
BIO-106	Environment and Society and	4
BIO-106L	Environment and Society Lab	
BIO-107	Crops and Society	4
BIO-108	Introductory Field Biology	4
BIO-109	Forensic Science (with Lab)	4
CHE-104	Chemistry and Artists' Colors and	4
CHE-104L	Chemistry and Artists' Colors Lab	
CHE-105	Exploring Chemistry and	4
CHE-105L	Exploring Chemistry Lab	
CHE-120	Introduction to Organic and Biological Chemistry and	4
CHE-120L	Introduction to Organic and Biological Chemistry Lab	
CHE-232	Fundamentals of Environmental Chemistry	3
EAR-132	Earth Science (with Lab)	4
PHY-140	Astronomy and	3
PHY-140L	Astronomy Lab	1

World Language and Culture Minor for Elementary Education (18-30 credits)

World Language: Spanish**Prerequisite (Need determined by placement test) (0-6 credits)**

SPA-117	Beginning Spanish I	0-3
SPA-118	Beginning Spanish II	0-3

Required Courses (3-9 credits)

SPA-237	Intermediate Spanish I	0-3
SPA-238	Intermediate Spanish II	0-3
SPA-347	Spanish Composition and Conversation I	3

Choose one of the following: (3 credits)

SPA-457	Survey of Spanish Literature	3
SPA-458	Survey of Spanish American Literature	3

SPA-462	Spanish Short Stories	3
SPA-465	Special Topics in Spanish Literature	3
SPA-461	Contemporary Spanish Literature	3

TESOL (6 credits)

ENG-170	Introduction to Linguistics	3
TSL-203	TESOL Theoretical Foundations	3

Intercultural (6 credits)

SOC-225	Cultural Anthropology	3
INT-220	Intercultural Relationships	3

SOC-225: Counts as general education sociology requirement

Students who meet the language prerequisites and/or intermediate-level language course requirements prior to declaring the World Language and Culture minor must take additional Spanish literature courses from the elective list sufficient to increase the total number of hours to a minimum of 18.

Elementary Concentrations**Exceptional Needs Concentration****Exceptional Needs Concentration****Required Courses (16 credits)**

EDS-215	Teaching and Learning in Inclusive Settings	3
EDS-350	Assessment in Special Education	3
EDS-350P	Assessment in Special Education Practicum	0 to 1
EDS-361	Behavior Management in Special Education	3
EDS-370	Public Policy and Special Education	3
EDS-381	Methods for Teaching Children With Exceptional Needs	3

Mathematics Concentration (15-16 credits)**Required Courses (6 credits)**

MAT-211	Mathematics for Elementary Teachers II	3
MAT-204	Applied Statistics I	3

Choose one of the following: (3-4 credits)

MAT-130	Applied Calculus	3
MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4

Choose one of the following: (3 credits)

CIS-121	Introduction to Programming	3
CIS-122	Introduction to Web Programming	3
CIS-125	Introduction to Computer Sciences I	4

Math Electives (3 credits)

Math electives should be selected to bring the total to at least 15 credits. Electives may include any course numbered above MAT-200.

Science Concentration (15-17 credits)

Choose one of the following: (4 credits)

BIO-100	Introduction to Biology and	4
BIO-100L	Introductory Biology Lab	
BIO-125	Principles of Biology	4

Choose one of the following: (4-5 credits)

CHE-110	Introduction to Chemistry and	4
CHE-110L	Introduction to Chemistry Lab	
CHE-125	General Chemistry I and	5
CHE-125L	General Chemistry I Lab	

BIO/CHE/PHY Electives: Choose two of the following: (7-8 credits)

BIO-102	Human Biology and	4
BIO-102L	Human Biology Laboratory	
BIO-105	Heredity and Disease and	4
BIO-105L	Heredity and Disease Lab	
BIO-106	Environment and Society and	4
BIO-106L	Environment and Society Lab	
BIO-107	Crops and Society	4
BIO-108	Introductory Field Biology	4
BIO-109	Forensic Science (with Lab)	4
CHE-104	Chemistry and Artists' Colors and	4
CHE-104L	Chemistry and Artists' Colors Lab	
CHE-105	Exploring Chemistry and	4
CHE-105L	Exploring Chemistry Lab	
CHE-120	Introduction to Organic and Biological Chemistry and	4
CHE-120L	Introduction to Organic and Biological Chemistry Lab	
CHE-232	Fundamentals of Environmental Chemistry	3
EAR-132	Earth Science (with Lab)	4
PHY-140	Astronomy and	3
PHY-140L	Astronomy Lab	1

Social Studies Concentration (15 credits)

Political Science (3 credits)

Choose one of the following:

POL-100	American Government	3
POL-200	State and Local Government and Politics	3
POL-230	World Politics	3
POL-232	Comparative Politics	3

Sociology (3 credits)

Choose one of the following:

SOC-210	Minority Group Relations	3
SOC-225	Cultural Anthropology	3

History (3 credits)

Choose one of the following:

HST-103	Recent History and Politics	3
HST-190	The West and the World after 1648	3
HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3

Economics (3 credits)

Choose one of the following:

ECO-211	Introduction to Economics	3
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3

Geography (3 credits)

GEO-202	Political and Cultural Geography	3
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World Language and Culture Concentration (15-27 credits)

World Language: Spanish**Prerequisite (Need determined by placement test) (0-6 credits)**

SPA-117	Beginning Spanish I	0-3
SPA-118	Beginning Spanish II	0-3

Required Courses (3-9 credits)

SPA-237	Intermediate Spanish I	0-3
SPA-238	Intermediate Spanish II	0-3
SPA-347	Spanish Composition and Conversation I	3

Choose one of the following: (3 credits)

SPA-457	Survey of Spanish Literature	3
SPA-458	Survey of Spanish American Literature	3
SPA-461	Contemporary Spanish Literature	3
SPA-462	Spanish Short Stories	3
SPA-465	Special Topics in Spanish Literature	3

TESOL (3 credits)

TSL-203	TESOL Theoretical Foundations	3
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Intercultural (6 credits)

SOC-225	Cultural Anthropology	3
INT-220	Intercultural Relationships	3

SOC-225: Counts as general education sociology requirement

Language Arts Concentration (14-15 credits)

Required Courses

ENG-220	Approaches to Literary Analysis	3
ENG-306	American Literature I - Pre- Columbian to 1865	3
	or	

ENG-307	American Literature II - 1865 to Present	3
ENG-241	Studies in English Grammar	3
WRI-234	Advanced Writing	3
	or	
WRI-235	Creative Writing	3
EDU-265	Young Adult Literature	3

TESOL Concentration

TESOL Concentration (16 credits)

Requirement Courses

ENG-170	Introduction to Linguistics	3
TSL-203	TESOL Theoretical Foundations	3
TSL-305	Second Language Acquisition	3
TSL-350	TESOL Assessment and Testing	3
EDU-382TE	Methods of Teaching Sr High/Jr High/ Middle School Teaching English to Speakers of Other Languages	3 to 4
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1

Secondary Education (5-12, P-12 Certification)

Secondary Education - B.S.

General Education (42-48 credits)

Required Courses

THE-101	Theology of Christian Life	3
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Humanities Core (12 credits)

ENG-180	Humanities World Literature	3
HST-180	Humanities World Civilization	3
MUS-180	Humanities Fine Arts	3
PHL-180	Humanities Philosophy	3

Biblical Literature (6 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3

Advanced Writing or Literature (3 credits)

	Advanced Writing or Literature > 200	3
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Health and Wellness (2 credits)

PHE-101	Concepts of Health and Wellness	1
PHE	Activity Elective	1

Social Science and Psychology (9 credits)

PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3
	or	
SOC-210	Minority Group Relations	3
Elective	ECO, HST, or POL	3

SOC-150: does not meet intercultural competency

SOC-210: meets intercultural competency

Science/Mathematics (7 credits)

Lab Science	4
Math/CIS elective	3

Competencies and Proficiencies (0-6 credits)

Writing Competency	0-3
Speech Competency	
Intercultural Competency	0-3

English Education (5-12 Certification)

As an alternative to the regular English education course of study, students may choose a double major of English + secondary education. Students who are considering post-baccalaureate work in English following graduation instead of entering the teaching field immediately may want to choose this alternative. Both options — English education or English + teacher education — qualify the graduate for an Indiana teaching license in English.

Education Courses (38-39 credits)

EDU-130	American Education	3
EDU-200	Educational Technology	1
EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
WRI-390	Teaching Writing: Composition Theory, Pedagogy, and Practice	3
EDU-382EN	Methods of Teaching Senior High/Junior High/Middle School English	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-383P	Secondary Practicum P-12/5-12	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5- 12)	15
EDU-495	Student Teaching Seminar	1

English Courses (36-48 credits)

Major Requirements - Core Courses (12 credits - all required)

ENG-220	Approaches to Literary Analysis	3
WRI-234	Advanced Writing	3
WRI-390	Teaching Writing: Composition Theory, Pedagogy, and Practice	3
ENG-481	English Capstone	3

NOTE: ENG/WRI double majors will choose either ENG-481 or WRI-481.

Young Adult Literature (3 credits)

EDU-265	Young Adult Literature	3
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Literature in Context Courses (9 Credits - choose 3 of 4)

ENG-301	British Literature I - Medieval to 1800	3
ENG-302	British Literature II - 1800 to Present	3
ENG-306	American Literature I - Pre-Columbian to 1865	3
ENG-307	American Literature II - 1865 to Present	3

Literature Seminars (9 credits)

ENG-490	Literature in Cultural Diversity	3
	or	
ENG-495	Literature in Gender Diversity Seminar Electives in English (6 credits at the 310-400 level)	6

Linguistics (6 credits)

ENG-241	Studies in English Grammar	3
ENG-352	History of English Language	3

Foreign Language (0-12 credits)

Intermediate Competency in modern or ancient foreign language

See the education section of the catalog for a list of specific requirements for the English Education major (p. 185).

Mathematics Education (5-12 Certification)

As an alternative to the regular mathematics education course of study, students may choose a double major of mathematics + secondary education. Students who are considering post-baccalaureate work in mathematics following graduation instead of entering the teaching field immediately may want to choose this alternative. Both options — mathematics education or mathematics + teacher education — qualify the graduate for an Indiana teaching license in mathematics.

Education Courses (37-38 credits)

EDU-130	American Education	3
EDU-296	Secondary School Observation/Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382MA	Methods of Teaching Senior High/Junior High/Middle School Math	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-383P	Secondary Practicum P-12/5-12	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5-12)	15
EDU-495	Student Teaching Seminar	1

Prerequisite: two years of high school algebra and a year of high school geometry.

Mathematics and Supporting Courses (50-54 credits)

Required Courses (36 credits)

MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4
MAT-254	Calculus II	4
MAT-255	Calculus III	4
MAT-280	Linear Algebra	3
MAT-322	Mathematical Modeling I	3
MAT-333	Modern Geometry	4
MAT-342	Number Theory	3
MAT-344	Modern Abstract Algebra	3
MAT-481	History & Foundations of Mathematics	3
MAT-490	Math Senior Seminar	2

Choose one of the following: (4-6 credits)

MAT-204	Applied Statistics I and	3
MAT-304	Applied Statistics II or	3
MAT-363	Mathematical Statistics I	4

Choose one of the following: (3 credits)

MAT-353	Differential Equations	3
MAT-373	Numerical Analysis	3
MAT-446	Advanced Calculus	3
MAT-456	Elementary Real Analysis	3
MAT-457	Complex Variables	3

Supporting Course (3-4 credits)

CIS-121	Introduction to Programming or	3
CIS-125	Introduction to Computer Sciences I	4

Choose one of the following: (4-5 credits)

BIO-125	Principles of Biology	4
CHE-110	Introduction to Chemistry	4
CHE-125	General Chemistry I	5
PHY-211	General Physics I	4
PHY-221	University Physics I	4

Music Education (P-12 Certification)

Education Courses (36-37 credits)

EDU-130	American Education	3
EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382MU	Methods of Teaching Senior High/Junior High/Middle School Music	3

EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12)	15
EDU-495	Student Teaching Seminar	1

Music Courses

Music Major Core (45-52 credits)

MUS-101-401	Applied Music	7
MUS-442	Senior Recital - Music Majors	2
MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-264	Music Theory III	3
MUS-265	Form and Analysis	2
MUS-266	Ear Training III	1
MUS-274	Computer Applications for Music Educator	2
MUS-285	Beginning Conducting	2
MUS-286	Advanced Conducting	2
MUS-300	Arranging	1
MUS-371	Music History and Literature I	3
MUS-372	Music History and Literature II	3
MUS-383	Elementary Music Methods for Music Education Majors	2
MUS-383P	Elementary Music Practicum	1
MUS-490	Senior Seminar	2
MUS	Music Ensemble (Participation each semester)	0-7
MUS-200	Recital Attendance	

MUS-160 requirement may be met by competency test.

Piano (2-8 credits)

Competency through:

Instrumental: Class Piano Level III	2
Choral and General: Class Piano Level IV	8

Specialty Course (one of the following) (2 credits)

MUS-125	Diction for Singers I	2
MUS-245	Piano Pedagogy I	2
MUS-246	Piano Pedagogy II	2
MUS-365	Vocal Pedagogy	2
MUS-366	Song Literature	2
MUS-363	Instrumental Methods	2

Emphasis - Choose one of the following options:

Option 1 - Choral Emphasis (8 credits)

MUS-280	Choral Techniques	2
MUS-282	String Techniques	2

MUS-283	Percussion Techniques	2
MUS-281	Woodwind Techniques	2
	or	
MUS-284	Brass Techniques	2

Option 2 - Instrumental Emphasis (11-12 credits)

MUS-114	Class Voice	1
MUS-193	University Singers	0 to 1
MUS-281	Woodwind Techniques	2
MUS-282	String Techniques	2
MUS-283	Percussion Techniques	2
MUS-284	Brass Techniques	2
MUS-363	Instrumental Methods	2

In addition to the above courses, choose one of the following: (0-1 credits)

MUS-177	Clarinet Quartet	0 to 1
MUS-178	Saxophone Quartet	0 to 1
MUS-181	Guitar Ensemble	0 to 1
MUS-184	World Music Ensemble	0 to 1
MUS-185	Flute Ensemble	0 to 1
MUS-186	Chamber Music	0 to 1
MUS-187	Trombone Ensemble	0 to 1
MUS-188	Woodwind Ensemble	0 to 1
MUS-189	Honors Brass Quintet	0 to 1
MUS-195	Percussion Ensemble	0 to 1
MUS-197	Jazz Ensemble	0 to 1

Option 3 - Choral, General, Instrumental Emphasis (14-18 credits)

MUS-111	Applied Study - (music Minors)	1
MUS-112	Applied Study - (music Minors)	1
MUS-211	Applied Study - (music Minors)	1
MUS-212	Applied Study - (music Minors)	1
MUS-280	Choral Techniques	2
MUS-281	Woodwind Techniques	2
MUS-282	String Techniques	2
MUS-283	Percussion Techniques	2
MUS-284	Brass Techniques	2
MUS	Four semesters of secondary large ensemble	0-4

Physical and Health Education (5-12, P-12 Certification)**Education Courses (36 -38 credits)**

EDU-130	American Education	3
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382HE	Methods of Teaching Senior High/Junior High/Middle School Health Education	2 to 3
EDU-382PE	Methods of Teaching Sr High/Jr High/ Middle School Physical Education	2 to 3

EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5-12)	15
	or	
EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12) and	15
EDU-495	Student Teaching Seminar	1

EDU-382HE and EDU-382PE must be taken for 2 hours.

Physical and Health Education Courses

Required Biology Courses and Prerequisites (8 credits)

BIO-111	Anatomy and Physiology I	4
BIO-111L	Anatomy and Physiology I Lab	
BIO-112	Anatomy and Physiology II	4
BIO-112L	Anatomy and Physiology II Lab	

Physical and Health Education Major Core (44-48 credits)

Meets 5-12 certification requirements (28-31 credits)

PHE-155	Introduction to Physical Education, Sport, and Wellness	3
PHE-157	Rhythmics and Dance	2
PHE-229	Cardiopulmonary Resuscitation	1
	or	
	Certification proof	
PHE-230	First Aid Basics	2
	or	
	Certification proof	
PHE-282	Motor Development	2
PHE-341	Team Sports	3
PHE-345	Individual/Dual Sports	3
PHE-371	Administration of Physical Education and Athletics	3
PHE-255	Scientific Aspects of Phys Education and Coaching	3
PHE-378	Tests and Measurements	3
PHE-385	Psychology of Motor Learning	3
PHE-423	Adapted Physical Activity	3

The following courses meet technology requirements (1-2 credits):

PHE-210	Computers & Technology in Physical Education and Sport	2
	or	
EDU-200	Educational Technology	1

The following courses meet health education certification requirements (15 credits):

PHE-162	Personal Health	3
PHE-163	School Health and Safety	3
PHE-362	Nutrition for Health	3
PHE-365	Public and Community Health	3
PHE-366	Alcohol and Drug Education	3

P-12 Physical and Health Education Certification

Major Core + 4 hours

PHE-322	Elementary Physical Education	3
PHE-322P	Elementary Physical Education Practicum	1

Science Education (5-12 Certification)**Education Courses (38-39 credits)**

EDU-130	American Education	3
EDU-200	Educational Technology	1
EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382SC	Methods of Teaching Senior High/Junior High/Middle School Science	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-383P	Secondary Practicum P-12/5-12	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5- 12)	15
EDU-495	Student Teaching Seminar	1

Science Major Core (18 credits)**All Science Education Majors:**

BIO-125	Principles of Biology	4
CHE-125	General Chemistry I	5
CHE-125L	General Chemistry I Lab	
CHE-126	General Chemistry II	5
CHE-126L	General Chemistry II Lab	
EAR-132	Earth Science (with Lab)	4

Dual Field Biology/Chemistry Major**Required Math and Prerequisite Courses (17 credits)**

MAT-253	Calculus I	4
MAT-254	Calculus II	4
PHY-221	University Physics I	4
PHY-221L	University Physics I Lab	
PHY-222	University Physics II	5
PHY-222L	University Physics II Lab	

Biology/Chemistry Major Courses (33 credits)

BIO-201	Animal Biology	4
BIO-202	Plant Biology	4
BIO-213	Microbiology	4
BIO-213L	Microbiology Lab	

BIO-301	Ecology	3
BIO-351	Cellular Biology	3
CHE-235	Organic Chemistry I	4
CHE-235L	Organic Chemistry I Lab	
CHE-350	Analytical Chemistry	4
CHE-350L	Analytical Chemistry Lab	
CHE-430	Biological Chemistry I	3
CHE-440	Physical Chemistry I	3
BIO-490	Biology Senior Seminar	1
	or	
CHE-490	Chemistry Senior Seminar	1

Biology Education Major

Biology Major Courses (33-34 credits)

BIO-201	Animal Biology	4
BIO-202	Plant Biology	4
BIO-213	Microbiology	4
BIO-213L	Microbiology Lab	
BIO-301	Ecology	3
BIO-311	Mammalian Anatomy	4
BIO-312	General Physiology	4
BIO-351	Cellular Biology	3
BIO-330	Histology	3
	or	
BIO-411	Vertebrate Development	4
BIO-412	Genetics	3
BIO-490	Biology Senior Seminar	1

Chemistry Education Major

Required Math and Prerequisite Courses (17 credits)

MAT-253	Calculus I	4
MAT-254	Calculus II	4
PHY-221	University Physics I	4
PHY-221L	University Physics I Lab	
PHY-222	University Physics II	5
PHY-222L	University Physics II Lab	

Chemistry Major Courses (20-22 credits)

CHE-235	Organic Chemistry I	4
CHE-235L	Organic Chemistry I Lab	
CHE-236	Organic Chemistry II	4
CHE-236L	Organic Chemistry II Lab	
CHE-350	Analytical Chemistry	4
CHE-350L	Analytical Chemistry Lab	
CHE-440	Physical Chemistry I	3
CHE-450	Physical Chemistry II	3
CHE-490	Chemistry Senior Seminar	1
CHE-495	Research in Chemistry	1 to 4

Social Studies Education (5-12 Certification)

Education Courses (38-39 credits)

EDU-130	American Education	3
EDU-200	Educational Technology	1

EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382SS	Methods of Teaching Sr High/Jr High/ Middle School Social Studies	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-383P	Secondary Practicum P-12/5-12	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5- 12)	15
EDU-495	Student Teaching Seminar	1

Social Studies Courses

Education Courses (27 credits)

Foundation Courses

MAT-112	General Statistics	3
GEO-202	Political and Cultural Geography	3

Required:

Historical Perspectives (12 credits)

HST-185	Foundations of Civilization to 1648	3
HST-190	The West and the World after 1648	3
HST-211	American Civilization to 1865	3
HST-212	American Civilization after 1865	3
HST-290	Making History: Historians, Historical Techniques and Historiography	3

Government (12 credits)

POL-100	American Government	3
POL-232	Comparative Politics	3
	or	
POL-230	World Politics	3
POL-322	Research Design and Methods in Political Science and Economics	3
	or	
ECO-322	Research Design and Methods in Political Science and Economics	3
POL	Elective	3
POL	Elective (300-400 level): see "Scholarship List" requirement below	3

Content areas

Economics (9 credits)

ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
ECO	Elective (300-400 level)	3

Sociology (9 credits)

SOC-150	Principles of Sociology	3
	or	
SOC-210	Minority Group Relations	3
	SOC Elective	3
	SOC Elective	3
SOC	Elective (300-400 level)	3

Psychology (9 credits)

EDU-240	Educational Psychology	3
PSY-150	General Psychology	3
PSY-276	Psychology of the Exceptional Learner	3
	PSY Elective	3
	PSY Elective	3
PSY	Elective (300-400 level)	3

EDU-240, PSY-150, and PSY-276 are counted as part of the General Education requirements.

Scholarship List Requirement: SSE majors are required to take an upper-division scholarship quality elective under both the Historical Perspectives requirement and the Government requirement. Both the HST and POL upper-division scholarship quality courses will be determined by the SSE content advisor in coordination with the School of Teacher Education.

Spanish Education (P-12 Certification)

Definition and Purpose

The Spanish Education major requires a core program in Spanish of 39-51 hours with a minimum of three credit hours in a Spanish-speaking country. A prerequisite of six hours of beginning Spanish or demonstration of beginning-level proficiency by examinations required. Student will also be required to fulfill the general education requirements and the professional education requirements for a teaching degree. The Spanish Education major will equip students with the knowledge, skills and experience necessary for becoming highly qualified Spanish teachers. The program requires that all graduating seniors function at the ADVANCED level of proficiency in Spanish as defined by the American Council on the Teaching of Foreign Languages (ACTFL) guidelines (intermediate – high is required by the state). The Spanish Education major will do the following: equip students with a well-rounded understanding of Spanish grammar and Hispanic literature, history and culture; prepare them to teach using the best methods and technology available for second language acquisition; and require Spanish language and cultural immersion experience in the local community and overseas. Prerequisite: SPA-117 and SPA-118 or beginning-level competency by examination.

Education Courses (38-39 credits)

EDU-130	American Education	3
EDU-200	Educational Technology	1
EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382SP	Methods of Teaching Senior High/Junior High/Middle School Spanish	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
SPA-380P	Elementary Spanish Education Practicum	1

EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12)	15
EDU-495	Student Teaching Seminar	1

Spanish Courses (39-51 credits)

Prerequisite Courses (0-6 credits)

SPA-117	Beginning Spanish I	0-3
SPA-118	Beginning Spanish II Or beginning-level competency examination	0-3

Language Courses (15-21 credits)

ENG-170	Introduction to Linguistics	3
SPA-237	Intermediate Spanish I	0-3
SPA-238	Intermediate Spanish II	0-3
SPA-347	Spanish Composition and Conversation I	3
SPA-349	Spanish Conversation and Composition II	3
SPA-357	Spanish Linguistics and Phonology	3
SPA-420	Advanced Spanish Grammar	3

Students are required to pass SPA-349 with a minimum grade of "C" before advancing to other 300 or 400 upper-division classes. Advisors may, however, grant some students permission to take another upper-division class at the same time that they are taking SPA-349.

Students may not elect to take SPA-237 or SPA-238 after successfully completing upper-level courses except by permission of the division.

History and Culture (6 credits)

Choose two of the following courses:

SPA-348	Latin American Studies	3
SPA-354	Latin American History	3
SPA-365	Special Topics in Spanish Culture	3
SPA-371	Hispanic Culture in the U.S.	3
SPA-372	Culture and Civilization of Spain	3

Literature (6 credits)

Choose two of the following courses:

SPA-457	Survey of Spanish Literature	3
SPA-458	Survey of Spanish American Literature	3
SPA-461	Contemporary Spanish Literature	3
SPA-462	Spanish Short Stories	3
SPA-465	Special Topics in Spanish Literature	3

Electives (9 credits)

Choose three additional Spanish History and Culture or Literature courses.

Foreign Study Experience (3 credits)

SPA-370	Hispanic Culture and Language Studies	3
	or	
SPA	300 or 400 level course abroad	3

TESOL Education (P-12 Certification)

The TESOL Education major combines professional training with specialized instruction in the latest theoretical foundations for second-language acquisition, including methods and materials training and practicum experience designed specifically for the TESOL student. Students completing this program will meet all certification standards for public instruction in the state of Indiana (English as a New Language standards), and will acquire the theoretical foundations and skills necessary for effective second-language instruction for non-English speaking individuals around the world.

Education Courses (42 credits)

EDS-215	Teaching and Learning in Inclusive Settings	3
EDU-130	American Education	3
EDU-200	Educational Technology	1
EDU-250	Principles of Teaching	3
EDU-354	Literacy Methods	4
EDU-382TE	Methods of Teaching Sr High/Jr High/ Middle School Teaching English to Speakers of Other Languages	3 to 4
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-383P	Secondary Practicum P-12/5-12	1
EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12)	15
EDU-495	Student Teaching Seminar	1
PSY-251	Child Development	3
PSY-276	Psychology of the Exceptional Learner	3

EDU-382TE must be taken for 4 credits.

TESOL Courses (35-47 credits)

Intercultural (3 credits)

INT-220	Intercultural Relationships	3
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English/TESOL (20 credits)

ENG-170	Introduction to Linguistics	3
TSL-203	TESOL Theoretical Foundations	3
ENG-241	Studies in English Grammar	3
TSL-305	Second Language Acquisition	3
TSL-350	TESOL Assessment and Testing	3
TSL-450	English Grammar Pedagogy	2
TSL-471	Research Seminar	2
TSL-481	TESOL Capstone	1

Foreign Language (0-12 credits)

Foreign Language
or
demonstration of intermediate-level
competency

Electives (choose from all three areas) (12 credits)

Linguistics

ENG-352	History of English Language	3
TSL-368	Special Topics in TESOL	3
WRI-165	English Language and Composition	3
WRI-210	Theories and Methods of Writing Consultancy	0 to 1
	Any foreign language course (in addition to competency requirement)	3-6

Intercultural Studies

INT-350	Transformational Development Principles	3
INT-402	Contemporary Global Issues	3
REL-266	Ministry in Urban Settings	3
SOC-225	Cultural Anthropology	3

Communication

COM-100	Principles of Communication	3
COM-252	Beginning Acting	3
COM-352	Interpersonal Communication	3

Visual Arts Education (5-12, P-12 Certification)**Education Courses (36-37 credits)**

EDU-130	American Education	3
EDU-296	Secondary School Observation/ Participation	1 to 2
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3
EDU-324	Literacy in Diverse Classrooms	3
EDU-382VA	Methods of Teaching Senior High/Junior High/Middle School Visual Arts	3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5-12)	15
	or	
EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12)	15
EDU-495	Student Teaching Seminar	1

Visual Arts Courses**Major Core (36 credits)****Two-Dimensional Design (21 credits)**

ART-121	Drawing I	3
ART-221	Drawing II	3
ART-224	Design I: Two-Dimensional Design	3
ART-238	Digital Imagery Art	3

ART-266	Printmaking I	3
ART-273	Introduction to Computer Graphics	3
ART-331	Representational Painting	3

ART-121, ART-221, ART-224, and ART-238: required prior to "mid-point review"

Three-Dimensional Design (9 credits)

ART-241	Ceramics I	3
ART-251	Sculpture I	3
ART-324	Design II: Three-Dimensional Design	3

ART-251 and ART-324: required prior to "mid-point review"

Art History (6 credits)

Art History Electives	6
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Courses numbered between ART-381 and ART-387 or ART-476

5-12 Certification (37 credits)

Completion of major core	36
EDU-383P Secondary Practicum P-12/5-12	1

P-12 Certification (49 credits)

Major core + 13 hours

ART-371	Art for Elementary Teachers	3
ART-371P	Elementary Art Practicum	1
ART	Art Electives	9

Exceptional Needs Education (P-12 Certification)

Exceptional Needs Education - B.S.

The Exceptional Needs program is designed to train teachers to serve persons who require mild interventions (a Severe and Profound program is also available for students who wish to add this certification to their teaching license). It is consistent with new state standards that call for a major (rather than minor) in exceptional needs. The focus is also on a non-categorical approach. Graduates of the program have a(n):

1. Understanding of the provision of special education in the regular classroom environment.
2. Effective use of state-of-the-art methods in special education.
3. Knowledge of effective service delivery models for learners with disabilities.
4. Awareness of alternative resources for serving learners with disabilities.
5. Skill in working with families of learners with disabilities.
6. Skill in working with other professionals and agencies to assure quality programs.
7. Attitude of lifelong learning as a special education professional.

Four guiding principles are foundational to the exceptional needs program:

1. God created all persons, including persons with disabilities, and each is valuable (Psalm 139:13-16).
2. When included as part of society, persons with disabilities have something to offer (I Corinthians 12:12-26).
3. The task of the educator is to teach persons with or without disabilities to fulfill their role in society (I Thessalonians 5:14).
4. Acceptance of these individuals, as they are, is a primary and essential part of teaching (John 4:5-27).

A Severe and Profound program may be added to the Exceptional Needs major.

General Education (45-51 credits)

Required Courses

THE-101	Theology of Christian Life	3
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Humanities Core (12 credits)

ENG-180	Humanities World Literature	3
HST-180	Humanities World Civilization	3
MUS-180	Humanities Fine Arts	3
PHL-180	Humanities Philosophy	3

Biblical Literature (6 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3

Advanced Writing or Literature (3 credits)

	Advanced Writing or Literature > 200	3
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Health and Wellness (2 credits)

PHE-101	Concepts of Health and Wellness	1
PHE	Activity Elective	1

Social Sciences and Psychology (9 credits)

PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3
	or	
SOC-210	Minority Group Relations	3
Elective	Taken from ECO, HST, or POL	3

SOC-150: Does not meet Intercultural Competency

SOC-210: Meets Intercultural Competency

Science/Mathematics (7 credits)

	Lab Science	4
	Math/CIS elective	3

Competencies and Proficiencies (0-6 credits)

	Writing Competency	0-3
	Speech Competency	
	Intercultural Competency	0-3

Professional Core (42 credits)

EDU-130	American Education	3
EDU-200	Educational Technology	1
EDU-245	Foundations of Literacy	3
EDS-215	Teaching and Learning in Inclusive Settings	3
EDS-350	Assessment in Special Education	3
EDS-350P	Assessment in Special Education Practicum	0 to 1
EDS-361	Behavior Management in Special Education	3
EDS-370	Public Policy and Special Education	3
EDS-385	Special Education Practicum I	2
EDS-386	Special Education Practicum II	1
EDS-496	Supervised Student Teaching in Special Education	15
EDS-494	Student Teaching Seminar	1

P-12 Exceptional Needs Major (19 credits)

Add the following courses to the Professional Core:

EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
EDS-324	Literacy for the Adolescent With Exceptional Needs	3
EDS-354	Literacy Methods	4
EDS-381	Methods for Teaching Children With Exceptional Needs	3
EDS-382	Methods for Teaching Adolescents With Exceptional Needs	3

Severe and Profound (9 credits)

Severe and Profound certification may be added to any Exceptional Needs major by taking the following courses:

EDS-331	Critical Issues in Severe Disabilities	3
EDS-332	Community-Based Instruction, Supports, And Services	3
EDS-333	Interdisciplinary Collaboration	3

School of the Physical and Applied Sciences

The School of the Physical and Applied Sciences is a blend of disciplines producing students prepared to enter roles as teachers, researchers, administrators, health care providers, and valuable members of society in a broad variety of modalities. The titles of the three divisions demonstrate the spectrum of fields represented within SPAS:

Health and Human Performance Division (p. 201)

Natural Sciences Division (p. 214)

Mathematics and Computer Information Sciences Division (p. 224)

Each of these divisions contains a number of specialized departments or majors that allow students to prepare for careers serving God by serving those He created. Our focus on equipping students for life-long learning means that the time spent within SPAS results in the laying of a solid foundation on which all future learning can be built. The outstanding success of our graduates reflects the quality of the learning that has occurred during their time here.

Health and Human Performance Division

Majors

Athletic Training (p. 202)

Exercise Science (p. 205)

Physical and Health Education (p. 205)

Recreation and Camp Administration (p. 207)

Sports Management (p. 208)

Sports Ministries (p. 208)

Minors

Health Promotion & Wellness (p. 202)

Coaching Education (p. 211)

Military Leadership (p. 213)

Programs

Pre-Occupational Therapy (p. 209)

Pre-Physical Therapy (p. 209)

ROTC (p. 212)

Purpose

The Health and Human Performance Division at Indiana Wesleyan University prepares students to meet the ever increasing demands of society for professionally trained people in the areas of education, sports, fitness, health, recreation, management and athletics. Areas of development such as neuromuscular skill, organic fitness, intellectual awareness, social concern, emotional release, and spiritual formations will be emphasized. God created man as an integrated whole being, and the professionals in this division are afforded a great opportunity to reach all aspects of the whole person. Each individual will be challenged to develop professionally and in turn be prepared to serve others upon completion of the degree.

Admission to Majors

Admission to majors in the Health and Human Performance Division follow the procedures established for the university. Majors seeking Physical and Health Education teaching certification must apply for admission to teacher education through the Department of Education. Also see the Athletic Training and Exercise Science department for respective application process.

General Education Requirements (45-51 credits)

Most majors within the Health and Human Performance Division follow the traditional general education requirements. Recommended courses for specific areas are below. If this differs, the courses are identified under the specific major.

Health Promotion and Wellness Minor

Requirements (25 credits)

Required Courses

BIO-111	Anatomy and Physiology I	4
PHE-162	Personal Health	3
PHE-163	School Health and Safety	3
PHE-229	Cardiopulmonary Resuscitation	1
PHE-230	First Aid Basics	2
PHE-362	Nutrition for Health	3
PHE-365	Public and Community Health	3
PHE-366	Alcohol and Drug Education	3
PHE-413	Health Promotion and Wellness Management	3

Athletic Training - B.S.

This bachelor's degree is designed to prepare the student for a career in the field of athletic training/sports medicine. The major can be completed in 8 semesters of study. The current route to become a BOC certified athletic trainer is through a CAATE accredited athletic training program. IWU's athletic training program (ATP) started in 1988 and is committed to program excellence. This is a competitive program and application alone does not guarantee admittance. Any student designating Athletic Training as their major is given a pre-athletic training major description which signifies their intent to apply to the program. The application process to this program is a two-term process. For a traditional student the application process should be started in the fall of the first year of declaring the major, with formal application being due on April 1 of the second term. Transfer students or students changing their major at spring semester are still eligible to apply to the program via the spring semester and May term application process; applications are due by May 1 of the second term. A spring to fall term applicant will have their application due December 1 of the second term. Decisions for program acceptance or denial will be made by the athletic training faculty after the application process is completed and students will be notified by mail.

Students Changing Majors and Transfer Students

A prospective student must declare an interest in Athletic Training as a chosen field within his or her first year of study at IWU. A student beyond his or her freshman year at IWU (e.g., changing majors) will also be considered for the program; however, an additional semester of study may be necessary to satisfy the educational and clinical requirements for CAATE as well as IWU's Athletic Training Program. A transfer student may apply certain athletic training courses from another university/college toward our major if the course is acceptable to the ATP director (e.g., course content, credit hours, and description) and meets all transfer requirements by the Registrar's Office.

Athletic Training Program Application Procedure

All students applying to the IWU ATP must meet the technical standards of IWU's ATP. Should accommodations need to be made for the student, the student must contact the athletic training program director and the Center for Student Success. The technical standards for our program are available on the athletic training website or from the athletic training faculty. Applications are available from the ATP director upon request. If a pre-athletic training student does not gain acceptance into the program on his or her initial application, he or she can repeat the application process one additional time or elect to change majors. The following criteria must be met to gain admittance into the athletic training program as an athletic training student:

1. A formal cover letter of application stating why you want to apply to the program and why you want to become a certified athletic trainer.
2. Completion of the Indiana Wesleyan University Athletic Training Program application, submission of 3 letters of recommendation, signed technical standards, interview with the athletic training faculty, and a minimum of 150 hours of clinical observation over two terms.
3. Completion of all prerequisite coursework with at least a 2.0 GPA (C) or above in each course. A student's overall GPA must be a 2.7 or higher.
4. Completion of two terms of attendance at Indiana Wesleyan University.

5. Commitment to the mission of the university as demonstrated by professional conduct. Apparent interest and motivation, as evidenced by work habits, promptness, etc. Athletic Training background through previous high school and/or college-level experience prior to application to the Athletic Training Program is desirable but not required.

Athletic Training Program Retention Policy

To remain in the Athletic Training program as an athletic training student, the student must achieve the standards listed below. Failure to meet these standards could result in probation or removal from the program.

1. Earn at least a 2.0 GPA (C) or above in all required courses within the major.
2. Earn at least a 2.7 cumulative GPA (B-).
3. Be in good standing with the university (e.g., no citizenship probation).
4. Participate in OSHA, HIPAA and blood-borne pathogen training each academic year.
5. Complete a criminal background check every year through IWU prior to required clinical rotations.
6. Maintain CPR-PR certification while enrolled at IWU.
7. Show progress through clinical instruction and learning over time.
8. Perform all duties assigned to the best of one's ability.
9. Show a professional attitude and character in all areas of athletic training, both academic and clinical.

Athletic Training Program Probation Policy

Any athletic training student within the program may be subject to a probationary status. A probationary status will be assigned if an athletic training student does not abide by the standards of the IWU Athletic Training program as identified in the ATP Student Handbook. The athletic training program director is the only authority that can administer a probationary status or remove a probationary status within this program. The athletic training program director and athletic training faculty may also remove athletic training students from the program for infractions of divisional and university policies. Athletic training students may not accumulate clinical hours while on probation but may progress through the Athletic Training major course sequence as advised and approved by the student's athletic training academic advisor.

Athletic Training Student Health Policy

Athletic training students must have the appropriate health forms and records on file with the athletic training program director to be considered for admittance to the Athletic Training Program. In addition, athletic training students will be required to have the following tests and vaccinations by the start of their first semester in the major (or in the process to receive the vaccinations - HBV):

1. **Tuberculin Skin Test:** If the TB test is positive, a chest x-ray must be done. A yearly TB test is required and written results are given to the athletic training program director to be added to that student's file. The athletic training student may have this test done at the IWU Health Center.
2. **Hepatitis B Vaccination:** Athletic training students are strongly encouraged to be vaccinated with the Hepatitis B vaccine (HBV). A sum of three injections in a six-month period is required for this vaccination. Each injection will vary in cost depending on where you obtain the vaccination. A waiver must be signed and in the athletic training student's permanent file if he or she chooses not to obtain the vaccination.
3. **Physical Examination:** Athletic training students will have a physical examination conducted by the team physician. If a student athlete is applying to the ATP, their pre-participation physical is acceptable for this requirement.

Requirements (70 credits)

Pre-Professional phase - PATH (Pre-Athletic Training) Prerequisites to the Athletic Training Program (12 credits)

BIO-111	Anatomy and Physiology I	4
BIO-112	Anatomy and Physiology II	4
PHE-101	Concepts of Health and Wellness	1
PHE-229	Cardiopulmonary Resuscitation	1
PHE-230	First Aid Basics	2

Professional phase - ATH (Athletic Training) Core Curriculum of the Athletic Training Program (58 credits)

ATR-195	Introduction to Athletic Training	2
ATR-196	Athletic Training Clinical Education Experience I	1
ATR-197	Athletic Training Clinical Education Experience II	1
ATR-199	Athletic Training Practicum I	1
ATR-220	Therapeutic Modalities	3
ATR-225	Lower Extremity Evaluation and Assessment	2
ATR-226	Upper Extremity Evaluation and Assessment	2
ATR-231	Advanced Athletic Training	2
ATR-250	Muscle Testing and Joint Measurement	3
ATR-296	Athletic Training Clinical Education Experience III	1
ATR-297	Athletic Training Clinical Education Experience IV	1
ATR-299	Athletic Training Practicum II	1
ATR-332	Therapeutic Exercise and Rehabilitation I	2
ATR-333	Therapeutic Exercise and Rehabilitation II	2
ATR-350	Seminar in Athletic Training	1
ATR-396	Athletic Training Clinical Education Experience V	1
ATR-397	Athletic Training Clinical Education Experience Vi	1
ATR-399	Athletic Training Practicum III	1
ATR-431	Evaluation/Recognition of Injuries/Cond Athletic Injuries	2
ATR-440	Pharmacology for the Athletic Trainer	2
ATR-450	Senior Seminar in Sports Medicine	2
ATR-492	Administration of Athletic Training	2
ATR-495	Athletic Training Practicum IV	1
ATR-496	Athletic Training Clinical Education Experience Vii	1
ATR-497	Athletic Training Clinical Education Experience Viii	1
PHE-225	Psychology of Sport and Exercise	3
PHE-264	Principles of Strength and Conditioning	3
PHE-286	Kinesiology	4
PHE-362	Nutrition for Health	3
PHE-370	Biomechanics	3
PHE-374	Physiology of Exercise	3

Athletic Training Major Requirements for Graduation

1. Athletic training students must complete a clinical rotation for lower and upper extremity sports, a general medical rotation, and an equipment intensive rotation.
2. Athletic training students must complete the hour requirements for all clinical and practicum courses.
3. Athletic training students must gain initial CPR-PR/AED certification and maintain that certification while at IWU.

4. Athletic training students must complete the clinical education instruction plan consistent with the learning over time model.

Exercise Science - B.S.

This accredited program by CoAES (Committee on Accreditation for the Exercise Sciences) is designed to prepare students for post-graduate academic pursuits in exercise science and specifically exercise physiology, cardiac/pulmonary/cancer rehabilitation, biomechanics, or fitness leadership. Students interested in continuing their education in physical or occupational therapy or becoming a physician's assistant would benefit from this exercise science program as well. The final purpose of this program design is to prepare students for certifications by professional organizations relative to exercise science, specifically the Clinical Exercise Specialist and certifications by the American College of Sports Medicine (ACSM). The Exercise Science major was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on March 15, 2013.

Transfer students and students new to the major: Students must complete at least 50% (half) of their major courses at IWU.

Major GPA requirements: 2.75 in the major and 2.5 cumulative.

Requirements (53-56 credits)

Required Courses

ATR-431	Evaluation/Recognition of Injuries/Cond Athletic Injuries	2
ATR-440	Pharmacology for the Athletic Trainer	2
BIO-112	Anatomy and Physiology II	4
CHE-120	Introduction to Organic and Biological Chemistry	4
	or	
CHE-125	General Chemistry I	5
PHE-170	Introduction to Exercise Science	3
PHE-225	Psychology of Sport and Exercise	3
PHE-235	Professional Experience I	1
PHE-286	Kinesiology	4
PHE-352	Sport Law and Risk Management	3
PHE-365	Public and Community Health	3
PHE-370	Biomechanics	3
PHE-370L	Biomechanics Lab	1
PHE-374	Physiology of Exercise	3
PHE-374L	Physiology of Exercise Lab	1
PHE-379	Principles of Fitness Assessment	2 to 3
PHE-380	Principles of Exercise Prescription	2
PHE-413	Health Promotion and Wellness Management	3
PHE-415	Nutrition for Sport and Performance	4
PHE-483	Exercise Science Internship	1 to 4
PHE-485	Senior Seminar I	1 to 2
PHE-486	Senior Seminar II	1
PHE-487	Culminating Senior Experience	

Physical and Health Education (5-12, P-12 Certification)

Education Courses (35 credits)

EDU-130	American Education	3
EDU-240	Educational Psychology	3
EDU-250	Principles of Teaching	3
PSY-276	Psychology of the Exceptional Learner	3

EDU-324	Literacy in Diverse Classrooms	3
EDU-382HE	Methods of Teaching Senior High/Junior High/Middle School Health Education	2 to 3
EDU-382PE	Methods of Teaching Sr High/Jr High/ Middle School Physical Education	2 to 3
EDU-382C	Methods of Teaching Senior High/Junior High/Middle School Practicum	1
EDU-490	Supervised Student Teaching in Senior/Junior High/Middle School (5-12)	15
	or	
EDU-492	Supervised Student Teaching Sr High/Jr High/Middle School/Elementary (P-12)	15
EDU-495	Student Teaching Seminar	1

Physical and Health Education Courses

Required Biology Courses and Prerequisites (8 credits)

BIO-111	Anatomy and Physiology I	4
BIO-111L	Anatomy and Physiology I Lab	
BIO-112	Anatomy and Physiology II	4
BIO-112L	Anatomy and Physiology II Lab	

Physical and Health Education Major Core (44-48 credits)

Meets 5-12 certification requirements (28-31 credits)

PHE-155	Introduction to Physical Education, Sport, and Wellness	3
PHE-157	Rhythmics and Dance	2
PHE-229	Cardiopulmonary Resuscitation	1
	or	
	Certification proof	
PHE-230	First Aid Basics	2
	or	
	Certification proof	
PHE-282	Motor Development	2
PHE-341	Team Sports	3
PHE-345	Individual/Dual Sports	3
PHE-371	Administration of Physical Education and Athletics	3
PHE-255	Scientific Aspects of Phys Education and Coaching	3
PHE-378	Tests and Measurements	3
PHE-385	Psychology of Motor Learning	3
PHE-423	Adapted Physical Activity	3

The following courses meet technology requirements (1-2 credits):

PHE-210	Computers & Technology in Physical Education and Sport	2
	or	
EDU-200	Educational Technology	1

The following courses meet health education certification requirements (15 credits):

PHE-162	Personal Health	3
PHE-163	School Health and Safety	3
PHE-362	Nutrition for Health	3
PHE-365	Public and Community Health	3
PHE-366	Alcohol and Drug Education	3

P-12 Physical and Health Education Certification

Major Core + 4 hours

PHE-322	Elementary Physical Education	3
PHE-322P	Elementary Physical Education Practicum	1

Recreation and Camp Administration - B.S.

Career opportunities in recreation management have expanded because of the increasing amount of recreation time discovered by society in recent years. Career options include work in such areas as church recreation, parks, playgrounds, recreation in business and industry, hospitals, nursing homes, camps, resorts, hotels, cruise ships, youth organizations, zoos, tourism, and environmental centers.

Students majoring in Recreation and Camp Administration are expected to complete 48 hours of credit, including two credit hours of internship and two credit hours of professional experience. Internships will consist of on-site experience with agencies that deliver leisure services. These may include public recreation park agencies, voluntary agencies (youth service agencies), correctional institutions, industries, recreation for the ill and disabled (including hospitals), and college unions.

Requirements (48 credits)

Required Courses

PHE-122	Active Recreation Games	1
PHE-156	Outdoor Wilderness Learning (Wise Owl Project)	2
PHE-210	Computers & Technology in Physical Education and Sport	1 to 2
PHE-229	Cardiopulmonary Resuscitation	1
PHE-230	First Aid Basics	2
PHE-235	Professional Experience I	1
PHE-236	Professional Experience II	1
PHE-282	Motor Development	2
PHE-352	Sport Law and Risk Management	3
PHE-365	Public and Community Health	3
	or	
PHE-162	Personal Health	3
PHE-423	Adapted Physical Activity	3
PHE-480	Senior Seminar in Health and Human Performance	2
REC-160	Introduction to Recreation	3
REC-180	Campus Recreation and Intramural Sports	2
REC-240	Trip Camping in the USA	2
REC-260	Recreation Leadership and Programming	3
REC-280	Commercial and Social Recreation	2
REC-380	Camp Management	3
REC-382	Camp Counseling	2
REC-410	Recreation Internship	2

REC-450	Recreation Administration	3
REC-460	Facilities: Design, Planning, Maintenance, and Scheduling	3

Sports Management - B.S.

The opportunities for employment with a Sports Management major include a variety of related organizations in athletics, professional sports management, marketing, promotion, and fund raising. Related positions are available at the local, state, national and international levels.

Requirements (41-42 credits)

Required Courses

BUS-100	Foundations of Business	3
PHE-155	Introduction to Physical Education, Sport, and Wellness	3
PHE-210	Computers & Technology in Physical Education and Sport	1 to 2
PHE-225	Psychology of Sport and Exercise	3
PHE-229	Cardiopulmonary Resuscitation	1
PHE-230	First Aid Basics	2
PHE-235	Professional Experience I	1
PHE-236	Professional Experience II	1
PHE-264	Principles of Strength and Conditioning	3
PHE-350	Ethics and Character Development in Sport	3
PHE-352	Sport Law and Risk Management	3
PHE-354	Sports Management	3
PHE-371	Administration of Physical Education and Athletics	3
PHE-420	Sports Marketing, Promotion, and Fund Raising	3
PHE-422	Sports Management Internship	3
REC-460	Facilities: Design, Planning, Maintenance, and Scheduling	3
PHE-480	Senior Seminar in Health and Human Performance	2

Sports Ministries - B.S.

Purpose

The Division of Health and Human Performance and the School of Theology and Ministry have created an interdisciplinary major in Sports Ministries. The purpose of this major is to prepare students professionally for service in church sports ministries, sports camps, school sports ministries, youth sports ministries, sports chaplaincy, short and long term missions, individual sport coach training, and para-church sports ministries.

Requirements (48 credits)

Ministry Core (15 credits)

BIL-202	Inductive Bible Study	3
THE-233	Christian Theology I	3
REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1

REL-490	Practical Theology Capstone	1
	BIL 300/400 Advanced OT/NT	3
Practical Theology (PRT) (13 credits)		
YTH-230	Programming Youth and Family Ministries	2
	and	
YTH-230P	Programming Youth and Family Ministries Practicum	1
REL-340	Models of Sports Ministry	3
CED-240	Teaching the Bible to Youth and Adults	3
	or	
REL-365	Homiletics I	3
Religious and Ministerial Studies (RMS) (2 credits)		
REL-291	History of Protestantism	2
Health and Human Performance (HHP) (18 credits)		
PHE-122	Active Recreation Games	1
PHE-225	Psychology of Sport and Exercise	3
PHE-235	Professional Experience I	1
PHE-236	Professional Experience II	1
PHE-350	Ethics and Character Development in Sport	3
PHE-371	Administration of Physical Education and Athletics	3
PHE-470	Sports Ministry Internship	3
REC-260	Recreation Leadership and Programming	3
	or	
REC-380	Camp Management	3
	or	
YTH-240	Camp and Retreat Ministries	3

Pre-Occupational/Physical Therapy Programs

The Health and Human Performance (HHP) division is one entry point for those students interested in Physical or Occupational Therapy. The Pre-OT and PT programs consist of a combination of courses taken in conjunction with the course requirements for any other university major. Common major choices include Exercise Science, Applied Health and Fitness, Biology, Psychology or Athletic Training. These programs are designed to prepare students for application to a professional OT or PT program. It should be noted that these pre-programs do not meet all requirement for all PT or OT programs. Some schools may require different coursework; therefore as a student narrows their choice of graduate programs, it is imperative that the students identify the appropriate prerequisite requirements necessary. Students should work with their academic advisors to ensure they have met all of the necessary admissions requirements. The coursework for these two pre-professional programs is listed below.

Admission

Due to the high academic achievement that is required for admission to professional schools, there is an admission process for entry into the Pre-Occupational/Physical Therapy programs. Upon completion of the sophomore year, students interested in the Pre-Occupational/Physical Therapy programs must have a minimum GPA of 3.0 and interview with the Pre-Occupational/Physical Therapy advisor (this individual is usually the student's academic major advisor). It is essential that the GPA be maintained. Should a student's GPA fall below the 3.0 requirement, the student will be put on probation from the program and be given one semester to increase his or her GPA back into the acceptable range. If the GPA is not increased to a 3.0 or above, the Pre-OT/PT designation will be dropped from the degree audit. If the student is graduating in that semester, the Pre-OT/PT designation will be dropped from the degree audit and the diploma.

Reinstatement Back into the Program

If at a later date both of the GPAs are raised to the required level, the student can request reinstatement to the program by submitting a written request to the Pre-OT/PT Committee.

Transfer Students

Transfer students wishing to enter the Pre-OT/PT program will need to demonstrate that they meet the GPA requirements in core courses and overall completed courses based on applicable classes at previous accredited institutions. All subsequent decisions as to retention in the Pre-OT/PT program will be based on IWU courses only.

Requirements Pre-Physical Therapy Core (36 credits)

Requirements Pre-Physical Therapy Core (36 credits)

BIO-125	Principles of Biology	4
BIO-111	Anatomy and Physiology I and	4
BIO-111L	Anatomy and Physiology I Lab or	
BIO-311	Mammalian Anatomy	4
BIO-112	Anatomy and Physiology II and	4
BIO-112L	Anatomy and Physiology II Lab or	
BIO-312	General Physiology	4
MAT-204	Applied Statistics I or	3
MAT-305	Statistics for Social Sciences	3
CHE-125	General Chemistry I and	5
CHE-125L	General Chemistry I Lab	
CHE-126	General Chemistry II and	5
CHE-126L	General Chemistry II Lab	
PHY-211	General Physics I and	4
PHY-211L	General Physics Lab	
PHY-212	General Physics II and	4
PHY-212L	General Physics Lab II	
PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3
PSY-250	Developmental Psychology	3

BIO-311 Mammalian Anatomy and BIO-312 General Physiology are two biology courses that would also meet most professional occupational therapy schools' prerequisites for admittance and can replace BIO-111 and BIO-112 as adequate substitutes for the program requirements.

Recommended Electives

ATR-220	Therapeutic Modalities	3
ATR-225	Lower Extremity Evaluation and Assessment	2
ATR-226	Upper Extremity Evaluation and Assessment	2
ATR-332	Therapeutic Exercise and Rehabilitation I	2
ATR-333	Therapeutic Exercise and Rehabilitation II	2

PHE-286	Kinesiology	4
MAT-113	College Algebra With Modeling	3
MAT-120	College Algebra/Trigonometry	4

Requirements Pre-Occupational Therapy Core (39-40 credits)

Pre-Occupational Therapy Core

BIO-111	Anatomy and Physiology I and	4
BIO-111L	Anatomy and Physiology I Lab or	
BIO-311	Mammalian Anatomy	4
BIO-112	Anatomy and Physiology II and	4
BIO-112L	Anatomy and Physiology II Lab or	
PHE-190	Medical Terminology	3
MAT-204	Applied Statistics I or	3
MAT-305	Statistics for Social Sciences	3
PHY-211	General Physics I and	4
PHY-211L	General Physics Lab	
SOC-150	Principles of Sociology or	3
SOC-210	Minority Group Relations	3
PSY-150	General Psychology	3
PSY-250	Developmental Psychology	3
PSY-366	Psychology of Abnormal Behavior Research Methods Course (2-3)	3 2-3

BIO-311 Mammalian Anatomy and BIO-312 General Physiology are two biology courses that would also meet most professional physical therapy schools' prerequisites for admittance and can replace BIO-111 and BIO-112 as adequate substitutes for the program requirements.

Recommended Electives

PHE-286	Kinesiology	4
CHE-120	Introduction to Organic and Biological Chemistry	4
PHE-370	Biomechanics	3
PHE-370L	Biomechanics Lab	1

Coaching Education Minor

Requirements (24 credits)

Required Courses (20 credits)

PHE-165	Principles/Problems of Coaching	3
PHE-225	Psychology of Sport and Exercise	3
PHE-235	Professional Experience I	1
PHE-236	Professional Experience II	1
PHE-229	Cardiopulmonary Resuscitation	1
PHE-230	First Aid Basics	2
PHE-264	Principles of Strength and Conditioning	3
PHE-255	Scientific Aspects of Phys Education and Coaching	3

PHE-350	Ethics and Character Development in Sport	3
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Choose two courses from the following (4 credits):

(Two others optional)

PHE-261	Coaching of Baseball and Softball	2
PHE-263	Coaching of Football and Basketball	2
PHE-274	Coaching of Cross Country/ Track and Field	2
PHE-276	Coaching of Soccer and Volleyball	2

General Physical Activity Courses

Courses PHE-101 – PHE-139 fulfill general education requirements. Course PHE-101, Concepts of Health and Wellness, is required. One other course must be selected to fulfill the requirement. Individuals with severely limited physical capabilities or working adult students may arrange with the Physical Education coordinator to take the Adult Fitness course. While only two courses are required, students may take up to a total of eight one-hour activity classes that can count toward their graduation hours.

PHE-101	Concepts of Health and Wellness	1
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A study of the values, components, development, and maintenance of fitness. Required of all students.

PHE-102	Adult Fitness	1
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A physical education course for those with limited physical capabilities or working adult students. By permission of instructor.

Other Physical Education Activity electives

PHE-103	Aerobic Exercise	1
PHE-105	Badminton	1
PHE-106	Basketball	1
PHE-110	Cycling	1
PHE-113	Walk, Jog, Run	1
PHE-114	Golf	1
PHE-115	Aqua Exercise	1
PHE-116	Horsemanship	1
PHE-117	Varsity Athletics	1
PHE-120	Backpacking	1
PHE-121	Racquetball	1
PHE-122	Active Recreation Games	1
PHE-124	Soccer	1
PHE-126	Swimming Skills	1
PHE-128	Lifeguarding	2
PHE-130	Tennis	1
PHE-131	Cross-Country Skiing	1
PHE-132	Volleyball	1
PHE-134	Weight Training	1
PHE-135	Introduction to Climbing	1

PHE-114, PHE-116, PHE-120, and PHE-131: fee required

PHE-117: may be repeated once in a second sport

ROTC - U.S. Army Reserve Officers' Training Corps Program

Purpose

ROTC is offered on the IWU campus for those who sense a calling to serve our country in the military. The Department of Military Science offers qualified undergraduate and graduate students an opportunity to obtain a commission as a second

lieutenant in the United States Army and to serve with the Active Army, Army National Guard or Army Reserves. Additionally, Military Science offers immersive learning experiences focused on preparing future leaders for the United States Army and managers for the corporate environment. Subjects offered in this program include the study of current military leadership, doctrine, rappelling, marksmanship, counseling, problem solving, managing resources, military history, and public speaking. All IWU students interested in studying military leadership may enroll in 100-level and 200-level classes without any obligation to enroll in the ROTC program.

Requirements (22 credits)

Required Courses

MSC-101	Introduction to Military Science	1
MSC-102	Introduction to Leadership	1
MSC-201	Leadership/Military Tactics	2
MSC-202	Leadership/Team Development	2
MSC-301	Military Leadership and Operations 1	3
MSC-302	Military Leadership and Operations 2	3
MSC-401	Leadership Challenges and Goal Setting	3
MSC-402	Transition to Lieutenant	3
MSC-499	Independent Study in Military Science	1 to 3

The 100-level meet once a week for one hour. The 200-level meets twice a week for two hours. The 300-level and 400-level classes meet twice a week for three hours each session. Two days are dedicated to classroom lecture and a combined lab meets 10 times each semester. The lab and field training exercises involve all contracted cadets and apply classroom lectures into hands-on leadership training scenarios.

Military Leadership Minor

The Military Leadership minor will enhance the principles of the U.S. Army's ROTC program by enabling students to expand their capabilities by providing them with the most effective tools for critical thinking, ethical and logical reasoning, an enhanced understanding of cross-cultural diversity, better communication skills, effective self-assessment and reflection techniques. Additionally, it will integrate specific theory and methodologies to help students understand leadership from a servant-leader paradigm that will give them a better perspective of the causes of world and national events and their implications on the military and society in general. This minor is open only to ROTC students.

Requirements (24 credits)

Required Courses (21 credits)

LDR-200	Foundations of Leadership	3
PHL-282	Ethics	3
SOC-225	Cultural Anthropology	3
MSC-301	Military Leadership and Operations 1	3
MSC-302	Military Leadership and Operations 2	3
MSC-401	Leadership Challenges and Goal Setting	3
MSC-402	Transition to Lieutenant	3

Choose one of the following: (3 credits)

HST-190	The West and the World after 1648	3
HST-301	American Foreign Relations	3
HST-400	American Constitutional History	3
HST-442	World War II	3

Natural Sciences Division

The Natural Sciences Division offers the following majors and minors.

Biology Programs

- Biology - B.S. (p. 215)
- Biology Minor (p. 216)
- Biology - A.S. (p. 216)
- Biology Education (p. 217)
- Medical Technology - B.S. (p. 217)

Chemistry Programs

- Biochemistry - B.S. (p. 218)
- Chemistry - B.S. (p. 219)
- Chemistry Minor (p. 220)
- Chemistry - A.S. (p. 220)
- Chemistry - A.B. (p. 221)
- Chemistry Education (p. 221)

Physics Programs

- Physics Major - B.S. (p. 221)
- Physics Minor (p. 223)

Pre-engineering Program

See the Mathematics section of the catalog for specific information regarding the Pre-engineering program (p. 232).

Pre-medical Science Programs

- Pre-dentistry (p. 223)
- Pre-medicine (p. 223)
- Pre-optometry (p. 223)
- Pre-pharmacy (p. 223)
- Pre-physician Assistant (p. 223)
- Pre-veterinary (p. 223)
- Pre-Occupational Therapy (p. 209)

See the Health and Human Performance section for Pre-occupational Therapy requirements.

Pre-physical Therapy (p. 209)

See the Health and Human Performance section for Pre-physical Therapy requirements.

Biology Programs

The curricula of the Biology Department support the efforts of a wide range of career opportunities. In addition to providing general background for minors in Biology and developing scientific competence in its own majors, the Biology Department provides curricula for the pre-med program and support courses for other divisional majors with science requirements. We seek to prepare students who major in Biology for (1) graduate studies in biology; (2) entrance into related professional schools of medicine, dentistry, optometry, pharmacy, physical therapy, etc.; and (3) entry-level positions in related fields as laboratory assistants or technicians. The complete biology curricular outline is available upon request.

Related Curricula

The pre-medical program curricula and the nursing curricula may be found in the Natural Sciences and School of Nursing sections, respectively. In addition to the curriculum for majors, pre-meds, and pre-nursing students, the Biology Department provides science curriculum to prepare students in other majors like science education, careers in business, or other careers that may demand a knowledge of scientific information. The Biology Department also offers a four-year medical technology program in cooperation with affiliated hospitals.

Science Education majors will complete certain courses within the Biology major as one of the possible content areas leading toward teacher certification. Professionalization of this certification occurs in the Division of Education curricula with the choice of either the single field Biology major or the dual field Biology/Chemistry major. Other campus divisions of study will advise students into service courses that meet their needs for science training related to other career paths.

Biology - B.S.

Mission

The Biology Department at Indiana Wesleyan University is committed to the belief that all truth is God's truth. To that end, we endeavor to instill students with biological knowledge, technical skill, and a Judeo-Christian disposition, empowering them to positively impact the world around them.

Requirements for the Biology major (B.S.)

A major in Biology requires 52 hours of coursework (42 hours in biology and 10 hours in chemistry). Only courses numbered 125 and above may be applied toward the major or a minor in biology. All prerequisite courses require a grade of "C" or better. Students are not allowed to register for classes with numbers > 300 if their GPA is below 2.5.

To begin taking classes toward the Biology major, students must be eligible to take ENG-120 and have achieved the following:

Math SAT I > 480 (or MAT-120)

ACT > 21 (or MAT-120)

Standards Required to Enter the Gateway Courses:

BIO-125 and CHE-125 are the first courses taken in the major. The standards required to take each of these courses are as follows:

BIO-125 - Completion of BIO-100 with a grade of "C" or better **OR** Math SAT I 480 or above; **OR** CHE-110 with a grade of "C" or better.

CHE-125 - Completion of CHE-110 with a grade of "C" or better **OR** one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements (52-57 credits)

Biology Core (30 credits)

BIO-125	Principles of Biology	4
BIO-201	Animal Biology	4
BIO-202	Plant Biology	4
BIO-301	Ecology	3
BIO-311	Mammalian Anatomy	4
BIO-312	General Physiology	4
BIO-351	Cellular Biology	3
BIO-412	Genetics	3
BIO-490	Biology Senior Seminar	1

BIO-125: Gateway Course

Chemistry Core (10 credits)

CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5

CHE-125: Gateway Course

Biology Electives (Choose five totaling 12-17 credits)

BIO-204	Ornithology	3
BIO-213	Microbiology	4
BIO-220	Field Biology and Natural History	3
BIO-302	Entomology	3
BIO-303	Marine Ecology	3
BIO-317	Advanced Crops and Society	4
BIO-325	Sustainable Tropical Agriculture	4
BIO-330	Histology	3
BIO-396	Advanced Topics in Biology	1 to 3
BIO-411	Vertebrate Development	4
BIO-432	Molecular Biology	4

BIO-440	Immunology	3
BIO-495	Research in Biology	1 to 4
CHE-430	Biological Chemistry I	3
CHE-432	Biological Chemistry II	4
Au Sable or CC	courses above 200	

BIO-495: only 2 credits maximum apply toward major or minor

Highly Recommended for those planning to apply to medical or graduate schools in sciences

CHE-235	Organic Chemistry I and	4
CHE-236	Organic Chemistry II	4
PHY-211	General Physics I and	4
PHY-212	General Physics II or	4
PHY-221	University Physics I and	4
PHY-222	University Physics II	5
MAT-253	Calculus I	4
MAT-204	Applied Statistics I	3

Biology Minor

Requirements (24 credits)

Required Courses

BIO-125	Principles of Biology	4
BIO-201	Animal Biology	4
	Additional BIO electives at or above the 200 level	15
BIO-490	Biology Senior Seminar	1

(All prerequisite courses require a grade of "C" or better.)

Biology Courses at Au Sable Institute

Indiana Wesleyan University is a participating university affiliated with Au Sable Institute for Environmental Studies near Mancelona, Michigan. The institute is located in the north woods country of Michigan's Lower Peninsula. Its property fronts on a 215-acre oligotrophic lake and is surrounded on three sides by thousands of acres of state forests. The human and natural resources available to students through the Institute's programs in teaching and research are extensive and outstanding. Students interested in an outdoor/environmental emphasis in their major should ask their advisor about planning for this opportunity.

Indiana Wesleyan University students enrolling in these courses are eligible for fellowships and grants-in-aid when recommended by the Indiana Wesleyan/Au Sable Institute faculty representative.

Students registering at IWU for courses offered at Au Sable will use the current corresponding Au Sable course numbers. Complete, up-to-date course listings are available online. For more information: <http://www.ausable.org>.

Biology - A.S.

Associate of Science

The Associate of Science degree requirements are the same as the Biology minor (p. 216).

Biochemistry Major

The Indiana Wesleyan University Chemistry Department offers a Bachelor of Science degree in Biochemistry (p. 218).

Biology Education Major

See the education section of the catalog for specific requirements for the Biology Education (p. 191) major.

Medical Technology - B.S.

Purpose

The Indiana Wesleyan University Biology Department offers a four-year Bachelor of Science Medical Technology (MTE) program. The student is prepared to perform medical laboratory tests that reveal the presence or absence of abnormalities of the blood and other body fluids.

Program graduates are eligible to take the appropriate national registry examination and are qualified for employment in hospital laboratories, government medical laboratories, medical research laboratories, clinics, and health care centers.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Standards Required to Enter the Gateway Courses:

BIO-125 and CHE-125 are the first courses taken in the major. The standards required to take each of these courses are as follows:

BIO-125 - Completion of BIO-100 with a grade of "C" or better **OR** Math SATI 480 or above; **OR** CHE-110 with a grade of "C" or better.

CHE-125 - Completion of CHE-110 with a grade of "C" or better **OR** one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements

A Bachelor of Science degree with a major in Medical Technology (MTE) requires a minimum of three years of university study and a full year of clinical experience in an approved hospital. Indiana Wesleyan University will accept 12 months of clinical experience successfully completed in a hospital-based medical technology program or clinical laboratory science program that is accredited by NAACLS (National Association of Accreditation for Clinical Laboratory Sciences). This 12-month clinical experience is taken instead of the senior year at Indiana Wesleyan University and is considered equivalent to 32 semester hours of work in the major area of concentration. (It is the student's responsibility to gain admission to this hospital-based program. Said hospital may have health and program requirements that must be met at the student's own cost and expense.) When all specific requirements for the degree are met, including the 12 months of hospital experience, candidates will be awarded the Bachelor of Science degree and will be eligible to take the national registry examination of the ASCP (American Society of Clinical Pathologists) and/or the NCA (National Certification Agency).

Requirements (39-40 credits)

Required Courses

BIO-125	Principles of Biology	4
BIO-213	Microbiology	4
BIO-311	Mammalian Anatomy	4
BIO-312	General Physiology	4
BIO-440	Immunology	3
CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
	or	

CHE-430	Biological Chemistry I	3
MAT-112	General Statistics	3

BIO-125 and CHE-125: Gateway Course

Additional recommended courses are as follows:

BIO-351	Cellular Biology	3
BIO-412	Genetics	3

Affiliated Hospitals-Medical Technology Program:

IU Health Methodist Hospital CLS Program

Parkview Health, Inc., Fort Wayne, Indiana

Saint Margaret Mercy Healthcare Centers, Hammond, Indiana

Chemistry Programs

Purpose

The Chemistry major is designed to provide the student with a general background in chemistry and to develop skills so that one is prepared for (1) graduate studies in chemistry; (2) entrance into professional schools such as medicine, dentistry, optometry, pharmacy, or veterinary medicine; (3) entry-level positions in chemical research laboratories or environmental control laboratories; and (4) chemistry teaching positions.

General Education Competencies

The general education speech and intercultural requirements can be met by enrolling in COM-100, Principles of Speech Communication, and any intercultural activity approved by the general education committee. For chemistry majors/minors, a grade of "C" is required in all chemistry and required cognate courses. Non-majors must obtain a grade of "C" in all prerequisite coursework. Only courses numbered 125 or higher will be counted toward the major or minor.

Biochemistry - B.S.

Purpose

Biochemistry is an exciting, cutting-edge field which directly works with the biomolecules needed for life's processes. The Biochemistry major is designed to integrate the Christian perspective into a rigorous background and training in biochemistry and to develop skills so that the student is well prepared for a wide variety of options in chemistry and the life sciences. The primary options include (1) entrance into graduate school to obtain a master's or Ph.D. degree in biology, biochemistry, chemistry, molecular biology, pharmacology, or the biomedical sciences — an option that prepares the student for a research and/or teaching career; (2) entrance into professional schools such as medicine, dentistry, optometry, pharmacy, or veterinary medicine; (3) entry-level positions in biochemical and related discipline research laboratories in academia or the pharmaceutical industry; and (4) entrance into a combined degree program such as an M.D.-Ph.D. program — an option that prepares the student for a clinical research and/or teaching career.

For students wishing to complete the Biochemistry major as part of a Pre-med program curriculum, it is advised that they have extremely strong aptitudes in math and chemistry. Students choosing this path must successfully complete the rigorous Biochemistry core plus complete key electives from the Biology major offerings in order to prepare for the professional school admission tests. These key electives typically include BIO-311, BIO-312, BIO-412, BIO-213, and BIO-440. As a result, completing the Biochemistry major with a competitive GPA for professional school admission requires exceptional abilities. Medical and other health care professions schools **do not** look upon a Biochemistry degree with more favor than a Biology or Chemistry degree. Instead, nationally standardized admissions test scores (e.g., the MCAT, DAT, and GRE) and GPA are given priority in admission decisions. These factors should be considered very carefully before pursuing the Biochemistry major/Pre-med program path.

Bachelor of Science Requirements

A Bachelor of Science degree in Biochemistry requires 68 hours of coursework in the Division of Natural Sciences and the Division of Mathematics and Computer Information Systems. A grade of "C" or better is required for all courses. The following courses must be included in the major:

Standards Required to Enter the Gateway Courses:

BIO-125 and CHE-125 are the first courses taken in the major. The standards required to take each of these courses are as follows:

BIO-125 - Completion of BIO-100 with a grade of "C" or better **OR** Math SATI 480 or above; **OR** CHE-110 with a grade of "C" or better.

CHE-125 - Completion of CHE-110 with a grade of "C" or better **OR** one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements (68 credits)**Required Courses (47 credits)**

CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
CHE-330	Inorganic Chemistry	3
CHE-350	Analytical Chemistry	4
CHE-430	Biological Chemistry I	3
CHE-432	Biological Chemistry II	4
CHE-440	Physical Chemistry I	3
CHE-490	Chemistry Senior Seminar	1
BIO-495	Research in Biology	1 to 4
	or	
CHE-495	Research in Chemistry	1 to 4
MAT-112	General Statistics	3
	or	
MAT-204	Applied Statistics I	3
BIO-351	Cellular Biology	3
BIO-432	Molecular Biology	4

CHE-125: Gateway Course

CHE-495: only two credits maximum apply toward major or minor

Prerequisite Courses (21 credits)

MAT-253	Calculus I	4
MAT-254	Calculus II	4
PHY-221	University Physics I	4
PHY-222	University Physics II	5
BIO-125	Principles of Biology	4

BIO-125: Gateway Course

Chemistry - B.S.

The Bachelor of Science B.S. degree in Chemistry is designed for majors who plan to pursue graduate level work in chemistry, biochemistry, medicine, or related interdisciplinary areas. This degree requires 52 hours of coursework, which is met by taking a minimum of 35 hours in chemistry and 17 hours of cognate (prerequisite) courses listed below. The following courses in chemistry must be included in the major:

Standards Required to Enter the Gateway Courses:

CHE-125 is the first course taken in the major. The standards required to take this course are completion of CHE-110 with a grade of "C" or better **OR** one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements (52 credits)

Chemistry (35 credits)

CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
CHE-330	Inorganic Chemistry	3
CHE-350	Analytical Chemistry	4
CHE-440	Physical Chemistry I	3
CHE-450	Physical Chemistry II	3
CHE-461	Physical Chemistry Lab	1
CHE-490	Chemistry Senior Seminar	1
CHE-495	Research in Chemistry	1 to 4

CHE-125: Gateway Course

CHE-495: only two credits maximum apply toward major (B.S.; A.B.) or minor

Cognate (17 credits)

MAT-253	Calculus I	4
MAT-254	Calculus II	4
PHY-221	University Physics I	4
PHY-222	University Physics II	5

Students seeking a Bachelor of Science degree are strongly advised to add additional cognate coursework from the following:

MAT-255	Calculus III	4
MAT-353	Differential Equations	3
BIO-125	Principles of Biology	4

Chemistry Minor

The Associate of Science degree or the Chemistry minor requires a minimum of 24 hours of coursework in chemistry.

Standards Required to Enter the Gateway Courses:

CHE-125 is the first course taken in the major. The standards required to take this course are completion of CHE-110 with a grade of "C" or better OR one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements (24 credits)

Required Courses

CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
CHE-350	Analytical Chemistry	4
CHE-490	Chemistry Senior Seminar	1
CHE	Electives at or above the 200 level	1-4

CHE-125: Gateway Course

Chemistry - A.S.

The Associate of Science degree requirements are the same as the Chemistry Minor (p. 220).

Chemistry - A.B.

The Bachelor of Arts A.B. degree is designed for those science majors who plan to pursue science-related careers in medicine or an entry-level position in industry. This degree requires 45 hours of coursework, which is met by taking 26 hours in chemistry and 19 hours in required cognate courses.

Standards Required to Enter the Gateway Courses:

CHE-125 is the first course taken in the major. The standards required to take this course are completion of CHE-110 with a grade of "C" or better **OR** one year of high school chemistry and one of the following acceptable scores: Math SAT (480 or above) or ACT (21 or above).

Requirements (45 credits)

Chemistry (26 credits)

CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
CHE-350	Analytical Chemistry	4
CHE-440	Physical Chemistry I	3
	or	
	an elective approved by department	3
CHE-490	Chemistry Senior Seminar	1

CHE-125: Gateway Course

Cognate (19 credits)

MAT-253	Calculus I	4
PHY-221	University Physics I	4
PHY-222	University Physics II	5
	Any foreign language	6

Students seeking a Bachelor of Arts degree are also strongly advised to add additional cognate coursework from the following:

MAT-254	Calculus II	4
BIO-125	Principles of Biology	4

[Note: for the A.B. major CHE-450, CHE-461, CHE-495, and MAT-254 are not required. They are replaced by 6 hours of a foreign language, which will meet the intercultural requirement if taken at IWU.]

Chemistry Education Major

See the education section of the catalog for specific requirements for a Science Education (p. 191) major.

Physics Programs

Physics Major - B.S.

The B.S. degree in physics is intended for those entering graduate or professional schools in engineering and medicine. It is also excellent preparation for entry-level careers in physics, engineering and other allied fields. The Physics Major Program will prepare students for employment in a wide variety of jobs in the field of STEM (Science, Technology, Engineering and Math). The program gives students a broad and deep level of physical insight, critical and analytical thinking, mathematical and computational facility, and experimental ability. This major may be combined with other programs such as Pre-Med or education for those students intending on a career in the medical profession or teaching.

B.S. Degree Requirements: A total of 58 credit hours of physics, mathematics, and chemistry are required. A minimum of 38 credit hours must be in physics. In addition, 20 credit hours are required in selected mathematics and chemistry courses. At the discretion of the physics department, a student's four-year plan of study may include taking upper level physics coursework in conjunction with Taylor University classes. Access to these courses will be available either through internet-based technology

or personal transportation. Taylor University is approximately 20 minutes away by car. Due to differences in academic calendars between IWU and Taylor University, fall semester courses will be preferentially (but not exclusively) selected and will require physics majors to start Taylor courses approximately one week earlier than their corresponding IWU courses. Taylor U. courses will not be transcribed as transfer courses but as IWU courses at Taylor U. Therefore these courses will not represent a challenge to the policy requiring the last 30 hours must be taken at IWU. Students are responsible for any additional fees and/or transportation costs to and from Taylor U.

Plan of Study:

Physics Core Required Courses (38 credits)

PHY-221	University Physics I and	4
PHY-221L	University Physics I Lab	
PHY-222	University Physics II and	5
PHY-222L	University Physics II Lab	
PHY-230	Electronics	4
PHY-270	Modern Physics	3
PHY-311	Analytical Mechanics	3
PHY-321	Thermodynamics/Statistical Mechanics	3
PHY-325	Mathematical Methods of Physics	3
PHY-331	Electromagnetism I	3
PHY-351	Quantum Mechanics I	3
PHY-385	Advanced Physics Laboratory/Measurements	4
PHY-490	Physics Senior Seminar	1
PHY-495	Research in Physics	1 to 4

PHY 321 may be taught together with IWU CHE 440 Physical Chemistry I.

PHY 490 taken with CHE 490 Chemistry Senior Seminar.

Note: Only two credits of Research in Physics may count toward the B.S. degree.

Required Courses in Chemistry and Mathematics (20 credits)

CHE-125	General Chemistry I and	5
CHE-125L	General Chemistry I Lab	
MAT-253	Calculus I	4
MAT-254	Calculus II	4
MAT-255	Calculus III	4
MAT-353	Differential Equations	3

Physics Electives (0-13 credits)

The courses below are not part of the 58 hours required in the major. However, they will be offered to allow students further specialization of their degree program.

PHY-361	Introduction to Health and Medical Physics	3
PHY-341	Waves and Optics	3
PHY-440	Astrophysics	3
PHY-488	Special Topics in Physics	1 to 3
PHY-475	Independent Learning-Physics	0 to 1

Recommended Courses (0-5 credits)

CHE-126	General Chemistry II and	5
CHE-126L	General Chemistry II Lab	

Physics Minor

A Physics minor provides an in-depth study of several major areas of physics, enabling students in different disciplines to understand and apply underlying principles. The problem-solving skills developed through the study of physics are as important as the conceptual understanding of the nature of physical quality.

A minor in Physics requires satisfactory completion ("C" or better) of at least 24 credit hours taken from the courses listed below.

Requirements (24 credits)

Required Courses (22 credits)

PHY-221	University Physics I	4
PHY-222	University Physics II	5
PHY-311	Analytical Mechanics	3
PHY-321	Thermodynamics/Statistical Mechanics	3
PHY-331	Electromagnetism I	3
PHY-385	Advanced Physics Laboratory/Measurements	4

Electives (3 credits)

Choose one of the following:

CHE-440	Physical Chemistry I	3
CHE-450	Physical Chemistry II	3
PHY-230	Electronics	4
PHY-341	Waves and Optics	3
PHY-351	Quantum Mechanics I	3
PHY-361	Introduction to Health and Medical Physics	3
PHY-495	Research in Physics	1 to 4

Pre-engineering Program

See the mathematics section of the catalog for specific information regarding the Pre-engineering Program (p. 232).

Pre-medical Science Programs

- Pre-dentistry
- Pre-medicine
- Pre-optometry
- Pre-pharmacy
- Pre-physician Assistant
- Pre-veterinary

A program in pre-medical science consists of a combination of the pre-medical science core courses AND the courses required for any other official university major. The pre-medical science program leads to a Bachelor of Science degree and is designed to prepare the student for application to one of the medically related professional schools. Some professional schools may require additional coursework of which the student should be informed before registration.

Program Requirements

Because high academic achievement is required for admission to professional schools, the Division of Natural Sciences has set baseline, minimal GPA criteria for inclusion in the pre-medical science program. Upon completion of the freshman year, students interested in pre-medical sciences must achieve both a minimum Pre-Med Core course GPA of 3.2 and a cumulative GPA of 3.2, complete a prescribed essay, and interview with the Pre-med Committee. The essay and interview are administered as part of the PMD-110 course (completed by the student in the spring of his or her first year). It is essential that the GPA be

maintained; students whose Pre-Med Core course or cumulative GPA drops below 3.2 will greatly jeopardize, if not negate, their ability to compete for acceptance to health professional schools; however, these students are encouraged to work with their academic advisors to make appropriate plans to restore the GPA levels and/or initiate alternative career plans which may necessitate a switch in academic major. If the student is graduating the semester of the GPA deficiency, the Pre-Med designation will be dropped from the degree audit and the diploma.

Transfer Students

Transfer students wishing to enter the Pre-Med Program will need to demonstrate that they meet the GPA requirements in core courses and overall completed courses based on applicable classes at previous accredited institutions. All subsequent decisions as to retention in the Pre-Med Program will be based on IWU courses only. These students are expected to enroll in PMD-110 at their earliest opportunity.

General Education Requirements

Students in this major meet the general education competencies by taking the approved standard courses.

Pre-med Core

Requirements Pre-med Core (45 credits)

Required Courses

BIO-125	Principles of Biology	4
BIO	Elective above 200 level	4
CHE-125	General Chemistry I	5
CHE-126	General Chemistry II	5
CHE-235	Organic Chemistry I	4
CHE-236	Organic Chemistry II	4
PHY-211	General Physics I	4
PHY-212	General Physics II	4
CHE-430	Biological Chemistry I	3
PMD-110	Preparing the Christian Health Professional	1
PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3
PMD-310	Perspectives in Scientific Reasoning	1

Check with the advisor on program-specific course requirements.

Strongly Recommended:

BIO-312	General Physiology	4
MAT-204	Applied Statistics I	3

Pre-occupational Therapy

See the Health and Human Performance section for Pre-Occupational Therapy (p. 209) requirements.

Pre-physical Therapy

See the Health and Human Performance section for Pre-Physical Therapy (p. 209) requirements.

Mathematics and Computer Information Sciences Division

The Mathematics and Computer Information Sciences Division offers the following majors and minors.

Computer and Information Sciences Programs

- Computer Information Systems - B.S. (p. 226)
- Computer Science - B.S. (p. 227)
- Computer Science - A.S. (p. 228)
- Computer Science Minor (p. 228)

Mathematics Programs

- Mathematics - B.S. (p. 230)
- Mathematics Minor (p. 231)
- Actuarial Science Minor (p. 231)
- Statistics Minor (p. 231)
- Mathematics Interdisciplinary - B.S. (p. 228)
- Mathematics Education (p. 228)

Pre-engineering Program (p. 232)

Computer and Information Sciences Programs

- Computer Information Systems – B.S.
- Computer Science – A.S., B.S.

It is an exciting time to pursue the study of computers! It is difficult today to conceive of fields of human endeavor that have not been profoundly impacted by the growing use of computers throughout society. The computer's ability to store and process information has brought about amazing change in our daily lives and this will certainly continue in the coming years. The discipline of computing sciences itself has come of age. Beginning five decades ago as a specialization within mathematics or electrical engineering, computing has grown in scope and depth, having matured as a fully independent discipline in academics, with multiple fields of study and countless areas of emphases. Today, most projections reveal a future need for more computer oriented professionals than today's colleges and universities are supplying on a nationwide basis.

Here at IWU several programs of study in the computing sciences are offered to meet the career interests and God-given natural inclinations of different students. These are offered as two majors, Computer Science (CSC) and Computer Information Systems (CIS). Information systems are more on the applied side of the discipline, and a professional career in this field evokes an image of one whose work entails working with and around computers, but not necessarily centered in the business of computing. Computer science, by contrast, is more theoretical and lends itself to preparing for a career working directly in the computer industry. All computer majors consist of a common computing core, major specific requirements, an elective requirement within the topic of computing, and a senior year sequence. All of these majors prepare students to be problem solvers, helping to create and maintain software systems for the betterment of society.

Since Computer Information Systems (CIS) majors purpose to work in an industry or area of commerce that is not computer specific, CIS majors take a sequence of courses in an area of specialization. Students may elect to complete one of the approved course sequences in the disciplines of Business, Communications, Computer Graphics, or Internet Development, or to develop a personalized emphasis track in another discipline. Computer Science (CSC) majors complete a more demanding supporting course sequence in math and physics, and pursue computing theory to a greater depth. Several emphasis tracks are offered in the science, such as Languages, Computation, Networking and Systems, or Software Engineering. A cross-disciplinary track is also possible for Computer Science students with a second major in selected disciplines.

Upper division courses specific to each major are available as electives to students majoring in other computing fields, along with other courses offered purely on an elective basis. All the majors develop an understanding of systematic problem-solving techniques and the systems approach to the design of solutions. Intentional focus is placed upon education, the training of the mind, rather than mere repetition of previously applied techniques. To that end, all computing majors are exposed to a variety of high level computer programming languages, such as C++, and Java, Python. All required courses require a grade of "C" or better, and all prerequisite courses must be passed with a grade of "C" or better to qualify for following courses. No student may take two majors or a major and a minor within the Computer and Information Sciences Department.

The senior year experience course sequence gives students firsthand experience in creating an entire system from start to finish, and also points the way forward for further scientific inquiry and self-guided learning. IWU computing alumni have consistently rated this experience as extremely beneficial in finalizing their preparation for a professional career.

Programming for class assignments is done on a variety computer equipment as well as through software freely available for installation on personally-owned machines. All of the computer classrooms and laboratories are served by both the wired campus computer network, and wireless network service. Additionally, each dormitory room has full connectivity to the campus network.

Recognizing that so much learning takes place outside of the classroom, faculty strive to develop personal relationships with the students and create scenarios that foster student interactions among themselves. These include social events, a student chapter of the professional society Association of Computing Machinery, and other opportunities to dialog with students in other majors across campus, as well as computing majors at other institutions. Across the curricula, students are encouraged

towards professionalism, a view of their future not so much as one of employment, but as a career in computing, serving Jesus Christ by changing their world through technology.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Computer Information Systems - B.S.

Requirements for CIS

The CIS major is designed as an applied major. Each student majoring in CIS takes a core of common courses, plus approved elective courses. Additionally, each student selects and completes a companion track in a complementary discipline. At present, designated tracks include business, communications, computer graphics, and Internet development. Additionally, a student may elect an independent track in another appropriate discipline and work with an academic advisor from that department to design a set of supporting courses in support of a CIS major.

Requirements (48-53 credits)

Required Courses (30-32 credits)

CIS-125	Introduction to Computer Sciences I	4
CIS-126	Introduction to Computer Sciences II	4
CIS-221	Data Structures	4
CIS-222	Object Oriented Programming	4
CIS-225	Systems Analysis	3
CIS-342	Computer Network Fundamentals	3
CIS-382	Database Programming Development	3
CIS-482	Senior Project I	2
CIS-492	Senior Project II	2
CIS-497	Practicum in Computer Information Sciences	1 to 3

Electives (6 credits)

CIS courses one class 200 and above
 CIS courses other class 300 and above

Choose one of the following tracks (12-15 credits)

Business Track Required Courses

ACC-201	Accounting Principles I	3
BUS-100	Foundations of Business	3
MKG-210	Marketing Principles	3
MNG-210	Management Principles	3

Communications Track Required Courses

COM-115	Introduction to Human Communication	3
COM-329	Media and Society	3
COM-340	Communication Theory	3
COM	course 200 or above	3

Computer Graphics Track Required Courses

ART-224	Design I: Two-Dimensional Design	3
ART-273	Introduction to Computer Graphics	3
ART-260	Web Design I	3
ART-460	Web Design II	3

CIS Internet Development Track Required Courses

CIS-122	Introduction to Web Programming	3
CIS-250	Internet Programming	3

CIS-440	Advanced Internet Concepts	3
ART-260	Web Design I	3
ART-460	Web Design II	3

Working with an advisor from another academic department, the student may design an appropriate set of courses from another discipline.

Computer Science - B.S.

Requirements for CSC

The CSC major is designed as an advanced major. Each student majoring in CSC takes a core of common courses, plus approved elective courses. Additionally, each student completes supporting courses in mathematics and physics. The CSC major requires a greater depth of mathematics skill for the entering student.

Requirements (60 credits)

Required Core Courses (32 credits)

CIS-125	Introduction to Computer Sciences I	4
CIS-126	Introduction to Computer Sciences II	4
CIS-221	Data Structures	4
CIS-222	Object Oriented Programming	4
CIS-225	Systems Analysis	3
CIS-320	Introduction to Software Engineering	3
CIS-336	Programming Languages	3
CIS-482	Senior Project I	2
CIS-492	Senior Project II	2
CIS-497	Practicum in Computer Information Sciences	1 to 3

Electives (6 credits)

CIS courses one class 200 and above
 CIS courses other class 300 and above

CSC Cognate Courses (13 credits)

MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4
MAT-280	Linear Algebra	3
MAT-322	Mathematical Modeling I	3

Choose from one of the following tracks: (9 credits)

CSC Networking and Systems Track

CIS-342	Computer Network Fundamentals	3
CIS-344	Computer Network Security	3
CIS-346	Computer Networks Data Communication	3

CSC Computation Track

CIS-325	Analysis of Algorithms	3
CIS-385	Theory of Computation	3
CIS-425	Operating Systems	3

CSC Languages Track

CIS-361	Assembly Programming	3
CIS-362	Compiler Programming	3
CIS-363	Concurrent Programming	3

CSC Software Engineering Track

CIS-330	Software Testing: Verification And Validation	3
CIS-421	Advanced Software Engineering	3
CIS-435	Software Process and Quality Assurance	3

CSC Cross-disciplinary Track

Double major required

Computer Science Minor

Requirements for CSC

A minor in computer science requires 24 hours of courses in the major, including the courses listed below plus approved elective courses numbered 200 and above. A student may not take a CSC minor along with another computer major.

Requirements (24 credits)

Required Courses (15 credits)

CIS-125	Introduction to Computer Sciences I	4
CIS-126	Introduction to Computer Sciences II	4
CIS-221	Data Structures	4
	or	
CIS-222	Object Oriented Programming	4
CIS-225	Systems Analysis	3

Approved Electives numbered 200 or above (9 credits)

Computer Science - A.S.

Two-year Associate Degree

The requirements for an associate degree in Computer Science are the same as those listed for the Computer Science Minor (p. 228).

Mathematics Programs**Mathematics Education Major**

See the education section of the catalog for specific requirements for the Mathematics Education (p. 186) major.

Mathematics - Interdisciplinary - B.S.

Purpose

The math-interdisciplinary major is designed for students planning to work in a non-teaching career. This flexible major is prompted by high demand for mathematicians able to solve challenging, ill-defined, large-scale and cross-disciplinary problems.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Requirements

A mathematics-interdisciplinary major requires 51 hours of core math courses, electives, and supporting courses. Students are required to complete a major or minor in a related area and to do a practicum/internship (an independent learning course may be substituted if the student is unable to find a practicum placement).

Requirements (50-57 credits)**Required courses (29 credits)**

MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4
MAT-254	Calculus II	4
MAT-255	Calculus III	4
MAT-280	Linear Algebra	3
MAT-322	Mathematical Modeling I	3
MAT-342	Number Theory	3
MAT-353	Differential Equations	3
MAT-490	Math Senior Seminar	2

Choose one of the following: (3 credits)

MAT-344	Modern Abstract Algebra	3
MAT-456	Elementary Real Analysis	3

Choose one of the following: (4-6 credits)

MAT-204	Applied Statistics I and	3
MAT-304	Applied Statistics II or	3
MAT-363	Mathematical Statistics I	4

Choose one of the following: Practicum/ Internship recommended (1-3 credits)

MAT-475	Independent Learning-Mathematics	1 to 3
MAT-485	Mathematics Internship	1 to 3
MAT-495	Research in Mathematics Practicum in area of minor	1 to 4 1-3

Choose two additional MAT electives above MAT-315 from the following: (6-8 credits)

MAT-324	Mathematical Modeling II	4
MAT-333	Modern Geometry	4
MAT-364	Mathematical Statistics II	3
MAT-373	Numerical Analysis	3
MAT-396	Advanced Studies in Mathematics	1 to 3
MAT-444	Advanced Algebra	3
MAT-446	Advanced Calculus	3
MAT-455	Point Set Topology	3
MAT-457	Complex Variables	3

Required Supporting Courses (7-8 credits)

CIS-121	Introduction to Programming or	3
CIS-125	Introduction to Computer Sciences I	4
PHY-221	University Physics I	4

PHY-221: meets lab science requirement

Additional Requirement

Students are also required to complete either a second major (in any area) or a minor in one of the following areas:

Accounting	Computer Science
Actuarial Science	Economics
Biology	Physics
Business Administration	Statistics
Chemistry	

Mathematics - B.S.

Purpose

The major in Mathematics is intended to provide students a solid foundation for pursuing further study in mathematics or equipping students for careers in education, industry, or government. It also is flexible enough to be combined with a wide variety of other majors, thus enhancing career choices, or used as preparation for fields such as engineering, medicine, or industrial mathematics.

General Education Competencies

Students in this major meet the general education competencies by taking the approved standard courses.

Requirements (54-56 credits)

Required Courses (39 credits)

MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4
MAT-254	Calculus II	4
MAT-255	Calculus III	4
MAT-280	Linear Algebra	3
MAT-342	Number Theory	3
MAT-344	Modern Abstract Algebra	3
MAT-353	Differential Equations	3
MAT-363	Mathematical Statistics I	4
MAT-456	Elementary Real Analysis	3
MAT-481	History & Foundations of Mathematics	3
MAT-490	Math Senior Seminar	2

Choose one of the following: (2-3 credits)

MAT-475	Independent Learning-Mathematics	1 to 3
MAT-495	Research in Mathematics	1 to 4

Choose one of the following: (3 credits)

MAT-444	Advanced Algebra	3
MAT-455	Point Set Topology	3
MAT-457	Complex Variables	3

Choose one additional MAT elective from the following: (3-4 credits)

MAT-322	Mathematical Modeling I	3
MAT-324	Mathematical Modeling II	4
MAT-333	Modern Geometry	4
MAT-364	Mathematical Statistics II	3
MAT-373	Numerical Analysis	3
MAT-396	Advanced Studies in Mathematics	1 to 3
MAT-444	Advanced Algebra	3
MAT-446	Advanced Calculus	3
MAT-455	Point Set Topology	3
MAT-457	Complex Variables	3

Required Supporting Courses (7-8 credits)

CIS-121	Introduction to Programming	3
	or	
CIS-125	Introduction to Computer Sciences I	4
PHY-221	University Physics I	4

PHY-221: meets lab science requirement

Mathematics Minor

Requirements

As many professionals use mathematical concepts in their work, a minor in Mathematics combined with other majors is an excellent preparation for future careers or graduate studies in such areas as statistics, computer science, economics, or business. A minor in Mathematics requires at least 24 hours in mathematics consisting of the courses listed below.

Courses (23-25 credits)

Core Courses (17 credits)

MAT-223	Introduction to Mathematics Via Discrete Processes	3
MAT-253	Calculus I	4
MAT-254	Calculus II	4
MAT-280	Linear Algebra	3
MAT-322	Mathematical Modeling I	3

Electives (6-8 credits)

Two MAT courses numbered 253 or higher

Actuarial Science Minor

Requirements

Due to the necessary mathematics background, the minor in Actuarial Science is intended for students completing a Mathematics or Mathematics-Interdisciplinary major. Students may count only four hours of the MAT courses in the core below as electives toward their Mathematics or Mathematics-Interdisciplinary major. Students from other majors would first need to take prerequisite mathematics courses in order to complete this minor.

Courses (20-28 credits)

Core Courses (8-10 credits)

MAT-351	Financial Mathematics I	3
MAT-363	Mathematical Statistics I	4
MAT-485	Mathematics Internship	1 to 3

Electives (12-18 credits)

Choose four electives from the following:

ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
FIN-210	Managerial Finance	3
MAT-204	Applied Statistics I	3
MAT-304	Applied Statistics II	3

Prerequisites for FIN-210 are BUS-100 and ACC-201.

Statistics Minor

A statistics minor combined with other majors is excellent preparation for careers or graduate studies in a variety of fields including actuarial science; economics and business; the life, physical, and computing sciences; medicine; and the social sciences. Nearly all these fields have an increasing amount of data being collected, and a developed ability to analyze and solve problems is valued in any discipline. The number of required classes for this minor is kept low to allow students to choose electives most helpful in their own major.

Requirements

A minor in Statistics requires at least 24 hours in statistics consisting of the courses listed below.

Courses (21-24 credits)

Core Courses (6 credits)

MAT-304	Applied Statistics II	3
MAT-322	Mathematical Modeling I	3

Choose one of the following: (3 credits)

BUS-320	Business Statistics	3
MAT-204	Applied Statistics I	3
MAT-305	Statistics for Social Sciences	3
	or	
PSY-354	Statistics for Social Sciences	3
	or	
SWK-354	Statistics for Social Sciences	3

Choose one of the following: (3 credits)

ECO-322	Research Design and Methods in Political Science and Economics	3
	or	
POL-322	Research Design and Methods in Political Science and Economics	3
PSY-355	Research Methods for the Behavioral Sciences	3
	or	
SOC-355	Research Methods for the Behavioral Sciences	3
MAT-370	Statistical Research Design I	3

Choose one of the following tracks:**Mathematics Major Track: (10-11 credits)**

MAT-363	Mathematical Statistics I	4
MAT-364	Mathematical Statistics II	3

Choose one of the following electives:

CIS-126	Introduction to Computer Sciences II	4
ECO-212	Microeconomics	3
ECO-213	Macroeconomics	3
FIN-210	Managerial Finance	3
MAT-324	Mathematical Modeling II	4

Non-mathematics Major Track: (9-12 credits)**Choose one of the following: (3-4 credits)**

CIS-121	Introduction to Programming	3
CIS-125	Introduction to Computer Sciences I	4

Choose one of the following: (3-4 credits)

MAT-130	Applied Calculus	3
MAT-253	Calculus I	4

Choose one of the following: (3-4 credits)

CIS-126	Introduction to Computer Sciences II	4
MAT-223	Introduction to Mathematics Via Discrete Processes	3

Pre-engineering Program

The pre-engineering program is a prescribed set of coursework completed in two years at Indiana Wesleyan University with the expectation that the student will subsequently transfer to an engineering school to finish a bachelor's degree in at most three more years.

IWU has an articulation agreement with LeTourneau University guaranteeing that students who satisfactorily complete the stated requirements at IWU will be admitted as an engineering student at LeTourneau with academic credit for their IWU courses. Located in Longview, Texas, LeTourneau is a member of the Council for Christian Colleges and Universities (CCCU) and offers an exceptionally strong, fully accredited program that prepares graduates with a solid foundation in engineering theory and extraordinary design project experiences integrated throughout the curriculum. The Engineering Laboratories have state of the art equipment for each of the six engineering concentrations offered: biomedical, civil, computer, electrical, materials joining, and mechanical. Graduates have a 95% placement rate into engineering positions, or they can complete a master's degree in engineering, either at LeTourneau or elsewhere.

Students who complete the IWU pre-engineering program also have the option of applying for admission as a transfer student to another engineering school, or they may remain at IWU to complete a bachelor's degree in a related area such as mathematics, chemistry, or computer science. Students should consult carefully with their pre-engineering advisor to ensure they enroll in the proper courses. The pre-engineering program includes concentrated coursework in mathematics, chemistry, physics, writing, and speaking, as well as general education courses.

School of Theology and Ministry

The School of Theology and Ministry seeks to provide an environment that allows each student to discover and begin to carry out God's calling for his or her life. Here one finds a faculty second to none. All are committed Christ-followers who live under the authority of God's Word, have a high respect for the Church, and love students. Combined, they bring over two centuries of practical church and para-church experience to the classroom. Our students, who represent over 40 denominations, can choose from any of our 13 majors and 16 minors, even combining them in very useful ways. Our classes are biblically and theological solid, and very practical. We offer many courses and many perspectives. You will love IWU's state-of-the-art facilities, and your classroom experience will be enriched by the many on- and off-campus activities offered by the School of Theology and Ministry. You will even have the opportunity to spend a summer or a semester studying abroad.

School of Theology and Ministry Programs

We provide programs of preparation for a variety of ministerial and academic careers. Ministerial programs include Adolescent Ministries (p. 236), Children's Ministries (p. 237), Christian Education (p. 238), Christian Ministries (p. 240), Christian Worship (p. 244), Worship Arts (p. 244), Global Ministries (p. 247), Community Development (p. 245), Sports Ministries, and Youth Ministries (p. 249). Programs in religious studies include Biblical Literature (p. 251), Intercultural Studies (p. 254), and Philosophy and Theology (p. 256). Minors are also available in Adolescent Ministries (p. 237), Biblical History and Geography (p. 253), Biblical Languages (p. 253), Biblical Literature (p. 252), Children's Ministries (p. 238), Christian Education (p. 239), Christian Ministries (p. 241), Christian Studies (p. 253), Christian Worship (p. 244), Global Ministries (p. 248), Community Development (p. 247), Intercultural Studies (p. 256), Philosophy (p. 257), Theology (p. 258), Urban Ministries (p. 249) and Youth Ministries Minor (p. 251). Special programs include the Kern Ministry Program (p. 235) which offers both a bachelor's and a master's degree in Christian Ministries in five years, the Summer in Israel Program (p. 253) and other off-campus programs (see academic information section for a partial listing).

General Education Requirements

Students in these majors meet the general education competencies by taking the approved standard courses or meeting competencies except as otherwise noted.

Admission to Professional Majors

Admission to the majors within the Division of Practical Theology may require a formal screening process separate from the initial declaration of intent. The process includes the successful completion of the prescribed courses designated by each major. Students need to have a GPA of 2.25 cumulative and 2.5 in the coursework required for the major. Students must also file application forms including a written essay and references. In some cases a personal interview with school faculty may also be required. Enrollment in some advanced courses in the division is restricted to those admitted to these majors. A student needs to start the application to the major process by the end of their sophomore year (60 credit hours) and after the successful completion of the designated courses in his or her respective majors. Delay on this process will prohibit students from enrolling in advanced courses in their professional major.

Continuation in Professional Majors

Students must maintain a cumulative 2.25 GPA and a 2.50 academic GPA in coursework required for the major. Failure to do so may necessitate repeating courses or withdrawal from the major. The School of Theology and Ministry faculty reserves the right to request the withdrawal of any student who in its judgment fails to satisfy the standards of Christian character, moral integrity, and social fitness required for a professional minister.

Wesleyan Students

Students anticipating future service in The Wesleyan Church should include Wesleyan Church History/Discipline (REL-431) among their major or minor courses. The Christian Ministries and Youth Ministries majors are specifically designed to meet all the academic requirements for ordination in The Wesleyan Church. Any deviation from the course requirements should be approved in writing by both the Dean and the Executive Director of Education and Clergy Development for The Wesleyan Church. Students who are members of The Wesleyan Church should be in contact with their District Board of Ministerial Development (DBMD) prior to applying for admission to the professional majors.

Graduate Credits-in-Escrow

A senior who is currently enrolled at Indiana Wesleyan University and who is within the last semester of completing course requirements for the baccalaureate degree may, with the approval of the appropriate dean register for a maximum of two graduate courses per semester. Such students who desire to take additional graduate courses after earning the baccalaureate degree must follow the regular admission procedure.

Graduate courses may not be counted at Indiana Wesleyan University for both graduate and undergraduate requirements.

Practical Theology Division

Master of Practical Theology - MPTTh

Degree Requirements

Religions and Ministerial Studies (RMS)

BIBL-500	The Bible as Christian Scripture	3
BIL-520	Hermeneutics for Ministry	3
BIL-525	Biblical Theology	3
BIL	Bible Elective	3
CHST-500	Global Christian History	3
REL-531	American Christianity	2
THEO-500	Introduction to Christian Theology	3
REL-590	Philosophy for Ministry	2
THE	Historical Theology/Christian History Elective	3
THE	Systematic Theology Elective	3

Practical Theology (PRT)

REL-501	Formation in Christian Practices	1
REL-502	Formation through Spiritual Direction	1
REL-555	Practical Theology of Ministry	3
REL-569	Pastoral Care	3
WOR-535	Leading Worship Renewal: Moving from Passive to Participatory Worship	3
CED-630	Christian Education of Children and Families	3
CED-635	Christian Education of Youth and Families	3
REL-601	Transition from Academy to Church	2
REL-602	Coached Ministry Apprenticeship	3
REL-620	Mentoring, Spiritual Direction, and Discipleship	2
REL-625	Corporate Spiritual Formation	3
REL-640	Multi-Ethnic Ministry	2
REL-665	Advanced Homiletics	3
REL-669	Strategic Pastoral Counseling	3
REL-675	Mission and Church Health	2
REL-680	Pastoral Leadership	3
REL-695	Ministry Masters Capstone	1

REL-602 must be taken during the fall and spring semesters of the second year.

Kern Ministry Program - B.S. to MPTTh

Purpose

The Kern Ministry Program is designed to prepare persons for pastoral ministry in the church. Upon completion of the Bachelor of Science or Bachelor of Arts degree with a major in ministry, students begin the two-year MPTTh degree, which includes advanced studies in theology, Bible, and church history as well as a year of full-time practical experience in an approved teaching church. Scholarships are also available for those students identified and accepted as Kern students who maintain a 3.5 GPA and will complete the entire program in five years.

Adolescent Ministries - B.S.

Purpose

The Adolescent Ministries major is designed for persons who wish to minister with students in youth centers, para-church ministries, school-based ministries, and local churches in a non-ordained capacity. Many men and women desiring to minister with youth may not seek ordination or even employment in a parish setting and therefore would benefit from a degree that is focused more selectively on practical ministry theory and skills. Persons wishing to work with youth primarily in a local church setting as an ordained minister should pursue the more specialized ordination track of the youth ministries degree.

General Education Requirements

Students in this major meet the general education requirements by taking REL-240.

Requirements (47 credits)

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
	BIL Elective	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

YTH-230	Programming Youth and Family Ministries and	2
YTH-230P	Programming Youth and Family Ministries Practicum	1
CED-240	Teaching the Bible to Youth and Adults	3
REL-240	Ministry in Context	3
YTH-330	Theological Foundations of Youth and Family Ministries	2
REL-370	Introduction to Pastoral Care and Counseling	2
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2

Choose two youth ministry electives from the following (6 credits):

CED-230	Teaching the Bible to Children	3
REL-340	Models of Sports Ministry	3
YTH-240	Camp and Retreat Ministries	3
YTH-320	Youth Leadership Seminar	3

STM Elective Hours (3 credits)

	Additional courses within the School of Theology and Ministry or other courses related to youth ministry as approved by the director of the youth ministries program	3
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Religious and Ministerial Studies (RMS)

REL-290	History of the Christian Church	2
THE-333	Theology II: Salvation/Holiness	3
	BIL 300/400 Advanced OT/NT	3

Adolescent Ministries - A.S.

Associate of Science

The Associate of Science degree is a two-year program that requires a 22-credit-hour concentration.

Adolescent Ministries Minor

A minor in Adolescent Ministries consists of the following 19 credit hours of carefully selected courses.

Requirements (19 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Practical Theology (PRT)

YTH-230	Programming Youth and Family Ministries	2
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YTH-230P	Programming Youth and Family Ministries Practicum	1
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YTH-330	Theological Foundations of Youth and Family Ministries	2
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YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2
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CED-240	Teaching the Bible to Youth and Adults	3
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REL-270	Evangelism and Discipleship	3
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REL-370	Introduction to Pastoral Care and Counseling	2
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Choose one Youth Ministry elective

YTH-240	Camp and Retreat Ministries	3
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REL-340	Models of Sports Ministry	3
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YTH-320	Youth Leadership Seminar	3
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Children's Ministries - B.S.

Purpose

The Children's Ministries major consists of a program of 45 credit hours designed to prepare a student to serve in a church staff position such as a director of children's ministry. The Children's Ministries major also prepares students to serve in various para-church organizations (that serve the needs of children) as well as giving needed preparation for students who intend to seek employment in church-related pre-schools and day care centers. The completion of this major does not fulfill all of the educational requirements for ordination in The Wesleyan Church.

General Education Requirements

Students in this major meet the general education requirements by taking REL-240.

Requirements (45 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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REL-270	Evangelism and Discipleship	3
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REL-390	Ministerial Placement and Persistence	1
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REL-490	Practical Theology Capstone	1
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BIL-202	Inductive Bible Study	3
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	BIL 300/400 Advanced OT/NT	3
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THE-233	Christian Theology I	3
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Practical Theology (PRT)

CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
CED-230	Teaching the Bible to Children	3
CED-354	Working With Children	3
CED-360	Curriculum Theory and Development	3
CED-361	Children's Ministry Practicum	1
CED-362	Children's Ministry Practicum	1
CED-363	Children's Ministry Practicum	1
CED-455	Christian Education in the Family	3
CED-450	Leading a Children's Ministry in a Local Church	3
REL-240	Ministry in Context	3
YTH-330	Theological Foundations of Youth and Family Ministries	2
REL-370	Introduction to Pastoral Care and Counseling	2
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2

Children's Ministries - A.S.

Associate of Science

The Associate of Science degree is a two-year program that requires a 24-credit-hour concentration.

Children's Ministries Minor

A minor in Children's Ministries consists of 19 credit hours of carefully selected courses.

Requirements (19 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Practical Theology (PRT)

CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
CED-230	Teaching the Bible to Children	3
CED-354	Working With Children	3
CED-360	Curriculum Theory and Development	3
CED-455	Christian Education in the Family	3
CED-450	Leading a Children's Ministry in a Local Church	3

Christian Education - B.S

Purpose

The Christian Education major consists of a program of 45 credit hours designed to prepare a student to serve in a church staff position such as a director of Christian education, director of children's ministry, or director of adult ministries. The Christian Education major also prepares students to serve in para-church organizations (such as Youth for Christ or Young Life) or in Christian camps, church-related child-care ministries, etc. The completion of this major does not fulfill all of the educational requirements for ordination in The Wesleyan Church.

General Education Requirements

Students in this major meet the general education requirements by taking the approved standard courses.

Requirements (45 credits)

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
	BIL Elective	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
CED-230	Teaching the Bible to Children	3
CED-240	Teaching the Bible to Youth and Adults	3
CED-360	Curriculum Theory and Development	3
CED-357	Christian Education Practicum	1
CED-358	Christian Education Practicum	1
CED-359	Christian Education Practicum	1
CED-455	Christian Education in the Family	3
CED-490	Leading Christian Education	3

Religious and Ministerial Studies (RMS)

	BIL 300/400 Advanced OT	3
	BIL 300/400 Advanced NT	3
	THE Elective	3
	or	
	BIL Elective	3

Christian Education - A.S.

Associate of Science

The Associate of Science degree is a two-year program that requires a 24-credit-hour concentration.

Christian Education Minor

A minor in Christian Education consists of 19 credit hours of carefully selected courses.

Requirements (19 credits)

Ministry Core

REL-200	Introduction to Ministry	1
CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
CED-230	Teaching the Bible to Children	3
CED-240	Teaching the Bible to Youth and Adults	3
CED-360	Curriculum Theory and Development	3
CED-455	Christian Education in the Family	3
CED-490	Leading Christian Education	3

Christian Ministries - B.S.

Purpose

The major in Christian Ministries is the degree which contains the courses designed to prepare persons for pastoral ministry in the church. This is one of two degrees which meet requirements for ordination in The Wesleyan Church; moreover, it is the primary degree taken by students seeking ordination in other denominations. The major can be applied to either a Bachelor of Science or Bachelor of Arts degree. The requirements for both degrees are quite similar. Additional courses in ancient languages are required for the Bachelor of Arts degree. Students anticipating further education beyond the baccalaureate degree are encouraged to consider the Bachelor of Arts degree as the preferred option.

General Education Requirements

Students in this major meet the general education requirements by taking PSY-150, PSY-250, (REL-465, REL-466, and REL-466P) and REL-240.

Requirements (65 credits)

General Education

PSY-150	General Psychology	3
	or	
PSY-250	Developmental Psychology	3

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
	BIL Elective	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

YTH-230	Programming Youth and Family Ministries	2
	and	
YTH-230P	Programming Youth and Family Ministries Practicum	1
CED-255	Local Church Education	2
	and	
CED-255P	Local Church Education Practicum	1
REL-240	Ministry in Context	3
WOR-235	Worship	2
	and	
WOR-235P	Worship Practicum	1
REL-365	Homiletics I	3
REL-366	Homiletics II	2
	and	
REL-366P	Preaching Practicum	1
REL-370	Introduction to Pastoral Care and Counseling	2
REL-468	Church Leadership	3
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2
YTH-472	Pastoral Care and Counseling II: Through the Aging Process	2
WOR-436	Church Rituals	1

Religious and Ministerial Studies (RMS)

REL-290	History of the Christian Church	2
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REL-291	History of Protestantism	2
THE-333	Theology II: Salvation/Holiness	3
	BIL 300/400 Advanced OT	3
	BIL 300/400 Advanced NT	3
	PHL, THE, or RMS REL Elective	3

Choose 1 Historical Theology Course

REL-431	Wesleyan Church History/Discipline	3
THE-425	Patristic Theology	3
THE-428	The Theology of John Wesley	3
THE-488	Special Topics in Historical Theology/ Church History	1 to 3

Christian Ministries - A.B.

Requirements (71 credits)

Required Courses (same as B.S. degree) (65 credits)

Ancient Languages (Greek, Hebrew or Latin) (6 credits)

Christian Ministries - A.S.

Associate Degrees

Associate degrees in Christian Ministries are two-year programs with a 24-credit-hour concentration identical to the Christian Ministries Minor (p. 241).

Christian Ministries Minor

A minor in Christian Ministries consists of 24 credit hours of courses specifically relating to professional preparation for pastoral or para-church ministry.

Requirements (24 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Religious and Ministerial Studies (RMS)

BIL-202	Inductive Bible Study	3
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Practical Theology (PRT)

CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
REL-240	Ministry in Context	3
REL-270	Evangelism and Discipleship	3
WOR-235	Worship and	2
WOR-235P	Worship Practicum	1
REL-365	Homiletics I	3
REL-370	Introduction to Pastoral Care and Counseling	2
REL-468	Church Leadership	3

Christian Worship - B.S.

Purpose

The Christian Worship major consists of a program of 46 credit hours. The core set of courses (30 credit hours) is taken in the School of Theology and Ministry; the remaining courses (16 credit hours) are taken within the division related to the student's area of emphasis. This program is designed to prepare a student to serve in a local church or other para-church ministry in worship leadership; it is also an excellent second major to enhance a student's training for other ministries. The completion of this major does not fulfill the educational requirements for ordination in The Wesleyan Church.

General Education Requirements

Students in the Christian Worship or Worship Arts major meet the general education requirements by taking WOR-238.

Requirements (46 credits)

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
BIL-333	Biblical Foundations of Worship	3
THE-233	Christian Theology I	3

For this major, REL-490 is required to be taken for 1 hour.

Practical Theology (PRT)

WOR-235	Worship and	2
WOR-235P	Worship Practicum	1
WOR-238	Ethnodoxology in Christian Ministry	0 to 1
WOR-322	Worship Throughout the Christian Year	3
WOR-325	Centuries of Song	3
WOR-333	History and Philosophy of Worship	3
WOR-436	Church Rituals	1
WOR-438	Discipling Worship	2

Supporting Courses (choose one track)

Worship Pastor

CED-255	Local Church Education and	2
CED-255P	Local Church Education Practicum	1
REL-290	History of the Christian Church	2
REL-365	Homiletics I	3
REL-370	Introduction to Pastoral Care and Counseling	2
REL-468	Church Leadership	3
THE-333	Theology II: Salvation/Holiness	3

Creative Arts

Option 1: Generalist

ART-273	Introduction to Computer Graphics or	3
COM-223	Communication Graphics	3
MUS-192	University Chorale or	0 to 1
MUS-193	University Singers	0 to 1

	or		
MUS-194	Chamber Singers		0 to 1
	and		
MUS-160	Introduction to Music Theory		2
	or		
MUS-162	Music Theory I		3
WOR-237	Media for Ministry		3

Choose 1 of the following courses:

ART-224	Design I: Two-Dimensional Design		3
	or		
COM-252	Beginning Acting		3
	or		
COM-272	Stagecraft		3

Choose 3 elective hours relevant to your professional pursuits from the Division of Art, Music, or Communication and Theatre.**Option 2: Emphasis**

Complete 16 hours from any one of the following disciplines.

Graphic Design

ART-224	Design I: Two-Dimensional Design		3
ART-273	Introduction to Computer Graphics		3
ART-375	Typography		3
ART-260	Web Design I		3
ART-247	Motion Graphics 1		3
REL-361	Christian Ministries Practicum		1

*Recommended to take in order listed.

** REL 361 to be taken in the senior year.

Media Communications

COM-223	Communication Graphics		3
	13 hours of Media Communications courses		13

Music

MUS-192	University Chorale		0 to 1
	or		
MUS-193	University Singers		0 to 1
	or		
MUS-194	Chamber Singers		0 to 1
	and		
MUS-160	Introduction to Music Theory		2
	or		
MUS-162	Music Theory I		3
MUS-285	Beginning Conducting		2
WOR-330	Theology of Lyric		2
WOR-237	Media for Ministry		3
	5 hours of Music courses		5

Theatre

COM-252	Beginning Acting		3
COM-272	Stagecraft		3
WOR-237	Media for Ministry		3
	7 hours of Theatre courses		7

Worship Arts and Music Ministry - A.B.

Requirements (30 credits)

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
BIL-333	Biblical Foundations of Worship	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

WOR-235	Worship and	2
WOR-235P	Worship Practicum	1
WOR-238	Ethnodoxology in Christian Ministry	0 to 1
WOR-322	Worship Throughout the Christian Year	3
WOR-325	Centuries of Song	3
WOR-333	History and Philosophy of Worship	3
WOR-436	Church Rituals	1
WOR-438	Discipling Worship	2

Double Major (32 credits)

Worship Arts majors are required to double major in Music Ministry.

Music Ministry Requirements (32 credits)

Music Theory and Practice (20 credits)

MUS-101- 201	Major Applied Studies	4
MUS-160	Introduction to Music Theory	2
MUS-162	Music Theory I	3
MUS-164	Ear Training I	2
MUS-261	Music Theory II	3
MUS-263	Ear Training II	2
MUS-285	Beginning Conducting	2
MUS-305	Class Piano Level IV	2

Church Music (12 credits)

MUS-254	Music Ministry Leadership and Administration	3
MUS-354	Music Ministry Philosophy and Practice	3
MUS-450	Church Music Practicum	2
MUS-175	Chapel Ensemble	0 to 1
WOR-325	Centuries of Song	3

Christian Worship Minor

A minor in Christian Worship is designed to complement other majors within the division, particularly those majors that prepare students for local church, para-church, or intercultural ministries. It is also designed to serve those pursuing majors outside of the division who see themselves as active lay leaders of worship. The minor includes 19 hours.

Requirements (19 credits)

Ministry Core

REL-200 Introduction to Ministry 1

Practical Theology (PRT)

WOR-235 Worship and 2

WOR-235P Worship Practicum 1

WOR-238 Ethnodoxology in Christian Ministry 0 to 1

WOR-322 Worship Throughout the Christian Year 3

WOR-325 Centuries of Song 3

WOR-333 History and Philosophy of Worship 3

WOR-436 Church Rituals 1

WOR-438 Discipling Worship 2

Religious and Ministerial Studies (RMS)

BIL-333 Biblical Foundations of Worship 3

Community Development - B.S.

Purpose

This major seeks to prepare students spiritually and with intellectual breadth to serve God and humanity as true world changers by equipping them with professional knowledge and skills for careers and graduate studies in community development (CDV).

The curriculum presents CDV in alignment with the generally accepted understanding of the field and primes students for graduate studies and employments in national and international relief and development agencies as well as in local church-based and community development organizations.

The basic premise of this major is that context determines content, thus worldviews shape the manner in which God's created resources are acknowledged, tended and utilized. This principle guides the way in which development programs approach the analysis and critique of the stewardship responsibilities of God's created resources in the local, national and global communities. Our students are therefore prompted to the biblical understanding of the world as God's creation and the role of the church in fulfilling the scriptural call for justice, peace and prosperity for all humanity.

General Education Requirements

Students in this major meet the general education requirement in the social sciences by taking REL-240. (Optional courses: SOC-205 or SOC 250, ECO-213, BIO-107)

Requirements (48 credits)

Ministry Core

REL-200 Introduction to Ministry 1

REL-270 Evangelism and Discipleship 3

REL-390 Ministerial Placement and Persistence 1

REL-490 Practical Theology Capstone 1

BIL-202 Inductive Bible Study 3

BIL-252 Biblical Theology of Social Justice 3

THE-233 Christian Theology I 3

Practical Theology (PRT)

REL-240 Ministry in Context 3

CDV-229 Essentials of Non-Profit Management 3

CDV-276 Models of Urban Ministry 3

CDV-350 Transformational Development 3

Principles

CDV-360 Development Internship 3 to 9

For this major, CDV-360 is required to be taken for 3 hours. Additional hours may be taken as electives.

Religious and Ministerial Studies (RMS)

INT-422	Intercultural Leadership for Transformation	3
REL-307	Race, Class, and Gender: Church and Society	3

Supporting Courses

Choose one 12 hour track

Child Advocacy

SOC-205	Child Maltreatment	3
SOC-250	Global Child Advocacy Issues	3
SOC-340	Sociology of Child Poverty	3
CRJ-452	Interpersonal Violence	3

Urban Ministry

INT-220	Intercultural Relationships	3
REL-365	Homiletics I	3
	or	
CED-240	Teaching the Bible to Youth and Adults	3
REL-370	Introduction to Pastoral Care and Counseling	2
REL-468	Church Leadership	3
WOR-238	Ethnodoxology in Christian Ministry	0 to 1

For the Urban Ministry track, WOR-238 must be taken for 1 hour.

Design for Social Change

ART-224	Design I: Two-Dimensional Design	3
ART-201	Human Centered Design 1	3
ART-240	Placemaking Design	3
ART-365	Design and Community Development	3

Economics

ECO-213	Macroeconomics	3
ECO-315	Urban Economics and Policy	3
ECO-340	Globalization and Economic Development	3
ECO-454	International Economics	3

Intercultural Studies

INT-220	Intercultural Relationships	3
INT-302	Contemporary Global Issues	3
PHL-248	Religions of the World	3
SOC-225	Cultural Anthropology	3

Public and Global Health

BIO-107	Crops and Society	4
BIO-125	Principles of Biology	4
BIO-325	Sustainable Tropical Agriculture	4
	or	
NUR-215	Global Health and	2
NUR-235	Perspectives on Poverty and Health	2

Community Development Minor

Requirements (19 credits)

Ministry Core

REL-200 Introduction to Ministry 1

Practical Theology (PRT)

REL-240 Ministry in Context 3

CDV-229 Essentials of Non-Profit Management 3

CDV-276 Models of Urban Ministry 3

CDV-350 Transformational Development Principles 3

Religious and Ministerial Studies (RMS)

BIL-252 Biblical Theology of Social Justice 3

INT-422 Intercultural Leadership for Transformation 3

Global Ministries - A.B.

Global Ministries is an interdisciplinary program designed to prepare students to serve in cross-cultural professional ministry. Students in the Global Ministries major meet the general education requirement by taking SOC-225 and INT-220.

Requirements (48-60 credits)

Supporting Courses

SOC-225 Cultural Anthropology 3
Foreign language 0-12

Ministry Core

REL-200 Introduction to Ministry 1

REL-270 Evangelism and Discipleship 3

REL-390 Ministerial Placement and Persistence 1

REL-490 Practical Theology Capstone 1

BIL-202 Inductive Bible Study 3

BIL 300/400 Advanced OT/NT 3

THE-233 Christian Theology I 3

Practical Theology (PRT)

REL-240 Ministry in Context 3

REL-365 Homiletics I 3

or

CED-240 Teaching the Bible to Youth and Adults 3

REL-370 Introduction to Pastoral Care and Counseling 2

Religious and Ministerial Studies (RMS)

INT-220 Intercultural Relationships 3

INT-302 Contemporary Global Issues 3

INT-322 Intercultural Internship 3 to 9

INT-422 Intercultural Leadership for Transformation 3

REL-290 History of the Christian Church 2

REL-380 History of Christian Missions Contextualization 2

PHL-248 Religions of the World 3

THE-333 Theology II: Salvation/Holiness 3

For INT-322, satisfactory completion of an approved and supervised 3 hour intercultural internship abroad is required, involving at least a three-week service assignment in a significantly different cultural setting than one's home culture. Additional internship hours may be taken as electives.

Global Ministries Minor

A Global Ministries minor consists of the following courses designed to prepare students to serve in intentional cross-cultural ministry alongside a chosen major area of study.

Requirements (21 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Practical Theology (PRT)

REL-240	Ministry in Context	3
REL-270	Evangelism and Discipleship	3
REL-365	Homiletics I	3
	or	
CED-240	Teaching the Bible to Youth and Adults	3

Religious and Ministerial Studies (RMS)

INT-220	Intercultural Relationships	3
PHL-248	Religions of the World	3
REL-380	History of Christian Missions Contextualization	2

Supporting Courses

SOC-225	Cultural Anthropology	3
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Sports Ministries - B.S.

Purpose

The Division of Health and Human Performance and the Division of Practical Theology have created an interdisciplinary major in Sports Ministries. The purpose of this major is to prepare students professionally for service in church sports ministries, sports camps, school sports ministries, youth sports ministries, sports chaplaincy, short and long term missions, individual sport coach training, and para-church sports ministries. Students in this major meet the general education requirements by taking REL-365 (in conjunction with YTH-366 and REL-366P).

Requirements (48 credits)

Ministry Core (15 credits)

BIL-202	Inductive Bible Study	3
THE-233	Christian Theology I	3
REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone BIL 300/400 Advanced OT/NT	1 3

Practical Theology (PRT) (13 credits)

YTH-230	Programming Youth and Family Ministries and	2
YTH-230P	Programming Youth and Family Ministries Practicum	1
REL-340	Models of Sports Ministry	3

REL-370	Introduction to Pastoral Care and Counseling	2
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2
CED-240	Teaching the Bible to Youth and Adults	3
	or	
REL-365	Homiletics I	3
Religious and Ministerial Studies (RMS) (2 credits)		
REL-291	History of Protestantism	2
Health and Human Performance (HHP) (18 credits)		
PHE-122	Active Recreation Games	1
PHE-225	Psychology of Sport and Exercise	3
PHE-235	Professional Experience I	1
PHE-236	Professional Experience II	1
PHE-350	Ethics and Character Development in Sport	3
PHE-371	Administration of Physical Education and Athletics	3
PHE-470	Sports Ministry Internship	3
REC-260	Recreation Leadership and Programming	3
	or	
REC-380	Camp Management	3
	or	
YTH-240	Camp and Retreat Ministries	3

Urban Ministries Minor

Requirements (19 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Practical Theology (PRT)

REL-240	Ministry in Context	3
REL-270	Evangelism and Discipleship	3
CDV-229	Essentials of Non-Profit Management	3
CDV-276	Models of Urban Ministry	3
CDV-350	Transformational Development Principles	3

Religious and Ministerial Studies (RMS)

INT-220	Intercultural Relationships	3
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Youth Ministries - B.S.

Purpose

The major in Youth Ministries is designed for those who desire specialized training in the area of youth ministry. Students who complete this program will fulfill all the requirements for ordination in The Wesleyan Church. Students who desire to be ordained youth pastors in other denominations should consider this degree as well. Although this major would equip persons to work with youth in a variety of ministry settings, it is primarily designed to train persons for youth ministry in a local church setting.

General Education Requirements

Students in the major meet the general education requirements by taking PSY-150, PSY-250 or PSY-252, REL-365, YTH-366, REL-366P, REL-240.

Requirements (65 credits)

General Education

PSY-150	General Psychology	3
	or	
PSY-250	Developmental Psychology	3
	or	
PSY-252	Adolescent Growth and Development	3

Ministry Core

REL-200	Introduction to Ministry	1
REL-270	Evangelism and Discipleship	3
REL-390	Ministerial Placement and Persistence	1
REL-490	Practical Theology Capstone	1
BIL-202	Inductive Bible Study	3
	BIL Elective	3
THE-233	Christian Theology I	3

Practical Theology (PRT)

YTH-230	Programming Youth and Family Ministries	2
	and	
YTH-230P	Programming Youth and Family Ministries Practicum	1
CED-255	Local Church Education	2
	and	
CED-255P	Local Church Education Practicum	1
REL-240	Ministry in Context	3
WOR-235	Worship	2
	and	
WOR-235P	Worship Practicum	1
YTH-330	Theological Foundations of Youth and Family Ministries	2
REL-370	Introduction to Pastoral Care and Counseling	2
REL-365	Homiletics I	3
YTH-366	Preaching to Youth	2
REL-366P	Preaching Practicum	1
REL-468	Church Leadership	3
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2
WOR-436	Church Rituals	1

Choose 1 Youth Ministry elective

YTH-240	Camp and Retreat Ministries	3
REL-340	Models of Sports Ministry	3
YTH-320	Youth Leadership Seminar	3

Religious and Ministerial Studies (RMS)

REL-290	History of the Christian Church	2
REL-291	History of Protestantism	2
THE-333	Theology II: Salvation/Holiness	3
	BIL 300/400 Advanced OT	3
	BIL 300/400 Advanced NT	3

Choose 1 Historical Theology Course

REL-431	Wesleyan Church History/Discipline	3
THE-425	Patristic Theology	3
THE-428	The Theology of John Wesley	3
THE-488	Special Topics in Historical Theology/ Church History	1 to 3

Youth Ministries - A.S.

Associate of Science

The Associate of Science degree is a two-year program that requires a 24-hour concentration.

Youth Ministries Minor

A Youth Ministries minor consists of the following 19 credit hours of courses specifically relating to professional ministry in parish or para-church settings.

Requirements (19 credits)

Ministry Core

REL-200	Introduction to Ministry	1
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Religious and Ministerial Studies (RMS)

BIL-202	Inductive Bible Study	3
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Practical Theology (PRT)

YTH-230	Programming Youth and Family Ministries	2
	and	
YTH-230P	Programming Youth and Family Ministries Practicum	1
YTH-330	Theological Foundations of Youth and Family Ministries	2
YTH-471	Pastoral Care and Counseling I: Children to Adulthood	2
REL-270	Evangelism and Discipleship	3
REL-365	Homiletics I	3
REL-370	Introduction to Pastoral Care and Counseling	2

Religious and Ministerial Studies Division**Biblical Literature - A.B.**

Courses in biblical literature and languages are offered to meet general education requirements and as components for majors in the Division of Practical Theology. In addition, the A.B. degree with a major in Biblical Literature is offered.

Purpose

A Biblical Literature major provides a complement to other majors at Indiana Wesleyan University. It enables a student to relate the Scriptures to aspects of life, whatever the planned profession. The Biblical Literature major also offers a good foundation for seminary studies. Some students who do not plan to be pastors desire a concentration of Bible courses in order to better serve churches in various capacities of teaching and spiritual leadership.

General Education Requirements

Students in this major meet the general education requirements by taking the approved standard courses.

Requirements (40 credits)

Required Courses (12 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
BIL-202	Inductive Bible Study	3
GRE-201	Beginning Greek I	3
	or	
HBR-201	Beginning Hebrew I	3

Electives (18 credits)

BIL	Advanced Bible electives (balanced program in Old and New Testaments)	18
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Cognate (10 credits)

	In a field consistent with the student's vocational goals and approved by the student's advisor	10
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Advanced Bible electives: Including up to 9 hours of Greek or Hebrew beyond GRE-201 or HBR-201 if those 9 hours are not already counting toward a Biblical Languages minor; a balance of Old and New Testament courses should be maintained.

Biblical Literature - A.A.

Associate of Arts

The Associate of Arts degree is a two-year program that requires the following 27-hour concentration:

Requirements (27 credits)

Required Courses (21 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
BIL-202	Inductive Bible Study	3
BIL	Advanced Bible Electives (including at least one course pertaining to each of the Old and New Testaments)	12

Advanced Bible Electives: Up to six hours of Greek and/or Hebrew may be counted toward degree requirements.

Electives (6 credits)

	Elective courses offered by the School of Theology and Ministry	6
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Biblical Literature Minor

A minor in Biblical Literature consists of the following 24 hours of courses.

Requirements (24 credits)

Required Courses (9 credits)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
BIL-202	Inductive Bible Study	3

Electives (15 credits)

BIL	Advanced Bible electives (at least one course pertaining to each of the Old and New Testaments)	15
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Advanced Bible electives: Up to nine hours of Greek and/or Hebrew may be included in the minor.

Biblical History and Geography Minor

Requirements (18 credits)

Required Courses (6 credits)

BIL-280	Lands of the Bible	3
BIL-380	History of the Biblical World	3

Electives (12 credits)

BIL-103	Bible Land Tour	3
REL-281	Jerusalem and Its People	1 to 3
BIL-282	Art, Architecture, Artifacts of the Biblical World	1
BIL-381	Cultural Settings of the Bible	3
BIL-382	Inter-Testament Literature	3
BIL-480	Archaeology of Syria-Palestine	3
HBR-201	Beginning Hebrew I	3
	or	
GRE-201	Beginning Greek I	3
	or	
LAT-201	Beginning Latin I	3
HBR-202	Beginning Hebrew II	3
	or	
GRE-202	Beginning Greek II	3
	or	
LAT-202	Beginning Latin II	3

*This minor requires at least 15 hours unduplicated in any other major or minor.

**Courses taken through Jerusalem University College may be applied toward elective hours in this minor with permission of the School of Theology and Ministry.

Studies in Israel

IWU's Summer in Israel program is a four- to six-week academic study in the Holy Lands (optional two-week extension). This program focuses on three areas of study: 1) the modern-day culture and politics of Israel and Palestine, 2) the geographical and historical settings of the Bible, and 3) the discipline of archaeology and its contributions to biblical studies.

Biblical Languages Minor

Requirements (18 credits)

Core Courses (12 credits)

HBR-201	Beginning Hebrew I	3
HBR-202	Beginning Hebrew II	3
GRE-201	Beginning Greek I	3
GRE-202	Beginning Greek II	3

Choose one of the following options: (6 credits)

HBR-422	Hebrew Bible	3
	or	
GRE-422	Greek Bible	3

Christian Studies Minor

Students who have declared a major or a minor in the School of Theology and Ministry may NOT also declare a minor in Christian Studies.

Degree Requirements (18-19 hours)

Requirements List

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
THE-101	Theology of Christian Life	3
	BIL elective 200 or higher	
	or	3
THE-233	Christian Theology I	3
	Complete 6 elective hours in the	6
	School of Theology and Ministry*	
REL-401	A Christian Way of Life	0 to 1

*Elective hours must be 200 level or higher, and may include any of the following prefixes: BIL, CED, GRE, HBR, CDV, INT, LAT, PHL, REL, THE, WOR, YTH.

Intercultural Studies - B.S.

Purpose

The Intercultural Studies major is designed to provide a core program of courses in intercultural issues, enabling students to pursue careers in business, church service, or government-related agencies in intercultural contexts in North America and abroad. Students may take the core courses as a related area or cognate to their primary major, or they may take the Intercultural Studies major as an academic program in itself. Graduates of the program can expect to have intercultural skills and insight that will be valuable in any cross-cultural context.

General Education Requirements

Students in this major meet the general education requirement by taking INT-220 and SOC-225.

Language Proficiency

Proficiency in a foreign language at the intermediate level is required for the major. This requirement can be satisfied by completing four (4) years of the same foreign language at high school level or two (2) years of the same foreign language at college level with all grades at or above "C," or by satisfactorily passing the language examination rated for the intermediate level of proficiency.

Major

Requirements (40 hours)

Intercultural Studies (22)

INT-220	Intercultural Relationships	3
INT-280	Intercultural Communication	3
INT-302	Contemporary Global Issues	3
INT-322	Intercultural Internship	3 to 9
INT-422	Intercultural Leadership for Transformation	3
INT-480	Intercultural Capstone	1
PHL-248	Religions of the World	3
SOC-225	Cultural Anthropology	3

For INT-322, satisfactory completion of an approved and supervised 3 hour intercultural internship abroad is required, involving at least a three-week service assignment in a significantly different cultural setting than one's home culture. Additional internship hours may be taken as electives.

Supporting Courses (18)

Category 1: Foreign Language Proficiency (0-12)

Proficiency in a Foreign Language at the Intermediate Level (0-12 hours).

Category 2: Foreign Language Studies (6)

Six hours of additional foreign language. Students may choose courses above the intermediate level or choose courses in a second foreign language.

Category 3: Electives (0-12)

Students may not choose courses in Category 3 unless Categories 1 and 2 have been fully satisfied.

Any course that can satisfy Intercultural Experience general education requirement.

INT-120	Introduction to Cross-Cultural Engagement	0 to 1
INT-124	Cross Cultural Exposure Trip Additional studies in a Foreign language	2

Second Major**Requirements (31-34 hours + 1st Major)**

Intercultural Studies (22)

INT-220	Intercultural Relationships	3
INT-280	Intercultural Communication	3
INT-302	Contemporary Global Issues	3
INT-322	Intercultural Internship	3 to 9
INT-422	Intercultural Leadership for Transformation	3
INT-480	Intercultural Capstone	1
PHL-248	Religions of the World	3
SOC-225	Cultural Anthropology	3

For this major, INT-322 is required to be taken for 3 hours. Additional hours may be taken as electives. For this course, satisfactory completion of an approved and supervised intercultural internship abroad is required, involving at least a three-week service assignment in a significantly different cultural setting than one's home culture.

Supporting Courses (9-12)**Category 1: Foreign Language Proficiency (0-12)**

Proficiency in a Foreign Language at the Intermediate Level (0-12 hours).

Category 2: Electives (0-9)

Students may not choose courses in Category 2 unless Category 1 has been fully satisfied.

Any course that can satisfy Intercultural Experience general education requirement.

INT-120	Introduction to Cross-Cultural Engagement	0 to 1
INT-124	Cross Cultural Exposure Trip Additional studies in a Foreign language	2

Intercultural Studies - A.S.

Associate of Science

The Associate of Science degree in Intercultural Studies is a two-year program.

Requirements (24 credits)

Required Courses (18 credits)

INT-120	Introduction to Cross-Cultural Engagement	0 to 1
INT-124	Cross Cultural Exposure Trip	2

	or		
INT-422	Intercultural Leadership for Transformation		3
INT-220	Intercultural Relationships		3
INT-302	Contemporary Global Issues		3
SOC-225	Cultural Anthropology		3
ENG-170	Introduction to Linguistics		3
PHL-248	Religions of the World		3
	or		
PHL-434	Philosophy of Religion		3
Electives (6 credits)			
INT	INT electives		6

Intercultural Studies Minor

Degree Requirements

Intercultural Studies Core (12 credits)

INT-220	Intercultural Relationships		3
INT-302	Contemporary Global Issues		3
SOC-225	Cultural Anthropology		3
PHL-248	Religions of the World		3

Electives (6 credits)

Any course that can satisfy Intercultural Experience general education requirement.

INT-120	Introduction to Cross-Cultural Engagement and		0 to 1
INT-124	Cross Cultural Exposure Trip		2
INT-280	Intercultural Communication		3
INT-322	Intercultural Internship		3 to 9
INT-422	Intercultural Leadership for Transformation		3
	Studies in a foreign language		3-6

Philosophy and Theology - A.B.

Purpose

Philosophy and Theology is the major to be taken by students anticipating seminary or other graduate studies. It may also serve as a second major to provide support in developing a Christian perspective and understanding.

General Education Requirements

Students in this major meet the general education requirements by taking the approved standard courses. (Optional: PHL 248)

Requirements (41 credits)

Philosophy

PHL-280	Ancient and Medieval Philosophy		3
PHL-282	Ethics		3
PHL-285	Logic		3
PHL-380	Modern and Contemporary Philosophy		3
PHL-434	Philosophy of Religion		3
PHL-480	Philosophy and Theology Capstone		1

Systematic Theology

THE-233	Christian Theology I	3
THE-333	Theology II: Salvation/Holiness	3

Choose one of the following courses:

THE-310	Christology	3
THE-311	Ecclesiology	3
THE-313	Pneumatology	3
THE-425	Patristic Theology	3
THE-487	Special Topics in Systematic Theology	1 to 3

Historical Theology

REL-290	History of the Christian Church	2
REL-291	History of Protestantism	2

Choose 1 of the following

THE-420	The Life and Legacy of Augustine Of Hippo	3
THE-428	The Theology of John Wesley	3
THE-488	Special Topics in Historical Theology/ Church History	1 to 3

Electives (Choose 2 additional courses)

PHL-248	Religions of the World	3
PHL-330	Philosophy and Theology in Film	3
PHL-488	Special Topics in Philosophy	1 to 3
THE-310	Christology	3
THE-311	Ecclesiology	3
THE-313	Pneumatology	3
THE-420	The Life and Legacy of Augustine Of Hippo	3
THE-425	Patristic Theology	3
THE-428	The Theology of John Wesley	3
THE-487	Special Topics in Systematic Theology	1 to 3
THE-488	Special Topics in Historical Theology/ Church History	1 to 3

Supporting Courses

BIL-202	Inductive Bible Study	3
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Philosophy Minor

A minor in Philosophy consists of 18 credit hours.

Requirements (18 credits)

Philosophy Core (12 credits)

PHL-180	Humanities Philosophy	3
PHL-282	Ethics	3
PHL-380	Modern and Contemporary Philosophy	3
PHL-434	Philosophy of Religion	3

Electives (6 credits)

PHL-248	Religions of the World	3
PHL-280	Ancient and Medieval Philosophy	3
PHL-285	Logic	3

PHL-330	Philosophy and Theology in Film	3
PHL-488	Special Topics in Philosophy	1 to 3

Theology Minor

A minor in Theology consists of 18 credit hours.

Requirements (19 credits)

Systematic Theology

THE-101	Theology of Christian Life	3
THE-233	Christian Theology I	3
THE-333	Theology II: Salvation/Holiness	3

Historical Theology

REL-290	History of the Christian Church	2
REL-291	History of Protestantism	2

Electives (Choose 2 additional courses)

THE-310	Christology	3
THE-311	Ecclesiology	3
THE-313	Pneumatology	3
THE-420	The Life and Legacy of Augustine Of Hippo	3
THE-425	Patristic Theology	3
THE-428	The Theology of John Wesley	3
THE-487	Special Topics in Systematic Theology	1 to 3
THE-488	Special Topics in Historical Theology/ Church History	1 to 3

*Christian Ministries and Youth Ministries majors must maintain 15 unique hours in order to minor in Theology.

College of Adult and Professional Studies (CAPS)

CAPS was created to serve the adult population with a variety of programs designed to meet the educational needs of specific adult audiences. It is Indiana Wesleyan University's desire to understand the special requirements of adults who are interested in earning an Associate, Bachelor's, Master's, Educational Specialist, or Doctor of Education degree, but who must also continue meeting their professional and personal commitments. The programs in the college are designed for working adults by combining theory with practical experience.

CAPS - Policies and General Information (p. 261)

CAPS is made up of the following:

DeVoe School of Business (p. 286)

School of Educational Leadership (p. 325)

School of Service and Leadership (p. 364)

Division of Liberal Arts (p. 400)

College of Adult and Professional Studies Programs of Study

Mission of CAPS

For wisdom will enter your heart, and knowledge will be pleasant to your soul. Proverbs 2:10.

The College of Adult and Professional Studies of Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing adult students in character, scholarship, and leadership.

Objectives of CAPS

The College of Adult and Professional Studies will engage in its mission by:

- Providing educational opportunities in professional areas within the liberal arts tradition.
- Aiding students in extending the range and nature of careers available to them.
- Challenging students to develop leadership abilities.
- Encouraging students to develop in character.
- Providing students with a comprehensive yet practical education through an intensive curriculum that draws on resources, theories, and knowledge from various disciplines.
- Leading students in acquiring the skills required for effective critical thinking.
- Extending educational opportunities to people whose occupations, family responsibilities, or personal preferences do not permit them to spend major blocks of time "in residence" on campus.
- Helping students understand the importance of the application of Christian principles in a professional environment.
- Cultivating an appreciation for scholarship among students and faculty.

Foundations of CAPS

CAPS was created to serve the adult population with a variety of programs designed to meet the educational needs of specific adult audiences. It is Indiana Wesleyan University's desire to understand the special requirements of adults who are interested

in earning an undergraduate, graduate, or doctoral degree, but who must also continue meeting their professional and personal commitments. The programs in the college are designed for working adults by combining theory with practical experience.

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The College of Adult and Professional Studies of Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing adult students in character, scholarship and leadership.

Objectives of CAPS

CAPS programs offer a challenging educational experience for adult learners. The curricular format is often accelerated, interaction among participants is emphasized, and project teams play an important role in the learning process. Instructors bring a combination of academic training and professional experience into the classroom. As working adults, CAPS students have significant skills and experience to draw from and to share.

To make the most of these unique programs, those enrolled should be aware of the foundational beliefs concerning the education of adult learners that administrators and the faculty of CAPS believe are crucial to the learning experience. The following elements make the CAPS programs work:

Adult students are motivated to learn. Adults who return to school after spending time in the work force are typically ready to give the effort needed to learn. Because of this, learning proceeds much more quickly, and faculty do not have to spend time urging students to attend to their work. Indeed, accustomed to excellence at work, adults often labor to reach that same level of quality in their academic pursuits.

Adults have learned self-discipline. As a result of being in the work force and managing the complexities of both professional and personal responsibilities, adults have developed a sense of discipline that serves them well in the CAPS Programs. Assignments can be completed—and completed well—within narrow time frames despite busy schedules and varied work, family, church, and community responsibilities.

Adults have broad life experiences. Learning theory indicates that students learn by relating abstractions to memories of past experiences. For this reason, a person who has experienced a work environment is better able to absorb theoretical concepts. Drawing on a broad background of experiential knowledge allows adults to quickly grasp ideas.

Adults desire relevance. If students relate to a current task or contemporary problem, their ears “perk up” and brains “switch to high gear.” Because working adults encounter situations where their learning may be applied daily, they are more motivated and better able to learn.

Adults have developed skill in independent learning. To succeed in life, adults, by necessity, have learned to gather information on their own and process it independently. Thus, CAPS can rely on them to grasp more knowledge and skills on their own in the context of structured group and independent activities without having to rely on an instructor as a “fountain” from which all information flows.

Adults learn best when they are personally involved. The more active people are in their own learning, the better the learning. If students are only called upon to passively listen to instructors, little learning occurs. When students interact in small groups, engage in role play, solve problems, prepare projects, and apply techniques in the workplace, their learning is deep and retention is long. For this reason, CAPS seeks to create situations for active learning.

Adults have many insights of their own. As individuals go through life, they gain new perspectives and insights based on the events which have occurred around them. When a group of adults with varied backgrounds and work experiences come together, the accumulated knowledge and wisdom can be overwhelming. To rely solely on one instructor’s thoughts for the content of a course would impoverish the educational experience. For this reason, discussion is highly valued in CAPS classes.

Adults can direct their learning to fill in gaps in their knowledge. Reading and research outside the classroom allow students to close the gaps between their current knowledge and the knowledge necessary to meet CAPS course objectives. Adults are able to recognize when there is still much to learn, and have the discipline and learning skills to focus on those areas where they need to concentrate most.

Adults learn well in groups. Group learning is widely recognized as an effective learning process. Peers tutor each other, there is emotional support, and friendships develop in groups, all of which results in a positive climate for learning. Ideas and learning that would not have occurred individually occur in groups, resulting in the creation of synergy. Weaknesses in one student are offset by the strengths of others. Teamwork, cooperation, and leadership skills are fostered within groups.

Faculty - CAPS

Indiana Wesleyan University is a community of Christian scholars whose mission is to integrate faith into every aspect of life. Therefore, in selecting candidates, the institution seeks academically qualified professionals who enjoy a vital personal relationship with Jesus Christ, and who are excited by the prospect of integrating faith and learning. Four primary criteria are considered in the screening of candidates: Christian mission congruence, academic qualification, professional experience, and the ability to facilitate adult learning.

CAPS recruits, trains, and schedules Christian professionals whose academic qualifications and workplace experiences equip them to provide adult learners with a stimulating classroom environment. In doing so, CAPS maintains a quality faculty for all its programs.

CAPS employs a core of full-time faculty who are responsible for instruction and curriculum development in core discipline areas. These individuals also mentor and develop adjunct faculty in their fields of study.

All adjunct faculty candidates are screened through a rigorous hiring process which includes a series of interviews and an assessment session. Once approved, faculty are assigned to a mentor and attend orientation workshops.

CAPS provides opportunities for its full-time and adjunct faculty to regularly network with one another through faculty meetings, development workshops, and focus groups.

Communication with CAPS

Address

Indiana Wesleyan University
College of Adult and Professional Studies
1900 West 50th St
Marion IN 46953-9393
<http://www.indwes.edu/Academics/CAPS>
<http://myIWU.indwes.edu>
765-677-1569

Vice President for Academic Affairs - College of Adult and Professional Studies

Office of Student Services

Financial Aid Office

Accounting

Resources

Registrar's Office

DeVoe School of Business

School of Educational Leadership

School of Service and Leadership

765-677-2359

765-677-2516

765-677-2878

765-677-2854

765-677-2131

765-677-2345

765-677-1635

765-677-2385

Policies and General Information - CAPS

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university.

CAPS - Academic Information (p. 262)

CAPS - Financial Information (p. 275)

CAPS - General Information (p. 282)

Academic Information - CAPS

Academic Calendar - Courses in the College of Adult and Professional Studies are offered under the semester hour system but in a non-traditional academic calendar and through a variety of innovative modalities.

Catalog Governing Graduation - Students must meet the graduation requirements as stated in the university catalog under which they enrolled.

- Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within a maximum of six years from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled.
- Students who withdraw from Indiana Wesleyan University for more than six months will meet the graduation requirements as stated in the catalog under which they resume enrollment.
- Students changing majors or programs must meet requirements as stated in the catalog that is current at the time they make such changes. The same holds true for students moving between schools and colleges.
- Students may at any time change from an earlier catalog to a subsequent current catalog, but must meet all requirements for graduation of that catalog. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Program Requirements -

- Students can only be enrolled in one program at a time.
- Students are required to complete the first course of the core program with a passing grade in order to maintain enrollment. Each school determines the passing grade required for the specific programs within that school.
- Certain programs allow transfer credits. Undergraduate programs require a minimum of 30 credit hours of core courses to be met at Indiana Wesleyan University.

Academic Advising

The purpose of academic advising is to support students from enrollment to completion of degree requirements. Advisors help students understand all degree requirements and options to meet those requirements. Advisors also assist students in understanding policies and procedures, and communicating with departments such as Financial Aid and Accounting.

An academic advisor is assigned to each individual student and advises that student throughout the duration of his or her academic program. Advisors are available to meet one-on-one with students face to face, through email, or by phone.

It is important that students maintain contact with their academic advisor in order to ensure timely progression toward degree completion as well as appropriate scheduling for maximum financial aid benefit.

Academic Standing - CAPS

Academic Probation - Students enrolled in a CAPS program will be placed on probation if their **core** GPA at any time falls below:

- 2.00 for the associate programs
- 2.25-2.75 for baccalaureate programs (see specific program for required GPA)
- 3.00 for graduate programs
- 3.25 for the doctoral program

Students will be placed on probation if their **cumulative** GPA at any time falls below:

- 2.00 for the associate
- 2.00-2.75 for baccalaureate programs (see specific program for required GPA)

- 3.00 for graduate programs
- 3.25 for the doctoral program

Students are given two consecutive courses to satisfactorily raise their GPA. The GPA is reviewed after the second course, and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension will result if:

- A student fails to clear the academic probationary status within the probationary period of two consecutive courses.
- A student has taken a course twice and failed to achieve a satisfactory grade. When this occurs, the student is ineligible to reapply for admission into the program in which the course was repeated. (Exception: students may take ENG-140 and ENG-141 as many times as necessary to achieve a passing grade.)

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. Application for readmission may be made after six months. The application must be made in writing to the Dean of the specific school.

See the Graduate Studies in Leadership section for additional academic standing information of the doctoral program.

Academic Dismissal - Upon a second academic suspension in the same program, a student is dismissed from the university, and no longer eligible to earn a degree at that level. Students dismissed from an IWU associate's program may be admitted to IWU bachelor programs or higher at a later date if they meet the published admissions requirements. Students dismissed from an undergraduate program at IWU may be admitted to IWU graduate programs or higher at a later date if they meet the published admissions requirements. Students dismissed from a graduate program at IWU may be admitted to IWU doctoral programs at a later date if they meet the published admissions requirements. Student dismissed due to violation of the University Honesty, Cheating, Plagiarism, and Forgery Policy will not be admitted to any other IWU programs.

Admission and Registration - CAPS

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

- Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- Probation - A graduate student whose entering grade point average (GPA) falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first three courses of the core with a satisfactory GPA (3.0). In case of extended probation, the number of courses to be completed in order to change status will be determined by the Associate Dean of the specific school. Any student failing to remove the probationary status will be academically suspended from the program.
- Provisional - Students whose files are incomplete may be accepted provisionally at the discretion of the Associate Vice President for Student Services if it appears from the available documentation that eligibility for the program has been met. The student is given until the end of the first course to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue.
- Unclassified - Students not pursuing a university degree who want to take certain courses for special reasons may be accepted for a maximum of 18 hours of undergraduate work or 12 hours of graduate work. Students receiving an unclassified status must reapply for regular admission if they desire later to pursue a degree program.

International/Non-English Speaking Students - Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- Test of English as a Foreign Language (TOEFL). For undergraduate students, a score of at least 550 (paper-based), 213 (computer-based), or 79 (Internet-based) is required for regular academic admission. For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
- International English Language Testing System (IELTS). For undergraduate students a score of at least 6.0 is required; for graduate students a score of at least 6.5 is required; for doctoral students a score of at least 7.0 is required for regular academic admission.

Student visas (I-20's) are not issued for students wanting to enter the United States to enroll in programs offered for non-residential students.

Registration - Registration occurs at the beginning of the student's core program. At this point, students are registered for all courses within the major. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Staff will work with the student to make arrangements to retake this class with another core group at a time that will minimize the impact on the student's financial aid. Students need to be aware that temporary withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress.

Students in programs that require additional credits outside the major are responsible to meet with their advisor to facilitate registration in these courses.

A student who has failed to make arrangements for the payment of tuition for a course will have registration in that course cancelled.

Attendance Policy - CAPS

Because of the delivery method of adult and graduate programs, attendance is required and monitored. Students are expected to be present for on-site class sessions and participate in online activity. Absences are allowed as follows:

- Under emergency circumstances, a student may be allowed one absence in courses that are five class sessions or fewer in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed two absences in courses that are six or more class sessions in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed four absences in courses that are sixteen or more class sessions in length. Students need to contact the faculty member regarding make up work.

If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the last class session, the instructor is directed to issue the grade of "F." Students who never attend a class and do not withdraw will be administratively withdrawn from the course and from all subsequent courses. Students must then go through the normal readmittance process.

Students who must miss a course due to unavoidable circumstances must arrange for a withdrawal with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

On-site Attendance Policy – The nature of the adult and graduate programs requires students to attend all class sessions. Class attendance records are maintained by the faculty member and submitted to the Office of Student Services.

- **Class Attendance Policy** – Students are expected to be present when class begins, and remain the entire workshop. To be counted present, a student must attend a total of three hours or more of a class that is four hours in length or four and one-half hours or more of classes that are six hours in length.
- **Project Team Policy** – Students are expected to participate in their project team activities.

Online Attendance Policy: Attendance is determined by activity during a workshop, either through discussions or submission of assignments. A student is reported absent for a workshop if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during that workshop.

See the Graduate Studies in Leadership section for the specific attendance requirements of the doctoral program.

Changing Programs or Majors

Students desiring to change programs or majors may do so by completing the change of program form found on the student portal (myiwu.indwes.edu). Change of programs will be processed under the following requirements:

- The student must be accepted into the new desired program.
- There must not be any current financial holds on the student's record.

- The requirements as stated in the current catalog will apply to the student's new program.

Audit of Courses

A student who has been accepted into an Indiana Wesleyan University degree program or as an unclassified student may choose to audit specified courses within a core program or electives as follows:

- Audit registration is allowed on a space available basis.
- The current audit fee (\$25 per credit hour) and the technology fee (\$85 per course) must accompany the registration.
- Auditing a course gives one the right to attend the course. No credit or letter grade is given. The course will be indicated as an "AU" on the student's IWU transcript.
- The student auditing the course is not expected to participate in classroom or study group assignments, or to complete homework, quizzes, or tests.
- The faculty member is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.
- The materials required for the course are not provided. Students desiring textbooks must purchase them on their own.
- The student must meet course pre-requisites or be approved by the appropriate administrator of the specific college/school.
- No change may be made from audit to credit, or credit to audit, after registration closes.

Computer Requirements - CAPS

Students are expected to possess a computer throughout the duration of their program. Student computers must be able to run a supported browser and handle additional plug-ins as identified by the Learning Management System (LMS) company. Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of the assignments. IWU will offer support to students on only these two offerings of office software. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures. In addition to these minimum expectations, participation in a CAPS course or program may entail additional computing and/or technology requirements.

Degree Requirements

Associate Degree

- Completion of core requirements.
- Cumulative GPA of 2.0 or higher.

Baccalaureate Degree

- Completion of 120 semester hours.
- Cumulative GPA of 2.0 or higher (2.5 for Social Work).
- Completion of core requirements with a GPA of 2.25 or higher (2.50 for Biblical Studies, 2.50 for Addictions Counseling, 2.70 for Social Work).
- Completion of 30 hours of general education requirements (p. 266) as specified.

Graduate Degree

- Completion of core requirements.
- Cumulative graduate GPA of 3.0 or higher.
- A grade of "C" or higher in each course. Some programs require a grade higher than a "C."

Doctorate Degree

- Completion of core requirements.
- Successful completion of the dissertation.

- Cumulative GPA of 3.25 or higher.
- A grade of "B-" or higher in each course.

See each program listing for individual program requirements.

In addition to the above, all degree candidates must settle all financial obligations in order to receive their diploma.

General Education Requirements - In addition to the regular core curriculum (major), a 30-credit general education core (p. 266) is required of all bachelor undergraduate students. Bachelor core courses that fall into general education categories may not be used to fulfill both the core requirement and the general education requirement.

Minors - Bachelor degree students may take a minor subject as noted in each department. Most minor programs require at least 18-24 hours in the subject area. Each department offering the minor may specify required courses. A grade point average of 2.0 or higher, or as defined in each minor, must be earned in courses specified in the minor. No more than three hours of credit may be shared between a minor and a certificate. A maximum of six hours of credit may be shared between a minor and a major if permitted by the programs of study.

Second Majors - A second major may be declared with the Office of Student Services by any current student. A student must earn a minimum of 51 unique (unduplicated hours) between the two majors. No more than six hours of credit may be shared between a major and a certificate. A maximum of six hours of credit may be shared between a minor and a major if permitted by the programs of study.

After graduating with a baccalaureate degree, a student may add a major by completing the requirements of the major subject as listed in the current catalog. If no additional coursework in the proposed added major have been taken within 10 years of graduation, a minimum number of nine new credits in the major are required. New general education requirements will not need to be met to post an additional major. Students adding a second major are not eligible to participate in graduation again.

Graduate students may add a second major by completing the requirements of the major subject as listed in the current catalog and completing a minimum of 15 additional credit hours past the first major. Students adding a second major are not eligible to participate in graduation again.

Second Degrees - If an Indiana Wesleyan University graduate wishes to return to the university to earn a **second degree at the same degree level**, he or she may do so if pursuing a different degree and major. All current requirements for the second degree must be met, including general education requirements, and at least 30 additional semester hours must be taken.

Former Student Re-Enrollment

Students who have previously withdrawn from a program and have not attended classes for six months or more must complete an application for readmission from the Office of Student Services. Receipt of the application will initiate a review of the student's academic file to determine remaining requirements. A student who was academically suspended from an adult and graduate program may make application for readmission after six months. All students returning after six months or more will meet the graduation requirements as stated in the catalog under which they resume enrollment.

Former Indiana Wesleyan University students from the traditional programs who wish to apply to a program must go through the regular adult program admission procedure. Students who were academically suspended from the traditional campus and wish to apply to an adult program must meet the following criteria:

- All other program admission criteria met.
- At least two years have passed since the suspension OR the student has successfully completed 12 hours elsewhere.
- There are no other holds on the student's record.

General Education Requirements and Student Learning Outcomes

General Education Requirements - In addition to the regular core curriculum (major), a 30-credit general education core is required of all bachelor students enrolled in non-residential education programs. This 30-credit general education core includes:

- Three semester credits in Biblical Studies.
- Three semester credits in Biblical Studies/Philosophy/Religion.
- Six semester credits in English Written Communication.
- Three semester credits in English Oral Communication.

- Six semester credits in Social or Behavioral Sciences.
- Three semester credits in Mathematics.
- Three semester credits in Natural Sciences.
- Three semester credits in Arts and Humanities.

General Education Learning Outcomes -

- Christian knowledge and integration: Students can utilize a Christ-centered, biblical worldview to inform their vision for and mission in life.
- Global Awareness: Students can relate the diversity and universality in global history, culture, and society to God's divine design.
- Critical Thinking: Students can think creatively and effectively as part of making informed solutions.
- Quantitative skills: Students can apply theoretical frameworks to real world applications.
- Communication: Students can convey ideas and facts in ways that demonstrate their development as leaders and world changers.
- Information Literacy: Students can apply proficiencies needed by citizens of an information abundant society.

Indiana Statewide Transfer General Education Core (STGEC)

Indiana Wesleyan University participates voluntarily in the Indiana STGEC program in order to serve students who begin their studies at other schools. The Indiana STGEC is a block of 30 credit hours, defined individually by each participating Indiana educational institution, that fulfills six specific general education competencies. Participating schools agree to certify transferring students who have completed the core and to honor the certification of other schools regarding transfer students. A student completing the core at any participating institution is counted as having completed the core at every other participating institution, even though the courses are not identical.

Students presenting a transcript with completion of STGEC noted will meet all of the general education requirements stated above with the exception of three semester credits in Biblical Studies. A Bible course must be accepted in transfer or taken at Indiana Wesleyan University in order to fulfill this requirement.

Grade Appeal and Academic Policy Grievance

Indiana Wesleyan University follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. The university allows its instructors independence in following generally accepted practices. A student who wishes to appeal a course grade or an academic policy decision (including one believed to be discriminatory based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504), must abide by the procedures that follow.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. All grievances, with all documents, recommendations, and decisions, will be reported to the Associate Vice President for Academic Administration and Operations of the College of Adult and Professional Studies. Because the appeal process is a private university administrative process, legal counsel or representation is inappropriate.

Grade Appeal

A grade appeal involves only those situations in which a student believes that an instructor (a) has not followed fair grading practice or (b) has not followed his or her published grading policy. A student who wishes to appeal a grade based on one or both of these reasons must follow these procedures:

- The student must first contact the instructor for a full explanation of the grade given and the basis for making the grade.
- If there is no resolution, then the student may file a grade appeal request form, which can be obtained from the Regional Dean/Program Director or Chair. If a properly completed grade appeal request form is not received by the university within 30 days of the date the student's grade was sent, then the student will forfeit any further right to appeal.
- After the university receives the grade appeal request form, it will be forwarded to the instructor along with a faculty grade appeal response form.

- If the instructor agrees that the grade should be changed, the university will change the grade and notify the student.
- If the instructor does not agree that the grade should be changed, the university will notify the student and send a form that may be used by the student to request a review by the Academic Appeals Committee. If the university does not receive the form from the student within 15 days of the date the form was sent, then the student will forfeit any further right to appeal.
- Upon receipt of the request for committee review from the student, the matter will be brought to the next regularly scheduled Academic Appeals Committee meeting. (NOTE: The committee reserves the right to seek clarification from the student or the instructor). If the matter involves a member of the committee, then that individual will recuse himself/herself from deciding the appeal. The committee will notify the student of its decision, which will be final.

Academic Policy Grievance

An academic policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504. A student who wishes to file an academic policy grievance must follow these procedures:

- Level 1 - The student must first contact the person who has made the decision for a full explanation of the policy and how the policy was followed. If the policy has been followed, then the student has no further recourse.
- Level 2 - If the policy was not followed or the student disputes the way in which the policy was applied, then the student may request that the matter be reviewed by the Regional Dean/Program Director or Chair by filing a form requesting such a review. This form may be obtained from the Regional Dean/Program Director or Chair. If the complaint involves the Regional Dean/Program Director or Chair, the student may request that the Associate Dean of the relevant school review the matter. If a properly completed form is not received by the university within 30 days of the date on which the event that gave rise to the complaint occurs, then the student will forfeit any further right to appeal. The Regional Dean/Program Director or Chair (or, if applicable, the Associate Dean of the relevant school) will notify the student of the decision.
- Level 3 - If the matter is not satisfactorily resolved, then the student may request that the Academic Appeals Committee review the matter by filing a form requesting a committee review. This form may be obtained from the Associate Vice President/Deputy Title IX Officer - Non Residential Education. If the university does not receive a properly completed form within 15 days of the date on which the decision notice in level two was sent, then the student will forfeit any further right to appeal. The Academic Appeals Committee will notify the student of its decision, which will be final.

A student may seek recourse from any university nonacademic program or employment-related dispute, alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, or other state or federal legislation. Further direction for this process can be found at Non-Academic Appeal Process (p. 25).

Grading and Evaluation

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Quality Points (per credit)
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
F	.0

The following grades are not figured into the GPA:

W
I

CR
NC
AU

Repeated Courses -A student may repeat once any undergraduate course in which a grade below "C" ("C-," "D+," "D," or "F") was previously earned. CAPS graduate students with a cumulative GPA below the minimum required by their program for graduation, may retake once, at their option, any class in which they earned below a "B-."

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student's grade point average (GPA). All entries, however, remain a part of the student's permanent academic record. Duplicate credit hours are not given for two or more passing efforts. Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when crisis circumstances or events prevent the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of "I" (incomplete) may be issued but only after completing the following process:

- The student must request an "I" from the instructor.
- The instructor must obtain approval from the appropriate Regional Dean/Program Director/Program Chair/Division Chair.

Because "incompletes" are granted only for extenuating circumstances, the student's grade will not be penalized.

A student who receives an "incomplete" has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements in order to receive a passing grade, the "incomplete" will become an "F." A student with more than one incomplete on record is subject to academic suspension.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student's official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>.

Graduation

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Degrees are conferred and posted to the student's transcript on these dates. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student's transcript should all requirements be completed.

Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an "Application for Graduation" provided by the Office of Student Services. This application indicates the student's intent to graduate and initiates the final evaluation of the student's academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services (eight days prior to the commencement ceremony). Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the three conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Academic Honors (Baccalaureate Candidates) - Graduation Honors is a recognition given to baccalaureate students at commencement to acknowledge outstanding grade point averages earned. Eligibility for Honors is determined as follows:

- A minimum of 80 graded hours from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education. (NOTE: credit from ITT, International Business College, RETS College School of Nursing, hospital schools of nursing, foreign institutions, CLEP/DANTES, military, and assessed learning does not count toward this requirement.)
- A minimum of 40 graded hours must be from Indiana Wesleyan University.
- For transfer students, all graded hours transferred and transcribed are counted.
- For students with transfer work, the Indiana Wesleyan University GPA will appear on the transcript and in the shaded portion of the online grade report; the Honors GPA, which will include grades from transferred courses, will appear below the shaded portion on the online grade report.

Baccalaureate degree candidates will be awarded Honors as follows:

- GPA of 3.5 or higher - “cum laude” (with honors).
- GPA of 3.7 or higher - “magna cum laude” (with high honors).
- GPA of 3.9 or higher - “summa cum laude” (with highest honors).

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student’s financial account must be settled to receive a diploma.

Leave of Absence Policy

Indiana Wesleyan University understands there are life events that may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow students flexibility in their program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at IWU and eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. **This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Supplemental Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.**

Students who will be out of attendance for a period of 29 days or more should request a leave of absence. Students out of class for less than 29 days are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Students who are not on federal financial aid programs or who do not have a federal loan in deferment are not required to request a leave of absence.

Students needing to make a change in their schedule need to contact the Office of Student Services to process the registration change. Schedule changes need to be completed before submitting the Leave of Absence Application. The Leave of Absence Application can be downloaded by going to the following link:

<https://myiwu.indwes.edu/directory/student-services/registrationchanges/pages/default.aspx>. Students must request the leave within 21 days of initiating the registration change. The request for a leave of absence should be made prior to the date the leave is to start. The start date of the leave is the day after the last date of attendance in class.

An approved leave of absence must meet the following criteria: in the academic year the student has to be in attendance 2 weeks prior to applying for a leave, the request must be received within 21 days of the registration change; the request must be

made prior to the start of the leave (first day of class); the reason for the request must be one approved by IWU's Leave of Absence Committee (military, medical, jury duty, loss of job, family emergency, employment emergency, transfer of coursework, passing pre-requisite requirement, transfer of core groups, changing programs, administrative cancelation of core classes, or other reasons as approved by the Leave of Absence Committee).

The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Time in excess of 180 days will not be approved. A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 in a 12-month period. A maximum of two leaves of absence are allowed during a 12-month period. Documentation is required for an extension on a leave. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 21 day deadline, and needs to address the reason for the delay in the submission of the request.

Failure to return from an approved leave of absence nullifies the approved leave and may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for loan deferment. Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments to the Accounting Office for normal fees incurred. Any change in registration can impact current financial aid regardless of approval or denial of the leave of absence request. Questions about impact on current financial aid should be directed to the Financial Aid Office at 800-621-8667 ext. 2516. Students on an approved leave of absence will be reported as such and will be eligible for in-school deferment of previous loans. Students whose request for a leave of absence is denied will be reported as withdrawn and the grace period for loan repayment will go into effect.

Military Leave of Absence Policy

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are readmitted at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Student may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.
- Students will be promptly readmitted in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial:

Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid:

Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversation with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Withdrawal/Change in Status

A student who finds it necessary to withdraw from the program or to take a temporary leave of absence is required to contact the Registration Change Counselor in the Office of Student Services to complete this process (registration.change@indwes.edu). Students must request the withdrawal from the Registration Change Counselor before the last class workshop. Failure to initiate an official withdrawal will result in a "No Credit" or an "F" grade for the student in those related courses.

A student who is temporarily withdrawing may request an individual leave of absence up to 180 days in a 12 month period. A student cannot request more than two leaves during a 12 month period, and the total number of days on leave may not exceed 180 days within a 12 month period. All leaves must be requested through the Office of Student Services.

If a student officially withdraws after a course has started, a grade of "W" will be assigned. A student who violates the attendance policy with the last workshop of a course will receive an "F" for the course.

Administrative withdrawals assigning a grade of "W" will also happen as follows:

- A student who does not attend the first two workshops of a course will be administratively withdrawn from the course.
- A student who violates the attendance policy prior to the last workshop of a course will be administratively withdrawn from the course.
- A student who never attends a course will be administratively withdrawn from not only that course but all subsequent courses when this notification comes at the time the grades are submitted.

Students withdrawing from the first course of a core program must withdraw from the entire program and re-enter with another core group.

If, at a later time the student wishes to re-enter the program, a re-entry form must be submitted to the Office of Student Services. Students sitting out of a core program for more than 90 days are subject to a tuition increase upon returning. Students re-entering a core program after six months or more are subject to any changes in curriculum upon returning.

Any change in registration may have an impact on the student's financial aid. Students should always check with the financial aid office before initiating a registration change.

Project Teams

Global competition and accelerating change have challenged traditional notions of the corporate pyramid. Organizations seeking to improve quality and agility have replaced entire levels of management with self-managing work teams. For this reason, the skills needed for teamwork are at a premium in the workplace.

A team is essentially a small number of people with complementary skills, who are committed to a common purpose, a set of performance goals, and an approach to solving problems for which they hold themselves mutually accountable. But a team is more than just a collection of individuals. A true team develops an almost organic quality. The synergy produced through interaction involving a common goal should exceed what a group of individuals might achieve working independently. Thus, there is a significant difference between the product of a well-functioning team and the product of a work group where a piece of the problem is assigned to each individual.

Indiana Wesleyan University utilizes project teams and team projects in the curriculum because team process can enhance learning, especially in adult professionals. Students working in project teams are able to take on larger projects than they would be able to individually. This enables the university to present courses in a compressed format. Not only is learning enhanced through this method, but students also have the opportunity to develop teamwork skills. We believe project teams are a vital component to the education our students receive.

Project teams are typically comprised of self-selected teams of three to five individuals who meet as needed for class assignment preparation, team projects, and team presentations.

Individuals who work effectively in teams are characterized by the following abilities:

- Able to take responsibility for the success of the entire team and not just their own success.
- Able to hold both themselves and the team accountable for mutually agreed-upon goals.
- Able to negotiate goals and ideas in a team setting.
- Skilled at listening.

- Skilled at building on the ideas of others in a creative fashion.
- Able to give constructive feedback and express emotions to others without damaging relationships.
- Able to trust others and foster trusted relationships.
- Value team process.
- Understand the dynamics of team process and team product in pursuit of collective goals.

Transfer of Credit Policy - CAPS

Credit is granted for work with a satisfactory grade ("C" or above) taken at an approved college or university accredited at the same level, provided the courses are applicable to the curriculum the student wishes to pursue at Indiana Wesleyan University. An "approved college or university" generally refers to those institutions that are accredited by a regional accrediting body or the Association for Biblical Higher Education. The following are exceptions to the transfer policy and credits earned are not counted toward the honors GPA:

- Credits from International Business College and ITT Technical Institute are transferable into undergraduate programs only through evaluation of each individual course. Students are responsible to supply course syllabi for this evaluation. A maximum of 62 semester hours may be accepted through this process from these two institutions.
- Indiana Wesleyan University accepts official transcripts from the American Council on Education (ACE) located in Washington, D.C. ACE evaluates and provides credit recommendations for educational offerings for a significant number of corporate universities and other extra-institutional learning providers.
- Courses from nonaccredited colleges and universities and from schools/colleges/universities not accredited at the same level, such as proprietary business schools, vocational/technical schools, or other single purpose institutions may be presented through the evaluation of assessed learning process. A maximum of 40 hours may be accepted through assessed learning and/or ACE credit.

The University Registrar is responsible for approving the transferability of all credits. Credit hours accepted in transfer are recorded, but quality points and grades are omitted and used only for the determination of graduating with honors. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio.

Credit through examination (CLEP, DSST, AP, institutional examinations) or assessed learning is not accepted in transfer from another institution's transcript. Credit through examination is awarded through Indiana Wesleyan University with official test scores from an official testing center. Credit from nontraditional learning by life experience is awarded through the IWU's assessed learning process. The Associate Vice President of Student Services is responsible for the assessment of all nontraditional learning, and the University Registrar is responsible for approving the transcription of any credits that result.

Transcripts from foreign institutions - may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

Ways to Earn University Credit toward a Degree

Students have several options for completing general education/elective requirements for a baccalaureate degree.

CLEP/DSST Examinations

Indiana Wesleyan University offers CLEP and DSST tests as an option for students needing to fulfill general education and elective credits for a baccalaureate degree. The CLEP (College Level Examination Program) examinations are offered by The College Board, a nonprofit membership organization that provides tests and other educational services for students, schools, and colleges. CLEP is the most widely accepted credit-by-examination program in the country. The DSST (DANTES Subject Standardized Tests) examinations, originally developed for military personnel, are offered by Prometric.

Students may take both CLEP and DSST examinations at Indiana Wesleyan University at all regional education centers. Upon receipt of the official test scores, Indiana Wesleyan University will award credit based on The American Council on Education recommendations.

Students desiring to take an examination will pay a registration fee to IWU and test fee to the company sponsoring the test. In addition, students who choose to take CLEP or DSST tests are assessed an IWU transcription fee of \$25 per credit hour satisfactorily completed. This applies to all CLEP/DSST credits which are placed on Indiana Wesleyan University records whether taken at Indiana Wesleyan University or accepted in transfer. Credit is not placed on the academic record until

payment for the credits and the official transcript are received. Before taking a CLEP/DSST test, students should check with an academic advisor to ensure the test will apply toward degree completion plans.

Undergraduate Elective Offerings

The undergraduate elective program enables students to complete the credit requirements they may need for graduation. These electives include classes that satisfy general education requirements as well as elective credit. The elective classes are offered in key locations and in an online format and are scheduled to match the credit needs of our students. Most elective classes are “enrollment driven,” which means there must be at least six students registered for the class to meet.

A complete listing of undergraduate electives is published twice yearly (normally in November and May). See the Undergraduate Electives listing for additional information or <http://www.indwes.edu/Adult-Graduate/Undergraduate-Electives/>.

Prior Learning Assessment Portfolio

Indiana Wesleyan University provides an option for obtaining credit through experiences where college level learning has taken place, but was gained outside of the traditional college classroom setting. This option is called Prior Learning Assessment (PLA). IWU uses the principles and guidelines put forth by the Council for Adult and Experiential Learning (CAEL) who has served as a leader in the development and implementation of assessment for experiential learning since 1974.

Students are required to submit their documentation for PLA consideration through the IWU student portal. This documentation should clearly articulate a student’s academically relevant, non-university learning. Students are responsible to develop their PLA submissions independently and follow the guidelines provided by the Coordinator of Prior Learning Assessment. After all required documentation is received, the information is sent to faculty members whose knowledge and expertise qualify them to evaluate learning gained through experience.

PLA submissions enable IWU to evaluate and assign university credit for the student’s university level learning. No grades are assigned; only credit awarded.

The PLA submission is reviewed only by those who have an official reason for doing so: the PLA staff, faculty evaluators and accrediting association members. Any data received from the PLA process that may be made public will be generalized and will in no way be attributed to an individual unless the student provides a signed authorization. Students should not include any materials in the PLA submission that violate the legal and moral rights to privacy of other individuals.

The Indiana Wesleyan University Honesty, Cheating, Plagiarism, and Forgery Policy (p. **Error! Bookmark not defined.**) also apply to all Prior Learning Assessment submissions.

Undergraduate students accepted to or enrolled in any of the CAPS associate or baccalaureate degree programs are eligible to complete PLA. Graduate students may apply for PLA credit in approved graduate programs. Credit hours awarded may be counted toward general education, elective or select core requirements as applicable to the undergraduate degree or as specified for approved graduate programs. Baccalaureate students may earn a maximum of 40 hours of credit and associate level students may earn a maximum of 18 hours through PLA. PLA credit may be used at the undergraduate level to accrue the required hours for admission into bachelor level core programs and/or to meet degree requirements while in the core or after completion of the core program.

The student must be in good standing at the university, both financially and academically, when submitting for PLA. Applicants denied entry into a bachelor program or students who are suspended are not eligible for PLA.

Credit by Transfer

Students may transfer credit from another university to fulfill general education and elective requirements for applicable degrees. Credit can only be transferred from an institution accredited by a regional accrediting body or by the Association for Biblical Higher Education and for courses in which a grade of “C” or higher was earned. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio. Students should check with an academic advisor before planning to fulfill requirements in this way. See “Transfer of Credit Policy” for limitations on transfer work.

Financial Information - CAPS

Fee Structure - Degree Programs

Students are advised of financial obligations for their degree seeking (core) program during the registration process. A schedule of payments and analysis of fee structures, along with due dates, is outlined. Students are expected to meet these obligations according to the schedule. Any questions regarding payments or problems associated with making those payments should be directed to Student Account Services.

Students who have applied for financial aid are responsible for all tuition and fees in the event it is determined they are ineligible for financial aid, decline the financial aid, or withdraw from the program prior to completing the academic award period. Students receiving military or corporate assistance who have received prior approval from the university for direct billing are required to pay their share of tuition and fees and submit appropriate assistance documents by the assigned due date. The deferral program in no way relieves the student of the financial obligation to the university and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations.

Indiana Wesleyan University reserves the right to change the tuition and fee schedule at any time. Students who remain registered in their initial core group making satisfactory academic progress shall have their tuition and fees guaranteed. Book fees are subject to change throughout a student's program. A \$50 late fee is charged each time a payment is received after the due date. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy - Degree Programs

1. Any student withdrawing after attending only the first class session of the program or orientation will be assessed a \$100 fee. All other tuition will be refunded. Book charges and educational resource fees are nonrefundable.
2. After a student has attended two class sessions of the program, tuition, application fees, technology fees, and educational resource fees are not refundable.
3. Tuition is refunded according to the following policy for all subsequent courses:
 - Withdrawal prior to the first class session of a course (no attendance) - full tuition refund.
 - Withdrawal prior to the second class session of a course (attendance in only the first week) - 90% tuition refund.
 - Withdrawal after second class session (attendance in the second or subsequent weeks) - no refund.
4. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
5. Book fees are not refundable once the student has attended one class session or if the books have been marred in any way prior to that time.
6. Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
7. Decisions regarding refunds are made by the appropriate Student Account Services, and in isolated cases, by the Financial Appeals Committee.
8. Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>

Fee Structure - Elective Courses

Students are advised of financial obligations during the registration process. Students are expected to meet these obligations according to the due date of the class. This information can be obtained from the student's online account via the portal. Any questions regarding payments should be directed to the Student Account Services.

All outstanding balances must be cleared before future registrations will be approved. Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy - Elective Courses

If a student withdraws before the course begins, all tuition payments may be refunded.

Students who withdraw after the first class session will be assessed book charges plus 10% of the course tuition and technology fee. All outstanding balances must be cleared before future registrations will be approved.

Students who attend two or more sessions of a course will not be eligible for a refund. Withdrawal from an elective course may affect a student's financial aid. Call the Financial Aid Office for information.

Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>.

Student Account Appeals

A written appeal may be submitted to Student Account Services. If the disputed charge cannot be reconciled with the accounting office, a written appeal can be submitted to studentaccountappeals@indwes.edu with all supporting documentation.

- All pertinent information will be obtained and compiled by the Appeals Committee.
- The disputed charge will be reviewed by the Appeals Committee.
- If necessary, an appeal may be reviewed by the Program Director.
- Appeals must be submitted within 6 months of the last date of attendance for the course in question.

All appeals will receive a response within 15 days after the written appeal has been received.

Financial Aid - Non-Residential

General Eligibility Requirements

In order to receive federal and/or state student financial aid, students must meet the following criteria:

- Must have completed the Free Application for Federal Student Aid (FAFSA) including signing all certifying statements.
- Must be a U.S. citizen or eligible noncitizen.
- Must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Must be registered with Selective Service, if required.
- Must not be in default on a Title IV loan or owe a Title IV grant or loan overpayment.
- Must not have borrowed in excess of annual or aggregate Title IV loan limits.
- Must certify that they will use Title IV aid only to pay educational costs.
- Must not have enrolled in multiple institutions solely to obtain Title IV credit balance funds to pay noneducationally-related expenses.
- Must not have a disqualifying drug conviction.
- Must be enrolled as a regular student (cannot be unclassified) in an eligible degree or certificate program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined in IWU's SAP Policy.
- Must show qualification to obtain a college education by having a high school diploma, GED certificate, or a high school education in a homeschool setting approved under state law.
- Must maintain enrollment in classes.

Per federal regulations, incarcerated students are not eligible for federal student financial aid. Incarcerated students or students who become incarcerated after receiving federal student financial aid funds should contact the Financial Aid Office.

Types of Student Financial Aid Available

The following types of student financial aid are available to persons enrolled as degree-seeking students who meet the eligibility criteria for the aid type. Complete fund profiles may be found online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Types-of-Aid.

Federal Pell Grant – is a federal need-based grant that does not require repayment. The Pell Grant is available only to undergraduate students who have not earned a bachelor's or professional degree and who have not met their maximum lifetime eligibility, which is the equivalent of six school years. Recipients must complete the Free Application for Federal Student Aid (FAFSA) and show financial need. Students enrolled in either core or elective courses are eligible for Pell Grant consideration if all other criteria are met. The award amount is based on the Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and the number of credit hours a student will complete during the particular Pell award period. The maximum award amount for the 2016-2017 award year is \$5,815.

Federal Supplemental Educational Opportunity Grant (FSEOG) – is a federal grant that does not require repayment and is available to undergraduate students who have not earned a bachelor's or professional degree. Eligibility is determined by answers provided on the FAFSA form with priority to Federal Pell Grant recipients. The maximum award amount for the 2016-2017 award year is \$400. Awards are made to eligible recipients until all funds have been exhausted.

Federal TEACH (Teacher Education Assistance for College and Higher Education) Grant – is a federal grant that, when all service obligations are met, does not have to be repaid. The grant provides up to \$3,728 per academic year to students in one of IWU's Masters of Education programs who intend to teach in a high-need field at a public or private elementary or secondary school that serves students from low-income families. Grant recipients must teach for at least four academic years within eight calendar years of completing the program of study for which the grant was received. For students who fail to complete the service obligation, all amounts of TEACH grant funds received are converted to an unsubsidized Federal Direct Loan, which carries a 5.31% interest rate, that must be repaid. Interest is charged from the date the grant(s) disbursed.

Indiana State Grant Aid – consists of the Frank O'Bannon Award and the 21st Century Scholars Award. For the Frank O'Bannon Award, eligible students must be Indiana residents in an undergraduate program and attending full-time, eligible for federal student financial aid, whose FAFSA was received by the federal processor on or before the March 10 state filing deadline, and who demonstrate financial need as defined by the Indiana Commission for Higher Education, Division of Student Financial Aid. Any required corrections to the student's FAFSA must be received by the federal processor by May 15. Students may take courses that meet at a site located within Indiana or online. The Frank O'Bannon award is a tuition only grant. Tuition reimbursement that a student receives may affect the amount of the state grant award. Please refer to the state website at <http://in.gov/21stcenturyscholars> for eligibility requirements for the 21st Century Scholars Award.

Students are required to meet certain completion requirements to renew state awards in subsequent years. Students must complete at least 30 credit hours during their first year of college to remain eligible for the maximum award. Students who complete at least 24 credit hours during their first year will remain eligible for state aid but will receive an amount less than a student who completes 30 credit hours.

Kentucky State Grant Aid – consists of the Kentucky Tuition Grant (KTG) and the College Access Program (CAP) Grant. Students must be Kentucky residents in an undergraduate program and eligible for federal student financial aid. Students whose FAFSA was received by the federal processor on or before the March 15 state filing deadline are given priority consideration for the KTG. Eligible students must be enrolled in 12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). Students whose FAFSA was received by the federal processor on or before the March 15 state filing deadline and who demonstrate financial need as defined by the Commonwealth of Kentucky are given priority consideration for the CAP grant. Eligible students must be enrolled in 6-12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). Students must be enrolled in at least 6 credit hours of courses for the term take at a site located within Kentucky in order for online courses to count toward the credit hour requirement. Tuition reimbursement that a student receives may affect the amount of the state grant award.

Ohio State Grant Aid – is the Ohio College Opportunity Grant Program (OCOG). This program provides need-based tuition assistance to Ohio students from low to moderate-income families. Students must be Ohio residents in an undergraduate program, eligible for federal student financial aid, and whose FAFSA was received by the federal processor on or before the October 1 state filing deadline. Eligible students must be enrolled in 12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). The OCOG is a tuition only grant. Tuition reimbursement that a student receives may affect the amount of the state grant award.

William D. Ford Federal Direct Loan – is available to students who file the FAFSA and all other required student financial aid forms and who meet all federal criteria for eligibility. The maximum annual loan amounts for dependent students are \$5500 for freshmen, \$6500 for sophomores and \$7500 for juniors and seniors. The maximum annual loan amounts for independent students are \$9500 for freshmen, \$10,500 for sophomores, \$12,500 for juniors and seniors, and \$20,500 for graduate students. Lifetime maximum borrowing limits are \$57,500 for undergraduate programs and \$138,500 for graduate programs (including undergraduate borrowing). For undergraduate students who demonstrate financial need and who have not met their aggregate borrowing or lifetime usage limit, the federal government subsidizes loan interest for a portion of the total annual loan amount while the student is enrolled in school. Interest rates are set on July 1 each year and are fixed rates. For July 1, 2016, through June 30, 2017, the interest rate is 3.76% for subsidized and unsubsidized Direct Loans for undergraduate students. The interest rate is 5.31% for unsubsidized Direct Loans for graduate students.

A student's total financial assistance, including loans, may not exceed the calculated cost of attendance for the program. Students with unsubsidized loans may elect to make monthly interest payments to the lender or allow the accumulated interest to accrue until repayment, which begins six months after the student ceases to be enrolled as at least a half-time student. Upon graduation or termination of studies, the student is given a six-month grace period during which no interest or principal payments are due on subsidized loans and during which only interest accrues on the unsubsidized loans. The standard minimum monthly payment is \$50, but the amount varies based on the total amount of the outstanding loans upon which the student is paying and the type of repayment plan the student has chosen.

Undergraduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.31% interest rate available to parents of dependent undergraduate students who have remaining cost of attendance not met by unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Graduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.31% interest rate available to graduate students who have remaining cost of attendance not met by subsidized/unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Active Duty Military Discount – is a tuition discount to all active duty military personnel and their spouses, including members of the Reserves and National Guard. Students must submit an Active Duty Military Discount application, available by calling Student Account Services at 800-621-8667 ext. 2878.

Educational Partner Discount – is a tuition discount given to students employed by one of IWU's educational partners. Students must submit a Tuition Discount Application, available by calling the Admissions Office at 800-621-8667 ext. 5598 or Student Account Services at ext. 2878.

Pastoral Discount – is a tuition discount offered to pastors who are taking courses in one of the approved ministry programs. For undergraduate students, 50% tuition discount from all grant sources combined given to Wesleyan pastors; 30% tuition discount from all grant sources combined given to non-Wesleyan pastors. For graduate students, \$200 tuition discount given to Wesleyan pastors; \$100 tuition discount given to non-Wesleyan pastors. An application and appropriate supporting documentation must be submitted.

Yellow Ribbon Award – is an award that does not have to be repaid and is available to eligible students who receive Chapter 33 GI Bill benefits. The amount eligible students receive reflects 50% of the tuition expenses that exceed the highest public in-state undergraduate tuition rate. The VA matches that contribution to fully cover the tuition costs.

Ministerial Student Aid Program – is a loan program administered by The Wesleyan Church through the Department of Education & The Ministry and is available to undergraduate and graduate students in an approved ministry program. The loan becomes a grant as the recipient serves The Wesleyan Church under a qualifying appointment. Applicants should understand that in requesting aid from this program they are applying for a loan, which must be either repaid or cancelled through service. General eligibility requirements include, but are not limited to: local church membership, district approval, and enrollment form submission. For each year (September 1 through August 31) of full-time district appointment in The Wesleyan Church following studies, 20% of the loan is cancelled once the service is rendered and reported. Cancellation cannot be given in the same church year that one receives loan-grant funds. Loan amounts for the 2016-2017 award year are \$60 per semester hour for junior and senior years of undergraduate study and \$80 per semester hour for Masters in Ministry programs.

Loan Repayment Chart

The following chart shows estimated monthly payment amounts based on a standard 10 year repayment plan. Learn more about current interest rates or other repayment plans online at www.studentaid.gov or www.finaid.org.

Interest Rate	5%	6.5%	8%
Amount Borrowed	Monthly Payment Amount		
\$5,500	\$58	\$62	\$67
\$8,500	\$90	\$97	\$103
\$15,000	\$159	\$170	\$182
\$20,000	\$212	\$227	\$243
\$30,000	\$318	\$341	\$364
\$40,000	\$424	\$454	\$485
\$50,000	\$530	\$568	\$607
\$60,000	\$636	\$681	\$728
\$70,000	\$742	\$795	\$850

How to Apply for Student Financial Aid

Students who wish to be considered for federal and/or state student financial aid must complete the Free Application for Federal Student Aid (FAFSA). Links to the application process online are provided at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Apply-For-Aid:

- When completing the FAFSA (direct link www.fafsa.gov) you must list IWU's Title IV Code, 001822, or IWU will not receive your FAFSA information from the federal processor.
- You must disclose any additional funding you will receive from employer reimbursement, vocational rehabilitation, or private scholarships to help pay for your education. To facilitate this requirement, complete the Other Aid Source Disclosure Form.
- If loans are desired, students must complete the Loan Entrance Counseling Session and William D. Ford Federal Direct Loan Master Promissory Note online (direct link: <https://studentloans.gov/>). You must have an established Federal Student Aid (FSA) ID and password in order to complete these items. It may be necessary to wait three days from the time you first create your FSA ID before trying to sign in to this website. For each item, you must enter "Indiana" in the School State field even if you attend classes in another state or online.
 - Entrance Counseling Session: Select Complete Counseling from the menu, and on the next page click on the Start Entrance Counseling button beneath the Entrance Counseling heading (not to be confused with Financial Awareness Counseling, PLUS Counseling, or Exit Counseling). Add IWU as a School to Notify and select the appropriate Student Type for your current degree pursuit (undergraduate or graduate).
 - Master Promissory Note: Click on Complete a Master Promissory Note from the menu and select Subsidized/Unsubsidized MPN from the next page.
 - The Financial Aid Office's standard practice is to originate federal student loans for the amount of a student's maximum eligibility. If you wish to have a lesser loan amount awarded than your maximum eligibility, complete the Reduced Loan Request Form.

Once the above steps have been completed, be certain to:

- Quickly respond to requests for additional information from the Financial Aid Office. You may be asked, as required by federal regulations, to provide items for review in a process called Verification. Some items that may be requested are: a completed Verification Worksheet, a completed and notarized Identity and Statement of Educational Purpose Form, and a copy of your Federal Income Tax Return Transcript (and your spouse's or parents' as appropriate).
- Fully complete all forms. Forms filled out incorrectly or submitted to the wrong office or location could complicate your approval to begin classes or delay your student financial aid awards package.

How Eligibility is Determined and Student Financial Aid is Awarded

- All forms and information submitted online must be received in the Financial Aid Office before eligibility can be determined. In general, award amounts are based on a student's Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and other estimated financial assistance. The Financial Aid

Office will award a student for his or her maximum eligibility in scholarship, grant, and loan funds unless otherwise instructed in writing.

- Students in non-term programs must be scheduled for a full academic year, according to the academic year definition for the program in which the student is enrolled, or to degree completion for student financial aid to be awarded. Students in term-based program must be enrolled at least half-time for the term for federal loan funds to be disbursed. Any changes to planned enrollment may affect the amount and/or disbursement date(s) of aid for which the student may qualify.
- The Financial Aid Office will email notification to the IWU student email account that student financial aid has been awarded and is available for review online via the student portal at <https://myiwu.indwes.edu>. This secure website will indicate the types and amounts of aid for which the student qualifies. To decline all or a portion of the awarded aid, the student must submit a written request to the Financial Aid Office via email from the IWU student email account, fax, or US mail; otherwise, all awarded aid will disburse to the IWU student account, as appropriate. The student does not need to contact the Financial Aid Office to accept an awards package.

How and When Student Financial Aid is Disbursed

Federal Pell Grant is disbursed as a credit to the IWU student account in one payment per award period.

Federal SEOG is disbursed as a credit to the IWU student account in one payment per award period.

Federal TEACH Grant is disbursed as a credit to the IWU student account in one payment per award period.

Federal Direct Loans are originated shortly after classes have begun. The funds are applied as a credit to the IWU student account, typically in two disbursements per academic year. For new undergraduate students, or students entering a new undergraduate program, the first disbursement funds will be placed on the IWU student account 30 days after the start of the first course. For new graduate students or students entering a new graduate program, the first disbursement funds will be placed on the IWU student account one to three days after the student financial aid award package for the academic year has been calculated. Disbursements for subsequent award periods typically occur 14-21 days after the start of the new award period and successful completion of the prior award period has been confirmed.

Indiana State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term. Indiana state grants may be applied toward tuition costs only.

Kentucky State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term.

Ohio State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term. Ohio state grants may be applied toward tuition costs only.

Ministerial Student Aid is disbursed in the form of a check to the student four times a year (January, February, July, and October) from Wesleyan Headquarters for courses completed during the prior period.

All other types of aid are awarded and disbursement dates set as the necessary paperwork is received.

All financial aid forms and information submitted online must be received at least three weeks before a planned class start.

Applying for student financial aid does not remove responsibility for payment. If the funding is not received, the student must pay all outstanding balances immediately.

Satisfactory Academic Progress (SAP)

Students are expected to maintain Satisfactory Academic Progress toward the completion of their course of study. This includes:

- Enrolling in and attending class as well as completing assignments and projects.
- Earning at least the minimum GPA required to maintain good academic standing in the student's primary degree or certificate program. Students on academic probation will be allowed to receive student financial aid on SAP Warning. Such students must improve their academic measurements to meet the required standards by the designated time frame or eligibility will be terminated.
- Earning passing grades in a minimum of 67% of all credit hours attempted.
- For undergraduate students, completing the program within 150% of the credit hours normally required to complete the course of study (e.g., if the program requires 120 credit hours to complete, then the student may attempt no more than 180

credit hours) or, for graduate students, within the maximum time allowed by the academic department to complete the degree.

Academic progress is reviewed after the end of each payment period or term. Students who fail to make satisfactory academic progress will be placed onto SAP Warning or Suspension, as appropriate, per the policy requirements. Students with mitigating circumstances (which may include, but is not limited to, death in the family or grave illness of the student or close family member) may appeal termination of federal student financial aid eligibility due to failure to make academic progress by submitting a SAP Appeal Form, written explanation, and supporting documentation to the SAP Appeals Committee through the Financial Aid Office. The entire SAP Policy is available for review online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Resources/.

Leaves of Absence, Withdrawals, and Return of Funds

A student may request leaves of absence through the Office of Student Services for breaks in attendance 180 days or less in any 12 month period. In the case there is an approved break between classes, a leave of absence will be reported to the lender, but no loan repayment will be required. If additional circumstances arise that prohibit the student from returning to class as scheduled, the student should contact the Financial Aid Office to discuss options. For a break between classes of more than 180 days in any 12 month period, the university is required to report non-enrollment information to the lender, and the student will be required to begin repayment of any student loans (see your loan promissory note for further information).

If a student finds it necessary to withdraw from the program, withdraw from a course or courses without an approved leave of absence, or to take leaves of absence that exceed 180 days in a 12 month period, a federal student financial aid Return of Funds calculation will be performed. This calculation determines how much federal student financial aid has been earned and is based on the number of days attended during the payment period when the student withdraws. The amount of federal student financial aid funds to be returned by IWU to the funding source is based on the amount of those funds that the Return of Funds calculation determined were not earned by the student. The following is an example of the Return of Funds calculation:

- The student begins class on June 28 and the payment period runs until January 17.
- The student withdraws from the program on October 4.
- The payment period has 152 calendar days in it (not including break periods) and the student completed 86 days which is 56.6% of the payment period.
- The amount of the funds to be returned will be 43.4% of the federal student financial aid funds received.
- The portion of the federal student financial aid funds which the school must return is equal to the lesser of:
 - The institutional charges multiplied by the unearned percentage of your funds, or
 - The entire amount of excess funds.

The Financial Aid Office will determine the amount of the return of funds that is owed by IWU and the amount, if any, that is owed by the student. For any loan funds that are owed by the student, the student (or the parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note (i.e., scheduled payments are to be made to the holder of the loan over a period of time). A letter will be sent to the student indicating the results of the return of funds calculation and the amount of the return of funds, if any. The student will earn 100% of the federal student financial aid funds received for the payment period if the return of funds calculation shows the student completed 60% or more of the payment period. Additionally, state grant awards may be recalculated if the student drops below the minimum amount of credits and/or if tuition and fee charges must be revised as a result of the schedule change.

Funds will be returned to the federal student financial aid programs in the following order: unsubsidized Federal Direct Loan, subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and other Title IV grants. The student will have 45 days to contact the Financial Aid Office to make arrangements to repay any federal grants that are owed by the student. Failure to make arrangements or to pay back the federal grants will mean the student is no longer eligible to receive federal student financial aid at any institution until full repayment.

The requirements for Title IV program funds when a student withdraws are separate from IWU's refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. A student who requests the credit balance from his or her IWU student account and then makes registration changes may be required to repay funds to the university and/or to the student financial aid programs.

Student's Rights and Responsibilities

As a student, you have the right to know:

- What financial assistance is available, including information on all federal and state programs.
- The deadlines for submitting application for each of the student financial aid programs available.
- The cost of attending the school's programs and the school's refund policy.
- The criteria used by the institution to select financial aid recipients.
- How the school determines your financial need. This process includes how costs for tuition, fees, books, and living expenses are considered in your budget.
- What resources (such as employer reimbursement, other financial aid, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- An explanation of the various programs in your student financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
- What portion of the student financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the loan interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.

As a student, you responsibilities:

- Review and consider all information about the school's program before you enroll.
- Complete all required forms accurately and submit them in a timely manner to the correct address.
- Pay special attention to, and accurately complete, your FAFSA. Errors can result in delay of receipt of your student financial aid funds. Intentional misreporting of information on application forms for federal student financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the FAFSA central processor.
- Read and understand all the forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadline for application or reapplication for aid.
- Know and comply with the school's leave of absence or withdrawal policy/procedures.
- Repay student loans in agreement with the loan promissory note.

Further Information

The Financial Aid Office staff is here to assist in any way possible. If you have questions about any information pertaining to student financial aid, please contact: Financial Aid Office, Non-Residential, Indiana Wesleyan University, 1900 West 50th Street, Marion, IN 46953-9393. Voice 800-621-8667 option 4, 765-677-2516, Fax 765-677-2030, Email NonResAid@indwes.edu.

General Information - CAPS

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Books and Materials

Indiana Wesleyan University's Non-Residential programming has been, in part, designed to serve the needs of busy, working, adult students. With this in mind, the required resource materials for our students are included with the program and are supplied through IWU's chosen supplier and distributor, Tree of Life Bookstores. Some of these required resources are in digital form and can be accessed directly in the learning management system upon individual student registrations. Any non-digital resources will be shipped directly to students prior to each course. For any non-customized print materials that are not part of the first course of a program, students wishing to obtain these specific materials on their own, may contact the Tree of Life Bookstores for further information.

Please note: Any attempted return of materials are subject to policies and procedures as applied by Tree of Life Bookstores. Please contact Tree of Live Bookstores for details related to any possible return of materials.

Should it become necessary for a student to withdraw from a course, any course not completed before the specified time remaining on their access to the digital materials, additional charges may be applied. Hard copy resource materials should be returned immediately, if eligible, to avoid additional charges if/when the course is taken at a later date. If materials are not returned, and/or course is not completed, and course materials change in the time between withdrawal and re-entry, the student will be charged for new materials.

More information can be obtained by contacting Tree of Life Bookstores at 888-392-2930, 765-674-9530 ext. 1, or <http://www.treeoflifebooks.com/customerservices/>.

Chaplaincy Program

Spiritcare, the Chaplaincy Program, is a ministry that seeks to care for the spiritual needs of adult students by introducing them to the person, teachings, and community of Jesus Christ. This is done primarily through online and onsite classroom visits, outside contacts, multi-media presentations, and structured devotionals. The goal is to provide supportive opportunities for the growth of the complete person. On-site and online students have direct contact with a caring pastor shepherd. Spiritcare desires to change the world by changing the heart. Chaplains can provide the following:

- Confidential and caring support for student and family members as requested.
- Spiritual guidance and prayer support.
- Intervention and support during life crises and emergencies.
- Referrals to Biblical, private counsel and support groups for special needs.
- An opportunity to be referred to a local pastor and a local church congregation for students seeking to grow in their faith.

Students may obtain additional information about the Spiritcare Chaplaincy Program through the student portal at myiwu.indwes.edu/Chaplaincy or by contacting the Office of Student Services at 800-621-8667 ext. 2359.

Expectations for Personal and Professional Conduct

Indiana Wesleyan University is a Christian university of higher education that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate.

Students are expected to conduct themselves in a professional manner with respect for the rights of both students and faculty. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or suspension from the program. (NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.)

Only regularly enrolled students may attend class unless granted permission by an administrator and arrangements are made with the instructor.

Inclement Weather Procedures

The university is reluctant to postpone or cancel classes because the schedule is already very compressed and it is difficult to schedule make-up classes when needed. In order to make the most informed decisions possible, the university gathers information from the National Weather Service, State Police agencies, and site managers and personnel (when appropriate). Unfortunately, the university cannot make the decision based on an individual student's geographical situation and the driving

distance to and from class. Students should be aware, however, that they are expected to use discretion and not to take unreasonable risks. If students choose not to attend class, they must notify their instructor and make appropriate arrangements for make-up work. Decisions to postpone or cancel classes will be announced by the university. Regional locations will be judged by the Regional Deans. In the event it becomes necessary for a Regional Dean to recommend to the Executive Vice President/CEO a weather related or emergency closing or postponement for an onsite cohort, the appropriate Program Director will work with affected faculty and students to make up the missed class session through an online alternative class session by observing the following guidelines:

Instructors will contact students on the date class is cancelled with written requirements for making up the cancelled class session through an online alternative.

In the event an onsite class session is cancelled that is deemed significant to the cohort (e.g., program orientation, the first class session of a program, the last class session of a program, etc.), the Regional Dean will petition the appropriate academic leaders to arrange a new date to make up the cancelled class session prior to the next scheduled class session.

To satisfy attendance requirements and earn participation points (if applicable), all assignments associated with the cancelled class session must be submitted prior to the start of the next scheduled class session.

Postponement decisions for evening classes will be made by approximately 3:00 p.m. on the day of class. Decisions about Saturday classes will be made the evening before, when possible, but may be made during the early morning hours on the Saturday of class if necessary. Postponement decisions will be announced through a variety of methods. In most cases the core group has a designated class representative who will be notified by the university. The representative should then activate the telephone calling tree to disseminate the information to the class. In cases where there is no class representative or calling tree, someone from IWU and/or the instructor will call the students. No notification will be made unless classes are postponed or cancelled. Information about postponements and/or cancellations will be announced on the university's Web site at <http://www.indwes.edu>. Announcements will also be posted on the student portal at <http://myIWU.indwes.edu> and on the class information phone line at 1-800-621-8667 ext. 2022.

Library Services

Off Campus Library Services provides both mediated and direct access to resources and services designed specifically for the adult student. The Jackson Library in Marion has 519,900+ titles, including 335,740+ e-books; 41,560+ audiovisual titles, 34,300+ streaming media titles; 1,065+ print/e-print journal subscriptions and access to 562,800+ online journals via searchable databases. Small library collections are available at the Louisville campus, Ohio campuses at Cincinnati, Cleveland, Columbus, and Dayton, as well as the Indiana campuses at Fort Wayne, Greenwood, Indianapolis (two locations), and Merrillville, and include some reference books and full access to the library catalog and subscription-based periodical indexes. Remote access to the catalog and computerized general and subject specific indexes are available via the library's Web page <http://www.indwes.edu/ocls> for any students with Internet access and a student log in credentials. Students can get personalized assistance from OCLS librarians at Cincinnati, Cleveland, Indianapolis, Louisville, Marion, and Merrillville campuses.

The distance student can contact OCLS via e-mail, Web page form, 800 telephone or chat service. Online access to the Library Resource Guide is available from the OCLS Web page; OCLS Tools. All provided services are further described in this document. One on one or group instruction to the services and databases of OCLS or APA is available by special appointment.

The library is part of a consortium, Academic Libraries of Indiana, which includes access to most library collections of Indiana higher education institutions. If attending classes in Kentucky or Ohio, the regional OCLS librarian will tell you about opportunities in your area.

Services for Disabled Students

IWU Disability Services

The goal of disability services at Indiana Wesleyan University is to work cooperatively with students to help them reach their maximum academic, social, and personal potential. This is accomplished by integrating legal expectations, Indiana Wesleyan's standards of service, and Christ-like principles. The Director of Academic Success is a trained professional, responsible for determining accommodation eligibility and for coordinating office services for students with disabilities. The director works with the students, faculty, and staff to design and implement a plan of reasonable accommodations that allows for equal access to all areas of university life.

Equal Access

Indiana Wesleyan University is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at IWU.

“No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” –Section 504 of the Rehabilitation Act of 1973.

Admissions

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions.

Prospective students with disabilities are not required to identify themselves to the Admissions Office or the Director of Academic Success. However, those interested in receiving academic accommodations are encouraged to meet with, or contact, the Director of Academic Success as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

Student Address/Email Information

Students should notify the Office of Student Services of any change of address, telephone number, or name so that proper records can be maintained. Name change requests require submission of appropriate documentation.

IWU Student Email Accounts - Upon acceptance, students are given an IWU student e-mail account. This is the only account used by IWU for communication with the student. It is extremely important that the student checks this account on a regular basis as important academic and financial information as well as university announcements will be shared in this way.

DeVoe School of Business

The DeVoe School of Business supports the university mission to be a Christ-centered institution of higher education and challenges our students to develop character, strengthen their scholarship, and enhance their leadership abilities. The School offers dynamic programs that adapt to the changing nature of knowledge, such as the impact of globalization and technology on the business field. Through extensive curriculum development and program assessment processes, our intensive curriculum builds on the knowledge our students bring to the classroom and helps shape them into lifelong learners. The School provides degree-oriented education opportunities to working adults when occupation and family responsibilities make it difficult to spend major blocks of time in residence on campus. With many of our alumni choosing to continue to reside in the communities we serve, our programs and graduates are a key component in workforce development.

Undergraduate Business Programs- offers associate and bachelor degree programs in various business disciplines.

Graduate Studies in Business- offers graduate degree programs in various business disciplines.

Undergraduate Business Programs

The Undergraduate Business Programs offered are:

Associate of Science degree with majors in:

- Accounting (p. 287)
- Business (p. 288)
- Computer Information Technology (p. 291)

Bachelor of Science degree with majors in:

- Accounting (p. 293)
- Business Administration (p. 294)
- Business Administration with a specialization in Financial Planning (p. 296)
- Business Administration with a specialization in Human Resource Management (p. 297)
- Business Information Systems (p. 299)
- Healthcare Administration (p. 300)
- Management (p. 302)
- Management with a specialization in Human Resource Management (p. 303)
- Marketing - with a specialization in Digital Advertising, Promotion, and Branding (p. 305)
- Marketing - with a specialization in Marketing Analytics (p. 306)
- Marketing - with a specialization in Services and Non-Profit (p. 307)
- Marketing - with a specialization in Social Media (p. 308)

Additionally, the following minors are available for bachelor degree students.

- Accounting (p. 310)
- Information Technology (p. 310)
- Management (p. 310)

IWU reserves the right to move students to another date, location, or online if less than eight students are registered at a particular location.

Associate Degree Programs

AS - Accounting

The Associate of Science degree with a major in Accounting program includes both accounting and general education courses. Students will gain fundamental skills needed for entry-level accounting positions and an excellent foundation for pursuing a Bachelor of Science degree with a major in Accounting or Business.

Upon completion of the program, students will be able to:

- Demonstrate ethical decision-making from a Christian worldview.
- Demonstrate a competency in the application of fundamental accounting and business principles.
- Develop foundational business and accounting analysis skills.
- Integrate a biblical framework that guides business and personal interactions.
- Demonstrate effective communication of ideas and facts.
- Apply information management skills to business decision-making.

This degree will provide students with the fundamental skills needed for entry level accounting positions.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Admission Requirements

The admission requirements for the associate degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of standard high school diploma or GED certification.
- Submission of all required items for the admissions process as outlined in the "application procedures" section of the application packet.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Associate programs offered through the College of Adult and Professional Studies require a minimum of 15 credit hours of courses in the academic major to be taken at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree with a major in Accounting from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum grade of "C" must be achieved in ENG-140 and ENG-141. Failure to achieve a "C" in these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees is required in order to receive a diploma. (p. 287)

Accounting (AS) - Program of Study

Core Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
BUS-150	Personal Finance	3
BIS-225	Software Tools	3
ENG-140	College Writing	3
BUS-105	Introduction to American Business	3
COM-115	Introduction to Human Communication	3
ENG-141	Research and Writing	3
MAT-118	Quantitative Reasoning	3
ECO-205	Basic Economics	3
BIL-102	New Testament Survey	3
ACC-210	Using Spreadsheets in Accounting	3
HST-160	Western Civilization	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
EAR-130	Earth Science	3
PSY-150	General Psychology	3
BUS-230	Global Issues	3
ACC-220	Payroll Accounting and Taxation	3
BUS-225	Legal Environment of Business	3
ACC-230	Business Taxation	3

AS - Business

The Associate of Science degree with a major in Business program is designed either to be a degree in general business or provide a foundation for completion of a baccalaureate degree in a business-related field. Instructional methods include lectures, seminars, workshop activities, simulations, and business case studies.

Upon completion of the program, students will be able to:

- Develop foundational business analysis skills.
- Apply global perspectives to business decision-making.
- Demonstrate effective communication of ideas and facts.
- Apply information management skills to business decision-making.
- Develop ethical solutions for business decision-making.
- Integrate a biblical framework that guides business and personal interactions.

The major in Business at Indiana Wesleyan University is designed to be a degree in general business and to provide a foundation for completion of a baccalaureate degree in a business-related field.

The courses in the program relate theory to practice. Instructional methods include lectures, seminars, workshop activities, and business case studies. Courses are primarily three credit hours, and each course is a required component of the program (core) and should be taken in sequence.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

The admission requirements for the associate degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of standard high school diploma or GED certification.
- Submission of all required items for the admissions process as outlined in the "application procedures" section of the application packet.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Associate programs offered through the College of Adult and Professional Studies require a minimum of 15 credit hours of courses in the academic major to be taken at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree with a major in Business from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum grade of "C" must be achieved in ENG-140 and ENG-141. Failure to achieve a "C" in these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees is required in order to receive a diploma. (p. 287)

Business - Program of Study

Core Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
BUS-150	Personal Finance	3
BIS-225	Software Tools	3
ENG-140	College Writing	3
BUS-105	Introduction to American Business	3
COM-115	Introduction to Human Communication	3
ENG-141	Research and Writing	3
MAT-118	Quantitative Reasoning	3
ECO-205	Basic Economics	3
BIL-102	New Testament Survey	3
BUS-225	Legal Environment of Business	3
HST-160	Western Civilization	3
BUS-235	Human Resources/Proj Mgmt	3
BUS-220	Accounting for Business	3
EAR-130	Earth Science	3
PSY-150	General Psychology	3
ECO-300	Entrepreneurship	3
MKG-220	Introduction to Marketing	3
BUS-230	Global Issues	3
BUS-274	Business Case Study	3

AS - Business (Ohio)

The Associate of Science degree with a major in Business program is designed either to be a degree in general business or provide a foundation for completion of a baccalaureate degree in a business-related field. Instructional methods include lectures, seminars, workshop activities, simulations, and business case studies.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of decision-making from a Christian worldview.
- Develop an academic foundation for the completion of a business-related baccalaureate degree.
- Develop a knowledge base that demonstrates exposure to liberal arts instruction.
- Integrate basic business principles, concepts, and skills.

The major in Business at Indiana Wesleyan University is designed to be a degree in general business and to provide a foundation for completion of a baccalaureate degree in a business-related field.

The courses in the program relate theory to practice. Instructional methods include lectures, seminars, workshop activities, and business case studies. Courses are primarily three credit hours, and each course is a required component of the program (core) and should be taken in sequence.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

The admission requirements for the associate degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of standard high school diploma or GED certification.
- Submission of all required items for the admissions process as outlined in the "application procedures" section of the application packet.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Associate programs offered through the College of Adult and Professional Studies require a minimum of 15 credit hours of courses in the academic major to be taken at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree with a major in Business from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum grade of "C" must be achieved in ENG-140, and ENG-141. Failure to achieve a "C" in any of these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees is required in order to receive a diploma. 287

Business (Ohio Onsite Students) - Program of Study

Core Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
PSY-155	Personal Adjustment	3
BUS-150	Personal Finance	3
BIS-222	Business Software Tools	1
ENG-140	College Writing	3
ENG-141	Research and Writing	3
BUS-105	Introduction to American Business	3
BIL-102	New Testament Survey	3
COM-115	Introduction to Human Communication	3
BUS-230	Global Issues	3
HST-160	Western Civilization	3
ECO-205	Basic Economics	3
BIO-102	Human Biology	4
BIO-102L	Human Biology Laboratory	
BUS-215	Introduction to Human Resources	3
BUS-220	Accounting for Business	3
FINA-180	Humanities Fine Arts	3
PHL-283	Philosophy and Christian Thought	3
BIO-203	Environmental Conservation	3
MAT-100B	Statistics for Business Research and Data Analysis	3
BUS-225	Legal Environment of Business	3
BUS-274	Business Case Study	3

AS - Computer Information Technology

The Associate of Science degree with a major in Computer Information Technology program is designed to provide the graduate with a foundation for success at an entry-level position in the Information Technology field or to provide the basis for completion of a Bachelor's degree. Instructional methods include lectures, seminars, workshop activities, simulation, and physical manipulation of computer equipment.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of ethical decision-making from a Christian worldview.
- Demonstrate a competency in the application of fundamental Computer Information Technology and business principles.
- Develop foundational business and Computer Information Technology analysis skills.
- Integrate a biblical framework that guides business and personal interactions.
- Demonstrate effective communication of ideas and facts.
- Apply information management skills to business decision-making.

The courses in the program relate theory to practice, but practical knowledge of the computer field is the primary objective of the computer courses in the core. Instructional methods include lectures, seminars, workshop activities, simulations, and physical manipulation of computer equipment. Courses are primarily three credit hours, and each course is a required component of the program (core) and should be taken in sequence.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Admission Requirements

The admission requirements for the associate degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of standard high school diploma or GED certification.
- Submission of all required items for the admissions process as outlined in the "application procedures" section of the application packet.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Associate programs offered through the College of Adult and Professional Studies require a minimum of 15 credit hours of courses in the academic major to be taken at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree with a major in Computer Information Technology from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum grade of "C" must be achieved in ENG-140 and ENG-141. Failure to achieve a "C" in any of these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees is required in order to receive a diploma. 287

Computer Information Technology - Program of Study

Core Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
BUS-150	Personal Finance	3
BIS-225	Software Tools	3
ENG-140	College Writing	3
CIT-112	Computer Information Technology	3
COM-115	Introduction to Human Communication	3
ENG-141	Research and Writing	3
MAT-118	Quantitative Reasoning	3
BUS-105	Introduction to American Business	3
BIL-102	New Testament Survey	3
CIT-140	Operating Systems Concepts	3
HST-160	Western Civilization	3
CIT-120	Introduction to Programming Concepts	3
CIT-262	Network Communications	3
EAR-130	Earth Science	3
PSY-150	General Psychology	3
CIT-260	Database Concepts	3
CIT-270	Basic Web Design and Development	3
CIT-272	Hardware and Software Troubleshooting	3
CIT-280	Project Management and Integration - Capstone	3

Bachelor Degree Programs

BS - Accounting

The Bachelor of Science degree with a major in Accounting is an academic program designed for working professionals employed in public or private organizations interested in completing a baccalaureate degree focusing on accounting theory, taxation, and auditing.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of decision making from a Christian worldview.
- Demonstrate knowledge of current accounting principles, tax law, current auditing standards, and the use of accounting information by management.
- Develop critical thinking, problem solving, and communication skills.
- Apply accounting theory in a practical manner.
- Demonstrate technology skills necessary to solve accounting problems.

The first two courses, ACC-201 (Accounting Principles I) and ACC-202 (Accounting Principles II), are provided to those who wish to meet minimum credit hour entrance requirements and as optional refresher courses for those entering the program. The core program focuses on accounting theory emphasizing analytical skills, practical application, and problem solving. Accounting, taxation, and auditing issues faced by managers in a variety of business organizations are also addressed. In all, the accounting curriculum is designed to provide working business professionals with the skills and knowledge necessary to transition into or advance within the general field of accounting.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Note: This degree provides an excellent foundation for students who anticipate pursuing their CPA certification. The courses offered in this program give broad coverage of all the major areas of competency needed to sit for the CPA exam. However, students will need to check with their state licensing board of accountancy for the specific requirements needed to make application to take the CPA examination. Different states require different application credentials and specifications, and Indiana Wesleyan University makes no promises, express or implied, that this degree alone will qualify graduates to sit for the CPA examination in any state.

Additionally, students will likely need to take a CPA review course (at their own expense) once they have completed the degree at Indiana Wesleyan University. Students cannot realistically expect to complete this degree at Indiana Wesleyan and immediately pass the CPA examination without first taking a CPA review course that prepares them for the intricate and specific questions that might appear on the CPA exam. It is up to each student to make arrangements to enroll in a CPA review course in his or her state if he or she plans to sit for the CPA examination. Indiana Wesleyan does not provide a CPA review course (or any licensing or continuing education courses) as part of the Accounting BS program.

A minor in Accounting is available to a bachelor degree seeking student in the College of Adult and Professional Studies.

Accounting Minor (p. 310)

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Accounting offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.
- Evidence of knowledge equivalent to one semester of coursework in mathematics or statistics by meeting one of the following options:

- Transferring in a mathematics or statistics course from another institution.
- Taking a mathematics or statistics course from Indiana Wesleyan University.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Accounting from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements). (p. 266)
- Payment of all tuition and fees is required to receive a diploma.

Accounting (BS) - Program of Study

Prerequisite Courses

(must be completed before starting the core program)

ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3

Core Courses

MGT-302	Management and Leadership	3
FIN-210	Managerial Finance	3
ECO-330	Applied Microeconomics for Business	3
ADM-447	Business Law	3
ACC-430	Accounting Ethics	3
ADM-448	Strategic Planning	3
ACC-311	Intermediate Financial Accounting I	3
ACC-312	Intermediate Financial Accounting II	3
ACC-341	Managerial Cost Accounting I	3
ACC-423	Auditing	3
ACC-451	Advanced Accounting	3
ACC-371	Federal Income Tax I	3
ACC-372	Federal Income Tax II	3
ACC-491	Accounting Information Systems	3

BS - Business Administration

Students in the Bachelor of Science with major in Business Administration program will evaluate strategic solutions to organizational issues within diverse business and economic situations applying critical thinking, financial and managerial knowledge. Multiple communication media and technologies will be evaluated to design appropriate business strategies for organizational and global business conditions. Students will integrate biblical principles, and generate ethical solutions to business challenges.

Upon completion of the program, students will be able to:

- Evaluate an organization's current situation and formulate an appropriate strategy in response to organizational challenges.
- Integrate appropriate financial and quantitative methods to provide solutions within diverse global business and economic environments.
- Design appropriate strategies using multiple communication media to meet organizational goals.
- Apply appropriate technologies to meet changing business conditions.
- Develop ethical solutions for business opportunities using critical thinking.
- Integrate a biblical framework that guides interaction within the workplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Business Administration offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Business Administration from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.²⁹³

Business Administration - Program of Study

Core Courses

MGT-302	Management and Leadership	3
COM-325	Communication in Business	3
ADM-310	Applied Technology for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3

MGT-451	Quality and Project Decision-Making for Managers	3
ADM-320	Business Statistics	3
ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-330	Applied Microeconomics for Business	3
ECO-331	Applied Macroeconomics for Business	3
FIN-210	Managerial Finance	3
ADM-495	Seminar in Business	3

BS - Business Administration - Financial Planning Specialization

Students in the Bachelor of Science of Business Administration with a specialization in Financial Planning program will evaluate strategic solutions to organizational issues within diverse business and economic situations applying critical thinking, financial and managerial knowledge. Multiple communication media and technologies will be evaluated to design appropriate business strategies for organizational and global business conditions. Students will integrate a biblical framework that guides interactions in the marketplace and principles, and generate ethical solutions to business challenges. Students will incorporate critical analysis and a biblical perspective with the personal financial planning disciplines.

Upon completion of the program, students will be able to:

- Evaluate an organization's current situation and formulate an appropriate strategy in response to organizational challenges.
- Integrate appropriate financial and quantitative methods to provide solutions within diverse global business and economic environments.
- Design appropriate strategies using multiple communication media to meet organizational goals.
- Apply appropriate technologies to meet changing business conditions.
- Develop ethical solutions for business opportunities using critical thinking.
- Integrate a biblical framework that guides interaction within the workplace.
- Incorporate critical analysis and a biblical perspective with personal financial planning disciplines.

Admission Requirements

The admission requirements for the Bachelor of Science in Business Administration with a specialization in Financial Planning offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Business Administration from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.²⁹³

Business Administration - Financial Planning Specialization - Program of Study

Core Courses

MGT-302	Management and Leadership	3
COM-325	Communication in Business	3
ADM-310	Applied Technology for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3
MGT-451	Quality and Project Decision-Making for Managers	3
ADM-320	Business Statistics	3
ACC-201	Accounting Principles I	3
ECO-330	Applied Microeconomics for Business	3
FINC-420	Introduction to Financial Planning	3
FINC-421	Risk Management Foundations	3
FINC-422	Biblically Based Investment Planning	3
FINC-423	Introduction to Income Tax Planning	3
FINC-424	Retirement and Benefits Planning	3
FINC-426	Rethinking Wealth: Estate Planning and Wealth Transfer	3
FINC-427	Creating the Financial Plan	3

BS - Business Administration - Human Resource Management Specialization

Students in the Bachelor of Science with major in Business Administration program will evaluate strategic solutions to organizational issues within diverse business and economic situations applying critical thinking, financial and managerial knowledge. Multiple communication media and technologies will be evaluated to design appropriate business strategies for organizational and global business conditions. Students will integrate biblical principles, and generate ethical solutions to business challenges.

Upon completion of the program, students will be able to:

- Evaluate an organization's current situation and formulate an appropriate strategy in response to organizational challenges.
- Integrate appropriate financial and quantitative methods to provide solutions within diverse global business and economic environments.
- Design appropriate strategies using multiple communication media to meet organizational goals.
- Apply appropriate technologies to meet changing business conditions.
- Develop ethical solutions for business opportunities using critical thinking.
- Integrate a biblical framework that guides interaction within the workplace.

Business Administration students also have the option of adding a specialization of Human Resource Management (HR) by taking 12 additional hours and pursuing an HR oriented project in ADM-495. The HR Specialization aligns with the

recommended requirements for HR degree programs as outlined in the Society of Human Resource Management curriculum guidebook and templates. Upon successful completion of this specialization, students should be equipped to:

- Fill the role of an educated HR professional.
- Demonstrate an alignment of knowledge and skills with Society of Human Resource Management (SHRM) standards for Human Resources Professionals.
- Complete the SHRM certification exam (per SHRM certification qualifications, i.e., work experience).

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Business Administration offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Business Administration from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Business Administration - HR Specialization - Program of Study

Core Courses

NOTE: Students must take MGT-435, MGT-490, MGT-470, and MGT494 prior to taking ADM-495.

MGT-302	Management and Leadership	3
COM-325	Communication in Business	3
ADM-310	Applied Technology for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3
MGT-451	Quality and Project Decision-Making for Managers	3
ADM-320	Business Statistics	3

ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
ECO-330	Applied Microeconomics for Business	3
ECO-331	Applied Macroeconomics for Business	3
FIN-210	Managerial Finance	3
MGT-435	Human Resources Management	3
MGT-490	Human Resources Development	3
MGT-470	Total Rewards	3
MGT-494	Comprehensive Overview of HRM	3
ADM-495	Seminar in Business	3

BS - Business Information Systems

The Bachelor of Science degree with a major in Business Information Systems program is designed for working professionals who are employed in businesses or public organizations. The curriculum enables graduates to assist and lead in the planning, development, and operation of information systems. Such systems are used to streamline and automate processes, solve problems, and provide communication channels. The program stresses skill development in the areas of analytical thinking, communication, object-oriented programming, database management systems, networking, security, and Web development, with an emphasis on developing the skills necessary for successfully implementing and supporting computer and information systems. The program also helps develop the skills necessary to serve as a liaison between management and information technology departments.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of decision making from a Christian worldview.
- Demonstrate knowledge of a broad set of technical skills used in business information systems.
- Develop critical thinking, problem solving, and communication skills.

Also, it is **strongly recommended** that students have a working knowledge of the Windows operating system as well as word processing and spreadsheet applications.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

A minor in Information Technology is available to a bachelor degree seeking student in the College of Adult and Professional Studies.

Information Technology Minor (p. 310)

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Business Information Systems offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.

- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Business Information Systems from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Business Information Systems - Program of Study

Core Courses

MGT-302	Management and Leadership	3
BIS-216	Information Systems and Project Management	3
COM-325	Communication in Business	3
BIS-220	Analytical Thinking and Problem Solving	3
BIS-320	Managerial Relational Database Systems	3
MGT-421	Strategies in Marketing Management	3
ACC-310	Accounting Decisions for Managers	3
BIS-344	Visual Basic .Net Programming	4
BIS-346	Java Programming	4
BIS-324	Networking, Systems & Security	4
BIS-353	Web Application Development	4
BIS-460	Business Systems Analysis and Design Seminar	4

BS - Healthcare Administration

Students in the Bachelor of Science degree with a major in Healthcare Administration program evaluate solutions and strategies for complex problems and opportunities within the health care industry, evaluate personal management capabilities and design a plan for lifelong growth, and integrate critical analysis with healthcare administration disciplines. Students will apply ethical standards in decision making and strategy development, create appropriate communication strategies to achieve organizational goals, and integrate a biblical framework into the practice and standards that guides interactions within the healthcare industry. The assessment of technologies for implementation in healthcare organizations will be featured throughout the program.

Upon completion of the program graduates will be able to:

- Evaluate solutions and strategies for complex problems and opportunities within the health care industry.
- Evaluate personal management capabilities and design a plan for lifelong growth.
- Integrate critical analysis with health care administration disciplines to ensure organizational success.
- Apply ethical standards in decision making and strategy development.
- Create appropriate communication strategies to achieve organization goals.
- Integrate a biblical framework into the practice and standards that guides interactions within the healthcare industry.
- Assess technologies for implementation in healthcare organizations.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Healthcare Administration offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Healthcare Administration from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Healthcare Administration - Program of Study

Core Courses

HCA-310	Healthcare Management and Leadership	3
COM-325	Communication in Business	3
HCA-320	Ethical Decision-Making for Healthcare Administrators	3
MGT-435	Human Resources Management	3
ACC-201	Accounting Principles I	3
HCA-330	Technology and Information Systems for Health Care	3
HCA-340	Leading and Governing High Reliability Healthcare Organizations	3
HCA-410	Healthcare Principles and Policies	3
HCA-420	Finance for Healthcare Administrators	3
ADM-320	Business Statistics	3
ECO-410	Economic Analysis for Healthcare Administrators	3
MKG-411	Healthcare Marketing	3
HCA-430	Issues for Healthcare Administrators	3
HCA-440	Quality and Project Decision-Making for Managers	3

HCA-450	Strategy Development for Healthcare Administration	3
HCA-490	Capstone Project for Healthcare Administrators	3

BS - Management

The Bachelor of Science degree with a major in Management stresses skill development in business management. This includes analysis and problem solving, the application of global perspectives, the identification of appropriate methods of communication, the application of relevant technologies, and developing ethical solutions using critical thinking. All skills are examined within a biblical framework.

Upon completion of the program, students will be able to:

- Develop business analysis and problem solving skills in planning, organizing, controlling, and leading as they relate to business management.
- Apply global management perspectives to critical business decisions.
- Identify appropriate business management communication methods to reach diverse audiences in business environments.
- Apply relevant technologies to manage changing business conditions.
- Develop ethical solutions for business management opportunities using critical thinking.
- Integrate a biblical framework that guides interaction within the workplace.

A minor in Management is available to a bachelor degree seeking student in the College of Adult and Professional Studies.

Management Minor (p. 310)

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Management offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Management from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.

- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Management - Program of Study

Core Courses

MGT-302	Management and Leadership	3
COM-325	Communication in Business	3
ADM-310	Applied Technology for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3
MGT-451	Quality and Project Decision-Making for Managers	3
MGT-450	Negotiation/Conflict Resolution	3
ECO-310	Economics Principles for Managers	3
ACC-310	Accounting Decisions for Managers	3
MGT-432	Organizational Behavior	3
FIN-310	Financial Decisions for Managers	3
MGT-435	Human Resources Management	3
MGT-496	Applied Management Project	3

BS - Management - Human Resource Management Specialization

The Bachelor of Science degree with a major in Management stresses skill development in business management. This includes analysis and problem solving, the application of global perspectives, the identification of appropriate methods of communication, the application of relevant technologies, and developing ethical solutions using critical thinking. All skills are examined within a biblical framework.

Upon completion of the program, students will be able to:

- Develop business analysis and problem solving skills in planning, organizing, controlling, and leading as they relate to business management.
- Apply global management perspectives to critical business decisions.
- Identify appropriate business management communication methods to reach diverse audiences in business environments.
- Apply relevant technologies to manage changing business conditions.
- Develop ethical solutions for business management opportunities using critical thinking.
- Integrate a biblical framework that guides interaction within the workplace.

Management students have the option of adding a specialization of Human Resource Management by completing the Management core requirements which includes three hours of a Human Resources course, MGT-435. Completing an additional nine hours of Human Resource courses (MGT-470, MGT-490, and MGT-494), and pursuing an HR oriented project in ADM-495 completes the requirements of the Human Resource Management Specialization option. The HR Specialization aligns with the recommended requirements for HR degree programs as outlined in the Society of Human Resource Management curriculum guidebook and templates. Upon successful completion of this specialization, students should be equipped to:

- Fill the role of an educated and credentialed HR professional.
- Demonstrate an alignment of knowledge and skills with Society of Human Resource Management (SHRM) standards for Human Resources Professionals.
- Complete the SHRM certification exam (per SHRM certification qualifications, i.e., work experience).

Management students wishing to complete the Human Resource Management specialization also need to complete the following foundational business course requirements in order to comply with SHRM guidelines:

- Statistics course at the 100 level or equivalent

This course may be completed at IWU or transferred in.

A minor in Management is available to a bachelor degree seeking student in the College of Adult and Professional Studies.

Management Minor (p. 310)

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Management offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Management from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Management - HR Specialization - Program of Study

Core Courses

Students completing the specialization must also complete a statistics course (100 level or equivalent) to satisfy the foundational business course requirements in order to comply with SHRM guidelines.

NOTE: Students must take MGT-435, MGT-490, MGT-470 and MGT-494 prior to taking ADM-495.

MGT-302	Management and Leadership	3
COM-325	Communication in Business	3
ADM-310	Applied Technology for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3
MGT-451	Quality and Project Decision-Making for Managers	3

MGT-450	Negotiation/Conflict Resolution	3
ECO-310	Economics Principles for Managers	3
ACC-310	Accounting Decisions for Managers	3
MGT-432	Organizational Behavior	3
FIN-310	Financial Decisions for Managers	3
MGT-435	Human Resources Management	3
MGT-490	Human Resources Development	3
MGT-470	Total Rewards	3
MGT-494	Comprehensive Overview of HRM	3
ADM-495	Seminar in Business	3

BS - Marketing - Digital Advertising, Promotion, and Branding Specialization

Indiana Wesleyan University's Bachelor of Science degree with a major in Marketing program is designed for working professionals who are employed in a marketing or sales department, or for those desiring to move into these areas. This major prepares students to become more effective within competitive marketing arenas. It is centered on the core marketing function and includes marketing of products and services, sales, sales management issues, marketing communications, and applied marketing research. While marketing is the core of the program, students will also be equipped with general business skills and a working understanding of fundamental economic, financial, and general management principles.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of sales and applied marketing from a Christian worldview.
- Develop critical thinking, problem solving, and customer-focus communication skills.
- Demonstrate the ability to apply sales and marketing principles to business opportunities in the marketplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum or locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Marketing offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Marketing from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.

- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Marketing -Digital Advertising, Promotion, and Branding Program of Study

Core Courses

MKG-421	Foundations of Marketing	3
ECO-310	Economics Principles for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-430	Management Perspectives	3
FIN-315	Accounting and Financial Concepts of Business	3
ADM-430	Leadership Perspectives	3
MKG-350	Information Technology for Marketers	3
MKG-351	Statistics for Marketers	3
MKG-340	Advertising to Generations	3
MKG-435	Digital Branding	3
MKG-358	Digital Promotions	3
MKG-465	Digital Advertising	3

BS - Marketing - Marketing Analytics Specialization

Indiana Wesleyan University's Bachelor of Science degree with a major in Marketing program is designed for working professionals who are employed in a marketing or sales department, or for those desiring to move into these areas. This major prepares students to become more effective within competitive marketing arenas. It is centered on the core marketing function and includes marketing of products and services, sales, sales management issues, marketing communications, and applied marketing research. While marketing is the core of the program, students will also be equipped with general business skills and a working understanding of fundamental economic, financial, and general management principles.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of sales and applied marketing from a Christian worldview.
- Develop critical thinking, problem solving, and customer-focus communication skills.
- Demonstrate the ability to apply sales and marketing principles to business opportunities in the marketplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum or locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Marketing offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Marketing from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Marketing -Marketing Analytics Program of Study

Core Courses

MKG-421	Foundations of Marketing	3
ECO-310	Economics Principles for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-430	Management Perspectives	3
FIN-315	Accounting and Financial Concepts of Business	3
ADM-430	Leadership Perspectives	3
MKG-350	Information Technology for Marketers	3
MKG-351	Statistics for Marketers	3
MKG-450	Foundations of Marketing Analytics	3
MKG-398	Marketing Research	3
MKG-460	Predictive Marketing Analytics	3
MKG-470	Data Mining for Marketers	3

BS - Marketing - Services & Non-Profit Specialization

Indiana Wesleyan University's Bachelor of Science degree with a major in Marketing program is designed for working professionals who are employed in a marketing or sales department, or for those desiring to move into these areas. This major prepares students to become more effective within competitive marketing arenas. It is centered on the core marketing function and includes marketing of products and services, sales, sales management issues, marketing communications, and applied marketing research. While marketing is the core of the program, students will also be equipped with general business skills and a working understanding of fundamental economic, financial, and general management principles.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of sales and applied marketing from a Christian worldview.
- Develop critical thinking, problem solving, and customer-focus communication skills.
- Demonstrate the ability to apply sales and marketing principles to business opportunities in the marketplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum or locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Marketing offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Marketing from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Marketing -Services & Non-Profit Program of Study

Core Courses

MKG-421	Foundations of Marketing	3
ECO-310	Economics Principles for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-430	Management Perspectives	3
FIN-315	Accounting and Financial Concepts of Business	3
ADM-430	Leadership Perspectives	3
MKG-350	Information Technology for Marketers	3
MKG-351	Statistics for Marketers	3
MKG-348	Service Marketing	3
MKG-345	Non-Profit Marketing	3
MKG-411	Healthcare Marketing	3
MKG-430	Marketing for Government Funded Organizations	3

BS - Marketing - Social Media Specialization

Indiana Wesleyan University's Bachelor of Science degree with a major in Marketing program is designed for working professionals who are employed in a marketing or sales department, or for those desiring to move into these areas. This major prepares students to become more effective within competitive marketing arenas. It is centered on the core marketing function and includes marketing of products and services, sales, sales management issues, marketing communications, and applied marketing research. While marketing is the core of the program, students will also be equipped with general business skills and a working understanding of fundamental economic, financial, and general management principles.

Upon completion of the program, students will be able to:

- Demonstrate an understanding of sales and applied marketing from a Christian worldview.
- Develop critical thinking, problem solving, and customer-focus communication skills.
- Demonstrate the ability to apply sales and marketing principles to business opportunities in the marketplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum or locations offered as necessary.

Admission Requirements

The admission requirements for Bachelor of Science degree with a major in Marketing offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the DeVoe School of Business may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the DeVoe School of Business.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Marketing from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements) (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Marketing -Social Media Program of Study

Core Courses

MKG-421	Foundations of Marketing	3
ECO-310	Economics Principles for Managers	3
MGT-445	Ethical and Legal Business Concepts	3
MGT-430	Management Perspectives	3
FIN-315	Accounting and Financial Concepts of Business	3
ADM-430	Leadership Perspectives	3
MKG-350	Information Technology for Marketers	3
MKG-351	Statistics for Marketers	3
MKG-361	Social Media and Consumer Behavior	3
MKG-363	Social Networking in Business Strategy	3

MKG-452	Social Publishing Strategies	3
MKG-462	Social Commerce	3

Minors

Minor - Accounting

The minor in Accounting is available to a bachelor degree seeking student in the College of Adult and Professional Studies. Courses may not count toward both a minor and a major. Six of the credits for the minor may be earned through transfer of courses from an accredited institution, through credit by examination, or through an IWU Assessed Learning Portfolio.

Accounting Minor - Program of Study

Required Courses

ACC-201	Accounting Principles I	3
ACC-202	Accounting Principles II	3
BUS-105	Introduction to American Business	3
BUS-150	Personal Finance	3
ACC-220	Payroll Accounting and Taxation	3
ACC-230	Business Taxation	3
ACC-311	Intermediate Financial Accounting I	3
ACC-312	Intermediate Financial Accounting II	3

Minor - Information Technology

The minor in Information Technology is available to a bachelor degree seeking student in the College of Adult and Professional Studies. Courses may not count toward both a minor and a major. Six of the credits for the minor may be earned through transfer of courses from an accredited institution, through credit by examination, or through an IWU Assessed Learning Portfolio.

Information Technology Minor - Program of Study

Required Courses

CIT-112	Computer Information Technology	3
CIT-140	Operating Systems Concepts	3

Four classes from the following:

CIT-120	Introduction to Programming Concepts	3
BIS-225	Software Tools	3
CIT-260	Database Concepts	3
CIT-262	Network Communications	3
CIT-270	Basic Web Design and Development	3
CIT-272	Hardware and Software Troubleshooting	3

Minor - Management

The minor in Management is available to a bachelor degree seeking student in the College of Adult and Professional Studies. Courses may not count toward both a minor and a major. Six of the credits for the minor may be earned through transfer of courses from an accredited institution, through credit by examination, or through an IWU Assessed Learning Portfolio.

Management Minor - Program of Study

Required Courses

BUS-105	Introduction to American Business	3
MGT-450	Negotiation/Conflict Resolution	3
MGT-432	Organizational Behavior	3
MGT-435	Human Resources Management	3
BUS-230	Global Issues	3

One class from the following:

ECO-205	Basic Economics	3
BUS-220	Accounting for Business	3
MGT-496	Applied Management Project	3

Graduate Studies in Business

The following programs are offered through Graduate Studies in Business:

- Master of Science Degree with majors in Management, Human Resource Management, and Accounting
- Master of Business Administration (MBA) with majors in Business Administration, Healthcare Administration, Personal Financial Planning, School Administration, Executive Management (Virtual MBA), International Business (Virtual MBA), and a dual degree and major with the School of Nursing (MSN/MBA)

IWU reserves the right to move students to another date, location, or online if less than eight students are registered at a particular location.

With departmental approval, credit may be transferred in from a regionally accredited institution (maximum of six hours).

The curriculum will be completed in the order established by Indiana Wesleyan University. The university reserves the right to modify the curriculum as necessary.

Students must complete the first course of their core program with a grade of "C" or higher. If a grade of "C-" or lower is earned in the first course, the course must be repeated satisfactorily before going on with a different cohort.

Master of Science Degree Programs**MS - Accounting**

Students in the Master of Science degree with a major in Accounting program will learn to integrate knowledge of accounting standards and practices in performing forensic accounting and auditing services, financial reporting, and tax preparation and advisory services. Students will design appropriate communication strategies to achieve organizational goals and an ethical, legal, and biblical framework that guides interactions within the business environment and addresses the legal implications of business transactions and how they relate to accounting, auditing, and financial reporting.

It is highly recommended that students have successfully passed the following courses:

- Taxation I (300 level or better)
- Intermediate Accounting II (300 level or better)
- Auditing (400 level)
- Statistics

Upon completion of the program, students will be able to:

- Integrate knowledge of accounting standards and practices in performing forensic accounting and auditing services.
- Develop financial reports in accordance with accounting principles, ethical standards, and legal requirements.
- Synthesize knowledge of accounting theory and practice in providing tax preparation and advisory services.
- Create an ethical and legal framework that uses professional ethics to address the legal implications of business transactions, and how they relate to accounting, auditing, and financial reporting.
- Design appropriate communication strategies to achieve organization goals.
- Integrate a biblical framework that guides interactions within the business environment and workplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

Requirements for admission to the Master of Science programs are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

Accounting (MS) - Program of Study

Core Courses

ACCT-500	Critical Thinking and Business Communications for Accountants	3
ACCT-511	Ethics and Business Law for Accountants	3
ACCT-512	Financial Accounting Theory and Issues	3
ACCT-520	Advanced Managerial Accounting	3
ACCT-513	Accounting Information Systems and Control	3
ACCT-514	Advanced Auditing	3
ACCT-515	Advanced Tax Theory and Research	3
ACCT-516	Forensic Accounting and Fraud Examination	3
ACCT-517	Corporate Taxation	3
ACCT-591	Accounting Seminar: Governmental and Non-Profit Accounting	3

MS - Human Resource Management

Students in the Master of Science with a major in Human Resource Management program utilize a biblical framework that guides interactions within the workplace to enhance the realization of human potential, analyze internal and external business environments, and formulate relevant human resource and communication strategies and solutions to ethically fulfill organizational mission, vision, values, and goals. Students will demonstrate a disposition for lifelong learning and continuous improvement.

Upon completion of the program, students will be able to:

- Enhance the realization of human potential in order to fulfill strategic organizational mission, vision, values, and goals.
- Demonstrate a disposition for lifelong learning and continuous growth.
- Analyze internal and external business environments and formulate relevant human resource strategies and solutions.
- Formulate ethical policies and procedures for use in human resource management.
- Develop appropriate communication strategies to achieve organization goals.
- Integrate a biblical framework that guides interactions within the workplace.

The Human Resource Management program aligns with the Society of Human Resource Management (SHRM) recommended guidelines for graduate level HR education. These guidelines reflect the minimum standards that constitute a broad and deep HR education.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

Requirements for admission to the Master of Science programs are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

Human Resource Management (MS) - Program of Study

Core Courses

MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
HRMT-535	Human Resources Management	3
FINC-525	Accounting and Finance for Managers	3
HRMT-536	Evidence Based Tools for HR Decision- Making	3
HRMT-537	Staffing, Performance Management, and Training	3
HRMT-538	Total Rewards Management	3
HRMT-539	Labor Management Relations in the Global HR Environment	3
HRMT-541	Strategic Risk Assessment	3
HRMT-542	Organizational Renewal and Development	3
HRMT-590	Human Resource Management Capstone	3

MS - Management

Students in the Master of Science with a major in Management program synthesize organizational management knowledge and skills, analyze the internal and external environments and formulate relevant business and communication strategies and solutions needed to ethically lead, plan, organize and control organizations. Students develop their own personal management capabilities and integrate a biblical framework that guides interactions within the business environment and workplace.

Upon completion of the program, students will be able to:

- Synthesize organizational management knowledge and skills needed to lead, plan, organize, and control.

- Evaluate personal management capabilities and design a plan for continual growth.
- Analyze internal and external business environments and formulate relevant strategies and solutions.
- Apply ethical theories and concepts to business decisions and solutions.
- Implement appropriate communication strategies to achieve organization goals.
- Integrate a biblical framework that guides interactions within the business environment and workplace.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

Requirements for admission to the Master of Science programs are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

Management (MS) - Program of Study

Core Courses

MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
HRMT-535	Human Resources Management	3
FINC-525	Accounting and Finance for Managers	3
ECON-510	Economic Analysis for Managers	3
MKTG-530	Marketing Management	3
MGMT-520	Organizational Behavior	3
MGMT-528	Global Management	3
MGMT-532	Leadership and Organizational Change	3
MGMT-522	Business Strategy and Policy	3
MGMT-590	Applied Management Capstone	3

MBA Programs

MBA - Business Administration

Students in the Master of Business Administration program with a major in Business Administration design solutions and strategies for complex business problems and opportunities, evaluate personal management capabilities and design a plan for economic growth, and integrate critical analysis with disciplines such as management, accounting, finance, and economics. Students will synthesize ethical standards in decision-making and strategy development, create appropriate communication

strategies to achieve organizational goals, and integrate a biblical framework that guides interactions within the business environment and workplace.

Upon completion of the program, students will be able to:

- Design solutions and strategies for complex business problems and opportunities.
- Evaluate personal management capabilities and design a plan for continual growth
- Integrate critical analysis with business administration disciplines such as management, accounting, finance, and economics to ensure mission success.
- Synthesize ethical standards in decision-making and strategy development.
- Create appropriate communication strategies to achieve organization goals
- Integrate a biblical framework that guides interactions within the business.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of “C” in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - Business Administration - Program of Study

Core Courses

MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
FINC-525	Accounting and Finance for Managers	3
ECON-511	Business Economics	3
MKTG-530	Marketing Management	3
MGMT-528	Global Management	3
ACCT-510	Managerial Accounting	3
FINC-530	Applied Managerial Finance	3
MGMT-532	Leadership and Organizational Change	3
STAT-535	Statistics for Business Decision-Making	3
ECON-512	Managerial Economics	3
MGMT-522	Business Strategy and Policy	3
BADM-590	Business Administration Capstone	3

MBA - MBASelect - Business Administration

Students in the Master of Business Administration program with a major in Business Administration design solutions and strategies for complex business problems and opportunities, evaluate personal management capabilities and design a plan for economic growth, and integrate critical analysis with disciplines such as management, accounting, finance, and economics. Students will synthesize ethical standards in decision-making and strategy development, create appropriate communication strategies to achieve organizational goals, and integrate a biblical framework that guides interactions within the business environment and workplace.

Upon completion of the program, students will be able to:

- Design solutions and strategies for complex business problems and opportunities.
- Evaluate personal management capabilities and design a plan for continual growth
- Integrate critical analysis with business administration disciplines such as management, accounting, finance, and economics to ensure mission success.
- Synthesize ethical standards in decision-making and strategy development.
- Create appropriate communication strategies to achieve organization goals
- Integrate a biblical framework that guides interactions within the business.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

- An associate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 3.0 or higher from the associate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 3.0, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.
- Acceptance into the pilot program. This program is being offered to a limited marketplace as a pilot program with limited enrollment.

Program Requirements

- Before starting the graduate MBA courses, students must complete an undergraduate bridge program of 24 credits hours.
- A grade of "B" or higher must be earned in the bridge courses.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the MBA curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA Select - Business Administration - Program of Study

Undergraduate Bridge Courses

All undergraduate courses must be completed with a grade of "B" or higher.

MGT-302	Management and Leadership	3
ADM-310	Applied Technology for Managers	3
MGT-421	Strategies in Marketing Management	3
MGT-460	International Issues in Business	3

MGT-451	Quality and Project Decision-Making for Managers	3
ADM-320	Business Statistics	3
ECO-330	Applied Microeconomics for Business	3
ECO-331	Applied Macroeconomics for Business	3
Core Courses		
MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
FINC-525	Accounting and Finance for Managers	3
ECON-511	Business Economics	3
MKTG-530	Marketing Management	3
MGMT-528	Global Management	3
ACCT-510	Managerial Accounting	3
FINC-530	Applied Managerial Finance	3
STAT-535	Statistics for Business Decision- Making	3
MGMT-532	Leadership and Organizational Change	3
ECON-512	Managerial Economics	3
MGMT-522	Business Strategy and Policy	3
BADM-590	Business Administration Capstone	3

MBA - Healthcare Administration

Students in the Master of Business Administration with a major in Healthcare Administration program design solutions and strategies for complex business problems and opportunities within the healthcare industry, evaluate personal management capabilities and design a plan for economic growth, and integrate critical analysis with healthcare administration disciplines. Students will synthesize ethical standards in decision-making and strategy development, create appropriate communication strategies to achieve organizational goals, and integrate a biblical framework that guides interactions within the healthcare environment and workplace.

Upon completion of the program, in addition to accomplishing mission learning outcomes, graduates will be able to:

- Design solutions and strategies for complex business problems and opportunities within the healthcare industry.
- Evaluate personal management capabilities and design a plan for continual growth.
- Integrate critical analysis with healthcare administration disciplines to ensure organizational success.
- Synthesize ethical standards in decision-making and strategy development.
- Create appropriate communication strategies to achieve organization goals.
- Integrate a biblical framework that guides interactions within the healthcare industry.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.

- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of “C” in each course. A grade of “C-” or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - Healthcare Administration - Program of Study

Core Courses

MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
FINC-525	Accounting and Finance for Managers	3
STAT-535	Statistics for Business Decision-Making	3
ECON-511	Business Economics	3
HRMT-535	Human Resources Management	3
HCAD-511	Healthcare Governance and Organizational Structure	3
HCAD-513	Healthcare Principles and Policies	3
HCAD-512	Healthcare Finance	3
HCAD-514	Healthcare Technology and Information Management	3
HCAD-510	Healthcare Issues	3
HCAD-515	Healthcare Strategic Development	3
HCAD-590	Healthcare Administration Capstone	3

MBA - Personal Financial Planning

Students in the Master of Business Administration with a major in Personal Financial Planning program design solutions and strategies for complex business problems and opportunities within the financial planning industry, evaluate personal management capabilities and design a plan for continual growth, and integrate critical analysis with financial planning disciplines. Students will synthesize ethical standards in decision making and strategy development, create appropriate communication strategies to achieve financial goals, and integrate a biblical framework that guides interactions and planning within the financial planning process.

Upon completion of the program, students will be able to:

- Design solutions and strategies for complex business problems and opportunities within the personal financial planning industry.
- Evaluate personal management capabilities and design a plan for continual growth.
- Integrate critical analysis with personal financial planning disciplines to ensure organizational and client success.
- Synthesize ethical standards in decision making and strategy development.
- Create appropriate communication strategies to achieve financial goals.
- Integrate a biblical framework that guides interactions and plans within the personal financial planning process.

Students who have been admitted to the MBA in Personal Financial Planning, have successfully passed the Certified Financial Planning Exam (an independent third party nationally recognized exam with alignment to the course learning objectives), and hold both a CFP and a Kingdom Advisor designation (maintaining current professional status with continuing education requirements) may be granted credit for the following courses: FINC-520, FINC-521, FINC-522, FINC-523, FINC-524, FINC-526, and FINC-527.

Students who meet the above criteria but do not hold the Kingdom Advisor designation may be granted credit for the following courses: FINC-521, FINC-522, FINC-523, FINC-524, FINC-526 and FINC-527. However, such students shall be required to take FINC-528 as a replacement for FINC-520.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of “C” in each course. A grade of “C-” or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - Personal Financial Planning - Program of Study

Core Courses

MGMT-500	Applied Management Theory	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
FINC-525	Accounting and Finance for Managers	3
STAT-535	Statistics for Business Decision-Making	3
ECON-511	Business Economics	3
MKTG-530	Marketing Management	3
FINC-520	Foundations of Financial Planning	3
FINC-521	Risk Management	3
FINC-522	Investment Planning	3
FINC-523	Income Tax Planning	3
FINC-524	Retirement Planning and Employee Benefits	3
FINC-527	Estate Planning and Wealth Transfer	3
FINC-526	Financial Plan Development	3

MBA - School Administration

Candidates in the Master of Business Administration - School Administration program develop strategies that promote a culture of achievement for all stakeholders, evaluate personal management capabilities and design a plan to drive improvements in teacher effectiveness and student achievement, and integrate critical analysis with disciplines such as management, accounting, finance, and economics for continuous organizational improvement. Candidates create activities that contribute to the academic

success of all students through effective teaching and best instructional practices. Candidates synthesize ethical standards in decision making and strategy development, create appropriate strategies to improve communication and build relationships to achieve organization goals, and integrate a biblical framework that guides interactions within the educational and stakeholder environments.

Educators employed by school districts in states outside Indiana are welcome but are strongly advised to consult with their own state licensure office prior to registering. Students registering in MBA –School Administration courses bear the full responsibility for ensuring the applicability of IWU graduate courses for licensure in their state.

Upon completion of the program, students will be able to:

- Develop strategies that promote a culture of achievement for all stakeholders.
- Evaluate personal management capabilities and design a plan to drive improvements in teacher effectiveness and student achievement.
- Integrate critical analysis with business administration disciplines such as management, accounting, finance, and economics for continuous organizational improvement.
- Synthesize ethical standards in decision making and strategy development.
- Create appropriate strategies to improve communication and build relationships to achieve organization goals.
- Integrate a biblical framework that guides interactions within the educational and stakeholder environments.
- Create activities that contribute to the academic success of all students through effective teaching and best instructional practices.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum and locations offered as necessary.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.
- A minimum of two years of full-time P-12 teaching experience.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of “C” in each course. A grade of “C-” or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - School Administration - Program of Study

Core Courses

EDL-ORE	Orientation to Educational Leadership Programs	
MGMT-500	Applied Management Theory	3
COMM-515	Decision-Making and Essential Business Communication	3
EDL-657	Collaborative Vision and Instructional Leadership	3
EDL-618	Professional, Legal, and Ethical Leadership	3

EDL-616	Organizational, Operational, and Resource Management	3
EDL-610	Community, Cultural, and Relational Leadership	3
EDL-612	Principal Internship I: Clinical Application of Leadership Principles	3
EDL-625	Principal Internship II: Clinical Application of Leadership Principles	3
FINC-525	Accounting and Finance for Managers	3
ECON-511	Business Economics	3
MKTG-540	Non-Profit Development and Advancement	3
MGMT-541	Innovation Management	3
MGMT-528	Global Management	3
MGMT-522	Business Strategy and Policy	3

MBA - Executive Management - Virtual Learning

The Virtual MBA degree program with major in Executive Management requires the completion of 36 credit hours. The Virtual MBA uses a virtual-reality setting to create an intense, interactive, experiential learning context to present a consistent real-world, on-the-job-training experience in which knowledge and skills can be transferred to the student. The Executive Management and International Business majors utilize a mastery-learning concept that keeps students from proceeding through a course until they demonstrate competency in each one of the multiple learning modules. See <http://www.indwes.edu/Adult-Graduate/Virtual-MBA/Program-Overview-and-Delivery/> for additional information and short video introduction.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - Executive Management (Virtual Learning) - Program of Study

Core Courses

ADM-580	History of Management Thought	1
ADM-583	Management for Results	3
ADM-585	Management of Human Resources	3
ADM-584	Marketing for Results	3
ADM-582	Financial Accountability	3
ADM-586	International Business	3
ADM-587	International Finance	3
ADM-589	Leadership in Organizations	3
ADM-565	MIS and E-Business	3
ADM-555	Decision Analysis in Organizations	3
ADM-588	Organizational Strategy	3

ADM-560	Applied Management Capstone	3
ADM-561	Comprehensive Review & Exam	2

MBA - International Business - Virtual Learning

The Virtual MBA degree program with major in International Business requires the completion of 36 credit hours. The Virtual MBA uses a virtual-reality setting to create an intense, interactive, experiential learning context to present a consistent real-world, on-the-job-training experience in which knowledge and skills can be transferred to the student. The Executive Management and International Business majors utilize a mastery-learning concept that keeps students from proceeding through a course until they demonstrate competency in each one of the multiple learning modules. See <http://www.indwes.edu/Adult-Graduate/Virtual-MBA/Program-Overview-and-Delivery/> for additional information and short video introduction.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MBA - International Business (Virtual Learning) - Program of Study

Core Courses

ADM-581	History of International Trade	1
ADM-583	Management for Results	3
ADM-585	Management of Human Resources	3
ADM-584	Marketing for Results	3
ADM-582	Financial Accountability	3
ADM-586	International Business	3
ADM-587	International Finance	3
ADM-589	Leadership in Organizations	3
ADM-567	Business and Culture	3
ADM-569	Import and Export	3
ADM-588	Organizational Strategy	3
ADM-560	Applied Management Capstone	3
ADM-561	Comprehensive Review & Exam	2

MBA - Dual Degree and Major Program - MSN and MBA

The MSN/MBA is a dual degree resulting in Master of Science in Nursing (with a major in Nursing Administration) and a Master of Business Administration. The 60-credit degree will include 30 credits from Nursing and 30 credits coming from Business. The MSN/MBA is designed to meet the worldwide need for principle centered nursing leaders with strong fiscal knowledge and skill. Written problem analysis is required throughout the program, as is the development of presentation skills.

The Nursing curriculum uses American Organization of Nurse Executive Competencies as a focus. A Portfolio is developed using these competencies as a framework. The Business courses focus on economics, accounting, and organizational development as well as significant leadership and management skills.

Graduates will be prepared to assume leadership/administrative roles within a variety of healthcare settings. Graduates of the program are eligible to apply for certification by nursing administration credentialing bodies.

Admission Requirements

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the DeVoe School of Business.
- B.S.N. or B.S. degree with a major in nursing from an accredited program. Students with a non-nursing major who have a minimum of 10 years of recent experience in nursing practice may also be considered for admission. These candidates must also submit a portfolio which includes:
 - Current CV/resume including evidence of accomplishments in nursing based on the nine baccalaureate nursing essentials
 - An expanded goal statement, reflecting how they intend to make an impact in nursing with their MSN
- Undergraduate grade-point average of 3.0 on a 4.0 scale from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.
- Anyone applying to become a student at Indiana Wesleyan University must provide proof that all nursing licenses – whether current or inactive – are unencumbered. Potential students with encumbered nursing licenses will not be considered eligible for enrollment at Indiana Wesleyan University.
- Three letters of recommendation which must include references from: a former instructor, a pastor or someone with whom the applicant has worked in the past year who can attest to the applicant's service record or character, and a direct supervisor.
- Original transcript from the degree granting institution.
- At least one year of professional practice. Students applying for admission to the Primary Care Program must have 500 hours of direct contact and/or care for patients within the year prior to admission. Students applying for admission to the Nursing Administration or Nursing Education majors must have 1000 hours of nursing practice within the three years prior to admission.
- A criminal history background check must be completed before registration for any track of the graduate nursing program. Letters of acceptance from the Division of Graduate Studies in Nursing will include instructions for completing the criminal background check. The criminal background check must be completed two weeks before the beginning of the first course. A second criminal background check and drug screen will be required for Primary Care students two weeks before the first clinical course begins. Instructions for the second criminal background check and drug screen will be sent to students by the Division of Graduate Studies in Nursing. Progression in the program may depend on the results of these checks.
- Test of English as a Foreign Language (TOEFL) if English is not first language. For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.

Admission to all graduate nursing majors begins with submission of required application forms, letters of recommendation, writing sample, and official transcripts of previous college and university studies. Applications will be received by the Division of Graduate Studies in Nursing. Applications will be kept on file for a period of 18 months. Acceptance into any graduate nursing program will remain valid for a period of 18 months.

To assist in the decision-making process, the Division of Graduate Studies in Nursing reserves the right to require the applicant to:

- Interview with the Committee; and/or
- Take the GRE

Program Requirements

- All Business courses must be completed with a grade of "C" or higher.
- GNUR-501, GNUR-510, and GNUR-530 must be completed with a grade of "C" or higher.
- NRA-513, NRA-670, NRA-671, NRA-672, NRA-673, NRA-676, NRA-678, and NRA-693 must be completed with a grade of "B" or higher.

- Failure to successfully complete any Nursing course will result in immediate withdrawal from the program until the course is repeated and a satisfactory grade is earned.
- Students must complete the MSN/MBA Program within five years of matriculation.

Graduation Requirements

To graduate, students must have completed all of the following:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of “C” in each course. A grade of “C-” or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MSN and MBA Dual Degree - Program of Study

Nursing Administration Courses

NRA-513	Introduction to Professional Development for Advanced Practice in Nursing Administration	1
GNUR-501	Evidence Based Communication	3
NRA-670	Interdisciplinary Professional Development	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-530	Utilization of Research for Evidence Based Practice	3
NRA-671	Professional Role Development for the Nurse Administrator	3
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-676	Organization and Finance of Healthcare	3
NRA-678	Advanced Nursing Management	5
NRA-693	Integration of Theory Into Nursing Administration Practice	1

Business Administration Courses

MGMT-500	Applied Management Theory	3
STAT-535	Statistics for Business Decision-Making	3
HCAD-513	Healthcare Principles and Policies	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
MGMT-532	Leadership and Organizational Change	3
FINC-525	Accounting and Finance for Managers	3
ECON-511	Business Economics	3
ACCT-510	Managerial Accounting	3
MGMT-522	Business Strategy and Policy	3
Subtotal: 60		

Total Credit Hours: 60

School of Educational Leadership

The IWU School of Educational Leadership offers dynamic programs that serve to apply the mission of IWU by drawing teachers, administrators, and other school personnel into an integrated experience of intellectual challenge, spiritual growth, and leadership development. These programs call candidates to Christian character and academic excellence, equip them for success in their disciplines, mentor them in leadership, and prepare them for service.

Through the IWU School of Educational Leadership, a variety of programs are offered to help students meet personal and professional goals:

- Associate Degree - an Associate of Science degree with a major in Early Childhood Education
- Bachelor Degrees - a Bachelor of Science degree with a major in Early Childhood Education (Licensure and Non-Licensure Tracks)
- Master of Education - M.Ed. with majors in Christian Education, Curriculum and Instruction, Education, Graduate Biology, Graduate Mathematics, Graduate Technology Digital Literacy, Reading, School Administration, Special Education
- Transition to Teaching certificate - graduate level, non-degree initial licensure program
- Principal Licensure certificate - a post-master's, non-degree licensure program leading to the Building Level Administrator's License
- Certificates - 15-18 hour teaching certificates in a variety of subjects for teachers seeking additional content areas with respect to teaching licensure

Applicants to any program within the School of Educational Leadership will be required to sign a disclosure of information waiver giving any prior institutions the applicant may have attended permission to supply IWU representatives all information relevant to the applicant's fitness for teacher training or licensure recommendation, including but not limited to his/her conduct, standing, or reputation while attending said institutions. Any information obtained may be considered by IWU in its decision whether or not to admit an applicant, to permit his or her continuance in a program, or to recommend him/her for licensure.

Academic Policies - School of Educational Leadership

Admission - School of Educational Leadership

Applicants to any program within the School of Educational Leadership will be required to sign a disclosure of information waiver giving any prior institutions the applicant may have attended permission to supply IWU representatives all information relevant to the applicant's fitness for teacher training or licensure recommendation, including but not limited to his/her conduct, standing, or reputation while attending said institutions. Any information obtained may be considered by IWU in its decision whether or not to admit an applicant, to permit his or her continuance in a program, or to recommend him/her for licensure.

Attendance Policy - CAPS

Because of the delivery method of adult and graduate programs, attendance is required and monitored. Students are expected to be present for on-site class sessions and participate in online activity. Absences are allowed as follows:

- Under emergency circumstances, a student may be allowed one absence in courses that are five class sessions or fewer in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed two absences in courses that are six or more class sessions in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed four absences in courses that are sixteen or more class sessions in length. Students need to contact the faculty member regarding make up work.

If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the last class session, the instructor is directed to issue the grade of "F."

Administrative withdrawals assigning a grade of "W" will also happen as follows:

- A student who does not attend the first two workshops of a course will be administratively withdrawn from the course.

- A student who violates the attendance policy prior to the last workshop of a course will be administratively withdrawn from the course.
- A student who never attends a course will be administratively withdrawn from not only that course but all subsequent courses when this notification comes at the time the grades are submitted.

Students who must miss a course due to unavoidable circumstances must arrange for a withdrawal with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

On-site Attendance Policy - The nature of the adult and graduate programs requires students to attend all class sessions. Class attendance records are maintained by the faculty member and submitted to the Office of Student Services.

- **Class Attendance Policy** - Students are expected to be present when class begins, and remain the entire workshop. To be counted present, a student must attend a total of three hours or more of a class that is four hours in length or four and one-half hours or more of classes that are six hours in length.
- **Project Team Policy** - Students are expected to participate in their project team activities.

Online Attendance Policy: Attendance is determined by activity during a workshop, either through discussions or submission of assignments. A student is reported absent for a workshop if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during that workshop.

See the Graduate Studies in Leadership section for the specific attendance requirements of the doctoral program.

Certificate/Degree Requirements - School of Educational Leadership

Associate Programs

- Completion of core requirements
- Cumulative GPA of 2.0 or higher
- A minimum grade of "C" must be achieved in ENG-140 and ENG-141. Failure to achieve a "C" in these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees in order to receive a diploma

Bachelor Programs

- Completion of 120 semester hours
- Completion of the required core courses with a GPA of 2.75 or higher
- Cumulative GPA of 2.75 or higher
- Completion of 30 hours of general education requirements as specified (General Education Requirements (p. 266))
- Payment of all tuition and fees in order to receive a diploma

Graduate Programs

- Completion of core requirements
- Cumulative GPA of 3.0 or higher
- A grade of "B-" or higher in each course
- Payment of all tuition and fees in order to receive a diploma/certificate

See each program listing for additional program requirements.

Clinical Experience Requirements

Several programs require clinical experiences. See each program listing for specific requirements.

Computer Requirements - CAPS

Students are expected to possess a computer throughout the duration of their program. Student computers must be able to run a supported browser and handle additional plug-ins as identified by the Learning Management System (LMS) company. Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of the assignments. IWU will offer support to students on only these two offerings of office software. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures. In addition to these minimum expectations, participation in a CAPS course or program may entail additional computing and/or technology requirements.

Grading and Evaluation - School of Educational Leadership

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Percentages - Graduate	Percentages - Undergraduate	Quality Points (per credit)
A	97 - 100%	95 - 100%	4.0
A-	94 - 96.9%	92 - 94.9%	3.7
B+	92 - 93.9%	89 - 91.9%	3.3
B	89 - 91.9%	85 - 88.9%	3.0
B-	86 - 88.9%	82 - 84.9%	2.7
C+	84 - 85.9%	79 - 81.9%	2.3
C	80 - 83.9%	75 - 78.9%	2.0
C-		72 - 74.9%	1.7
D+		69 - 71.9%	1.3
D		65 - 68.9%	1.0
F	0 - 79.9%		.0

The following grades are not figured into the GPA:

W
I
CR
NC
AU

Repeated Courses - A student may repeat once any undergraduate course in which a grade below "C" ("C-," "D+," "D," or "F") was previously earned. CAPS graduate students with a cumulative GPA below the minimum required by their program for graduation, may retake once, at their option, any class in which they earned below a "B-."

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student's grade point average (GPA). All entries, however, remain a part of the student's permanent academic record. Duplicate credit hours are not given for two or more passing efforts.

Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when crisis circumstances or events prevent the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of "I" (incomplete) may be issued but only after completing the following process:

- The student must request an "I" from the instructor.
- The instructor must obtain approval from the appropriate Regional Dean/Program Director/Program Chair/Division Chair.

Because "incompletes" are granted only for extenuating circumstances, the student's grade will not be penalized.

A student who receives an "incomplete" has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements

in order to receive a passing grade, the “incomplete” will become an “F.” A student with more than one incomplete on record is subject to academic suspension.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student’s official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>

Graduation

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Degrees are conferred and posted to the student's transcript on these dates. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student’s transcript should all requirements be completed.

Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an “Application for Graduation” provided by the Office of Student Services. This application indicates the student’s intent to graduate and initiates the final evaluation of the student’s academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services (eight days prior to the commencement ceremony). Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the three conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Academic Honors (Baccalaureate Candidates) - Graduation Honors is a recognition given to baccalaureate students at commencement to acknowledge outstanding grade point averages earned. Eligibility for Honors is determined as follows:

- A minimum of 80 graded hours from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education. (NOTE: credit from ITT, International Business College, RETS College School of Nursing, hospital schools of nursing, foreign institutions, CLEP/DANTES, military, and assessed learning does not count toward this requirement.)
- A minimum of 40 graded hours must be from Indiana Wesleyan University.
- For transfer students, all graded hours transferred and transcribed are counted.
- For students with transfer work, the Indiana Wesleyan University GPA will appear on the transcript and in the shaded portion of the Grade Report Mailer; the Honors GPA, which will include grades from transferred courses, will appear below the shaded portion on the Grade Report Mailer.

Baccalaureate degree candidates will be awarded Honors as follows:

- GPA of 3.5 or higher - “cum laude” (with honors).
- GPA of 3.7 or higher - “magna cum laude” (with high honors).

- GPA of 3.9 or higher - “summa cum laude” (with highest honors).

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student’s financial account must be settled to receive a diploma.

Honesty, Cheating, Plagiarism and Forgery

Academic dishonesty is inconsistent with scholarship and the pursuit of knowledge and Christian character. Thus, Indiana Wesleyan University expects students to be honest in all academic work and with all university records. Incidents of cheating, plagiarism, falsification of any university documents or any other dishonest action will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Coursework

Students are expected to exhibit honesty in the classroom, in homework and on quizzes and tests. Each instructor should define what constitutes honest work in a specific course. Any deviation from ordinary standards, such as the permitted use of notes for an examination or an “open book” test, should be stated clearly by the instructor.

Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise. Examples of cheating include:

1. Submitting work for academic evaluation that is not the student’s own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Plagiarism – see below for definition
6. Falsification.
7. Other misrepresentations of academic achievement submitted for evaluation or a grade.
8. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.
9. Facilitating the academic dishonesty of others.

The Prentice Hall Reference Guide (2006) indicates, “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is” (p. 292). In other words, it is not giving credit where credit is due. Plagiarism is both a moral and ethical offense and sometimes a legal one.

Examples of plagiarism include:

1. Copying another person's actual words without the use of quotation marks, source citation, or footnotes.
2. Presenting another person's ideas or theories in your own words without citing the source.
3. Failing to acknowledge contribution and collaboration from others.
4. Using information that is not common knowledge without citing the source.
5. Submitting downloaded papers or parts of papers, "cutting and pasting," or paraphrasing or copying information from Internet sources without proper acknowledgment of a source.

Sanctions

Because the matter of cheating cumulatively leads to dismissal, faculty are required to report each case to the appropriate university administrators who in turn reports the case to the academic leader of the specific college/school. Evidence must be in hand before any action will be taken to confront and accuse a student of cheating.

Any student apprehended and charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating: no credit (i.e., no points given) in paper, assignment, or exam.

2. Second incident of cheating: failure in the course involved.
3. Third incident of cheating: dismissal from the university.
4. Students in graduate programs or graduate courses are expected to understand clearly the nature of cheating and are subject to dismissal from the university for any egregious act of academic dishonesty or cheating, without the need to follow the steps listed above.
5. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree without the need to follow the steps listed above.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

University Records: Falsifying or forging any university record or using unauthorized access to any university system is considered a dishonest action and is subject to review and possible sanctions. Incidents of such will be investigated and judged by the appropriate academic leader. It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Falsification of Academic Records or University Documents: Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official document such as a grade report, ID card, financial receipt, or any other official university letter or communication. This includes information downloaded (printed) from student information available via Web (online) services.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means viewing or altering the university's computer records without authorization; copying or modifying the university's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems information.

Students who are found to have falsified university documents or participated in unauthorized access to computerized academic or administrative records or systems are subject to the following sanctions:

Sanctions:

1. Dismissal from the university for a single incident.
2. Discovery of any dishonest action for students who have been awarded an IWU degree may result in rescinding of said degree.
3. The university may consider legal action for any individual found to have participated in these actions.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

Matriculation - School of Educational Leadership

The School of Educational Leadership requires that all candidates admitted to certificate and degree programs complete prescribed course work per the program calendar provided at program orientation.

Some programs in the School of Educational Leadership are designed as a lock-step curriculum, which is to be completed in the time specified by the program calendar for each graduate certificate or graduate degree program.

All candidates in graduate programs in the School of Educational Leadership are expected to complete program requirements associated with their certificate or degree in four years from the point of admission. Any exceptions to this policy must be made via a written petition presented, approved, and filed by the Dean of the School or his/her designee.

Any candidate who withdraws from the program for a period of six consecutive months must be readmitted under the most current university catalog and is subject to adhering to program requirements as listed in the catalog at the time of readmission.

Program Gateways Requirement - School of Educational Leadership

All certificate and degree programs in the School of Educational Leadership are part of a larger Professional Education Unit within the University that is accredited by the National Council for the Accreditation of Teacher Education. Subsequently, all programs must adhere to the Unit Assessment System established by the University's Professional Education Unit.

The Unit Assessment System requires that candidate data be collected, evaluated, and reported at four program gateways. These gateways are as follows:

- Admission
- Mid-Program Review
- Program Completion
- Post-Program (non-evaluative)

Candidates are required to satisfactorily pass the admission, mid-program review, and program completion gateways based upon established criteria set forth by each certificate and/or degree program. Program gateway requirements and decision rules determining successful program gateway completion are published as a part of the candidate's program orientation materials and are referenced throughout the program.

Candidates will be evaluated by School faculty and staff and a determination of pass, pass with conditions, or fail will be issued for the admission, mid-program review, and program completion gateways. In the event a candidate fails the admission, mid-program review, or program completion gateway, the appropriate program director will petition to have the candidate administratively withdrawn from all remaining course work. Candidates will not be able to reenroll in their program until such time as a formal remediation plan is successfully completed and the appropriate program director issues a second petition to reinstate the candidate.

Program Readmission Requirement - School of Educational Leadership

Candidates who have previously withdrawn from a program of study in the School of Educational Leadership and who wish to be readmitted to the program are welcome to return. The following conditions for readmission will be applied by the School:

- Program directors reserve the right to require that candidates audit some courses that may have already been completed if the Director determines that the material is significantly different than when the candidate first took the course.
- In the event the candidate has been withdrawn for a period of six months or more, the candidate must satisfy all program and clinical experience requirements as published in the IWU catalog at the time of their readmission to the program.

Academic Programs - School of Educational Leadership

Associate Degree Program

AS - Early Childhood Education

Indiana Wesleyan University's A.S. in Early Childhood Education program is a sixty (60) credit hour undergraduate program emphasizing the knowledge, skills and dispositions of an early childhood educator working with children from birth through age eight.

The mission of the A.S. in Early Childhood Education program is to prepare candidates to meet the physical, social, emotional, cognitive, and affective needs of children from birth through age eight. Upon completion of the program, candidates will demonstrate the ability to:

- Demonstrate professional, moral, and ethical behaviors, in the early childhood field, and articulate related Christ-like principles.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Teacher Leadership, and Professionalism.
- Articulate the relationship between major theories of child development and developmentally appropriate instruction and behavior management.
- Compare and contrast developmentally appropriate curriculum and assessment for early learners.
- Explain guidelines for current technologies in instruction and assessment for early learners.
- Apply self-reflection practices used by effective professional educators.
- Identify the role of curriculum in developing instruction for the unique needs of early learners.

- Describe state and national guidelines and responsibilities related to the early childhood profession.

This program does not lead to teacher licensure.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

Admission Requirements

All applicants must have:

- Proof of standard high school diploma or GED certification.
- Applicants who do not hold a valid license in the field of education will be required to submit a criminal history background check conducted at the applicant's expense. Admission to and/or progression in designated programs will be based upon criteria set in the School of Educational Leadership's Criminal History Background Check Admissions Policy.

Graduation Requirements

To graduate with an associate degree with a major in Early Childhood Education, the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of "C" must be achieved in ENG-140, ENG-141, ECED-101, ECED-120, ECED-105, and ECED-210 or their equivalent courses.
- Payment of all tuition and fees in order to receive a diploma.

Early Childhood Education (AS) - Program of Study

Core Courses

ENG-140, ENG-141, ECED-101, ECED-120, ECED-105, and ECED-210 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
ECED-101	Foundations of Early Childhood	3
ECED-120	Health, Safety, and Nutrition	3
ENG-140	College Writing	3
COM-115	Introduction to Human Communication	3
ENG-141	Research and Writing	3
PSY-150	General Psychology	3
ECED-105	Growth and Development in Early Childhood	3
BIL-102	New Testament Survey	3
ECED-110	Observation and Assessment in the Early Childhood Setting	3
EAR-130	Earth Science	3
ECED-115	Early Childhood Learning Environment	3
FINA-180	Humanities Fine Arts	3
ECED-201	Curriculum Models in Early Childhood	3
ECED-205	The Young Child, Home, School, and Community Relationships	3
MAT-118	Quantitative Reasoning	3
ECED-210	Early Childhood Literacy	3
ECED-215	Diversity and the Early Childhood Classroom	3
ECED-220	Early Childhood Program Administration	3
	Elective	3

Bachelor Degree Program

Indiana Wesleyan University's Bachelor of Science with a major in Early Childhood Education program is a 120 credit hour undergraduate program emphasizing the knowledge, skills and dispositions of an early childhood educator work with children from birth through age eight. The program has two tracks: a non-licensure track, and one that prepares the candidate to be recommended for an early childhood, P-3, initial teaching license in the state of Indiana. This program also includes a minor in Reading.

The mission of the Early Childhood Education program is to prepare adults to meet the physical, social, emotional, cognitive, and affective needs of children from birth through age eight. Upon completion of the program, candidates will demonstrate the ability to:

- Demonstrate professional, moral and ethical behaviors and articulate related Christ-like principles.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Teacher Leadership, and Professionalism.
- Analyze the influence of primary care providers on the development of early learners.
- Create challenging and supportive research-based learning environments for early learners.
- Collaborate professionally and effectively with colleagues, administrators, primary care provider(s), and community in written and oral forms.
- Synthesize multiple assessment tools and approaches to document and drive instruction.
- Apply current technologies in instruction and assessment for early learners.
- Apply professional self-reflection practices to promote positive outcomes.
- Synthesize knowledge of central concepts related to developmentally appropriate curriculum and instruction for unique needs of early learners.
- Participate as an advocate for the developmental needs of young children, and the early childhood profession as a whole.
- Compare and contrast interactions with diverse young learners in various settings.

BS - Early Childhood Education (Licensure Track)

This program prepares candidates to be recommended for an early childhood, P-3, initial teaching license in the state of Indiana.

Admission Requirements

All applicants to the licensure track must have:

- Proof of high school graduation or GED certification.
- Applicants who do not hold a valid license in the field of education will be required to submit a criminal history background check conducted at the applicant's expense. Admission to and/or progression in designated programs will be based upon criteria set in the SoEL Criminal History Background Check Admissions Policy.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Evidence of passing scores for the state basic skills proficiency exam (i.e., Pearson CASA in Indiana).
- Prior completion of at least 48 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the candidate is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 48.

Graduation Requirements

To graduate from Indiana Wesleyan University with a Bachelor's degree with a major in Early Childhood Education, the following requirements must be met:

- Completion of 120 credit hours.

- Completion of the required core courses with a minimum grade of "B-" and a minimum GPA of 2.75.
- Cumulative GPA of 2.75 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements (p. 266)).
- Successfully pass the admission, mid-program review, and program completion gateways (p. 330).

Student Teaching

- All candidates must complete sixteen weeks of full-time student teaching in a P-3 setting.
- All core course work prior to the required 16-week student teaching must be completed with a minimum grade of no less than "B-" in each core course to be eligible to student teach.
- All placements for student teaching will be made by the Office of Clinical Experiences. Candidates are not to contact any school or attempt to secure their own student teaching assignment at any time.
- Removal from a student teaching experience may result in the candidate being permanently withdrawn from the program. A grade of "No Credit" will be issued for the student teaching course.

Early Childhood Education (BS) Licensure Track - Program of Study

Prerequisites

The following must be completed prior to starting the core program.

ECED-101	Foundations of Early Childhood	3
ECED-105	Growth and Development in Early Childhood	3
ECED-210	Early Childhood Literacy	3

Core Courses

ECED-120	Health, Safety, and Nutrition	3
ECED-305	Educational Psychology for Early Learners	3
ECED-310	Guiding Early Childhood Curriculum	3
ECED-315	Planning, Instruction, and Assessment for Exceptional Learners in Early Childhood	3
ECED-320	Assessment and Response to Intervention (RTI) in the Early Childhood Profession	3
ECED-325	Foundations in Phonics and Language Structure for Early Childhood	3
ECED-330	Reading and Writing in Early Childhood	3
ECED-335	Visual and Performing Arts in Early Childhood	3
ECED-340	Developing Mathematical Concepts in Early Childhood	3
ECED-410	Culturally Responsive Pedagogy in Early Childhood	3
ECED-415	Social, Emotional, and Behavioral Interventions	3
ECED-420	Early Childhood Ethics and Administrative Responsibilities	3
ECED-425	Content Pedagogical Methods for Integrated Subject Areas	3
ECED-430	Student Teaching in the PreK/Primary Grades	12

Minor in Reading

The minor in Reading is comprised of three previously completed prerequisite and core courses (ECED-210, ECED-325, and ECED-330) and the following courses:

ECED-332	Instructional Tools for the Teaching of Reading	3
ECED-334	Teaching Reading Through Literature for Children	3

BS - Early Childhood Education (Non-Licensure Track)

This program prepares candidates to work in Early Childhood settings, but it does not lead to recommendation for licensure.

Admission Requirements

All applicants to the non-licensure track must have:

- Proof of high school graduation or GED certification.
- Applicants who do not hold a valid license in the field of education will be required to submit a criminal history background check conducted at the applicant's expense. Admission to and/or progression in designated programs will be based upon criteria set in the SoEL Criminal History Background Check Admissions Policy.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 48 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the candidate is eligible to start a bachelor core program. A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 48.

Graduation Requirements

To graduate from Indiana Wesleyan University with a Bachelor degree in Early Childhood Education, the following requirements must be met:

- Completion of 120 credit hours.
- Completion of the required core courses with a minimum grade of "B-" and a minimum GPA of 2.75.
- Cumulative GPA of 2.75 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements (p. 266)).
- Successfully pass the admission, mid-program review, and program completion gateways (p. 330).

Student Teaching

Field experiences are required for several courses in this program. However, a student teaching experience is not included in this non-licensure track.

Early Childhood Education (BS) - Non-Licensure Track - Program of Study

Prerequisites

The following must be completed prior to starting the core program.

ECED-101	Foundations of Early Childhood	3
ECED-105	Growth and Development in Early Childhood	3
ECED-210	Early Childhood Literacy	3

Core Courses

ECED-120	Health, Safety, and Nutrition	3
ECED-305	Educational Psychology for Early Learners	3
ECED-310	Guiding Early Childhood Curriculum	3

ECED-315	Planning, Instruction, and Assessment for Exceptional Learners in Early Childhood	3
ECED-320	Assessment and Response to Intervention (RTI) in the Early Childhood Profession	3
ECED-325	Foundations in Phonics and Language Structure for Early Childhood	3
ECED-330	Reading and Writing in Early Childhood	3
ECED-335	Visual and Performing Arts in Early Childhood	3
ECED-340	Developing Mathematical Concepts in Early Childhood	3
ECED-410	Culturally Responsive Pedagogy in Early Childhood	3
ECED-415	Social, Emotional, and Behavioral Interventions	3
ECED-420	Early Childhood Ethics and Administrative Responsibilities	3
ECED-425	Content Pedagogical Methods for Integrated Subject Areas	3

Minor in Reading

The minor in Reading is comprised of three previously completed prerequisite and core courses (ECED-210, ECED-325, and ECED-330) and the following courses:

ECED-332	Instructional Tools for the Teaching of Reading	3
ECED-334	Teaching Reading Through Literature for Children	3

Master of Education Programs

The M.Ed. degree program is designed for practicing classroom teachers seeking an advanced degree.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The mission of the Master of Education Program is to prepare teacher leaders to provide advanced knowledge that translates into effective teaching performances and dispositions, all of which are focused on improving P-12 student learning.

The purpose of the Master of Education Program is to provide advanced study beyond the baccalaureate degree to meet the professional needs of practicing teachers. Outcomes and expectations associated with developing master teachers as World Changers are:

- Leading curricular change. Candidates are proficient in curriculum development and implementation; knowledge of curriculum and subject matter is used to create positive change in classrooms, schools, and districts.
- Implementing instructional effectiveness. Candidates are proficient in the knowledge, dispositions, and skills needed for effective teaching; effective teaching results in successful student learning.
- Managing classroom learning. Candidates manage the classroom learning environment to create success for all students.
- Practicing reflective assessment. Candidates manage their continued learning and professional development through continuous reflection about their teaching knowledge, dispositions, skills, and practices.
- Building learning networks. Candidates create professional partnerships to create learning opportunities for themselves and their students.

MEd - Christian Education Major

This degree is currently offered on-site in international settings only and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program with a major in Christian Education are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- A letter of Christian testimony.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Christian Education - Program of Study

Prerequisite Courses

WRI-141	Research and Writing	3
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Core Courses

EDCE-570	The Nature of the Learner	3
EDCE-505	Teaching Bible	3
EDCE-560	Learning Environment and Classroom Management	3
EDCE-515	Christian Worldview	3
EDCE-530	Curriculum Development and Instruction	3
EDCE-540	History and Philosophy of Education	3
EDCE-510	Authentic Educational Assessment	3
EDCE-520	Biblical Foundations for Curriculum	3
EDCE-500	Advanced Instructional Design	3
EDCE-590	Supervisory Issues for Education Leaders	3
EDCE-550	Introduction to Educational Research	3
EDCE-580	Supervision of Instruction	3

MEd - Education Major

This degree is only offered to teachers in international settings who have completed or are enrolled in the IPEKA organization teacher development program and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program with a major in Education are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.

Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Documentation from all previous degrees to be evaluated (to approve candidates as prepared for graduate level academic work).
- A valid, (but not necessarily current) teaching license or equivalent, appropriate, and/or applicable teacher credentials commensurate with the country where the student previously taught or currently teaches.
- Supporting documentation demonstrating access to a P-12 classroom.
- Affiliation with the IPEKA organization teacher development program.
- Native speakers of languages other than English who are applicants for entrance into this program must achieve required English language scores on approved assessments.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Education - Program of Study

Core Courses

Field experience will be required in some courses.

EDTL-525	Curriculum Leadership for Rigor and Relevance	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDCS-512	Integration of Faith and Learning in P-12 Christian School Classrooms	3
EDHA-530	Fostering Creative and Critical Thinking Skills in High Ability Learners	3
EDTL-540	Leading Instructional Improvement	3
EDTL-535	Leading for Differentiated Instruction	3
EDL-557	Educational Leadership	3
EDTL-545	Diagnostic Assessment for Learning	3
EDTL-515	Leading an Inquiry-Based and Student- Engaging Classroom	3
EDTL-555	Applied Educational Research	3

MEd - Curriculum and Instruction Major

This program is available to candidates from all states and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program with a major in Curriculum and Instruction are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of

transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation demonstrating access to a P-12 classroom.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Curriculum and Instruction - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-520	The Teacher Leader As a Collaborative Coach	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-515	Leading an Inquiry-Based and Student- Engaging Classroom	3
EDTL-525	Curriculum Leadership for Rigor and Relevance	3
EDTL-535	Leading for Differentiated Instruction	3
EDTL-545	Diagnostic Assessment for Learning	3
EDTL-555	Applied Educational Research	3

MEd - English Language Learners Major

This program is available to candidates from all states and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program with a major in Curriculum and Instruction are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation demonstrating access to a P-12 classroom.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - English Language Learners - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-520	The Teacher Leader As a Collaborative Coach	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDEL-510	Language Acquisition in Classroom Instruction	3
EDEL-520	The Impact of Culture in the Classroom for the CLD-ELL Teacher	3
EDEL-530	Instructional Strategies for the CLD-ELL Student	3
EDEL-540	Classroom Assessments for the CLD-ELL Student	3
EDEL-550	Developing Vital Partnerships and Advocacy in a CLD-ELL Program	3

MEd - Graduate Biology Major

This program is available to candidates from all states and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program with a major in Curriculum and Instruction are as follows:

The admission requirements for the M.Ed. program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of

transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- Evidence of successfully completing the following undergraduate courses at a "C" level or higher: Introductory Biology, Introductory Biology Lab, General Chemistry, General Chemistry Lab.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation, demonstrating access to a P-12 classroom or participation on an Information Technology, Instructional Design or Instructional Materials support or department team.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum with a minimum grade of "B-" in each course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Graduate Biology - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
BIOE-501	Biological Chemistry	3
BIOE-502	Cell Biology	3
BIOE-503	Systems Biology	3
BIOE-504	Genetics	3
BIOE-505	Human Physiology	3
BIOE-506	Microbiology	3

MEd - Graduate Mathematics Major

This program is available to candidates from all states and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- Evidence of successfully completing the following undergraduate courses at a "C" level: Linear Algebra, Calculus III, Abstract Algebra, Real Analysis, Geometry, and Statistics.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation demonstrating access to a P-12 classroom.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum with a minimum grade of "B-" in each course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Graduate Mathematics - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
MATH-501	Linear Algebra	3
MATH-502	Abstract Algebra	3
MATH-503	Advanced Calculus	3
MATH-504	Real Analysis	3
MATH-505	Statistical Methods I	3
MATH-506	Modern Geometry	3

MEd - Graduate Technology Digital Literacy Major

This program is available to candidates from all states and does not lead to licensure.

Admission Requirements

The admission requirements for the M.Ed. program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:

- A valid (but not necessarily current) state teacher's license.
- At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
- Supporting documentation, demonstrating access to a P-12 classroom or participation on an Information Technology, Instructional Design or Instructional Materials support or department team.

Graduation Requirements

To graduate from the M.Ed. program candidates must have completed the following:

- Successful completion of the M.Ed. curriculum with a minimum grade of "B-" in each course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Graduate Technology Digital Literacy - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
TECH-501	Digital Media Theory and Applications	3
TECH-502	Digital Content and Citizenship	3
TECH-503	Instructional Design Theory and Practice	3
TECH-504	Technology for Learning Communities	3
TECH-505	Web Design and Development	3
TECH-506	Data Utilization and Evaluation	3

MEd - School Administration Major (Indiana)

This program is available to candidates from all states and leads to licensure in Indiana.

Candidates who have completed this program should be able to:

- Understand and be able to apply Christ-like leadership principles that build the spiritual foundation critical to the success of a world-changer.
- Demonstrate competency in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.
- Demonstrate the ability to facilitate collaborative vision, mission, values, goals, and a culture of continuous improvement in the buildings they will lead to change the world.
- Demonstrate instructional leadership by understanding and promoting best practices in teaching, with an acute focus on student learning and academic success.
- Demonstrate the ability to leverage school operations, manage resources, and provide a safe learning environment to ensure the success of all students.

- Demonstrate the ability to build diverse relationships that engage parents and the community in the learning process and share resources for student success and for the benefit of all stakeholders.
- Model personal integrity, fairness, accountability, cultural responsiveness, and ethical/legal decision-making, and expect the same from staff and students.

Admission Requirements

The admission requirements for the M.Ed. program with a major in School Administration are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
- Obtain recommendations from two school leaders (superintendent, principal, or assistant principal) who are qualified to judge the applicant's knowledge, skills, and dispositions in relation to pursuing the Building Level Administrator's license.
- Be currently employed in or have access to a P-12 public or non-public school in which the principal is willing to serve as a mentor for the internship phase of the program. Submission of a completed internship agreement with a building principal will be required prior to the start of the internship phase.

Clinical Experience Requirements

- All candidates must complete two Internships (three credit hours each).
- All candidates must secure a Principal-Mentor at the school in which they are currently teaching.
- The Principal-Mentor will work with the candidates throughout the course of the Internships.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

Indiana Candidates -- Successful completion of the MEd – School Administration program meets the academic requirements for recommendation for licensure. Additionally, candidates must complete other requirements of the Indiana Department of Education before a principal's license will be issued, including receiving a passing score on the related state assessment test, evidence of a proficient practitioner license, and two at least two years of experience as a teacher or school counselor.

Other Candidates – Applicants who seek administrative licensure in states other than Indiana bear the responsibility to determine whether completion of the IWU MEd – School Administration program will meet the academic and assessment requirements of the state in which licensure is sought.

MEd - School Administration - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
EDL-657	Collaborative Vision and Instructional Leadership	3
EDL-618	Professional, Legal, and Ethical Leadership	3
EDL-616	Organizational, Operational, and Resource Management	3
EDL-610	Community, Cultural, and Relational Leadership	3
EDL-612	Principal Internship I: Clinical Application of Leadership Principles	3
EDL-625	Principal Internship II: Clinical Application of Leadership Principles	3

MEd - School Administration Major (Ohio)

This program is available to candidates from all states and leads to licensure in Ohio.

Candidates who have completed this program should be able to:

- Understand and be able to apply Christ-like leadership principles that build the spiritual foundation critical to the success of a world-changer.
- Demonstrate competency in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.
- Demonstrate the ability to facilitate collaborative vision, mission, values, goals, and a culture of continuous improvement in the buildings they will lead to change the world.
- Demonstrate instructional leadership by understanding and promoting best practices in teaching, with an acute focus on student learning and academic success.
- Demonstrate the ability to leverage school operations, manage resources, and provide a safe learning environment to ensure the success of all students.
- Demonstrate the ability to build diverse relationships that engage parents and the community in the learning process and share resources for student success and for the benefit of all stakeholders.
- Model personal integrity, fairness, accountability, cultural responsiveness, and ethical/legal decision-making, and expect the same from staff and students.

Admission Requirements

The admission requirements for the M.Ed. program with a major in School Administration are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
- Obtain recommendations from two school leaders (superintendent, principal, or assistant principal) who are qualified to judge the applicant's knowledge, skills, and dispositions in relation to pursuing the Building Level Administrator's license.
- Be currently employed in or have access to a P-12 public or non-public school in which the principal is willing to serve as a mentor for the internship phase of the program. Submission of a completed internship agreement with a building principal will be required prior to the start of the internship phase.

Clinical Experience Requirements

- All candidates must complete two Internships (three credit hours each).
- All candidates must secure a Principal-Mentor at the school in which they are currently teaching.
- The Principal-Mentor will work with the candidates throughout the course of the Internships.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

Ohio Candidates -- Successful completion of the MEd – School Administration program meets the academic requirements for recommendation for licensure. Additionally, candidates must complete other requirements of the state of Ohio before the appropriate PK-6, 4-9, or 5-12 principal's license will be issued, including receiving a passing score on the related state assessment test.

Other Candidates – Applicants who seek administrative licensure in states other than Ohio bear the responsibility to determine whether completion of the IWU MEd – School Administration program will meet the academic and assessment requirements of the state in which licensure is sought.

MEd - School Administration - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
EDL-657	Collaborative Vision and Instructional Leadership	3
EDL-618OH	Professional, Ethical, and Legal Leadership	3
EDL-616	Organizational, Operational, and Resource Management	3

EDL-610	Community, Cultural, and Relational Leadership	3
EDL-612	Principal Internship I: Clinical Application of Leadership Principles	3
EDL-625	Principal Internship II: Clinical Application of Leadership Principles	3

MEd - Special Education Major (Indiana)

This program is open to candidates from all states and leads to Exceptional Needs - Mild licensure in Indiana.

Upon completion of this program, candidates should be able to:

- Use knowledge of general and specialized curricular content to create individualized learning for students with exceptional needs.
- Select and administer appropriate assessments and analyze data from multiple sources to make data-driven decisions for students with exceptional needs.
- Select evidence-based instructional strategies and resources and implement them effectively to meet exceptional learning needs.
- Demonstrate the ability to create safe, inclusive learning environments by implementing evidence-based behavioral interventions for students with exceptional needs.
- Collaborate with families, colleagues, related service providers, and other stakeholders to provide appropriate learning experiences for students with exceptional needs.
- Use foundational knowledge of the field and the professional Ethical Principles and Practice Standards to develop ethical, legally compliant communications and learning plans for students with exceptional needs.
- Identify diverse cultural and linguistic needs and implement available technologies to develop culturally responsive learning plans.
- Demonstrate ethical, Christ-like attitudes, values, and biblical worldview in their professional behaviors with colleagues and students with exceptional needs.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.

Admission Requirements

The admission requirements for the M.Ed. program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation demonstrating access to a P-12 classroom.
- Candidates seeking acceptance into the M.Ed. with a major in Special Education program leading to Exceptional Needs – Mild licensure in the state of Indiana must have successfully completed one of the following:
 - a three-credit hour course in phonics (undergraduate or graduate level) with a minimum grade of "C" or

- a passing score on ONE of the following Indiana CORE exams:
 - (014) Early Childhood Generalist Subtest 1: Reading and English Language Arts
 - (060) Elementary Education Generalist Subtest 1: Reading and English Language Arts
 - (038) Reading
 - (064) Exceptional Needs – Mild Intervention: Reading Instruction

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Special Education - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3
EDTL-560	The Teacher Leader As a Change Agent	3
EDSE-510	Classroom Responses to Individual Differences in Language and Culture	3
EDSE-520	Individualized Assessment and Data-Based Interventions	3
EDSE-530	Research-Based Behavior Interventions	3
EDSE-540	Strategies and Interventions for Students With Autism Spectrum Disorders	3
EDSE-550	Collaboration With Families and Professionals	3
EDSE-560	Professional Learning and Ethical Practices	3

MEd - Special Education Major (Ohio)

This program is open to candidates from all states and leads to Intervention Specialist Mild/Moderate licensure in Ohio.

Upon completion of this program, candidates should be able to:

- Use knowledge of general and specialized curricular content to create individualized learning for students with exceptional needs.
- Select and administer appropriate assessments and analyze data from multiple sources to make data-driven decisions for students with exceptional needs.
- Select evidence-based instructional strategies and resources and implement them effectively to meet exceptional learning needs.

- Demonstrate the ability to create safe, inclusive learning environments by implementing evidence-based behavioral interventions for students with exceptional needs.
- Collaborate with families, colleagues, related service providers, and other stakeholders to provide appropriate learning experiences for students with exceptional needs.
- Use foundational knowledge of the field and the professional Ethical Principles and Practice Standards to develop ethical, legally compliant communications and learning plans for students with exceptional needs.
- Identify diverse cultural and linguistic needs and implement available technologies to develop culturally responsive learning plans.
- Demonstrate ethical, Christ-like attitudes, values, and biblical worldview in their professional behaviors with colleagues and students with exceptional needs.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.

Admission Requirements

The admission requirements for the M.Ed. program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University. Transcripts from foreign institutions may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.
- Public school candidates need:
 - A valid (but not necessarily current) state teacher's license.
 - At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial P-12 school in the United States or abroad.
 - Supporting documentation demonstrating access to a P-12 classroom.

Graduation Requirements

To graduate, from the M.Ed. program, candidates must have completed the following:

- Successful completion of the M.Ed. curriculum.
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Successful completion of twelve credit hours (undergraduate or graduate level) of teaching of reading courses – including at least one, 3-credit hour course in phonics.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330).
- Payment of all tuition and fees is required to receive a diploma.

MEd - Special Education - Program of Study

Core Courses

Field experiences will be required in some courses.

EDTL-510	Personal Attributes and Leadership	3
EDTL-530	The Teacher Leader in a Professional Learning Community	3
EDTL-540	Leading Instructional Improvement	3
EDTL-550	The Culturally Competent Teacher Leader	3

EDTL-560	The Teacher Leader As a Change Agent	3
EDSE-510	Classroom Responses to Individual Differences in Language and Culture	3
EDSE-520	Individualized Assessment and Data-Based Interventions	3
EDSE-530	Research-Based Behavior Interventions	3
EDSE-540	Strategies and Interventions for Students With Autism Spectrum Disorders	3
EDSE-550	Collaboration With Families and Professionals	3
EDSE-560	Professional Learning and Ethical Practices	3

Transition to Teaching Certificate Program

Indiana Wesleyan University's Transition to Teaching program is a graduate level, non-degree initial licensure program structured to help adults who are motivated to take their life and work experience into the classroom to mold the minds of Indiana's future leaders. Candidates provide the content knowledge - Indiana Wesleyan University will provide the teaching theory and techniques to facilitate their growth in becoming a world-changing teacher.

There are three major areas of the Transition to Teaching program:

- **Subject Knowledge:** The basic premise behind this program is that adults with a baccalaureate degree and work experience in a particular field possess sufficient knowledge on the subject they want to teach. *Therefore, the TTT program contains no courses where content knowledge on a subject will be taught.* The state of licensure will require TTT candidates to take the applicable state licensure content exams to determine if they possess the requisite content knowledge to teach their subject.
- **Education Theory and Methods:** The Transition to Teaching courses will cover a wide array of teaching strategies, theories, techniques, and methods to prepare the candidate for the classroom. Course instructors are university professors or currently practicing school administrators or teachers with years of experience in the classroom using real life applications of teaching principles.
- **Student Teaching:** Candidates will be in a P-12 classroom in their area of licensure for a full time student teaching experience. The length of the full time student teaching experience is determined by the state in which licensure is sought. The university will arrange appropriate student teaching placements based on the area of licensure and geographical preference.

Transition to Teaching - Elementary Education (Indiana)

This program is available to candidates pursuing Elementary Generalist K-6 licensure in Indiana.

Upon completion of this program, candidates should be able to:

- Demonstrate professional, moral, and ethical behaviors and articulate related Christ-like principles.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Teacher Leadership, and Professionalism.
- Apply content/subject matter and assessment knowledge to teaching and learning experiences using a variety of pedagogical methods and technologies at the elementary level.
- Demonstrate research-based knowledge of how and when elementary children learn, addressing developmental and motivational stages.
- Create and implement differentiated assessments of student learning at the elementary level that inform instruction.
- Design and implement a variety of differentiated instructional strategies that consider the diverse needs of all elementary children.

- Create a safe and culturally responsive learning environment using research-based classroom management strategies and high standards for all elementary children.
- Collaborate professionally and effectively with elementary children, colleagues, administrators, primary care provider(s), and community in written and oral forms.

Admission Requirements

All applicants must have:

- Passing CASA scores or Approved Alternative scores (as established by the Department of Education) for reading, writing, and math. Alternative CASA scores options include:
 - Praxis I scores taken prior to August 31, 2013
 - Total Praxis I composite score of at least 527 prior to August 31, 2013
 - ACT with a score of at least 24 based on Math, Reading, Grammar, and Science
 - SAT with a score of at least 1100 based on Critical Reading and Math
 - GRE with a score of at least 1100 based on Verbal and Quantitative
 - Anyone with a Master's Degree from a regionally accredited institution is exempt
- Earned a baccalaureate degree from a regionally accredited university or college with a grade point average of:
 - at least 3.0 on a 4.0 point scale from an institution of higher education; or
 - at least 2.5 on a 4.0 point scale from an institution of higher education and has five (5) years of professional experience
- A criminal history background check that meets School of Educational Leadership guidelines.
- Minimum scores of "3" or higher on a required Candidate Disposition Assessment.

Program Requirements

- All Transition to Teaching students will be required to **take** the content test(s) by the end of the second course in the program or will be administratively withdrawn.
- All Transition to Teaching students will be required to **provide passing scores** of the content test(s) by the end of the fourth course in the program or will be administratively withdrawn.

Student Teaching

- All candidates must complete a full-time student teaching experience as determined by the state of licensure. Student teaching must take place in an Indiana school.
- All core course work prior to student teaching must be completed with a minimum grade of no less than "B-" in each core course to be eligible to student teach.
- All placements for student teaching will be made by the Office of Clinical Experiences. Candidates are not to contact any school or attempt to secure their own student teaching assignment at any time.
- Removal from a student teaching experience may result in the candidate being permanently withdrawn from the program. A grade of "No Credit" will be issued for the student teaching course.

Completion Requirements

To be eligible to be recommended for licensure a candidate must:

- Complete all course requirements with a minimum GPA of 3.00 and no grade lower than a "B-."
- Complete admission, mid-program review, and program completion gateways (p. 330).
- Pass all clinical experiences with a grade of "Credit."
- Provide passing scores for all required state licensure content and pedagogy examinations.

TTT Elementary - Program of Study

Core Courses - Elementary Education

EDUT-505	Educational Psychology and Diversity for Elementary Educators	3
EDUT-510	Elementary Instructional Planning and Student Learning Processes	3
EDUT-545	Assessment and Learning in the Elementary Classroom	3
EDUT-520	Foundations in Phonics and Language Structure	3
EDUT-521	Diagnostics in Reading and Language Arts in the Elementary Classroom	3
EDUT-550	Methods of Teaching the Elementary School Curriculum	3
EDUT-548	Researched-Based Behavior Interventions And Elementary Classroom Management	3
EDUT-590	Student Teaching: Elementary Education	3

Transition to Teaching - Secondary Education (Indiana)

This program is available to candidates pursuing secondary teacher licensure in Indiana. A list of state-approved content areas for licensure via the Transition to Teaching Program is available from the School's Office of Professional Development and Educational Licensing.

Upon completion of this program, candidates should be able to:

- Apply content/subject matter expertise and assessment knowledge to teaching and learning experiences using a variety of secondary methods and technologies.
- Demonstrate professional, moral, and ethical behaviors grounded in related Christ-like principles.
- Demonstrate research-based knowledge of how and when adolescents learn, addressing developmental and motivational stages.
- Create and use a variety of assessments, including digital tools, to evaluate secondary student needs in order to plan and strengthen instruction.
- Design and implement a variety of differentiated instructional strategies, including current technologies that consider the diverse needs of all secondary students.
- Create a safe and culturally responsive learning environment using sound classroom management strategies and high standards for all secondary learners.
- Collaborate effectively with students, colleagues, administrators, parents, and community in written and verbal forms.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Teacher Leadership, and Professionalism.

Admission Requirements

All applicants must have:

- Passing CASA scores or Approved Alternative scores (as established by the Department of Education) for reading, writing, and math. Alternative CASA scores options include:
 - Praxis I scores taken prior to August 31, 2013
 - Total Praxis I composite score of at least 527 prior to August 31, 2013
 - ACT with a score of at least 24 based on Math, Reading, Grammar, and Science

- SAT with a score of at least 1100 based on Critical Reading and Math
- GRE with a score of at least 1100 based on Verbal and Quantitative
- Anyone with a Master's Degree from a regionally accredited institution is exempt
- Earned a baccalaureate degree from a regionally accredited university or college with a grade point average of:
 - at least 3.0 on a 4.0 point scale from an institution of higher education; or
 - at least 2.5 on a 4.0 point scale from an institution of higher education and has five (5) years of professional experience - or -
 - Earned a graduate degree related to the content area in which an initial teaching license is sought.
- A criminal history background check that meets School of Educational Leadership guidelines.
- Minimum scores of "3" or higher on a required Candidate Disposition Assessment.

Program Requirements

- All Transition to Teaching students will be required to **take** the content test(s) by the end of the second course in the program or will be administratively withdrawn.
- All Transition to Teaching students will be required to **provide passing scores** of the content test(s) by the end of the fourth course in the program or will be administratively withdrawn.

Student Teaching

- All candidates must complete a full-time student teaching experience as determined by the state of licensure. Student teaching must take place in an Indiana school.
- All core course work prior to student teaching must be completed with a minimum grade of no less than "B-" in each core course to be eligible to student teach.
- All placements for student teaching will be made by the Office of Clinical Experiences. Candidates are not to contact any school or attempt to secure their own student teaching assignment at any time.
- Removal from a student teaching experience may result in the candidate being permanently withdrawn from the program. A grade of "No Credit" will be issued for the student teaching course

Completion Requirements

To be eligible to be recommended for licensure a candidate must:

- Complete all course requirements with a minimum GPA of 3.00 and no grade lower than a "B-."
- Complete admission, mid-program review, and program completion gateways (p. 330).
- Pass all clinical experiences with a grade of "Credit."
- Provide passing scores for all required state licensure content and pedagogy examinations.
- Applicants seeking licensure in Spanish will successfully demonstrate competence in oral Spanish communication skills via the Oral Proficiency Interview through www.actfl.org.

TTT Secondary - Program of Study

Core Courses - Secondary Education

EDUT-515	Educational Psychology and Diversity for Secondary Educators	3
EDUT-511	Learning Processes and Student Achievement	3
EDUT-575	Assessment and Learning Processes in the Secondary Classroom	2
EDUT-560	Content Literacy Instruction for Secondary Education	2

EDUT-578	Secondary Teaching Methods and Resources	3
EDUT-580	Learning Environments in the Secondary Classroom	2
EDUT-595	Student Teaching: Secondary Education	3

Transition to Teaching - Early Childhood Education (Ohio)

This program is open to candidates pursuing P-3 Early Childhood Education licensure in Ohio.

Indiana Wesleyan University offers a 24-credit hour accelerated, Post-Baccalaureate program providing the pedagogy and clinical experiences necessary for adult learners to pursue teaching as a career in grades P-3. The coursework in this program is offered online; field experiences and clinical practice in P-3 classrooms are embedded into the courses.

Upon complete of this program, candidates should be able to:

- Demonstrate professional, moral, and ethical behaviors, in the early childhood field and articulate related Christ-like principles.
- Demonstrate competence in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Teacher Leadership, and Professionalism.
- Analyze how family and social influences impact the basic characteristics and needs of early learners.
- Create developmentally appropriate, challenging, and supportive learning and literacy environments for early learners.
- Build positive, mutually respectful relationships with families and communities.
- Identify and implement a broad repertoire of developmentally effective assessment tools and approaches that reflect the goals and benefits of assessment when documenting young children's learning and literacy.
- Implement current technologies in instruction and assessment for early learners.
- Demonstrate professional self-reflection to promote positive learning and behavioral outcomes for each young child.
- Implement the central concepts, inquiry tools, and structures of content knowledge and resources to build developmentally appropriate and meaningful curriculum in all content areas.
- Demonstrate ethical standards and early childhood professional guidelines.
- Advocate for the developmental needs of young children and the early childhood profession.

Admission Requirements

All applicants must have:

- Earned a baccalaureate degree from a regionally accredited university or college with a grade point average of at least 2.75 on a 4.0 point scale from an institution of higher education.
- A criminal history background check that meets School of Educational Leadership guidelines.
- Minimum scores of "3" or higher on a required Candidate Disposition Assessment.

Student Teaching

- All candidates must complete a full-time student teaching experience as determined by the state of Ohio.
- All core course work prior to student teaching must be completed with a minimum grade of no less than "B-" in each core course to be eligible to student teach.
- All placements for student teaching will be made by the Office of Clinical Experiences. Candidates are not to contact any school or attempt to secure their own student teaching assignment at any time.
- Removal from a student teaching experience may result in the candidate being permanently withdrawn from the program. A grade of "No Credit" will be issued for the student teaching course

Completion Requirements

To be eligible to be recommended for licensure a candidate must:

- Complete all course requirements with a minimum GPA of 3.00 and no grade lower than a "B-."
- Complete admission, mid-program review, and program completion gateways (p. 330).
- Pass all clinical experiences with a grade of "Credit."
- Provide passing scores for all required state licensure content and pedagogy examinations.

TTT Early Childhood - Program of Study

Core Courses - Early Childhood Education (Ohio)

EDUT-512	Educational Psychology and Observational Assessment in the Early Childhood Profession	3
EDUT-522	Foundations in Phonics and Language Structure for Early Childhood	3
EDUT-532	Reading and Writing in Early Childhood	3
EDUT-542	Scientifically-Based Reading Research and the Sociocultural Context	3
EDUT-552	Methods and Assessment in Literacy for Early Childhood	3
EDUT-562	Content Pedagogical Methods for Integrated Subject Areas	3
EDUT-572	Social, Emotional, and Behavioral Interventions in Early Childhood	3
EDUT-582	Student Teaching: Early Childhood	3

Principal Licensure Certificate Program

The Principal Licensure Program (PLP) is the pathway to a building-level administrator's license for candidates who already completed a master's degree. It is a post-master's, non-degree licensure program leading to a building level administrator's license (P-12 in Indiana or PK-6, 4-9, or 5-12 in Ohio). The program identifies outcomes and expectations based on current school leadership principles and practices and enables interns to engage in inquiry, research, dialogue, team learning, reflection, problem-based learning, collaboration, and standards-based assessment from a comprehensive P-12 perspective. The program is aligned to national Educational Leadership Constituent Council (ELCC) Standards. For Indiana candidates, the program is aligned to the Rules for Educator Preparation and Accountability (REPA) for building administrators. For Ohio candidates, the program is aligned to Ohio Standards for Principals. Candidates will develop and demonstrate proficiency through a variety of field experience activities and performance assessments. The program curriculum is 18 credit hours.

The Principal Licensure Program provides a clinical, school-based learning experience for aspiring school leaders. Candidates are encouraged, empowered, and equipped to become visionary servant-leaders who model Christ-likeness.

Principal Licensure Program (Indiana)

This program is open to candidates from all states and leads to licensure in Indiana.

Candidates who have completed this program should be able to:

- Understand and be able to apply Christ-like leadership principles that build the spiritual foundation critical to the success of a world-changer.
- Demonstrate competency in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.
- Demonstrate the ability to facilitate collaborative vision, mission, values, goals, and a culture of continuous improvement in the buildings they will lead to change the world.

- Demonstrate instructional leadership by understanding and promoting best practices in teaching, with an acute focus on student learning and academic success.
- Demonstrate the ability to leverage school operations, manage resources, and provide a safe learning environment to ensure the success of all students.
- Demonstrate the ability to build diverse relationships that engage parents and the community in the learning process and share resources for student success and for the benefit of all stakeholders.
- Model personal integrity, fairness, accountability, cultural responsiveness, and ethical/legal decision-making, and expect the same from staff and students.

Admission Requirements

All candidates will:

- Have completed a master's degree from a college or university accredited by a regional accrediting body. The degree must be verified on official transcripts and sent directly to Indiana Wesleyan University.
- Be currently employed in or have access to a P-12 public or non-public school in which the principal is willing to serve as a mentor for the internship phase of the program. Submission of a completed internship agreement with a building principal will be required prior to the start of the internship phase.
- Hold a valid and current teaching license in the state in which the candidate is seeking a building administrator license.
- Obtain recommendations from two school leaders (superintendent, principal, or assistant principal) who are qualified to judge the applicant's knowledge, skills, and dispositions in relation to pursuing the Building Level Administrator's license.
- Cumulative GPA of 3.00 or better in graduate level courses

Clinical Experience Requirements

- All candidates must complete two Internships (three credit hours each).
- All candidates must secure a Principal-Mentor at the school in which they are currently teaching.
- The Principal-Mentor will work with the candidates throughout the course of the Internships.

Completion Requirements

To complete the Principal Licensure Program, receive the certificate, and be recommended for licensure, candidates must have completed the following:

- A minimum grade of "B-" in all courses.
- Cumulative GPA of at least 3.0.
- Successful completion of admission, mid-program review, and program completion gateways (p. 330). Indiana Candidates - Successful completion of the Principal Licensure Program will result in recommendation of the candidate to the Indiana Department of Education's Office of Educational Licensing and Development (OLD) for an Indiana Building Level Administrator (P-12) License. (Candidates must also complete other requirements of the Indiana Department of Education before a principal's license will be issued.)

Other Candidates - Applicants who seek administrative licensure in states other than Indiana bear the responsibility to determine whether completion of the IWU Principal Licensure Program will meet the academic and assessment requirements of the state in which licensure is sought.

Principal Licensure Program - Program of Study

Core Courses

EDL-657	Collaborative Vision and Instructional Leadership	3
EDL-618	Professional, Legal, and Ethical Leadership	3
EDL-616	Organizational, Operational, and Resource Management	3

EDL-610	Community, Cultural, and Relational Leadership	3
EDL-612	Principal Internship I: Clinical Application of Leadership Principles	3
EDL-625	Principal Internship II: Clinical Application of Leadership Principles	3

Principal Licensure Program (Ohio)

This program is open to candidates from all states and leads to licensure in the state of Ohio.

Candidates who have completed this program should be able to:

- Understand and be able to apply Christ-like leadership principles that build the spiritual foundation critical to the success of a world-changer.
- Demonstrate competency in the following School of Educational Leadership's dispositional domains: Communication, Critical Thinking, Human Interaction, Leadership, and Professionalism.
- Demonstrate the ability to facilitate collaborative vision, mission, values, goals, and a culture of continuous improvement in the buildings they will lead to change the world.
- Demonstrate instructional leadership by understanding and promoting best practices in teaching, with an acute focus on student learning and academic success.
- Demonstrate the ability to leverage school operations, manage resources, and provide a safe learning environment to ensure the success of all students.
- Demonstrate the ability to build diverse relationships that engage parents and the community in the learning process and share resources for student success and for the benefit of all stakeholders.
- Model personal integrity, fairness, accountability, cultural responsiveness, and ethical/legal decision-making, and expect the same from staff and students.

Admission Requirements

All candidates will:

- Have completed a master's degree from a college or university accredited by a regional accrediting body. The degree must be verified on official transcripts and sent directly to Indiana Wesleyan University.
- Be currently employed in or have access to a P-12 public or non-public school in which the principal is willing to serve as a mentor for the internship phase of the program. Submission of a completed internship agreement with a building principal will be required prior to the start of the internship phase.
- Hold a valid and current teaching license in the state in which the candidate is seeking a building administrator license.
- Obtain recommendations from two school leaders (superintendent, principal, or assistant principal) who are qualified to judge the applicant's knowledge, skills, and dispositions in relation to pursuing the Building Level Administrator's license.
- Cumulative GPA of 3.00 or better in graduate level courses

Clinical Experience Requirements

- All PLP candidates must complete two Internships (three credit hours each).
- All candidates must secure a Principal-Mentor at the school in which they are currently teaching.
- The Principal-Mentor will work with the candidates throughout the course of the Internships.

Completion Requirements

To complete the Principal Licensure Program, receive the certificate, and be recommended for licensure, candidates must have completed the following:

- A minimum grade of "B-" in all courses.
- Cumulative GPA of at least 3.0.

- Successful completion of admission, mid-program review, and program completion gateways (p. 330).

Ohio Candidates - Successful completion of the Principal Licensure Program will result in recommendation of the candidate for the appropriate PK-6, 4-9, or 5-12 Ohio principal's license. (Candidates must also complete other requirements of the state of Ohio before a principal's license will be issued, including receiving a passing score on the Ohio Assessment for Educators in Educational Leadership.)

Other Candidates - Applicants who seek administrative licensure in states other than Ohio bear the responsibility to determine whether completion of the IWU Principal Licensure Program will meet the academic and assessment requirements of the state in which licensure is sought.

Principal Licensure Program - Program of Study

Core Courses

EDL-657	Collaborative Vision and Instructional Leadership	3
EDL-618OH	Professional, Ethical, and Legal Leadership	3
EDL-616	Organizational, Operational, and Resource Management	3
EDL-610	Community, Cultural, and Relational Leadership	3
EDL-612	Principal Internship I: Clinical Application of Leadership Principles	3
EDL-625	Principal Internship II: Clinical Application of Leadership Principles	3

Education Specialist

The Education Specialist Degree (Ed.S.) is a degree and licensure program leading to Indiana's P-12 district level administrator's license. The program identifies outcomes and expectations based on current school leadership principles and practices and enables interns to engage in inquiry, research, dialogue, team learning, reflection, problem-based learning, collaboration, and standards-based assessment from a comprehensive P-12 perspective. The program is aligned to Indiana's Rules for Educator Preparation and Accountability (REPA) for district administrators and also aligned to the national Educational Leadership Constituent Council (ELCC) Standards. Candidates will develop and demonstrate proficiency through a variety of field experience activities and performance assessments. The culminating research-based thesis and district administrator internship reflects a standards-based emphasis and will prepare candidates to pass Indiana's district level administrator exam. The program curriculum consists of 30 foundational hours (transferred in from a master's degree) and 30 hours taken at IWU.

The Education Specialist Degree Program provides a clinical and school-based adult learning experience for aspiring school district leaders by encouraging, empowering, and equipping them as visionary servant-leaders who model Christlikeness. They must be able to facilitate a culture of optimal social, emotional, and spiritual health and well-being; continuous improvement; and successful learning for all students and adults.

Education Specialist

Admission Requirements

All candidates will:

- Have completed a master's degree in education from a regionally accredited body.
- Be currently employed by or have access to a P-12 public or non-public school corporation in which a superintendent (or other central office administrator who holds a superintendent's license) is willing to serve as a mentor for the internship phase of the program. Submission of a completed internship agreement with an appropriate central office administrator will be required prior to the start of the internship phase.
- Hold a proficient or accomplished practitioner teaching license issued by the state of Indiana.
- Have a minimum of three years teaching experience.

- Present at least three letters of recommendation; at least one must be from a sitting central office administrator.
- Have a cumulative GPA of 3.0 or higher in graduate level courses.

Clinical Experience Requirements

- All Ed.S. candidates must complete a three credit hour Internship.
- All candidates must secure a Superintendent-Mentor at the school in which they are currently teaching.
- The Superintendent-Mentor will work with the candidates throughout the course of the Internship.

Graduation Requirements

To graduate, candidates must have completed the following:

- A minimum grade of "B-" or higher in all courses.
- Cumulative GPA of at least 3.25.
- Successful completion of admission, mid-program review, and program completion gateways.
- Successful completion and oral presentation of the portfolio and defense of the thesis.
- Payment of all tuition and fees is required to receive a diploma

Education Specialist - Program of Study

Foundation Courses

Foundation Graduate Education Courses	30
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Core Courses

EDL-600	District Curriculum Leadership	3
EDL-602	Leading Schools to Be Culturally Responsive	3
EDL-605	District Personnel Management and Supervision	3
EDL-620	Advanced School Finance	3
EDL-615	District Facilities Management and Leadership	3
EDL-705	ISLLC/IDOE Standards Based Research Thesis	3
EDL-700	Applied Superintendent's Internship Practicum	3
EDL-770A	Advanced Leadership Seminar and Praxis for Educators	3
EDL-770B	Advanced Leadership Seminar and Praxis For Educators	3
EDL-770C	Advanced Leadership Seminar and Praxis For Educators	3

Certificate Programs

Special Education Teaching Certificate (Indiana)

This program is open to candidates pursuing Exceptional Needs - Mild licensure in the state of Indiana.

The Special Education Teaching Certificate provides an 18 credit hour post-baccalaureate program for teachers seeking additional content areas with respect to teaching licensure. Candidates completing the 18 credit hour program gain content and pedagogical content knowledge related to professional teaching standards for the content area in which they are seeking additional licensure. Prior to applying to the program, candidates are responsible for being knowledgeable of the licensure requirements of their state and whether or not IWU's Teaching Certificate Program will satisfy the requirements of the state in which they are seeking licensure.

The mission of the Teaching Certificate Program is to prepare teacher leaders to provide advanced knowledge in a specific content area leading to additional licensure that translates into effective teaching performances and dispositions, all of which are focused on improving P-12 student learning.

Admission Requirements

The admission requirements for the Special Education Teaching Certificate are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed or a graduate GPA of 3.0 or higher from master's degree granting institution.
- A valid (but not necessarily current) state teacher's license. At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial school in the United States or abroad.
- Supporting documentation demonstrating access to a P-12 classroom.
- Candidates seeking acceptance into this program leading to Exceptional Needs – Mild licensure in the state of Indiana must have successfully completed one of the following:
 - a three-credit hour course in phonics (undergraduate or graduate level) with a minimum grade of "C" or
 - a passing score on ONE of the following Indiana CORE exams:
 - (014) Early Childhood Generalist Subtest 1: Reading and English Language Arts
 - (060) Elementary Education Generalist Subtest 1: Reading and English Language Arts
 - (064) Exceptional Needs – Mild Intervention: Reading Instruction

Completion Requirements

To successfully complete the Special Education Teaching Certificate, candidates must have completed the following:

- Successfully pass the admission, mid-program review, and program completion gateways (p. 330).
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Payment of all tuition and fees is required to receive a certificate.

Special Education Teaching Certificate - Program of Study (Indiana)

All clinical experience requirements are embedded in specific courses within teaching certificate programs.

Special Education

EDSE-510	Classroom Responses to Individual Differences in Language and Culture	3
EDSE-520	Individualized Assessment and Data-Based Interventions	3
EDSE-530	Research-Based Behavior Interventions	3
EDSE-540	Strategies and Interventions for Students With Autism Spectrum Disorders	3
EDSE-550	Collaboration With Families and Professionals	3
EDSE-560	Professional Learning and Ethical Practices	3

Special Education Teaching Certificate (Ohio)

This program is open to candidates pursuing Intervention Specialist Mild/Moderate licensure in the state of Ohio.

The Special Education Teaching Certificate provides an 18 credit hour post-baccalaureate program for teachers seeking additional content areas with respect to teaching licensure. Candidates completing the 18 credit hour program gain content and pedagogical content knowledge related to professional teaching standards for the content area in which they are seeking additional licensure. Prior to applying to the program, candidates are responsible for being knowledgeable of the licensure requirements of their state and whether or not IWU's Teaching Certificate Program will satisfy the requirements of the state in which they are seeking licensure.

The mission of the Teaching Certificate Program is to prepare teacher leaders to provide advanced knowledge in a specific content area leading to additional licensure that translates into effective teaching performances and dispositions, all of which are focused on improving P-12 student learning.

Admission Requirements

The admission requirements for the Special Education Teaching Certificate are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed or a graduate GPA of 3.0 or higher from master's degree granting institution.
- A valid (but not necessarily current) state teacher's license.
- At least one year (i.e., a minimum of one semester and one day) of teaching experience from an approved and accredited public, private, or parochial school in the United States or abroad.
- Supporting documentation demonstrating access to a P-12 classroom.

Completion Requirements

To successfully complete the Special Education Teaching Certificate, candidates must have completed the following:

- Successfully pass the admission, mid-program review, and program completion gateways (p. 330).
- Cumulative GPA of 3.0 or above in all graduate work and a minimum grade of "B-" in each course.
- Candidates seeking Intervention Specialist Mild/Moderate licensure in Ohio must have successfully passed twelve credit hours (undergraduate or graduate level) of teaching of reading courses - including at least one, three credit hour course in phonics as part of their program completion requirements.
- Payment of all tuition and fees is required to receive a certificate.

Special Education Teaching Certificate - Program of Study (Ohio)

All clinical experience requirements are embedded in specific courses within teaching certificate programs.

Special Education

EDSE-510	Classroom Responses to Individual Differences in Language and Culture	3
EDSE-520	Individualized Assessment and Data-Based Interventions	3
EDSE-530	Research-Based Behavior Interventions	3
EDSE-540	Strategies and Interventions for Students With Autism Spectrum Disorders	3
EDSE-550	Collaboration With Families and Professionals	3
EDSE-560	Professional Learning and Ethical Practices	3

Office of Professional Development and Educational Licensing

The Office of Professional Development and Educational Licensing offers graduate level coursework designed to provide educational opportunities for school teachers and administrators.

Graduate courses offered through this office are designed to strengthen the professional competencies of P-12 practitioners. These courses address contemporary educational challenges by employing a theory-to-practice approach to adult learning. Credit for these courses may be applied toward renewal of the Indiana state teaching license.

Courses are offered throughout the year in classroom locations across the state of Indiana as well as online. At times, IWU partners with other associates to provide a broad array of courses that will fulfill the requirements of licensure renewal. The courses are offered as credit for possible license renewal and are not eligible to apply toward any degree or professional preparation program at IWU. These courses (offered by Performance Learning Systems [PLS]) are not applicable toward the completion requirements of any School of Educational Leadership degree or professional preparation program.

Educators employed by school districts in states outside Indiana are welcome but are strongly advised to consult with their own state licensure office prior to registering. Students registering in courses bear the full responsibility for ensuring the applicability of IWU graduate courses for license renewal in their state.

Those new to Indiana Wesleyan University may register in courses offered through the Office of Professional Development and Educational Licensing as a non-degree seeking student based on submission of the following:

- Course registration form.
- A copy of an official transcript from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education which indicates the recipient has earned at least a baccalaureate degree.

Registration in coursework offered through the Office of Professional Development and Educational Licensing does not constitute admission to an IWU graduate degree program. If a non-degree seeking student decides at any time to apply for admission to an IWU graduate degree program, the student must complete the full and regular admission process. With approval of the program director immediately involved, up to six semester hours earned through the Office of Professional Development and Educational Licensing may be applied toward an IWU graduate education degree.

Applicants to any program within the School of Educational Leadership will be required to sign a disclosure of information waiver giving any prior institutions the applicant may have attended permission to supply IWU representatives all information relevant to the applicant's fitness for teacher training or licensure recommendation, including but not limited to his/her conduct, standing, or reputation while attending said institutions. Any information obtained may be considered by IWU in its decision whether or not to admit an applicant, to permit his or her continuance in a program, or to recommend him/her for licensure.

Educational Licensing

The Office of Professional Development and Educational Licensing offers the following options:

License Renewal

Courses offered through the School of Educational Leadership are designed to further develop the skills of school teachers, administrators, and school services personnel. Theory-to-practice approaches to educational challenges are major goals of the program.

All courses have been approved by the Indiana Department of Education's Office of Educator Licensing and Development (OELD) and may be used to renew an Indiana instructional, administration, or school services license. Renewal requires the accumulation of ninety (90) Professional Growth Points and submission of Professional Growth Plan for verification. Professional Growth Points must be earned between the point when the license is issued and the point when renewal of the license takes place. These points can be earned through a variety of means, including the completion of coursework from an accredited institution with each semester hour equaling fifteen Professional Growth Points.

Professional License

The requirements for professionalizing an educator license vary according to academic discipline. ALL professionalization applications, regardless of academic discipline, will require completion of an advanced degree (i.e. Master's degree or higher). Applicants seeking professionalizing of an instructional license will also be required provide proof of two years of teaching experience in accredited schools as well as have held a Proficient Practitioner/Standard/Provisional license for five years. Applicants seeking a professional administrator license will be required to provide proof of completing sixty hours of graduate coursework from accredited institutions in Administration and related areas (advanced degree work can count towards these

hours), and five years of administrative experience in the content area of the license in an accredited school or public school district. Those seeking licensure in School Counseling will be required to prove two years of experience as a school counselor in an accredited school and hold a Proficient Practitioner/Standard/Provisional license for five years.

Recertification Requirements

- Applicants must have a valid Rules 2002, Rules 46-47, Bulletin 400, or earlier rules Proficient Practitioner/Standard/Provisional license from the State of Indiana. Applicants must have obtained ninety Professional Growth Points and received verification of completed Professional Growth Plan from School Administrator (if employed in a school system) or Department of Education (if not employed in a school system).
- Applicants are advised to complete the online application for renewal of their Indiana Instructional, Administration, or School Services License. Instructions for this process are provided in the licensing section of the IWU web site or on the Indiana Department of Education's web site.
- The Indiana Department of Education advises license holders to NOT begin a renewal process until at least sixty days prior to the license expiration date.

School of Service and Leadership

The School of Service and Leadership offers a variety of adult education programs to help students meet their personal and professional goals.

- Behavioral and Social Sciences Department
 - Undergraduate certificate in Human Services
 - Bachelor of Science degree with a major in Addictions Counseling
 - Bachelor of Science degree with a major in Human Services
 - Bachelor of Science degree with a major in Psychology of Human Relations
 - Bachelor of Social Work
 - Master of Social Work
- Public Services and Applied Sciences Department
 - Undergraduate certificate in Criminal Justice
 - Associate of Science degree with a major in Criminal Justice
 - Bachelor of Science degree with a major in Criminal Justice
 - Master of Public Administration
- Religion Department
 - Undergraduate certificates in Religious Studies and Pastoral Care
 - Associate of Science degree with a major in Christian Ministries
 - Associate of Arts degree with a major in Theological Studies (Spanish only)
 - Bachelor of Science degree with a major in Biblical Studies
 - Bachelor of Arts degree with a major in Theological Studies (Spanish only)
 - Master of Theological Studies
 - Master of Theological Studies (International)
- Department of Leadership Studies
 - Master of Arts with a major in Organizational Leadership
 - Doctor of Philosophy degree with a major in Organizational Leadership

Department of Behavioral Sciences

The Department of Behavioral Sciences offers the following programs:

- Undergraduate Certificate in Human Services
- Bachelor of Science Degree with a major in Addictions Counseling
- Bachelor of Science Degree with a major in Human Services
- Bachelor of Science Degree with a major in Psychology of Human Relations
- Bachelor of Social Work
- Master of Social Work

Certificate - Human Services

Admission Requirements

- Accepted as a regular degree-seeking student or as an unclassified student
- Unclassified student requires proof of high school graduation

Completion Requirements

- 15 credit hours
- Nine of the credits must be earned at IWU for degree-seeking students; all credits must be earned at IWU for unclassified students
- Minimum grade of "C" in each course

Human Services - Certificate Requirements

Human Services

Choose 15 credits from the following:

SOC-150	Principles of Sociology	3
SOC-152	Social Problems	3
SOC-200	Marriage and Family	3
SOC-225	Cultural Anthropology	3
PSY-365	Psychology of Personality	3
CRJ-268	Crisis Intervention	3

Bachelor Degree Programs

BS - Addictions Counseling

The Bachelor of Science degree with a major in Addictions Counseling program is a 22-month course of study that provides an in-depth education from a Christian perspective for persons who desire to understand and/or serve addicted persons and their families. Most coursework is completed online with onsite practicums offered at mutually agreed-upon sites.

Graduates from this major should be able to:

- Explain the biopsychosocial-spiritual dimension of addictions.
- Demonstrate an understanding of sin and God's transformative power and grace using helpers and helping systems across the biopsychosocial and spiritual dimensions of addiction/recovery.
- Synthesize assessment and enhancement of client motivation within a broader context of assessment, treatment planning, and client/system change.
- Differentiate among and evaluate the theories underlying addictions counseling and apply them in practice.
- Discuss the pharmacological properties of major drugs and their impact on the brain and behavior.
- Demonstrate an understanding of ethical practice with diverse populations.
- Facilitate group therapy for addicted individuals effectively.

Admission Requirements

The admission requirements for this program are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.

ADC-330	Counseling Addicted and Dysfunctional Family Systems	3
ADC-458	Addiction Programs and Professional Development	3
ADC-471	Addictions Counseling Practicum I	2
ADC-472	Addictions Counseling Practicum II	2
ADC-473	Addictions Counseling Practicum III	2
ADC-474	Addictions Counseling Practicum IV	2

BS - Human Services

The Bachelor of Science with a major in Human Services educates students from a biblical understanding of advocacy, to enhance service delivery, management, and social change through their work in human service organizations.

Upon completion of the program, students will be able to:

- Integrate biblical perspectives on providing care to oppressed or disadvantaged people.
- Assess services to identified constituencies in social service agencies.
- Advocate for positive, social change at the micro and macro levels.
- Evaluate the effectiveness and need for services rendered by social service agencies.
- Articulate a management plan for resources of the social service agency for the benefit of the community.

Admission Requirements

The admission requirements for this program are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
- A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the School of Service and Leadership may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the School of Service and Leadership.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

- Completion of 120 credit hours.
- Cumulative GPA of 2.0 or higher.
- Completion of all required core courses with a GPA of 2.25 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements (p. 266)).
- Payment of all tuition and fees is required to receive a diploma.

Human Services - Program of Study

Prerequisites

(Must be completed prior to starting the core program)

PSY-150	General Psychology	3
HMSR-220	Interview Skills in Human Services	3

Core Courses

UNV-181	Leading Change in the World	3
CRJ-309	Youth and Crime	3
SOC-210	Minority Group Relations	3
PSY-250	Developmental Psychology	3
ADC-310	Addictions Counseling Skills	3
ADC-320	Theory and Practice of Group Counseling	3
PSY-370	Theories of Personality	3
PSY-366	Psychology of Abnormal Behavior	3
CRJ-268	Crisis Intervention	3
MAT-112	General Statistics	3
HMSR-340	Advocacy in Human Services	3
HMSR-350	Systems of Social Change	3
HMSR-420	Program Planning and Evaluation in Human Services	3
HMSR-430	Administration in Human Services	3
HMSR-490	Capstone in Human Services	3

BS - Psychology of Human Relations

The Bachelor of Science degree with a major in Psychology of Human Relations program is the application of psychological principles in everyday life, highlighting 1) ethical principles, 2) critical thinking, 3) creative problem solving, and 4) personal and professional impact. Courses include relationship development, organizational psychology, theories of personality, social psychology, spiritual formation, counseling techniques, and research methods. The Capstone series embedded in this program gives each student the opportunity to tailor his/her academic focus in order to address personal and professional goals.

Upon completion of the program, students will be able to:

- Show a value for self and others as persons of worth, created in God's image.
- Demonstrate an understanding of ethical tenets of psychology.
- Describe a foundational knowledge of psychology as a field of inquiry.
- Discuss basic social science research methods with regard to the understanding of human relationships.
- Apply core psychological principles to personal, social, and organizational issues.
- Demonstrate the skill and dispositions of creating hope in the world through human relationships.

Admission Requirements

The admission requirements for this program are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
- A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Psychology of Human Relations from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Cumulative GPA of 2.0 or higher.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements (p. 266)).
- Payment of all tuition and fees is required to receive a diploma.

Psychology of Human Relations - Program of Study

Prerequisite Course

(Must be completed prior to starting the core program)

PSY-150	General Psychology	3
PSY-250	Developmental Psychology	3

Core Courses

HMSR-220	Interview Skills in Human Services	3
PSY-345	Relationship Development I	3
PSY-322	Physiological Psychology	3
PSY-370	Theories of Personality	3
MAT-305	Statistics for Social Sciences	3
PSY-357	Research Methods in Applied Psychology	3
PSY-366	Psychology of Abnormal Behavior	3
PSY-440	Psychology and Spiritual Formation	3
PSY-430	Techniques in Motivation and Change	3
PSY-420	Relationship Development 2	3
PSY-360	Social Psychology	3
PSY-415	Organizational Psychology	3
PSY-491	Capstone in Psychology and Human Relations	4

BSW - Social Work

The mission of Indiana Wesleyan University's Social Work program is to equip students to enhance human well-being and to meet basic human needs. Our students gain first-hand knowledge regarding individuals, families, groups, communities, and organizations in order to better understand this impact. Graduates will be prepared for generalist social work practice through a variety of classroom, volunteer, and field experiences.

The Social Work program is designed to:

- Prepare culturally competent students for entry-level social work practice with a variety of client systems.
- Prepare students for graduate level education.
- Provide opportunities for the integration of Christian principles within the context of professional social work values and ethics.

Upon completion of the Social Work program at Indiana Wesleyan University, students will be able to demonstrate the following core competencies within the framework of the generalist model of social work practice:

- Provide opportunities for the integration of Christian principles within the context of professional social work values and ethics.
- Identify as a professional Social Worker and conduct oneself accordingly.
- Apply social work ethical principles to guide professional practice.

- Apply critical thinking to inform and communicate professional judgments
- Engage diversity and difference in practice
- Advance human rights and social and economic justice.
- Engage in research-informed practice and practice-informed research.
- Apply knowledge of human behavior and the social environment.
- Engage in policy practice to advance social and economic well-being and deliver effective social work services
- Respond to context that shapes practice.
- Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

The IWU Social Work program is accredited by the Council on Social Work Education (CSWE). Students wishing to continue graduate education may be eligible for advanced standing at many graduate schools of Social Work. Graduates of the Social Work program are eligible to become full members of the National Association of Social Workers (NASW) and North American Association of Christians in Social Work (NACSW).

Throughout the curriculum, theory and practice are integrated through a variety of educational experiences and agency settings. Students are required to become active within the community in a variety of capacities throughout the program. Students are required to complete approximately 17 hours of field work per week with a total of 400 hours over a 24 week period. According to CSWE, the field placement is the signature pedagogy of Social Work education.

BSW - Social Work

Admission Requirements

Requirements for admission to the BSW program are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 45 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
- A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 45.

Admission to the Social Work Program

The admission of students to the Social Work program is a formal process separate from the initial declaration of social work as a major. The process includes successful completion of the SWK-170 Introduction to Social Work course and completion of 45 credit hours with a cumulative grade point average of 2.5. Admission is granted after students successfully complete an application, compile three reference letters, and complete a department interview. Any unfavorable decision may be appealed by following the grievance procedures on file in the department and student handbook.

Transfer Credit Policy

Students may transfer in credit for the following core courses: PSY-150, SOC-150, SOC-152, SOC-210, ECO-205, POL-200, BIO-106, BIO-106L, MAT-305, SWK-170, SWK-342, SWK-343, SWK-335, SWK-336, and SOC-482.

- Only courses in which a "C" was earned will transfer.
- The student must complete at least 30 semester hours of the core courses through IWU.
- The Social Work program does not grant social work course credit for life experience or previous work experience.

Admission to Field Placement

After all major coursework is complete, each student is required to complete a Field Placement in a social service agency. This placement site will be arranged by the Coordinator of Field Experience in collaboration with each student, aiming to align with the student's professional goals and development needs. As such, each student will complete a Social Work Field Placement Application along with an updated resume and personal statement. Students will submit their field placement application to the

Coordinator of Field Experience. Field Placement options are discussed and a tentative plan is created for Field Placement based on the student's interest and needs.

There are two Field Experience courses, SWK-366 and SWK-466, which are taken concurrently with two Field Seminar courses, SWK-370 and SWK-470. Students are to complete all foundational and core courses as pre-requisites to taking SWK-366 and SWK-370, which are pre-requisites to SWK-466 and SWK-470. While there are two field experience courses, they are completed in one agency setting over a period of approximately six months.

Continuation in the Social Work Major

The social work faculty reserves the right to request the withdrawal of any student whose academic performance, social fitness, and mental or physical health make it inadvisable to continue in the program. All decisions regarding continuation in the program are based on the recommendations of the Social Work full-time faculty.

Students who receive a grade of less than a "C" in any course required for the social work major must repeat the course. Students must maintain an overall grade point average of 2.5 and a 2.7 in the major. To graduate, a student must present a grade point average of 2.7 in the field placement experience and a cumulative grade point average of 2.5 in order to graduate. Students who fall below this grade-point average will be placed on probation per the CAPS catalog. Failure to raise the grade point average to 2.5 could then result in dismissal from the program.

- A minimum grade of "C" is required in all Social Work courses.
- Students must successfully complete SWK-170 (Introduction to Social Work) and SWK-342 (Human Behavior and Social Environment I) before being admitted into the Social Work Program and continuing on with taking Social Work core courses. Students who fail to earn a "C" or better in a Social Work core course may not continue in the Social Work program until that course is successfully repeated.
- All courses required for the Social Work major (BSW degree) must be completed before students can take Field Placement I and II (SWK-366 and SWK-466) and Field Seminar I and II (SWK-370 and SWK-470).
- All Social Work courses must be successfully completed in the sequence prescribed by the program's requirements. Failure to successfully complete a course will result in an administrative withdrawal from the program.

Graduation Requirements

To graduate with the BSW from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Cumulative GPA of 2.5.
- Completion of all core requirements with a GPA of 2.7 or higher.
- Completion of a total of 400 supervised hours of practicum.
- Completion of 30 hours of general education as specified General Education Requirements (p. 266).
- Payment of all tuition and fees is required to receive a diploma.

Social Work - Program of Study

Prerequisites

(Must be passed before starting the core program).

PSY-150	General Psychology	3
SOC-150	Principles of Sociology	3

Foundational Courses

All courses must be completed with a grade of "C" or higher.

SOC-210	Minority Group Relations	3
BIO-106	Environment and Society	4
BIO-106L	Environment and Society Lab	
POL-200	State and Local Government and Politics	3

ECO-205	Basic Economics	3
SOC-152	Social Problems	3

Core Courses

All courses must be completed with a grade of "C" or higher.

SWK-170	Introduction to Social Work	3
SWK-342	Human Behavior and the Social Environment I	3
SWK-343	Human Behavior and the Social Environment II	3
SWK-335	Social Welfare Organization	3
SWK-336	Social Policy	3
MAT-305	Statistics for Social Sciences	3
SOC-482	Social Research	3
SWK-355	Social Work Practice I	3
SWK-356	Social Work Practice II	3
SWK-357	Social Work Practice III	3
SWK-370	Social Work Field Placement Seminar I	3
SWK-470	Social Work Field Placement Seminar II	3
SWK-366	Social Work Field Placement I	6
SWK-466	Social Work Field Placement II	6

Master Degree Programs

MSW - Social Work

The IWU MSW Program is an online course of study that offers a personal, professional and innovative experience for all learners seeking to practice social work at the advanced clinical level. The advanced clinical specialization is built upon a foundational integrative generalist practice approach to the social work profession that draws on individual and community strengths to work toward social justice in their respective communities. The IWU Social Work program provides a biblical perspective on social, economic, and environmental justice and the intrinsic worth of all people.

Graduates of this program should be able to:

- Demonstrate ethical and professional behavior within advanced clinical practice.
- Engage diversity and difference in practice.
- Advance human rights and social, economic, and environmental justice.
- Engage in practice-informed research and research-informed practice.
- Engage in policy practice.
- Engage with individuals, families, groups, organizations, and communities.
- Assess individuals, families, groups, organizations, and communities.
- Intervene with individuals, families, groups, organizations, and communities.
- Evaluate practice with individuals, families, groups, organizations, and communities
- Demonstrate competency in a specialized area of clinical practice or with a specialized population.

Admission Requirements

Requirements for admission to the MSW program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- Standard Track applicants must have a minimum grade point average of 2.7 or higher from a baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.

- Applicants who do not meet the minimum GPA requirement for the Standard Track may be accepted on a probationary basis.
- Advanced Standing Applicants must have completed a BSW with a minimum 3.0 GPA from a CSWE accredited institution within the last five years.

Application Materials:

- Two letters of recommendation (third is optional)
- Official transcripts
- Application form including personal statement
- Field evaluation - for Advanced Standing applicants only

Note: Included in the first course, and necessary for entering Field, students will be required to submit the following:

- Field education application
- Résumé

Graduation Requirements

To graduate with the MSW from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Successful completion of the MSW curriculum.
- Successful completion of 500 Field Practicum hours for Advanced Standing Track and 900 Field Practicum hours for Standard Track.
- Successful completion of all credits required in the core curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated in order to continue in the MSW program.
- Cumulative GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma

Social Work - Program of Study

Standard Track Courses

All courses must be completed with a grade of "C" or higher.

SWK-542	Human Behavior and Social Environment	3
SWK-555	Social Work Practice I	3
SWK-543	Social Welfare and Policy	3
SWK-556	Social Work Practice II	3
SWK-560	Social Work Field Placement and Seminar I	3
SOC-582	Social Research	3
SWK-561	Social Work Field Placement and Seminar II	3
SWK-557	Generalist Practice With Communities and Organizations	3
SWK-562	Social Work Field Placement and Seminar III	3
SWK-563	Social Work Field Placement and Seminar IV	3
SWK-671	Topics in Social Work I: Identifying Your Passion	3
SWK-650	Mental Health and Psychopathology	3
SWK-655	Advanced Interpersonal Practice	3

SWK-672	Topics in Social Work II: In-Depth Review	3
SWK-666	Advanced Field Placement and Seminar I	3
SWK-656	Advanced Practice With Families and Groups	3
SWK-667	Advanced Field Placement and Seminar II	3
SWK-673	Topics in Social Work III: Applied Research	3
SWK-668	Advanced Field Placement and Seminar III	3
SWK-660	Social Welfare Policy and Program Development	3
SWK-669	Advanced Field Placement and Seminar IV	3
SWK-674	Topics in Social Work IV: Dissemination	3

Advanced Standing Track Courses

All courses must be completed with a grade of "C" or higher.

SWK-671	Topics in Social Work I: Identifying Your Passion	3
SWK-650	Mental Health and Psychopathology	3
SWK-655	Advanced Interpersonal Practice	3
SWK-672	Topics in Social Work II: In-Depth Review	3
SWK-666	Advanced Field Placement and Seminar I	3
SWK-656	Advanced Practice With Families and Groups	3
SWK-667	Advanced Field Placement and Seminar II	3
SWK-673	Topics in Social Work III: Applied Research	3
SWK-668	Advanced Field Placement and Seminar III	3
SWK-660	Social Welfare Policy and Program Development	3
SWK-669	Advanced Field Placement and Seminar IV	3
SWK-674	Topics in Social Work IV: Dissemination	3

Department of Public Services

The Department of Public Services offers the following programs:

- Criminal Justice - Certificate
- Criminal Justice - Associate of Science Degree
- Criminal Justice - Bachelor of Science Degree
- Master of Public Administration (MPA)

Certificate - Criminal Justice

In order to provide students opportunities to take electives that will allow them to focus on specific career-oriented areas, the College of Adult and Professional Studies offers Certificates in several broad career areas. For a current listing of courses and information, please see <http://www.indwes.edu/Academics/CAPS/School-of-Liberal-Arts/>.

Certificate - Criminal Justice

Admission Requirements

- Accepted as a regular degree seeking student or as an unclassified student
- Unclassified student requires proof of high school graduation

Completion Requirements

- 15 credit hours from the selected courses in the specified certificate area
- Nine of the credits must be earned at IWU for degree seeking students
- Minimum grade of "C" in each course

Criminal Justice - Certificate Requirements

Criminal Justice

Choose 15 credits from the following:
Any Criminal Justice (CRJ) Course

(For the purpose of fulfilling the Criminal Justice certificate requirements, the following courses are accepted as CRJ courses: ADC-210, PSY-250, and PHE-365)

Associate Degree Programs

AS - Criminal Justice

The Associate of Science degree with a major in Criminal Justice includes both criminal justice and liberal arts curricula.

This degree is designed specifically to prepare working adults to enter or to advance in the fields of criminal justice and homeland security.

The courses in the program relate theory to practice. Each course is a required component of the program.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The same courses offered in the classroom setting are also offered via the Internet.

The Criminal Justice Program prepares students for an entry-level position or increased responsibility in law enforcement, court services, corrections, or private security. In addition, the program will prepare students wishing to pursue a bachelor degree in criminal justice.

Students graduating from Indiana Wesleyan University with an Associate of Science degree with a major in Criminal Justice degree should be able to:

- Apply appropriate communication skills across settings, purposes, and audiences of the American Criminal Justice System, including law enforcement, corrections and courts.
- Apply theories, principles and practices of criminal justice, including constitutional principles, judicial and correctional processes, legal institutions, and law enforcement.
- Apply criminal law, juvenile law, constitutional law, and procedural law as it relates to a person's involvement with the Criminal Justice System from first contact until sentence completion in a manner consistent with ethical and biblical standards.
- Critique criminal justice research and use those findings to support arguments and decisions within the criminal justice context.

- Critically engage ethical issues in criminal justice, particularly questions of social responsibility, professional decision-making and the impact of cultural diversity on the Criminal Justice system.
- Integrate biblical perspectives into the decision-making process as it relates to issues involving the Criminal Justice System.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma or GED certification.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of "C" must be achieved in ENG-140, and ENG-141. Failure to achieve a "C" in any of these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees in order to receive a diploma.

Criminal Justice (AS) - Program of Study

Core Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
COM-115	Introduction to Human Communication	3
UNV-181	Leading Change in the World	3
CRJ-181	Introduction to Criminal Justice	3
PSY-150	General Psychology	3
ENG-140	College Writing	3
CRJ-268	Crisis Intervention	3
ENG-141	Research and Writing	3
BIL-102	New Testament Survey	3
MAT-118	Quantitative Reasoning	3
EAR-130	Earth Science	3
HST-160	Western Civilization	3
CRJ-202	Introduction to Corrections	3
CRJ-246	Criminology	3
CRJ-230	Introduction to Policing	3
CRJ-242	Modern Police Problems	3
PHL-283	Philosophy and Christian Thought	3
CRJ-270	Homeland Security	3
CRJ-318	Criminal Procedures	3
CRJ-290	Colloquium in Criminal Justice	3

AS - Criminal Justice (Ohio)

The Associate of Science degree with a major in Criminal Justice includes both criminal justice and liberal arts curricula.

This degree is designed specifically to prepare working adults to enter or to advance in the fields of criminal justice and homeland security.

The courses in the program relate theory to practice. Each course is a required component of the program.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The same courses offered in the classroom setting are also offered via the Internet.

The Criminal Justice Program prepares students for an entry-level position or increased responsibility in law enforcement, court services, corrections, or private security. In addition, the program will prepare students wishing to pursue a bachelor degree in criminal justice.

Students graduating from Indiana Wesleyan University with an Associate of Science degree with a major in Criminal Justice degree should be able to:

- Apply appropriate communication skills across settings, purposes, and audiences of the American Criminal Justice System, including law enforcement, corrections and courts.
- Apply theories, principles and practices of criminal justice, including constitutional principles, judicial and correctional processes, legal institutions, and law enforcement.
- Apply criminal law, juvenile law, constitutional law, and procedural law as it relates to a person's involvement with the Criminal Justice System from first contact until sentence completion in a manner consistent with ethical and Biblical standards.
- Critique criminal justice research and use those findings to support arguments and decisions within the criminal justice context.
- Critically engage ethical issues in criminal justice, particularly questions of social responsibility, professional decision-making and the impact of cultural diversity on the Criminal Justice system.
- Integrate Biblical perspectives into the decision-making process as it relates to issues involving the Criminal Justice System.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma or GED certification.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of "C" must be achieved in ENG-140, and ENG-141. Failure to achieve a "C" in any of these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees in order to receive a diploma.

Criminal Justice (AS) - Program of Study

Core Courses - Ohio Onsite Students

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
ENG-140	College Writing	3
ENG-141	Research and Writing	3
CRJ-181	Introduction to Criminal Justice	3
BIO-102	Human Biology	4
BIO-102L	Human Biology Laboratory	
BIL-102	New Testament Survey	3

MAT-100B	Statistics for Business Research and Data Analysis	3
COM-115	Introduction to Human Communication	3
HST-160	Western Civilization	3
CRJ-202	Introduction to Corrections	3
PSY-150	General Psychology	3
ENG-242	Literature and Ideas	3
CRJ-246	Criminology	3
CRJ-230	Introduction to Policing	3
FINA-180	Humanities Fine Arts	3
PHL-283	Philosophy and Christian Thought	3
CRJ-268	Crisis Intervention	3
BIO-203	Environmental Conservation	3
CRJ-270	Homeland Security	3
CRJ-318	Criminal Procedures	3
CRJ-290	Colloquium in Criminal Justice	3

Bachelor Degree Programs

BS - Criminal Justice

The Bachelor of Science degree with a major in Criminal Justice requires a student to earn 42 credits in 14 core courses and a total of 120 credits of coursework.

Graduates with criminal justice degrees enjoy a wide range of career choices with great opportunities for lifelong advancement. This program is designed to open opportunities and positions of leadership to those desiring to work within the field of security, law enforcement, criminal justice, and homeland security.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The same courses offered in the classroom setting are also offered via the Internet.

Students graduating from Indiana Wesleyan University with a Bachelor of Science degree with a major in Criminal Justice degree should be able to:

- Evidence an understanding of justice administration and crime prevention.
- Demonstrate how to communicate a compelling message of hope in Christ to anyone affected by crime.
- Work effectively with all persons appreciating their value and diverse background.
- Demonstrate critical thinking and problem-solving skills.

Admission Requirements

The admission requirements for bachelor degree programs are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
 - A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Criminal Justice from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Cumulative GPA of 2.0 or higher.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements (p. 266)).
- Payment of all tuition and fees is required to receive a diploma.

Criminal Justice (BS) - Program of Study

Prerequisite Courses

CRJ-181 Introduction to Criminal Justice must be completed before starting the core program. This requirement is waived for students with relevant work experience or for students with an associate's degree in criminal justice earned at a regionally accredited college or university.

CRJ-181	Introduction to Criminal Justice	3
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Core Courses

CRJ-309	Youth and Crime	3
CRJ-320	Diversity in Criminal Justice	3
CRJ-358	Criminal Law	3
CRJ-472	Court Procedures	3
CRJ-461	Ethics in Criminal Justice	3
CRJ-463	Forensics	3
CRJ-465	Constitutional Law/Civil Liberties	3
CRJ-467	Research Methods and Analysis in Criminal Justice	3
CRJ-319	Probation and Parole	3
CRJ-332	Victimology	3
CRJ-346	Restorative Justice	3
CRJ-464	Cybercrime	3
CRJ-468	Criminal Justice Administration	3
CRJ-486	Capstone in Criminal Justice	3

MPA Degree

MPA - Public Administration

The Master of Public Administration (MPA) is a 36 credit hour program consisting of a 24 credit hour common core plus a 12 credit hour specialization. (IWU reserves the right to move students to another start date if less than eight students are registered for any specialization.)

With a strong emphasis on social responsibility and civic engagement, the MPA program at Indiana Wesleyan University gives students the skills necessary to effectively and compassionately confront the challenges of today's metropolitan environment and its diverse populations. It prepares students to assume leadership and management roles in local, state, and federal levels of government, and similar roles in community based non-profit organizations. The curriculum emphasizes the skills necessary for ethical and efficient public management – including planning, policy analysis, and decision-making – that best represents and promotes the public interest.

Credit may be transferred in from a regionally accredited institution (maximum of six hours) for any core or specialization course except for POL-587. The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The same courses offered in the classroom setting are also offered via the Internet. Details are available at Online-Delivery.

Upon completion of the MPA program at Indiana Wesleyan University, students will be able to:

- Lead and manage in public governance
- Participate in and contribute to the policy process

- Analyze, synthesize, think critically, solve problems and make decisions
- Articulate and apply a public service perspective
- Communicate and interact productively with a diverse and changing workforce and citizenry
- Integrate biblical perspectives into the analysis of and decision-making process involved in today's public sector organizations.

Admission Requirements

The admission requirements for the master's degree program are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed. If an applicant's GPA is below 2.5, the student may be admitted on a probationary basis, as established by the guidelines of the college.

Program Requirements

- Students must successfully complete POL-521 (minimum grade of "C") in order to continue in the program.
- Students must successfully complete all other program core and specialization courses prior to taking the capstone course.

Graduation Requirements

To graduate with a master's degree the following requirements must be met:

- All credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

MPA - Program of Study

Core Courses

POL-521	Public Institutions and Values	3
POL-523	Organizational Management and Behavior	3
POL-531	Financing Public Services	3
POL-533	Ethical Leadership in the Public Sector	3
POL-535	Public Policy Processes and Strategies	3
POL-541	Research Methods and Inquiry	3
POL-543	Scholarly Research and Writing	3

Specialization Courses - Criminal Justice

CRJ-526	Criminal Justice Policy	3
CRJ-534	Criminal Justice Administration	3
CRJ-542	Economic Analysis of Crime	3
CRJ-586	Criminal Justice Leadership	3

Specialization Courses - Public Management

POL-520	Introduction to Public Management	3
POL-530	Quality and Productivity Improvement in Government	3
POL-540	Human Resource Management in the Public Sector	3
POL-550	Economic Development	3

Specialization Courses - Non-Profit Leadership

POL-525	Non-profit Management and Leadership	3
MKTG-540	Non-Profit Development and Advancement	3
POL-536	Non-profit Fundraising and Financial Management	3
POL-555	Non-profit Strategic Planning	3

Capstone Experience

POL-587	MPA Capstone	3
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Department of Religion

The following programs are offered through the Department of Religion:

- Certificate in Religious Studies
- Certificate in Pastoral Care and Counseling
- Christian Ministries - Associate of Science Degree
- Theological Studies - Associate of Arts Degree
- Biblical Studies - Bachelor of Science Degree
- Theological Studies - Bachelor of Arts Degree
- Theological Studies - Master of Theological Studies Degree

Certificate Programs**Certificate - Pastoral Care and Counseling**

In order to provide CAPS students opportunities to take electives that will allow them to focus on specific career-oriented areas, the College of Adult and Professional Studies offers Certificates in several broad career areas.

Certificates are available to students in the baccalaureate and associate programs, and to students who are registered as unclassified students.

Certificate - Pastoral Care and Counseling

The Indiana Wesleyan University's Pastoral Care and Counseling Certificate program affords students the opportunity to acquire theoretical and practical application of the practice of pastoral care and counseling. The certificate itself serves as documentation of this accomplishment, as does the transcript notation. This program provides valuable, personal spiritual growth as well as professional development for those in church or para-church ministries and careers. Students completing the Pastoral Care and Counseling Certificate acquire added knowledge and skills for more effective ministry.

Admission Requirements

- Accepted as a regular degree seeking student or as an unclassified student
- Unclassified student requires proof of high school graduation
- Currently enrolled in or a graduate of the Bachelor of Science with a major in Biblical Studies program; OR
- Licensed or ordained minister (copy of current credentials required)

Completion Requirements

- 16 credit hours from the selected courses in the specific certificate area
- Nine of the credits must be earned at IWU for degree seeking students; all credits must be earned at IWU for unclassified students
- Minimum grade of "C" in each course

Pastoral Care - Program of Study

Pastoral Care and Counseling

REL-469	Pastoral Care and Counseling	3
REL-469P	Pastoral Care Practicum	1
	In addition, students choose four courses from among the following:	
CNS-310	Counseling Theories for the Faith Community	3
CNS-312	Counseling Interventions for the Faith Community	3
REL-355	Theological Issues in Health, Healing and Care Ministry	3
REL-455	The Practice of Spiritual Care Across the Lifespan	3
CRJ-268	Crisis Intervention	3

Certificate - Religious Studies

In order to provide students opportunities to take electives that will allow them to focus on specific areas of personal interest or career development, the College of Adult and Professional Studies offers Certificates in several broad career areas. For a current listing of courses and information, please see <http://www.indwes.edu/Academics/CAPS/School-of-Service-and-Leadership/>.

Certificates are available to students in the baccalaureate and associate programs, and to students who are registered as unclassified students.

Students seeking degrees in Christian Ministry or Biblical Studies are not eligible for the Religious Studies Certificate.

Certificate - Religious Studies

Admission Requirements

- Accepted as a regular degree seeking student or as an unclassified student
- Unclassified student requires proof of high school graduation

Completion Requirements

- 15 credit hours from the selected courses in the specific certificate area
- Nine of the credits must be earned at IWU for degree seeking students; all credits must be earned at IWU for unclassified students
- Minimum grade of "C" in each course

Religious Studies - Program of Study

Religious Studies

Choose 15 credits from the following:
 Any Biblical Literature (BIL) Course, 15
 Religion (REL) Course, or
 Philosophy (PHL) Course

Associate Degree Programs

AA - Theological Studies

This program is currently only offered in Spanish.

The Associate of Arts degree with a major in Theological Studies (ATS) program is 63 semester hours.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Students who graduate with this degree will demonstrate a basic knowledge of Theology, the Bible, principles of biblical interpretation, and ministry. They will also be able to demonstrate application of the biblical truth in their lives and work or ministry. Students will develop a biblical, Christian worldview based upon a foundation of biblical and general studies, form a global vision of the mission of the church, and strengthen their commitment to take the Gospel to this needy world and contribute to the edification of believers in Jesus Christ. (This degree is equivalent to the Associate of Arts degree in the nomenclature of the United States).

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma, GED certification, or their international equivalent.
- Official transcripts from all previous college or university studies at regionally accredited colleges or universities or at an institution accredited by the Association for Biblical Higher Education or their international equivalent.
- A letter of recommendation from the student's pastor or a Christian leader who gives testimony to a solid commitment to Jesus Christ as personal Lord and Savior.
- A copy of official photo ID.
- A three-to-four page autobiography and statement of ministry purpose demonstrating written language proficiency appropriate to the program's language.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of 30 graded credits must be earned from Indiana Wesleyan University.
- A minimum of "C" (2.0) must be achieved in SPA-140 and SPA-141. Failure to achieve a "C" in either any of these courses will require repeating the course until a "C" or better is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees are required in order to receive a diploma.

Theological Studies (AA) - Program of Study

Required Courses

SPA-140, SPA-141, and MAT-109 must be passed with "C" or higher.

SPA-140	Spanish Grammar and Composition I	3
SPA-141	Spanish Grammar and Composition II	3
HST-186	History of the Reformation	3
PSY-151	Introduction to Psychology	3
PHL-181	Introduction to Philosophy	3
GRE-201	Beginning Greek I	3
BIL-112	Introduction to New Testament	3
MAT-109	Foundations of College Math	3
LIT-242	Literature and Ideas	3
BIO-203	Environmental Conservation	3
BIL-109	Introduction to the Bible	3
BIL-111	Introduction to Old Testament	3
BIL-200	Hermeneutics	3
THE-201	Survey of Biblical Doctrine	3
THE-231	Doctrine of Scripture and Doctrine of God	3
THE-235	Doctrine of Humanity and Doctrine of Christ	3

THE-238	Doctrine of Salvation: Soteriology	3
MIN-111	Principles of Teaching the Bible	3
MIN-268	Introduction to Church Leadership and Administration	3
MIN-270	Evangelism and Discipleship	3
PHL-286	Ethics and Morality	3

AS - Christian Ministries

The Associate of Science degree with a major in Christian Ministries (ASM) prepares students for service in Christian churches and para-church organizations. This degree meets many academic and practicum requirements for licensing and/or ordination in many churches. Particularly, this degree fulfills four of six academic requirements for District License in The Wesleyan Church. Additionally, it prepares the student for bachelor-level work in Ministry or Biblical Studies. Over half of the academic requirements for ordination in The Wesleyan Church are satisfied within this program.

The same courses offered in the classroom setting are also offered online. Details are available at Online-Delivery.

Upon completion of the Associate of Science degree with a major in Christian Ministries, students will be able to:

- Understand and be able to communicate a Christian worldview and biblical morality from a Wesleyan-Arminian perspective.
- Be prepared to undertake entry-level ministry positions in Christian churches and para-church organizations.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma or GED certification.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the College of Adult and Professional Studies may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Students must complete at least 15 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of "C" (2.0) must be achieved in ENG-140 and ENG-141. Failure to achieve a "C" in these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees in order to receive a diploma.

Christian Ministries - Program of Study

Required Courses

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
BIL-101	Old Testament Survey	3
ENG-140	College Writing	3

BIL-102	New Testament Survey	3
EAR-130	Earth Science	3
ENG-141	Research and Writing	3
HST-160	Western Civilization	3
REL-232	Basic Christian Doctrine	3
BIL-202	Inductive Bible Study	3
BIL-235	Life and Letters of Paul	3
REL-280	Preaching and Teaching the Bible	3
COM-115	Introduction to Human Communication	3
PSY-150	General Psychology	3
MIN-268	Introduction to Church Leadership and Administration	3
PHL-283	Philosophy and Christian Thought	3
MAT-118	Quantitative Reasoning	3
REL-236	Worship in the Local Church	3
CED-256	Christian Education in the Local Church	3
REL-277	Evangelism and Global Outreach of the Local Church	3
REL-265	Pastoral Ministry in the Local Church	3

AS - Christian Ministries (Ohio)

The Associate of Science degree with a major in Christian Ministries prepares students for service in Christian churches and para-church organizations. This degree meets many academic and practicum requirements for licensing and/or ordination in many churches. Particularly, this degree fulfills four of six academic requirements for District License in The Wesleyan Church. Additionally, it prepares the student for bachelor-level work in Ministry or Biblical Studies. Over half of the academic requirements for ordination in The Wesleyan Church are satisfied within this program.

The same courses offered in the classroom setting are also offered online. Details are available at Online-Delivery.

Upon completion of the Associate of Science degree with a major in Christian Ministries, students will be able to:

- Understand and be able to communicate a Christian worldview and biblical morality from a Wesleyan-Arminian perspective.
- Be prepared to undertake entry-level ministry positions in Christian churches and para-church organizations.

This program provides a fundamental basis for students desiring to continue their education at IWU to complete a bachelor's degree in this discipline. The courses contained in this associate program will satisfy 24 hours out of the 30 general education hours required at the bachelor level and will also apply toward the 120 hour degree requirement.

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma or GED certification.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the College of Adult and Professional Studies may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of the core requirements.
- Cumulative GPA of 2.0 or higher.
- A minimum of "C" (2.0) must be achieved in ENG-140, and ENG-141. Failure to achieve a "C" in either any of these courses will require repeating the course until a "C" is achieved. (The "repeated courses" policy as found in the Academic Information section does not apply in this case.)
- Payment of all tuition and fees in order to receive a diploma.

Christian Ministries (Ohio) - Program of Study

Required Courses - Ohio Onsite Students

ENG-140 and ENG-141 must be passed with "C" or higher.

GEN-111	Foundations of Lifelong Learning	3
BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
ENG-140	College Writing	3
ENG-141	Research and Writing	3
BIO-203	Environmental Conservation	3
REL-232	Basic Christian Doctrine	3
HST-160	Western Civilization	3
BIL-202	Inductive Bible Study	3
REL-280	Preaching and Teaching the Bible	3
PSY-150	General Psychology	3
ENG-242	Literature and Ideas	3
BIL-235	Life and Letters of Paul	3
FINA-180	Humanities Fine Arts	3
BIO-102	Human Biology	4
BIO-102L	Human Biology Laboratory	
PHL-283	Philosophy and Christian Thought	3
MAT-100B	Statistics for Business Research and Data Analysis	3
REL-236	Worship in the Local Church	3
REL-265	Pastoral Ministry in the Local Church	3
CED-256	Christian Education in the Local Church	3
REL-277	Evangelism and Global Outreach of the Local Church	3

Bachelor Degree Programs

BA - Theological Studies

This program is currently only offered in Spanish.

The Bachelor of Arts program with a major in Theological Studies is 120 semester hours.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Students who graduate with this degree will demonstrate a basic knowledge of Theology, the Bible, principles of biblical interpretation, practical theology, and ministry. They will also be able to demonstrate application of the biblical truth in their lives and ministry. Students will develop a biblical, Christian worldview based upon a foundation of biblical and general studies, form a global vision of the mission of the church, and strengthen their commitment to take the Gospel to this needy world and contribute to the edification of believers in Jesus Christ.

Admission Requirements

- Proof of high school graduation, GED certification, or their international equivalent.

- Official transcripts from all previous college or university studies at regionally accredited colleges or universities or at an institution accredited by the Association for Biblical Higher Education or their international equivalent.
- A letter of recommendation from the student's pastor or a Christian leader who gives testimony to a solid commitment to Jesus Christ as personal Lord and Savior.
- A copy of official photo ID.
- A three-to-four page autobiography and statement of ministry purpose demonstrating written language proficiency appropriate to the program's language.

Graduation Requirements

To graduate with a baccalaureate degree from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.25 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements (p. 266)).
- A minimum of 30 graded credits must be earned from Indiana Wesleyan University.
- Payment of all tuition and fees is required to receive a diploma.

Theological Studies (BA) - Program of Study

Core Courses

BIL-109	Introduction to the Bible	3
BIL-111	Introduction to Old Testament	3
BIL-200	Hermeneutics	3
BIL-409	The Four Gospels	3
THE-201	Survey of Biblical Doctrine	3
THE-231	Doctrine of Scripture and Doctrine of God	3
THE-235	Doctrine of Humanity and Doctrine of Christ	3
THE-238	Doctrine of Salvation: Soteriology	3
THE-313	Pneumatology	3
THE-311	Ecclesiology	3
MIN-111	Principles of Teaching the Bible	3
MIN-268	Introduction to Church Leadership and Administration	3
MIN-270	Evangelism and Discipleship	3
MIN-378	Missions	3

Biblical Studies Specialization

Choose 15 hours from the following:

BIL-404	Acts of the Apostles	3
BIL-310	Book of Genesis	3
BIL-415	Pastoral Epistles	3
GRE-101	Greek As Exegetical Tool	3
GRE-202	Beginning Greek II	3
GRE-422	Greek Bible	3

Pastoral Ministry Specialization

Choose 15 hours from the following:

BIL-415	Pastoral Epistles	3
MIN-215	Principles of Biblical Exposition	3

MIN-310	Introduction to Biblical Counseling	3
MIN-460	Church Growth	3
MIN-464	Expository Preaching	3
MIN-468	Leadership and Management in the Local Church	3
MIN-480	Church Planting	3
REL-224	Spiritual Formation in Christ	3
THE-311	Ecclesiology	3
THE-328	Christian Worldview	3
THE-338	Apologetics	3

Pastoral Counseling Specialization

Choose 15 hours from the following:

MIN-310	Introduction to Biblical Counseling	3
MIN-365	Intimacy and Sexuality in Marriage	3
MIN-410	Pastoral Care and Inner Healing	3
MIN-458	Crisis Counseling	3
MIN-470	Pastoral Counseling of Sexual Addiction	3
PHL-286	Ethics and Morality	3
REL-224	Spiritual Formation in Christ	3
SOC-155	Introduction to Sociology	3
SOC-200	Marriage and Family	3

BS - Biblical Studies

The Bachelor of Science degree with a major in Biblical Studies provides an in-depth education from a Wesleyan-Arminian perspective for persons who desire to understand the Christian faith and its foundational issues. Graduates will be prepared to undertake more advanced ministry positions in Christian churches and para-church organizations, or to proceed on to master's level work in Divinity or Ministry. The program meets many academic requirements for licensing and/or ordination in many denominations including The Wesleyan Church.

The same courses offered in the classroom setting are also offered via the Internet. Details are available at Online-Delivery.

Biblical Studies graduates will:

- Understand and be able to communicate a Christian worldview and biblical morality.
- Have a solid grasp of the biblical principles associated with the Wesleyan-Arminian tradition.
- Develop significant understanding of major segments and books of the Bible.
- Be able to compare and contrast the various schools of biblical interpretation and assess the strengths and weaknesses of each school.
- Apply principles and techniques for fruitful biblical study and biblical communication.

Admission Requirements

The admission requirements for bachelor degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
 - A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Transfer Credit Policy

Transfer credit for core curriculum requirements for undergraduate programs within the School of Service and Leadership may be granted as follows:

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education with a minimum grade of "C."
- Courses must be approved by the School of Service and Leadership.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Completion of the required core courses with a GPA of 2.50 or higher.
- Cumulative GPA of 2.0 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements (p. 266)).
- Payment of all tuition and fees is required to receive a diploma.

Biblical Studies - Program of Study

Prerequisite Courses

(Must be completed before starting the core program; for students lacking the prerequisites required for entrance into the Biblical Studies major, these courses are offered at the inception of the program and qualify for financial aid for eligible students)

BIL-101	Old Testament Survey	3
BIL-102	New Testament Survey	3
REL-232	Basic Christian Doctrine	3
BIL-202	Inductive Bible Study	3

Core Courses

REL-227	Christian Spirituality	3
BIL-203	Advanced Inductive Bible Study	3
BIL-303	Synoptic Gospels	3
BIL-301	Pentateuch	3
BIL-302	Historical Books	3
BIL-304	Johannine Literature	3
REL-424	Christian Theology II: Salvation /Holiness	3
BIL-410	Wisdom Literature	3
BIL-404	Acts of the Apostles	3
BIL-402	Major Prophets	3
REL-241	Survey of Church History	3
BIL-412	Romans and Galatians	3
REL-410	World Faith Systems	3
REL-483	Biblical Studies Colloquium	3

MTS - Master of Theological Studies

The Master of Theological Studies (MTS) program is designed for second-career ministers, teachers, and other individuals who wish to deepen and broaden their scope of academic and ministerial influence and effectiveness. The MTS includes 36 credit hours. The purpose of the MTS is to enable students to communicate with greater depth and efficacy the content and teaching of the Bible and theology.

- Students in the MTS program will deepen their biblical and theological knowledge and critical thinking skills.

- Students will see doctrines in their original context with the purpose of relevantly explaining and applying them in their present context.
- The emphasis will be on the acquisition and application of biblical and doctrinal knowledge, the development of biblical and Christian thought, and the appropriate application of biblical and theological truth in the contemporary world.

Admission Requirements

- A baccalaureate degree from a regionally accredited college or university, or an institution accredited by the Association for Biblical Higher Education (ABHE) or their international equivalence
- A 2.5 minimum cumulative undergraduate grade-point average (GPA) on a 4.0 scale from the baccalaureate degree-granting institution at which a minimum of 30 credit hours was completed
- Official transcripts from the baccalaureate degree granting institution at which a minimum of 30 credit hours was completed
- Three references, including one from a pastor or denominational supervisor
- A Church Endorsement form, completed by the applicant's local church board or appropriate church body
- A three-to-four page autobiography and statement of ministry purpose demonstrating written language proficiency appropriate to the program's language.

Graduation Requirements

- Completion of the 36-credit-hour course of studies
- Minimum GPA of at least 3.0
- Minimum grade of "B-" or higher in each course. A grade of "C+" or below will require the course to be repeated.
- Payment of all tuition and fees is required to receive a diploma.

MTS - Program of Study

Prerequisite Courses

(Must be completed before starting the core program)

BIL-202 Inductive Bible Study 3

Core Courses

BIL-505 An Exegetical Analysis of the Gospels 3

THE-525 Biblical Theology 3

PTH-605 Creative Bible Teaching Methods 3

THE-515 Theology of God and Worship 3

THE-550 Christology and Soteriology 3

THE-560 Theology of Humanity and Evangelism 3

MOL-500 Leadership Theory 3

MIN-628 Sociology, Anthropology and Theology of Marriage and Family 3

THE-620 Pneumatology 3

THE-520 Historical Theology 3

MOL-520 Ethical Challenges of Leadership 3

THE-683 Trinitarian Theology and Pastoral Ministry 3

MTS - Master of Theological Studies (International)

This program is offered online, in the Dominican Republic, and Haiti in Spanish and French.

The Master of Theological Studies (MTS) program is designed for church and denominational leaders who wish to deepen and broaden their scope of academic and ministerial influence and effectiveness. The MTS includes 36 credit hours. The purpose of the MTS is to enable students to communicate with greater depth and efficacy the content and teaching of the Bible.

- Students in the MTS program will deepen their biblical and theological knowledge and critical thinking skills.
- Students will see doctrines in their original context with the purpose of relevantly explaining and applying them in their present context.
- The emphasis will be on the acquisition and application of biblical and doctrinal knowledge, the development of biblical and Christian thought, and the defense of the faith in the contemporary world.

Admission Requirements

- A baccalaureate degree from a regionally accredited college or university, or an institution accredited by the Association for Biblical Higher Education (ABHE) or their international equivalence
- A 2.5 minimum cumulative undergraduate grade-point average (GPA) on a 4.0 scale from the baccalaureate degree-granting institution at which a minimum of 30 credit hours was completed
- Official transcripts from the baccalaureate degree granting institution at which a minimum of 30 credit hours was completed
- Three references, including one from a pastor or denominational supervisor
- A Church Endorsement form, completed by the applicant's local church board or appropriate church body
- A three-to-four page autobiography and statement of ministry purpose demonstrating written language proficiency appropriate to the program's language.

Graduation Requirements

- Completion of the 36-credit-hour course of studies
- Minimum GPA of at least 3.0
- Minimum grade of "B-" or higher in each course. A grade of "C+" or below will require the course to be repeated.
- Payment of all tuition and fees is required to receive a diploma.

MTS - Program of Study

Prerequisite Courses

(Must be completed before starting the core program)

WRI-141	Research and Writing	3
BIL-111	Introduction to Old Testament	3
BIL-112	Introduction to New Testament	3
BIL-200	Hermeneutics	3
	Upper Level Bible Course (300 level or higher)	3

Core Courses

PHL-510	Christian Worldview	3
BIL-505	An Exegetical Analysis of the Gospels	3
THE-505	Introduction to the Theology of Doctrine of God	3
THE-510	The Doctrine of Humanity and Christology	3
THE-605	Soteriology	3
CED-690	Philosophy of Christian Education	3
PTH-505	Biblical Exposition	3
PTH-605	Creative Bible Teaching Methods	3
PTH-610	The Evangelistic Mandate for the Church	3
PTH-510	Crisis Counseling	3
MOL-500	Leadership Theory	3
MOL-520	Ethical Challenges of Leadership	3

Department of Leadership Studies

The Department of Leadership Studies offers the following programs:

- Master of Arts Degree (MA) with a major in Organizational Leadership
- Doctor of Philosophy Degree (Ph.D.) with a major in Organizational Leadership

Organizational Leadership - MA

The Master of Arts degree with a major in Organizational Leadership will provide graduates with the fundamental knowledge of leadership theory and skills to practice leadership in organizations. The program is targeted at students from all organizations (including business), but the focus will be on recruiting individuals from nonprofit organizations, government, military, and ministries.

Upon completion of the program students should be able to:

- Describe leadership theories and explain how they guide the practice of organizational leadership.
- Understand and practice authenticity and integrity as a part of their character and leadership.
- Synthesize knowledge about the foundational concepts of wisdom, followership, and stewardship as it applies to leadership.
- Evaluate ethical dilemmas that face leaders and implement the appropriate response.
- Analyze organizational problems and determine how the behavior of leaders and followers within an organization will be impacted.
- Evaluate the change and learning needs of an organization and implement appropriate strategies for redirecting the organization toward its goals.
- Develop and implement a strategic plan for an organization that emphasizes governance and stewardship principles.
- Practice scholarship by identifying organizational problems, researching the problem, and reporting the results of the research.

MA - Organizational Leadership

Admission Requirements

- A baccalaureate degree from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education.
- A minimum GPA of 3.0 in all undergraduate work.
- Must currently be in a leadership position or demonstrate aspirations to attain a leadership position.

Graduation Requirements

- All 36 credits required in the curriculum sequence with a minimum GPA of 3.0 and a minimum grade of "C" in each course. A grade of "C-" or below will require the course to be repeated.
- Overall GPA of 3.0 in all IWU graduate work.
- Payment of all tuition and fees is required to receive a diploma.

Organizational Leadership (MA) - Program of Study

Core Courses

MOL-500	Leadership Theory	3
MOL-505	Wisdom and Leadership	3
MOL-510A	Leadership Praxis	1
MOL-515	Followership	3
MOL-520	Ethical Challenges of Leadership	3
MOL-510B	Leadership Praxis	1

MOL-525	Organizational Behavior and Communication	3
MOL-530	Organizational Learning and Change	3
MOL-510C	Leadership Praxis	1
MOL-535	Stewardship and Strategic Planning	3
MOL-540	Research and Evaluation Methods for Leaders	3
MOL-510D	Leadership Praxis	1
MOL-565	Leadership Thesis	6
MOL-511	Leadership Praxis Seminar	2

Organizational Leadership - Ph.D.

The Doctor of Philosophy degree with a major in Organizational Leadership (Ph.D.) provides an advanced graduate education for students seeking academic positions in research and teaching at leading universities, and for those seeking leadership opportunities in corporations, entrepreneurial businesses, health care, faith-based institutions, government, and non-profit organizations. This program is designed for working adults who have the intellectual capacity for advanced study, who thrive on the challenge of self-directed learning, and who desire to master the discipline of organizational leadership.

Mission

The mission of the program is to provide a Christ-centered, challenging, and research-based doctoral program enabling organizational leadership students to become accomplished in current knowledge, theory-in-use, research, self-directed learning, and as facilitators of organizational learning.

The curriculum is designed to contribute to a student's development as a servant leader, who has demonstrated competence in domains of knowledge represented in the conceptual model that guides the program design. These domains include personal authenticity and ethics, organizational development, global and multicultural perspectives, organizational transformation, strategic planning and implementation, and organizational theory. A foundational core is based on wisdom, followership, and stewardship, which in turn are exhibited through research, teaching, and practice. Finally, the model is surrounded by spiritual formation, which is based on spiritual virtues.

The Ph.D. offers advanced graduate education for students seeking academic positions in research and teaching at leading universities, leadership opportunities in corporations, entrepreneurial businesses, healthcare institutions, higher education, faith-based institutions, government, and nonprofit organizations. The program is designed for working adults who have the intellectual capacity for advanced study, who thrive on the challenge of self-directed learning, who desire to master the discipline of organizational leadership, and those who purpose to contribute to Indiana Wesleyan University's mission to raise up leaders as World Changers.

The doctoral degree in organizational leadership offers the dynamic combination of an integrated and seamless lock-step curriculum and technologically advanced facilities. At the very heart of these resources are the faculty and coursework grounded in theory and practice and leading organizational learning, change, and innovation. Our graduate faculty are committed to critical inquiry, excellent teaching, and responsiveness to students. The curriculum reflects current knowledge and best practice and enables the students to meet the rigorous challenges of doctoral studies in a Christ-centered culture.

The desire of the faculty and administration of the College of Adult and Professional Studies in general and the faculty of the Department of Leadership Studies in particular is to present a Doctor of Philosophy (Ph.D.) degree program that prepares students to be Christian Leaders in their world, and from that perspective to initiate significant change for Christ. The faculty value the integration of Christian principles of faith and practice into both academic and work settings. They reflect this desire and this value, and the mission of the College of Adult and Professional Studies and that of the Ph.D. degree support and extend the broader university mission. For that reason, all classes include a component of faith integration, either through the basic nature of the course or via specific course objectives. It is our hope that this curricular exposure to faith integration will be the beginning of personal growth and spiritual development by each student in the program.

Admission Requirements

This is a selective program and there is no guaranteed admittance even though applicants meet all the admissions requirements. The requirements for admission to the program include:*

- A master's degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.

- An undergraduate grade point average (GPA) of 2.75 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.
- A graduate grade point average (GPA) of 3.0 or higher from the master's degree granting institution at which at least a minimum of 24 hours was completed.
- A minimum of five years of leadership experience in the workplace, volunteer organizations, or the classroom.
- Submission of scholarly essay as outlined in the application process.
- Submission of all documents required by the Admissions Selection Committee and approval by the committee for admission into the program.

*The Admissions Selection Committee retains the right to waive admission requirements for special circumstances.

Application Process

The goal is to admit highly qualified students, with clear career objectives, who choose to enter the doctoral program after obtaining a master's degree. To apply for admission to the doctoral program, the applicant must complete the following steps:

- Submit a formal application with the non-refundable application fee of \$50. Send all application process materials to the attention of Graduate Admissions.
- Send a current resume that includes a career objective, previous undergraduate and graduate work, work experience, and special recognition or awards. The resume should make clear the number of employees the applicant has supervised in all leadership positions.
- Send at least three recommendation forms from the applicant's current manager (this may be the chairman of the board of directors or a peer at another organization for CEOs), an academic in higher education, and someone that can speak to the spiritual character of the applicant.
- Prepare and submit a five to six page scholarly essay according to the requirements and outline in the application packet.
- Arrange to have your graduate transcript sent from the accredited institution granting the degree. Transcripts should be supplied from all institutions the applicant has attended subsequent to the completion of the bachelor's degree.

Formal Application Essay

This essay is an essential aspect of the admission process and will be carefully assessed in order to make an informed decision regarding your acceptance into the Ph.D. program. Please follow the guidelines carefully addressing each component of the essay. The essay should be written to American Psychology Association (APA) Sixth Edition standards:

- Title page -typed, double-spaced, and numbered with a minimum of five pages and maximum of six pages.
- Clear and convincing response to the questions.
- Organization and presentation (i.e., readability and formatting).
- Evidence of critical thinking that is clearly expressed.
- It should be carefully proof read and use convincing language and phrasing.
- Evidence of scholarly (academic) writing skills that evidences an ability to analyze and integrate literature from the leadership field.

Scholarly Essay

Included in the essay are the following three components:

- Describe your current understanding of leadership, organizational leadership, and one guiding theory.
- Describe your leadership role in detail and provide information that discusses the following:
 - Your organization
 - Your organizational structure
 - Your leadership position
 - Your leadership style

- Your span of control
- Challenges
- Opportunities
- Describe why a Ph.D. in Organizational Leadership is important and how will it assist you in your current role and prepare you for future roles.

Admissions Selection Process

The admissions selection process is as follows:

- Submit completed application and forms to Adult Enrollment Services.
- The completed Application Files will be reviewed and evaluated by the Admissions Selection Committee.
- The Admissions Selection Committee will recommend admissions approval to the Chair.
- A letter of approval will be sent to the student by the Department.
- Students will then confirm their intent to commence the program and send a \$200 deposit that can hold a position in the program for the student and be applied to the first tuition and fee statement.

Program Requirements

Transfer Credit Policy

Students may transfer up to nine hours of post-master's credit from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education provided a grade of "B" or higher was earned in a post-masters course meeting the following criteria of the transcript audit:

- The course is clearly comparable to one of the Ph.D. program course offerings.
- The course is at the 600 or higher numbering system and was not part of the master's degree requirements.
- The course has been completed within the past five years.
- The course reflects current knowledge-base and best practice.
- The course reflects higher order thinking, study, assessment requirements of the scholarship of discovery.

Advanced Degree Appeals for Transferring Additional Hours

Students who have obtained a professional graduate degree requiring 60 credit hours or more may petition to have appropriate coursework transferred into the doctoral program.

Graduate students having earned a doctoral degree or a professional degree requiring 90 or more credit hours (e.g., Educational Administration, Counseling, Psychology, and so forth) may appeal in writing, to the Chair, Department of Leadership Studies, for a transcript audit to transfer up to nine additional hours (18 maximum). The letter of appeal, requesting more than nine hours of transfer credit, should clearly explain and justify the request. The letter of appeal should be supported with a dossier showing clear and convincing alignment with the course of studies and having met the criteria set forth in the policy and items one through five above.

Attendance Policy

All doctoral courses are a blend of live and interactive online discussions. Students are expected to attend all live sessions and substantively engage in all interactive online discussions, tests, quizzes, and prescribed learning activities.

- **Synchronous Class Sessions** - Synchronous classes are held on Saturdays from 9:00 am to 5:00 pm and meet on the first, fourth, and eighth Saturdays of the September, January, and April terms. Students are expected to be in attendance when class begins, and remain the entire session. A student may be allowed one absence per course. These are only to be used when absolutely necessary and require approval from the faculty member teaching the course. (Work, family emergencies, and illness are the primary reason for which students should reserve their option of missing one synchronous class sessions per term.) Students need to contact the faculty member regarding make-up work, if allowed by the faculty member. The criteria for full participation attendance points will be determined by the faculty member.
- **Online Attendance** - Attendance is determined by participating in weekly discussions. Failure to participate in the weekly discussion forum(s) will constitute an absence for that workshop. Participating in discussion does not guarantee full

participation attendance points. The criteria for full participation attendance points will be determined by the course professor. A student may be allowed one participation absence per course. Students need to contact the faculty member regarding make-up work, if allowed.

- Excessive Absences - If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the last class session, the professor is directed to issue the grade of "F."
- Students are expected to take courses in the predetermined sequence. Students who are unable to participate in a course due to unavoidable circumstances must arrange for a temporary leave of absence with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so with permission of the Department Chair and by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Residency

Residency for the doctoral program is satisfied by living on campus during three Summer Institutes. These institutes begin on a Sunday (except for first year students, who begin on Friday) and go through the following Friday. Students are expected to be in attendance every day of each Institute and are not allowed an absence from required workshops, events, or class sessions that are scheduled during the Institute. The Summer Institutes are normally attended during three consecutive years. However, in unusual circumstances a student may be given permission by the Department Chair to skip a year and attend the Institute another year. In no circumstances will a student be allowed more than four years to complete their residency. Students are expected to follow the community lifestyle statement of the university while living on campus.

Withdrawal from a Course

A student that withdraws from a course will need to get permission from the Department Chair to continue in the program and will need to follow the plan of study prescribed by the Department Chair.

Students needing to officially withdraw from a course will be required to contact the Office of Student Services. Tuition will be reimbursed according to the following schedule:

- 100% of the tuition fee if withdrawing within the first seven days of attending the first live class session of the course,
- 90% of the tuition fee if withdrawing between the 8th and by the 14th day of the course,
- 50% of the tuition fee if withdrawing between the 15th and by the 21st day of the course, and
- No refund after the 21st day from the start date of the course.

Student withdrawing from the summer residency will be assessed a fee to cover the costs of room and meals.

Academic Standing

Students enrolled in the Ph.D. program are regarded as members of the academic community of Indiana Wesleyan University and are held responsible for conducting themselves in conformity with the standards of conduct for adult learners. Continued enrollment in the program is at all times subject to review of the student's academic record and of the student's actions with regard to observance of university rules and regulations.

Academic Probation - Students enrolled in the Ph.D. program will be placed on probation if their cumulative GPA at any time falls below the required 3.25 GPA for graduation

Students are given six months to satisfactorily raise their GPA. The GPA is reviewed after the six month probationary period, and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension of six months will result if:

- A student fails to clear the academic probationary status within the six month probationary period.
- A student has taken a course twice and failed to achieve a satisfactory grade.

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. A student will be eligible to reapply for admission on a provisional basis after six months, but only upon the recommendation of the Department Chair and with the approval of the Dean of the School of Service and Leadership.

Academic Dismissal - Upon a second academic suspension in the Ph.D. program, a student is not eligible to reapply to Indiana Wesleyan University.

Students who do not follow the courses in the designated sequence, or who withdraw from a course, must undergo advising (by the Chair) before being allowed to register for another course. The student's advisor will submit the reenrollment form to the Dean of the School of Service and Leadership for approval. The student may then be registered for another course by Student Services.

Comprehensive Exam

At the end of coursework, a comprehensive examination will be administered to each student in the Ph.D. program. This exam will be designed to:

- Determine the student's grasp of leadership understanding across the curriculum;
- Assess the student's ability to adapt and integrate leadership theory and current best practice across the curriculum, including the integration of faith and practice;
- Give the student the opportunity to demonstrate higher order thinking with reference to Organizational Leadership theory and practice.

The exam will be constructed to cover the major domains of the program and will be administered by a committee of full-time faculty in the Department of Leadership Studies. The Comprehensive Examination Policy Guide is published annually before the Comprehensive Examinations. All policies and guidelines published annually in the Guide become official academic policy of the Department and take precedent over any policies published in the catalog.

The Dissertation

The dissertation will be a research-based, practice-centered inquiry that attests to the student's understanding of the field and ability to conduct scholarly inquiry about an issue related to leadership practices and performance in organizations from which other leaders can benefit. In addition, the research must provide a unique contribution to the understanding of organizational leadership.

Students may conduct qualitative or quantitative research, organizational culture evaluation, needs assessment, or any other type of research which meets the approval of their Dissertation Committee. The dissertation is expected to meet the highest standards of scholarship and inquiry, and should demonstrate doctoral level composition and format. The student should identify the problem and its significance, outline the background and literature that informs the problem, and collect and analyze data. This should result in a written document detailing findings, implications, and recommendations for future policy, governance, and/or practice.

Dissertation Requirements

The Organizational Leadership major is a 60 hour program. The dissertation courses include a minimum of 12 hours beyond the 48 hours of other designated courses.

Every Organizational Leadership student will be required to write and defend a dissertation. The Organizational Leadership course of studies emphasizes the development of theory-in-use research and skills with a practitioner focus. A doctoral research study addresses a problem of practice, where the focus is upon the integration of knowledge or its application. A variety of research methods may be used, resulting in a number of alternative forms of scholarly study. A dissertation generates or confirms knowledge and expanded capacity while linking theory-in-use to current best practice. The process of scholarship, research, and leadership utilizes a variety of research methods, including empirical, interpretive, or critical. All doctoral research studies and dissertations will result in a substantial written document.

Three credit hours of a Dissertation Seminar (DOL-915) are required. The seminar is taken at the end of all the other coursework. Nine credit hours of dissertation credit are required after DOL-915. Graduate students not defending their dissertation after the 12 hours of dissertation courses will be expected to maintain continuous enrollment and pay a dissertation continuation one hour tuition fee for each subsequent term until the dissertation is defended and approved.

A Dissertation Policy Manual will be released annually by the Department of Leadership Studies. Students are required to follow all policies, procedures, and guidelines contained in the most recent manual. Students should consult their Dissertation Chair regarding specific questions related to the requirements of the Dissertation Policy Manual."

Degree Completion Limits

The Ph.D. program is designed as a lock-step curriculum, which is to be completed in 33-36 months (depending on whether the program is started in July or January), plus the dissertation. The dissertation must be completed within six years from the point of completing the DOL-915 course. Any exceptions to this policy must be made via a written petition presented, approved, and filed by the Department Chair.

Dissertation Continuation

Doctoral students not completing the dissertation by the end of the 12 hours of dissertation courses will be required to maintain continuous enrollment. They will be required to enroll in a one-hour Dissertation Continuation course (DOL-922) with the university each successive term until the dissertation is successfully defended. Students will pay the one hour tuition fee and a \$25 per term resource fee to maintain continuous enrollment.

Candidate Status

Doctoral students will attain candidacy status upon successful:

- Completion of all course work.
- Completion of the Comprehensive Exam.
- Completion and committee approval of the dissertation proposal (Chapters 1-3).

Graduation Requirements

- Minimum grade of "B-" in each course.
- Cumulative GPA of 3.25.
- Successful defense of dissertation.
- Payment of tuition and fees is required to receive a diploma.

PhD - Organizational Leadership**Organizational Leadership (Ph.D.) - Program of Study**

A student is expected to take courses in a specified sequence and this sequence can only be changed with the permission of the Chair of the Department of Leadership Studies. The three-year course of study is detailed below.

Year One**July Term**

DOL-715	Leadership and Personal Development	3
DOL-720	Critical Inquiry	3

September Term

DOL-735	Advanced Leadership Theory	3
DOL-760A	Seminars and Praxis in Organizational Leadership-A	1

January Term

DOL-740	Organization Theory and Design	3
DOL-760B	Seminars and Praxis in Organizational Leadership-B	1

April Term

DOL-810	Statistical Research Design	3
DOL-760C	Seminars and Praxis in Organizational Leadership-C	1

Year Two**July Term**

DOL-750	Change, Innovation, and	3
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DOL-800	Entrepreneurship Organizational and Adult Learning	3
September Term		
DOL-830	Global Perspectives on Leadership	3
DOL-860A	Advanced Seminars and Praxis in Organizational Leadership-A	1
January Term		
DOL-840	Ethics and Leadership	3
DOL-860B	Advanced Seminars and Praxis in Organizational Leadership-B	1
April Term		
DOL-855	Stewardship	3
DOL-860C	Advanced Seminars and Praxis in Organizational Leadership-C	1
Year Three		
July Term		
DOL-820	Advanced Research Design Learning	3
DOL-875	Advanced Global Leadership	3
September Term		
DOL-880	Application of Research Methods	3
DOL-885	Qualitative Research Methods and Analysis	3
January Term		
DOL-915	Dissertation Seminar	3
April Term		
DOL-920	Dissertation	3
Year Four		
July Term		
DOL-920	Dissertation	3
September Term		
DOL-920	Dissertation	3

Students will continue to register for DOL-922 Dissertation Continuation all subsequent terms until dissertation is completed.

Division of Liberal Arts

The following programs are offered through the Division of Liberal Studies:

- Undergraduate Certificate Programs - certificates are available in Communications and General Studies,
- Associate of Science Degree
 - General Studies
- Bachelor of Science Degree
 - General Studies
 - Human Communication Studies
- Undergraduate Electives - these course offerings enable students to complete general education and elective credit requirements.

Certificate Programs - Undergraduate

In order to provide CAPS students opportunities to take electives that will allow them to focus on specific career-oriented areas, the College of Adult and Professional Studies offers Certificates in several broad career areas. For a current listing of courses and information, please see <https://www.indwes.edu/adult-graduate/electives/>.

Certificates are available to students in the baccalaureate and associate programs, and to students who are registered as unclassified students.

Certificate Programs - Undergraduate

Admission Requirements

- Accepted as a regular degree seeking student or as an unclassified student
- Unclassified student requires proof of high school graduation

Completion Requirements

- 15 credit hours from the selected courses in the specified certificate area
- Nine of the credits must be earned at IWU for degree seeking students; all credits must be earned at IWU for unclassified students
- Minimum grade of "C" in each course

Undergraduate Certificate Programs - Program of Study

Communications

Choose 15 credits from the following:

COM-110	Speech Communication	3
COM-115	Introduction to Human Communication	3
WRI-235	Creative Writing	3
ENG-121	English Composition II	3
COM-211	Introduction to Mass Communication	3
MGT-205	Professional Communication	3

General Studies

ENG-140	College Writing	3
MAT-108	Modern Concepts of Mathematics	3
FINA-180	Humanities Fine Arts	3
PSY-155	Personal Adjustment	3
COM-115	Introduction to Human Communication	3

Certificate Programs - Graduate

Graduate Certificate-Biology

Admission Requirements

The admission requirements for the Graduate Certificate in Biology are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- Evidence of successfully completing the following undergraduate courses at a "C" level or higher: Introductory Biology, Introductory Biology Lab, General Chemistry, General Chemistry Lab.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.

Completion Requirements

To complete the Certificate in Biology candidates must show evidence of the following:

- Successful completion of the Certificate curriculum with a minimum grade of "B-" in each certificate course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Payment of all tuition and fees is required to receive a certificate.

Biology

BIOE-501	Biological Chemistry	3
BIOE-502	Cell Biology	3
BIOE-503	Systems Biology	3
BIOE-504	Genetics	3
BIOE-505	Human Physiology	3
BIOE-506	Microbiology	3

Graduate Certificate-English

Admission Requirements

The admission requirements for the Graduate Certificate in Biology are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- Evidence of successfully completing the following undergraduate courses at a "C" level or higher: Introductory Biology, Introductory Biology Lab, General Chemistry, General Chemistry Lab.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.

Completion Requirements

To complete the Certificate in Biology candidates must show evidence of the following:

- Successful completion of the Certificate curriculum with a minimum grade of "B-" in each certificate course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Payment of all tuition and fees is required to receive a certificate.

English

ENGL-501	The Structure of Modern English	3
ENGL-502	Theory and Practice of Writing Rhetorical Analyses	3
ENGL-503	Theory and Practice of Synthesis and Argumentative Writing	3
ENGL-511	Drama and Culture	3

ENGL-510	Fiction and Culture	3
ENGL-512	Poetry and Culture	3

Graduate Certificate - Mathematics

Admission Requirements

The admission requirements for the Graduate Certificate in Mathematics are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- Evidence of successfully completing the following undergraduate courses at a "C" level: Linear Algebra, Calculus III, Abstract Algebra, Real Analysis, Geometry, and Statistics.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least of minimum of 30 hours was completed.

Completion Requirements

To complete the Certificate in Mathematics candidates must show evidence of the following:

- Successful completion of the Certificate curriculum with a minimum grade of "B-" in each certificate course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Payment of all tuition and fees is required to receive a certificate.

Mathematics

MATH-501	Linear Algebra	3
MATH-502	Abstract Algebra	3
MATH-503	Advanced Calculus	3
MATH-504	Real Analysis	3
MATH-505	Statistical Methods I	3
MATH-506	Modern Geometry	3

Graduate Certificate - Technology-Digital Literacy

Admission Requirements

The admission requirements for the Graduate Certificate in Technology/Digital Literacy are as follows:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education verified on original transcripts sent by the institution directly to Indiana Wesleyan University.
- An undergraduate GPA of 2.75 or higher from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.

Completion Requirements

To complete the Certificate in Technology/Digital Literacy candidates must show evidence of the following:

- Successful completion of the Certificate curriculum with a minimum grade of "B-" in each certificate course.
- Cumulative GPA of 3.0 or above in all graduate work.
- Payment of all tuition and fees is required to receive a certificate.

Technology/Digital Literacy

TECH-501	Digital Media Theory and Applications	3
TECH-502	Digital Content and Citizenship	3
TECH-503	Instructional Design Theory and Practice	3
TECH-504	Technology for Learning Communities	3
TECH-505	Web Design and Development	3
TECH-506	Data Utilization and Evaluation	3

AS - General Studies

The Associate of Science degree with a major in General Studies consists of 60 credits of coursework, which includes both general education requirements and a concentration in one academic area. The program design requires the student to complete at least 30 of the 60 hours with Indiana Wesleyan University. Therefore, transfer of credits is an option for this degree if the credits are earned at other regionally accredited institutions or those accredited by the Association for Biblical Higher Education and a grade of "C" or higher was earned.

The General Studies major may not be taken as an additional major or degree. This major is not available for students who are in or have completed other IWU programs.

The purpose for the Associate Degree with a major in General Studies encompasses the intention for students to:

- Communicate a Christian worldview as it relates to the liberal arts in education.
- Be prepared to achieve personal academic enrichment as lifelong learners who are effective world changers in daily behavior and pursuits.

AS - General Studies

Admission Requirements

The admission requirements for the associate degree programs are as follows:

- Proof of standard high school diploma or GED certification.

Concentration Requirements

- Minimum of 15 semester hours in concentration area with a GPA of 2.0.
- Nine hours of the concentration must be completed at IWU (15 hours for the Social Service concentration).
- Concentrations are listed below.
- Individualized concentrations must be approved by the General Studies Faculty Committee.
- Students planning to pursue the BSW with a major in Social Work should complete the concentration in Social Service. For those students, all courses must be completed with a grade of "C" or higher in order to meet the Social Work program requirements.

Graduation Requirements

To graduate with an associate degree the following requirements must be met:

- Completion of 60 semester hours.
- Cumulative GPA of 2.0 or higher.
- Completion of concentration requirements with a GPA of 2.0 or higher.
- Payment of all tuition and fees is required in order to receive a diploma.

General Studies (AS) - Program of Study

Required Electives

4 Hours Required
Electives

GEN-111 and UNV-201

General Education Requirements

23 Hours Required

Humanities (9)
Biblical Literature (3)
English (3)
Social Science (3)

Choose from ENG-242, HST-160, FINA-180, PHL-283
Any BIL course
One course in English Composition
Choose from ECO, HST, POL, PSY, SOC courses

Physical Education (2)	Any PHE course
Science or Math (3)	Choose from BIO, EAR, SCI, or MAT courses

Concentration

15 Hours (Minimum) required from one of the following concentration options:

Business	Courses with ACC, ADM, BUS, ECO, or MGT prefixes, except ADM-400
Communications	Courses with ENG, WRI, and COM prefixes, as well as MGT-205
Criminal Justice	Courses with CRJ prefixes as well as SOC-246, PSY-365, and PHE-366
Computer Info Technology	Courses with CIT and BIS prefixes
Entrepreneurship	ECO-300; two or more courses in accounting; one or more courses in human resources; one or more non-human resources MGT course; courses with ADM or BUS prefixes
Fine Arts	Courses with ART, MUS, and FINA prefixes and foreign language courses
History	Courses with HST prefixes, as well as REL-225
Human Services	Courses with SOC and PSY prefixes, as well as CRJ-268
Liberal Arts	Courses with Liberal Arts prefixes beyond those required for the "general education" component
Life Sciences	Courses with BIO, CHI, EAR, and SCI prefixes, as well as PHE-140, PHE-141, PHE-362, PHE-366; coursework from at least two separate areas required
Marketing	Courses with MKG prefixes as well as MGT-421
Mathematics	Courses with MAT prefixes as well as ADM-320
Religious Studies	Courses with REL, PHL, and BIL prefixes
Social Service Individualized Concentration	BIO-111, ECO-205, MAT-112, POL-200, PSY-150, SOC-152, SOC-210 Permits customized concentration with approval of General Studies Faculty Committee

Note: the Social Service concentration meets the prerequisite requirements for the Bachelor of Science degree Social Work Major. For that major, these prerequisites must be completed with a grade of "C" or higher.

Electives

10 - 18 Hours required depending on number of hours in concentration area

BS - General Studies

The Bachelor of Science degree with a major in General Studies provides a general college education for persons to build a strong academic platform for problem solving and from which to make future career and educational decisions. Individuality and flexibility describe this program of studies. Students will find maximum freedom of choice while building on a stable general education foundation.

This program consists of 120 credits of coursework, which includes both general education requirements and a concentration in one academic area. The program design requires the student to complete at least 30 of the 120 hours with Indiana Wesleyan University. Therefore, transfer of credits is an option for this degree if the credits are earned at other regionally accredited institutions or institutions accredited by the Association for Biblical Higher Education and a grade of "C" or higher was earned.

The General Studies major may not be taken as an additional major or degree. This major is not available for students who are in or have completed other IWU programs.

The purpose for the Bachelor of Science degree with a major in General Studies encompasses the intention for students to:

- Communicate a Christian worldview as it relates to the liberal arts in education.
- Be prepared to achieve personal academic enrichment as lifelong learners who are effective world changers in daily behavior and pursuits.

BS - General Studies

Admission Requirements

The admission requirements for bachelor degree programs offered through the College of Adult and Professional Studies are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
 - A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.

Concentration Requirements

- Twenty semester hours in concentration area with a GPA of 2.25.
- Nine hours of the concentration must be completed at IWU.
- Concentrations are listed below.
- Individualized concentrations must be approved by the General Studies Faculty Committee

Graduation Requirements

To graduate with a baccalaureate degree the following requirements must be met:

- Completion of 120 semester hours.
- Cumulative GPA of 2.0 or higher.
- Completion of concentration requirements with a GPA of 2.25 or higher.
- Completion of 30 hours of general education requirements as specified (General Education Requirements (p. 266)).
- Payment of all tuition and fees is required to receive a diploma.

General Studies (BS) - Program of Study

General Education Requirements

30 Hours Required

Religion/Philosophy/Biblical Literature	6 hours; 3 must be in Biblical Literature
English Written Communication	6 hours
English Oral Communication	3 hours
Social or Behavioral Sciences	6 hours
Mathematics	3 hours
Natural Sciences	3 hours
Arts and Humanities	3 hours

Required Electives

4 Hours Required

Required Electives	GEN-111 and UNV-401
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Concentration

20 Hours (Minimum) required from one of the following concentration options:

Business	Courses with ACC, ADM, BUS, ECO, or MGT prefixes, except ADM-400
Communications	Courses with ENG, WRI, and COM prefixes, as well as MGT-205
Criminal Justice	Courses with CRJ prefixes as well as SOC-246, PSY-365, and PHE-366
Computer Info Technology	Courses with CIT and BIS prefixes
Entrepreneurship	ECO-300; two or more courses in accounting; one or more courses in human resources; one or more non-human resources MGT course; courses with ADM or BUS prefixes
Fine Arts	Courses with ART, MUS, and FINA prefixes and foreign language courses
History	Courses with HST prefixes, as well as REL-225
Human Services	Courses with SOC and PSY prefixes, as well as CRJ-268
Liberal Arts	Courses with Liberal Arts prefixes beyond those required for the "general education" component

Life Sciences	Courses with BIO, CHI, EAR, and SCI prefixes, as well as PHE-140, PHE-141, PHE-362, PHE-366; coursework from at least two separate areas required
Marketing	Courses with MKG prefixes as well as MGT-421
Mathematics	Courses with MAT prefixes as well as ADM-320
Religious Studies	Courses with REL, PHL, and BIL prefixes
Individualized Concentration	Permits customized concentration with approval of General Studies Faculty Committee

Electives

66 Hours Required

*30 hours must be upper-level (300-400 level courses).***BS - Human Communication Studies**

The Bachelor of Science degree with a major in Human Communication program provides an in-depth education from a Christian perspective for persons who desire to serve as communication professionals in churches, schools, organizations and businesses. The Human Communication Studies major provides comprehensive preparation in communication theory and practice. Graduates are prepared for a wide variety of careers and graduate education. The program is an online series of courses.

Graduates from this major will be able to:

- Demonstrate an understanding of major theories and practices of communication in its varied contexts.
- Demonstrate competence in applying theory to common communication situations.
- Engage and integrate the Christian faith into the study and practice of communication.
- Demonstrate ability to conduct scholarly research and use it to further the study, practice, and personal use of communication.

BS - Human Communication Studies**Admission Requirements**

The admission requirements for this program are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
- A maximum of 40 hours of credit may be earned through the prior learning assessment process toward the required 60.

Transfer Credit Policy

- Credit must have been earned at a regionally accredited college or university or an institution accredited by the Association for Biblical Higher education with a minimum grade of "C."
- Courses must be approved by the Division of Liberal Arts.
- Students must complete at least 30 hours of the core curriculum at Indiana Wesleyan University.

Graduation Requirements

To graduate with a baccalaureate degree with a major in Human Communication from the College of Adult and Professional Studies at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.
- Cumulative GPA of 2.0 or higher.

- Completion of the required core courses with a GPA of 2.50 or higher.
- Completion of 30 hours of general education as specified (General Education Requirements).
- Payment of all tuition and fees is required to receive a diploma.

Human Communication Studies (BS) - Program of Study

Core Courses

COM-105	Communication in Context	1
COM-209	Small Group Communication	3
COM-116	Communication in Action Practicum	1
COM-227	Research Methods in Communication	3
COM-280	Intercultural Communication	3
COM-300	Communication Research Practicum	1
COM-321	Persuasion	3
COM-326	Conflict Communication	3
COM-329	Media and Society	3
COM-340	Communication Theory	3
COM-352	Interpersonal Communication	3
COM-370	Symbols and Imaging	3
COM-479	Communication Senior Seminar I	1
COM-480	Communication Senior Seminar II	3
COM-233	Principles of Public Relations	3
COM-366	Organizational Communication	3

Communication Cognate

6 credits in Sociology or Psychology - 200 level or above	6
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Subtotal: 46

CAPS Undergraduate Electives

The electives program within the Liberal Studies Department enables students to complete the credit requirements they may need for graduation. These electives include classes that satisfy general education requirements as well as elective credit. Elective classes are offered in key locations or online and are scheduled to match the credit needs of our students in the various locations. Most elective classes are “enrollment driven,” which means there must be at least six students registered for the class to meet.

A complete listing of electives and other pertinent information is distributed in November and June. The schedule is also available by accessing <http://www.indwes.edu/Adult-Graduate/Electives>. It is updated regularly. Elective courses can also be accessed through the IWU portal at <http://myIWU.indwes.edu> under the "Search for Classes" link.

Tuition and Fees - Tuition for on-site, online, and self-study elective courses is listed in the General Information section of the Electives Schedule. Book/material fees are listed in the course description section of the Electives Schedule. A late registration fee of \$50 will be assessed if the registration is received after the registration deadline date. Tuition must be paid by the deadline date to ensure a seat in the class. The student will be withdrawn from the class if tuition is not received by the deadline date. **Class registration closes two weeks prior to the start date.**

Books and Materials - Textbooks and class materials will be shipped approximately one week before the class start date. A student who wishes to have materials sent to an address other than the home address should indicate the same on the electives registration form. If a student has not received the books a few days before the class start, he/she should contact Textbook Distribution.

Registration - Class size is limited. Students should register early. Registration information can be found online at <http://www.indwes.edu/Adult-Graduate/Electives/>. Registration closes two weeks prior to the start date. Registrations submitted for on-site overlapping classes that meet on the same day will not be accepted.

Add-On Classes - Add-on classes may be arranged at on-site locations if a class is requested by at least six students. These classes are subject to enrollment, faculty, and site availability. To request an add-on elective class, complete the request form found in the Electives Schedule, at the Electives Web site, or contact the Electives Office at 765-677-2343 or 765-677-2507.

Class Meeting Times - Monday through Thursday classes meet from 6:00 PM until 10:00 PM. Saturday classes meet from 9:00 AM until 1:00 PM. Those groups adding on a class may specify a preferred meeting time other than those listed above.

Online Classes - Because Indiana Wesleyan University is dedicated to meeting the needs of the adult learner in today's society, Indiana Wesleyan University offers courses and programs via the Internet that are accessible from virtually any computer.

These online courses from Indiana Wesleyan University provide student access to a virtual classroom at any time, allow interactivity among participants and instructors, and provide schedule flexibility and timely completion of electives.

Students will complete one workshop (class session) per week, but may do so in asynchronous time (not necessarily at the same time as others). The courses are contained within the accelerated format, with specific beginning and ending dates, thereby allowing students to complete their electives in a timely fashion. Each course contains a complete syllabus and standardized assignments/activities for each workshop.

Within IWU's learning management system, navigation buttons provide ease of maneuvering throughout the course sections. E-mail allows students to communicate with the instructor, while electronic bulletin board capabilities allow students and instructor to post, share, and read threaded discussions, questions, and comments. Students must use Microsoft Word documents when submitting assignments.

Active links within the course material enable students to do additional research on the concepts presented. Built-in quizzes help students assess their understanding of the concepts being presented. Students are encouraged to complete an anonymous end-of-course evaluation form.

The schedule, course specifications, and other important information are available by accessing the Web page at <http://www.indwes.edu/Adult-Graduate/Electives/>. Answers to frequently asked questions are also provided. Registration procedures and requirements for online courses are generally the same as those for onsite courses. Information may also be obtained by calling 1-800-621-8667 extension 2343.

Withdrawal/Refund - Official withdrawal from a course must be completed in order to avoid earning a failing grade and to receive a refund. The student must contact the Office of Student Services by e-mailing registration.change@indwes.edu to withdraw before the last class workshop. Notifying the instructor or other students, or simply not attending class does not withdraw the student from the class.

If a student withdraws two weeks before the course begins, all payments may be refunded.

If a student withdraws less than two weeks before the course begins, a \$50 processing fee will be assessed. All outstanding balances must be cleared before future registrations will be approved.

Students who withdraw after the first class session will be assessed a \$50 processing fee, 10% of the course tuition, and the book fee.

Students who withdraw after the second class session (or after the seventh day of an online course) will not be eligible for a refund. Withdrawal from an elective course may affect a student's financial aid. Call the Financial Aid Office for information.

School of Nursing

The IWU School of Nursing has a great history in nursing education, graduating the first class in 1975. All of the programs are accredited by the Commission on Collegiate Nursing Education. Membership is held in the American Association of Colleges of Nursing. Eta Chi Chapter of Sigma Theta Tau International (Honor Society of Nursing) is chartered at Indiana Wesleyan University.

The School of Nursing has three divisions.

Division of Pre-licensure Nursing which offers:

- **BSN degree for post-high school students.** The Pre-licensure BSN (undergraduate program) is focused on the discipline of nursing and is supported by courses from the humanities and the natural and social sciences. Post high school students are admitted to the university and apply for admission to the nursing major during the second semester of their freshman year. Students are admitted to the nursing major as first semester sophomores. It is a traditional four-year program of study.
- **BSN degree for students with a previous bachelor's degree in an area other than nursing.** The Transition to Nursing program, a Pre-licensure program, is designed as a 14-month accelerated, second-degree program. It was developed to provide an expedited method for second career seekers to become nurses.

Upon graduation, Pre-licensure students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Division of Post-licensure Nursing which offers:

- **BSN degree for registered nurses.** The Post-licensure (RNBSN) program is for the practicing Registered Nurse. The program operates year round and classes are offered in the day or evening, on-site or blended, or completely online, to permit enrollment of working students. The Pre-licensure and Post-licensure programs are aligned in mission, philosophy, outcomes, and curriculum.

Division of Graduate Nursing which offers:

- **MSN degree:** The Graduate nursing division offers majors in Nursing Administration, Nursing Education, and Primary Care Nursing or Psychiatric Mental Health Nursing to prepare nurse practitioners. Nursing Administration and Nursing Education programs are also available to students with an Associates of Science in Nursing through the ASN-MSN program. Also offered is a dual degree/major of MSN/MBA Nursing Administration/Business Administration. The graduate program operates year around. Classes are offered online to accommodate working professionals. Nurse Practitioner students will have one onsite evening course.
- **DNP (Doctor of Nursing Practice).** The Doctor of Nursing Practice program offers the doctoral student an extensive focus on developing leadership skills within healthcare systems and includes a two-week global academic experience. The 71-week program is delivered using the cohort model, offering the convenience of online learning and the cultivation of genuine relationship building through week-long residencies at three intervals during the program of study.

School of Nursing Programs of Study

Mission of the School of Nursing

Nursing education at IWU prepares each student to become a world-changing nurse. This is accomplished by drawing students into an integrated experience of intellectual challenge, professional growth, and leadership development.

Therefore we will:

- Call students to Christian character.
- Expect academic excellence.
- Equip students for success in the profession.
- Mentor students in leadership.
- Prepare students for service.

Communication with the School of Nursing

Address

School of Nursing, Vice-President of Academic Affairs

School of Nursing, Associate Vice President

Division of Pre-licensure Nursing

Division of Post-licensure Nursing

Division of Graduate Nursing

Registrar's Office

Office of Student Services

Financial Aid Office - Division of Pre-licensure Nursing

Financial Aid Office - Divisions of Post-licensure Nursing and Graduate Nursing

Accounting - Division of Pre-licensure Programs

Accounting - Divisions of Post-licensure Nursing and Graduate Nursing

Resources - Divisions of Post-licensure Nursing and Graduate Nursing

College of Arts and Sciences - for Non-nursing residential courses

Indiana Wesleyan University

School of Nursing

Ott Hall of Sciences and Nursing

4201 South Washington St

Marion IN 46953-4974

<http://indwes.edu/nursing>

<http://myIWU.indwes.edu>

765-677-1578

765-677-1960

765-677-2812

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765-677-2359

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765-677-2516

765-677-2411

765-677-2878

765-677-2854

765-677-2147

Petitions, Appeals, and Grievances - School of Nursing

During a student's academic career, there may be occasion to file a petition, an appeal or a grievance.

- A petition is a request for an exception to an academic policy. A petition must be submitted in writing to the appropriate academic leader.
- A student may appeal an academic policy decision or for a grade change.
- An academic grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic policy decision or a request for a grade change or the student believes the policies and/or actions of School of Nursing personnel are unjust. Students taking courses outside of the School of Nursing are expected to follow the guidelines established by the Principal Academic Unit (School of Nursing, College of Arts and Sciences, College of Adult and Professional Studies, School of Health Sciences, Wesley Seminary) from which the course is taken for matters pertaining to courses/classes/policies.

Indiana Wesleyan University follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. The university allows its instructors independence in following generally accepted practices. A student who wishes to submit an appeal or grievance must abide by the procedures listed below.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. Depending on the situation, the timeline may be expedited. Because the appeal and grievance process is a private university administrative process, if legal council is retained, IWU must be notified immediately and the process will be turned over to the Office of Risk Management and Compliance.

Issues related to discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504 are handled according to university policy.

Grade Appeal

A grade appeal involves only those situations in which a student believes an instructor (a) has not followed fair grading practice or (b) has not followed his or her published grading policy in didactic or clinical courses.

*Informal Process*Level 1

- The student should request the rationale from the professor for the grade given and discuss the key learning points within 10 university business days of the posting of the grade.
- The informal process may be ended at any time and the student may begin the formal procedure by submitting a written grade appeal form within 20 university business days of the posting of the grade. Grade appeal forms are available from the Office of the Associate Dean.

*Formal Process*Level 2

- If there is no resolution during the informal process, the student may file a grade appeal request form, which can be obtained from the Office of the Associate Dean (Grade Appeal Request Form). If a properly completed grade appeal request form is not received by the university within 20 university business days of the date the student's grade was posted, then the student will forfeit any further right to appeal.
- If the matter involves the Associate Dean as faculty, the student may request that the Associate Vice President (AVP) for the School of Nursing (or designee) review the matter.
- After the university receives the grade appeal request form, it will be forwarded to the instructor along with a faculty grade appeal response form. The Associate Dean will notify the faculty member of the appeal and its nature and seek to mediate the dispute through the following steps.
 - Discussion of the facts of the case seeking resolution within 10 university business days.
 - If the faculty member's stated policy for calculating the grade has not been followed, the Associate-Dean or AVP will insist that it be followed. The role of the administrator is not to re-grade the assignment(s).
- If the instructor agrees, the grade will be changed, and the student academic record will be updated.

Level 3

- If the instructor does not agree that the grade should be changed, the Associate Dean will request a second grading of the specific assignment or examination by two faculty members with knowledge in the academic discipline. They will submit their completed rubrics or evaluations to the Associate Dean within 10 university business days.
- The grade appeal form, faculty response form, and the evaluation of the specific assignment or examination will be submitted to the School of Nursing Student Life Council.
- Upon receipt of the request for council review from the student, the matter will be brought to the next regularly scheduled School of Nursing Student Life Council meeting. (NOTE: The Council reserves the right to seek clarification from the student, additional graders, or the instructor). If the matter involves a member of the council, the Student Life Council Chair will require the individual to recuse himself/herself from the appeal process.
- A formal notification of the decision will be provided to the student by the council chair. This will complete the appeals process. The decision made at the Student Life Council is final for the appeal process.
- All documents related to the appeal will be filed electronically. Printed documents will be shredded.
- The student will be notified of results at each step of the grade appeal process.

Appeal of Academic Policy Decision

An academic policy appeal involves only those situations in which a student is seeking recourse from a university academic policy decision.

Examples of academic policies include but are not limited to admission criteria, readmission criteria, etc.

*Informal Process*Level 1

- The student must first contact the person or the department responsible for the policy decision to resolve the question informally. Such contact must occur within 10 university business days of the incident that generates the request for exception.
- The informal process may be ended at any time and the student may begin the formal procedure by submitting an appeal form within 20 university business days of the decision. Appeal forms are available from the Office of the Associate Dean.

*Formal Process*Level 2

- If the matter is not satisfactorily resolved at level one, the student may submit a written request within 20 university business days of the date of the decision that prompted the appeal to the Associate Dean for a review. The student should include thorough documentation supporting the student's claims.
- If the matter involves the Associate Dean as faculty, the student may request that the Associate Vice President (AVP) for the School of Nursing (or designee) review the matter.
- If the published policy was not followed, the Associate Dean or AVP will insist that it be followed.

Level 3

- If there is no resolution at level two, the Associate Dean will forward the documentation for a review by the Student Life Council.
- Upon receipt of the request for council review from the student, the matter will be brought to the next regularly scheduled School of Nursing Student Life Council meeting. (NOTE: The Council reserves the right to seek clarification from the student and those involved in the policy decision.) If the matter involves a member of the Council, the Student Life Council Chair will require the individual to recuse himself/herself from the appeal process.
- A formal notification of the decision will be provided to the student by the Associate Dean. This will complete the appeals process. The decision made at the Student Life Council is final for the appeal process.
- All documents related to the appeal will be filed electronically. Printed documents will be shredded.

Academic Grievance

An academic grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or a request for a grade change or the student believes the policies and/or actions of School of Nursing personnel are unjust.

*Informal Process*Level 1

- If the student believes the published policies were not followed or he/she believes the policies and/or actions of School of Nursing personnel were not just, the student must first contact the Associate Dean within 10 university business days for a full explanation of the policy and how the policy was followed. This is not a second hearing of an appeal.
- Due to the implications of a grievance, the student must submit a written grievance form at this step of the process. The grievance form may be obtained from the Office of the Associate Dean. If a properly completed form is not received by the university within 10 university business days of the date on which the event that gave rise to the complaint occurred, the student will forfeit any further right to grieve.
- If the complaint involves the Associate Dean, the student may request that the AVP for the School of Nursing (or designee) review the matter.
- The informal process may be ended at any time and the student may begin the formal procedure.

*Formal Process*Level 2

- If the matter is not satisfactorily resolved at level one, the student may request that the AVP review the matter by requesting such a review.
- If the complaint involves the AVP, the student may request that the Vice President for Academic Affairs (VPAA) for the School of Nursing (or designee) review the matter.
- A formal notification of the decision will be provided to the student by the AVP.

Level 3

- If the matter is not satisfactorily resolved at level two, the student may request a review of the matter by the VPAA by forwarding the grievance form. If the university does not receive a request for a level three review within 10 university business days of the level two decision, the student will forfeit any further right to grieve.
- A formal notification of the decision will be provided to the student by the VPAA. This will complete the grievance process.
- All documents related to the grievance will be filed electronically. Printed documents will be shredded.

Division of Pre-licensure Nursing

Pre-licensure Nursing programs lead to a Bachelor of Science Nursing (B.S.N.) degree. There are two programs of study available to students: nursing traditional format (four year) and Transition to Nursing (accelerated second degree). The undergraduate program prepares men and women for professional nursing practice and provides a foundation for advanced study in nursing. Following successful completion of the curriculum, students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in Indiana or other states subject to that state's guidelines and regulations.

The Pre-licensure Nursing programs are accredited by the Indiana State Board of Nursing and the Commission on Collegiate Nursing Education (CCNE).

The Pre-licensure Nursing programs are committed to educating professional nurses prepared to change their world of influence through nursing practices grounded in the Christian ethos. The mission of the division is to provide quality nursing education within a Christian liberal arts university that equips professional nurse generalists for practice in diverse environments.

The nurse is perceived as a purposeful, self-directed individual who assumes responsibility and accountability to God, society, self, and clients who, made in the image of God, have intrinsic worth and value. Modeling the example of Jesus Christ, nurses are to protect and promote health, especially for people lacking access to health care, through the just allocation of health resources and services throughout the world.

General Education Competencies

Students in this major meet the general education competencies by taking the approved courses.

Outcomes of the Pre-licensure Nursing Program

The outcomes of the Pre-licensure Nursing program are to:

1. Call students to Christian character.
2. Expect students to develop academic excellence.
3. Equip students for success in the profession.
4. Mentor students in leadership.
5. Prepare students for service.

Pre-licensure Nursing Entrance Requirements

High school courses that provide a foundation for nursing are biology, chemistry, English, mathematics, speech, algebra, social studies, and writing. Students should submit the university application to the director of admissions at Indiana Wesleyan

University. Acceptance will be in accordance with the established admission policies. Students are advised to declare pre-nursing as the choice of major when applying for admission.

Admission and Progression in the Pre-licensure Nursing Major

The Admission and Progression Committee approves admission to the Pre-licensure Nursing major. The following criteria must be met for admission to the major at the sophomore level:

1. Completion of 29 credits.
2. Minimum GPA of 2.75.
3. Minimum grade of "C" in all supporting courses, (A & P I, A & P II, IOBC, Micro; wet labs required, speech communications, and psychology).
4. Completion of health clearance form.
5. CPR certification.
6. Certified criminal background check.
7. Completion of math requirement - MAT-107 or higher (prefer MAT113).
8. Test of Essential Academic Skills with a score of 65% or higher.

Application forms for admission to the nursing major may be obtained from the office of the Division of Pre-licensure Nursing. All admission requirements must be completed by May 31 for September admission into the nursing major or December 22 for January admission.

Once a student is admitted to the nursing program, he or she must complete all coursework within 4 1/2 years (9 semesters). Progression through the major requires a minimum cumulative and major GPA of 2.75, a minimum grade of "C" in all nursing courses, health clearance, and current CPR certification. Progression is monitored by the Admission and Progression Committee.

Fees

There is a one-time assessment testing fees and program fee. Clinical and lab fees will be assessed every semester.

Probation

Probation in the Division of Pre-licensure Nursing applies to students having a cumulative and/or major GPA less than 2.75 and/or who are repeating a nursing course. See details in the Pre-licensure Nursing Student Handbook.

Advanced Standing in Nursing

Transfer Students

Admission with prior credit is granted to those who meet the university requirements and who have a cumulative GPA of 2.75 on a 4.0 scale from the transferring institution. It is recommended that transfer into the program be made no later than the first semester of the sophomore year. Students contemplating transfer into the program from another college or university must contact the School of Nursing for the transfer policy and:

1. Be admitted to the university.
2. Must have their nursing course syllabi and science course syllabi approved by the School of Nursing and the Division of Natural Sciences and Mathematics (wet labs required).
3. To be considered for full admission into the nursing major, all admission criteria and credit transfers must be completed by May 31 for September admission, or December 22 for January admission.
4. Must complete three semesters of clinical nursing courses in the IWU School of Nursing program (minimum of 1 1/2 years residency requirement).
5. Transfer of clinical courses requires successful completion of appropriate skills proficiency exams. See Orientation, Registration and Credit Options (p. 36).
6. For students accepted into the Pre-licensure Nursing Program (traditional track) at IWU, previously completed college nursing courses (C or higher from regionally accredited colleges/universities) will be evaluated for IWU course equivalency as long as they are no more than five years old from the time of completion to the time of starting the nursing program at

IWU. If the time limit criterion is met, course syllabi and course calendar from the transfer institution will be evaluated for IWU course equivalency.

All criteria for acceptance will be successfully completed before any nursing coursework is attempted.

College of Arts and Sciences (p. 33)

Students pursuing majors in Pre-licensure Nursing are also subject to all the pertinent policies and procedures as defined in the College of Arts and Sciences. Below are links to the academic policies and procedures for the College of Arts and Sciences:

- Orientation, Registration and Credit Options (p. 36)
- Schedule Changes and Withdraws (p. 36)
- Study Abroad (p. 36)
- Academic Policies (p. 45)
- Academic Requirements (p. 53)
- Competency and Proficiency Requirements - Bachelor's Degree (p. 58)
- General Education Requirements - Bachelor's Degree (p. 59)
- Graduation Requirements and Procedures (p. 36)
- Student Development (p. 62)
- Financial Information (p. 68)

Communication with the College of Arts and Sciences and Pre-licensure Nursing

Address:	4201 South Washington Street Marion, Indiana 46953-4974
General Information:	Switchboard: 765-674-6901; 866-GO-TO-IWU; geninfo@indwes.edu
Administration:	CAS - Academic Affairs: 765-677-2493 SON - Academic Affairs 765-677-1578
Admissions:	Undergraduate: 866-GO-TO-IWU; 765-677-2138; admissions@indwes.edu Graduate Counseling: 866-IWU-4-YOU; graduate@indwes.edu
Student Account Services, CAS:	Billing: 765-677-2122 Cashier: 765-677-2411 Student Account Services, CAS: howtopay@indwes.edu 765-677-2520; Career Guidance: clcl@indwes.edu
Center for Life Calling and Leadership:	
Financial Aid:	765-677-2116; Scholarships and Financial Assistance: finaid@indwes.edu
Residential Academic Services:	765-677-2131; Registration, Course Information: ResAcadServ@indwes.edu
Registrar's Office:	765-677-2131; Transcripts and Academic Information: registrar@indwes.edu
Student Development:	765-677-2201; Housing, Student Organizations and Activities: studev@indwes.edu
The Center for Student Success:	765-677-2257; Counseling, Disability Services, Tutoring: center4success@indwes.edu
Student Support Services	
School of Nursing:	765-677-2812 Pre-licensure Nursing - contact information (p. 410)
School of Health Sciences:	765-677-2035 School of Health Sciences - contact information (p. 475)

Petitions, Appeals, and Grievances

See the Petitions, Appeals, and Grievances (p. 410) section in the School of Nursing for Pre-licensure Nursing Division policies.

Academic Requirements

MINIMUM NURSING ACADEMIC REQUIREMENTS

A student may progress through the Pre-licensure Division Nursing Program when meeting *all three of the following requirements*:

1. Achieving a C or higher in all NUR courses.
2. Maintaining a nursing GPA of 2.75 or higher (NUR courses only).
3. Maintaining a cumulative GPA of 2.75 or higher (all IWU courses).

A student who does not meet one or more of these minimum requirements will be placed on nursing academic probation.

DEFINITION OF NURSING ACADEMIC PROBATION

Nursing academic probation is a status resulting from failure to meet the minimum requirements of the Pre-Licensure Division of the School of Nursing. Course grades and/or GPA earned during any term may result in a student being placed on nursing academic probation for the following semester. One probationary period is equal to one full semester.

PROBATION CRITERIA

An admitted nursing student will be placed on nursing probationary status when one or more of the criteria occur within a semester/term:

- Criteria 1: C- or lower in one or two NUR course/s (considered course failure).
- Criteria 2: NUR GPA of less than 2.75.
- Criteria 3: CUM GPA of less than 2.75.

Two probationary periods are permitted during entire enrollment in Pre-Licensure nursing.

DEFINITION OF ACADEMIC DISMISSAL

Academic dismissal is the removal of a student from enrollment in the Pre-licensure Division of the School of Nursing due to one or more of the dismissal criteria below. Academic dismissal means a student can no longer register for NUR clinical courses leading to a BSN degree.

DISMISSAL CRITERIA

A student will be dismissed from Pre-Licensure nursing if one or more of the following criteria occur:

- Criteria 1: Failure (C- or lower) of three NUR courses (in one or more semesters/terms).
- Criteria 2: Failure (C- or lower) of the same NUR course twice.
- Criteria 3: Failure to meet the requirements to be removed from probation by the end of the second probationary period.

READMISSION

After dismissal, a student may be eligible to apply for readmission to the Pre-licensure Division of the School of Nursing (SON) after ALL of the following criteria have been met:

- Criteria 1: Three years have passed since dismissal
- Criteria 2: All sciences completed within 5 years of readmission or work in a field utilizing the sciences
- Criteria 3: Completion of twelve credit hours from an accredited college/university with a GPA of 2.75 prior to readmission
- Criteria 4: Interview with the SON Associate Dean of the Pre-licensure Division of Nursing or a designee
- Criteria 5: May be required to audit or repeat courses according to IWU's Repeating Course Policy
- Criteria 6: All other Pre-licensure admission requirements

REQUIREMENTS DURING PROBATION

A student on probationary status due to Probation Criteria 1 (C- or lower in one or two NUR course/s) must do the following:

FIRST PROBATION

- Register for the EQUIP (NUR 211) course, unless previously completed.
- Register for the NUR course/s for which the student has obtained a C- or lower.
- Meet with an advisor within the first two weeks of the semester and at midterm

- Complete or follow up on the Plan for Academic Student Success (PASS).
- Meet regularly with the Nursing Educational Resource Specialist (NERS).
- Attain a passing grade in the repeated NUR course.
- Complete 2 credit hours of Professional Transitions (NUR 476) during the last year of study prior to graduation.

SECOND PROBATION

- Meet regularly with an assigned faculty mentor.
- Attain a passing grade in the repeated NUR course.

A student on probationary status due to Probation Criteria 2 (NUR GPA of less than 2.75) must do the following:

FIRST PROBATION

- Register for the EQUIP (NUR 211) course, unless previously completed
- Continue in NUR courses
- Meet with an advisor within the first two weeks of the semester and at midterm.
 - Complete or follow up on the Plan for Academic Student Success (PASS).
- Meet regularly with the Nursing Educational Resource Specialist (NERS).
- Raise NUR GPA to at least 2.75 by the end of the probationary semester.
- Complete 2 credit hours of Professional Transitions (NUR 476) during the last year of study prior to graduation.

SECOND PROBATION

- Meet regularly with an assigned faculty mentor.
- Must raise NUR GPA to 2.75 or above by the end of the probationary semester.

A student on probationary status due to Probation Criteria 3 (CUM GPA of less than 2.75) must do the following:

FIRST PROBATION

- Register for the EQUIP (NUR 211) course, unless previously completed
- Continue in NUR courses, as desired.
- Meet with an advisor within the first two weeks of the semester and at midterm.
 - Complete or follow up on the Plan for Academic Student Success (PASS).
- Meet regularly with the Nursing Educational Resource Specialist (NERS).
- Raise CUM GPA to at least 2.75 by the end of the probationary semester.
- Complete 2 credit hours of Professional Transitions (NUR 476) during the last year of study prior to graduation.

SECOND PROBATION

- Meet regularly with an assigned faculty mentor.
- Must raise CUM GPA to 2.75 or above by the end of the probationary semester.

REMOVAL OF PROBATIONARY STATUS

A student will be removed from probationary status for the next semester/term after all requirements are met as stated above and all other minimum academic requirements are maintained.

Honesty, Cheating, Plagiarism, and Forgery

Academic dishonesty is inconsistent with scholarship and the pursuit of knowledge and Christian character. Thus, Indiana Wesleyan University expects students to be honest in all academic work.

Coursework

Students are expected to exhibit honesty in the classroom, in homework and on quizzes and tests. Each instructor should define what constitutes honest work in a specific course. Any deviation from ordinary standards, such as the permitted use of notes for an examination or an “open book” test, should be stated clearly by the instructor.

Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise. Examples of cheating include:

1. Submitting work for academic evaluation that is not the student’s own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Plagiarism.
6. Falsification.
7. Other misrepresentations of academic achievement submitted for evaluation or a grade.
8. The submission of papers or other work that one has submitted in a previous class or classes without appropriate citation and/or permission of the instructor.

Plagiarism is defined as "the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own" (A. Lindey, 2006, *Plagiarism and Originality*). *The Prentice Hall Reference Guide* (2006) indicates, “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is” (p. 292). In other words, it is not giving credit where credit is due. Plagiarism is both a moral and ethical offense and sometimes a legal one.

Examples of plagiarism include:

1. Copying another person's actual words without the use of quotation marks, source citation, or footnotes.
2. Presenting another person's ideas or theories in your own words without citing the source.
3. Failing to acknowledge contribution and collaboration from others.
4. Using information that is not common knowledge without citing the source.
5. Submitting downloaded papers or parts of papers, "cutting and pasting," or paraphrasing or copying information from Internet sources without proper acknowledgment of a source.

Sanctions

It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Any undergraduate student apprehended and charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating: no credit (i.e., no points given) in paper, assignment, or exam.
2. Second incident of cheating: failure in the course involved.
3. Third incident of cheating: dismissal from the university.

In addition to the above, a graduate student is expected to understand clearly the nature of cheating and is subject to dismissal from the university for any egregious act of academic dishonesty or cheating, without the need to follow the steps listed above. Incidents of cheating and/or plagiarism will be investigated and judged by the appropriate academic leader.

Because the matter of cheating cumulatively leads to dismissal, faculty are required to report each case to the appropriate university administrators who in turn reports the case to the academic leader of the specific college/school. Unquestionable evidence must be in hand before any action will be taken to confront and accuse a student of cheating.

A student who is not satisfied with the disciplinary action may follow the grievance and appeal policies of the appropriate academic unit.

Falsification of Academic Records or University Documents: Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; forging signatures; or falsifying information of an official document such as a grade report, ID card, financial receipt, or any other official university letter or communication. This includes information downloaded (printed) from student information available via Web (online) services.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Unauthorized access to computerized academic or administrative records or systems means viewing or altering the university's computer records without authorization; copying or modifying the university's computer programs or systems without authorization; releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems information.

Students who are found to have falsified university documents or participated in unauthorized access to computerized academic or administrative records or systems are subject to dismissal from the university for a single incident. The university may consider legal action for any individual found to have participated in these actions.

Pre-licensure Nursing Programs

Nursing - B.S.N.

The minimum requirements for the Bachelor of Science in Nursing are 124 credit hours. The required nursing courses include the following.

Nursing - B.S.N. – Program of Study

Required Courses (61 hours)

NUR-145	Foundations of Nursing	3
NUR-221	Principles of Intervention	2
NUR-221L	Principles of Intervention - Lab	
NUR-232	Advanced Principles of Intervention	2
NUR-232L	Advanced Principles of Intervention Lab	
NUR-242	Nutrition	2
NUR-245	Adult Health I	4
NUR-250	Pharmacology	3
NUR-253	Maternal/Newborn Nursing	3
NUR-257	Nursing Care of Children	3
NUR-260	Physical Assessment	3
NUR-260L	Physical Assessment Lab	
NUR-330	Gerontological Nursing	4
NUR-337	Pathophysiology	3
NUR-345	Adult Health II	5
NUR-371	Mental Health Nursing	3
NUR-400	Transcultural Nursing	2
NUR-400L	Transcultural Nursing-Practicum	1
NUR-436	Research	3
NUR-445	Adult Nursing III	5
NUR-470	Community Health Nursing	5
NUR-473	Nursing Leadership and Management	5

Required Supporting Courses (21 hours)

BIO-111	Anatomy and Physiology I	4
BIO-112	Anatomy and Physiology II	4
BIO-113	Introductory Microbiology	4
CHE-120	Introduction to Organic and Biological Chemistry	4
PSY-150	General Psychology	3

Transition to Nursing - B.S.N.

If you currently hold a bachelor's degree in another field from any accredited institution of higher learning and are interested in becoming a nurse, this is the program for you. Transition to Nursing offers you the opportunity to become a nurse in 14 months. This full time program requires 63 credit hours of nursing coursework and leads to a BSN degree in nursing. The coursework is designed to provide a sound foundation in nursing skills and dispositions, and includes leadership and nursing research in the clinical setting. Following successful completion of the curriculum, students are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in Indiana or other states subject to that state's guidelines and regulations. This program also provides the foundation for the pursuit of graduate education.

The Transition to Nursing program takes advantage of your academic track record and builds upon your past experiences. It provides a realistic transition to the nursing profession in an expedited manner. Due to the rigorous nature of the program, students are strongly encouraged not to have outside employment during the program.

For students accepted into the Transition to Nursing (TTN) program, previously completed college courses (C or higher from regionally accredited colleges/universities) in Nutrition, Pharmacology, Pathophysiology, and/or Research will be evaluated for IWU course equivalency as long as they are no more than five years old from the time of starting the TTN program. If the time limit criterion is met, course syllabi and course calendar from the transfer institution will be evaluated for IWU courses equivalency.

Fees

There is a one-time assessment testing fees and program fee. Clinical and lab fees will be assessed every semester.

Prerequisites

1. Previous baccalaureate degree with GPA of 2.75 or above.
2. Anatomy and Physiology I.
3. Anatomy and Physiology II.
4. Microbiology.
5. Chemistry.
6. CPR Certification.
7. Health clearance.
8. Certified criminal background check.
9. University math requirement met - MAT-107 or higher (prefer MAT113).
10. Test of Essential Academic Skills with a score of 65% or higher.

Transition to Nursing - B.S.N. – Program of Study

Required Courses (63 hours)

NUR-145	Foundations of Nursing	3
NUR-221	Principles of Intervention	2
NUR-221L	Principles of Intervention - Lab	
NUR-232	Advanced Principles of Intervention	2
NUR-232L	Advanced Principles of Intervention Lab	
NUR-242	Nutrition	2
NUR-245	Adult Health I	4
NUR-250	Pharmacology	3
NUR-253	Maternal/Newborn Nursing	3
NUR-257	Nursing Care of Children	3
NUR-260	Physical Assessment	3
NUR-260L	Physical Assessment Lab	
NUR-330	Gerontological Nursing	4
NUR-337	Pathophysiology	3

NUR-345	Adult Health II	5
NUR-371	Mental Health Nursing	3
NUR-400	Transcultural Nursing	2
NUR-400L	Transcultural Nursing-Practicum	1
NUR-436	Research	3
NUR-445	Adult Nursing III	5
NUR-450	Nursing From a Christian Worldview	2
NUR-470	Community Health Nursing	5
NUR-473	Nursing Leadership and Management	5

Division of Post-licensure Nursing

The School of Nursing offers a Post-licensure (RNBSN) Program leading to a Bachelor of Science in Nursing (B.S.N.). The undergraduate program prepares men and women for professional nursing practice and provides a foundation for advanced study in nursing.

Policies and General Information - Post-licensure (RNBSN)

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university.

Academic Information - Post-licensure (RNBSN)

Academic Calendar - Courses in non-residential programs are offered under the semester hour system but in a non-traditional academic calendar. Each program consists of specific courses that are taught in a modular format and taken sequentially. Onsite core groups meet on the same day for the duration of the program. Online core groups meet in an asynchronous environment through the university's learning management system. Certain programs require students to complete project team assignments.

Catalog Governing Graduation - Students must meet the graduation requirements as stated in the university catalog under which they enrolled. Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within a maximum of six years from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled. Students who withdraw from Indiana Wesleyan University for more than six months will meet the graduation requirements as stated in the catalog under which they resume enrollment. Students changing majors or programs must meet requirements as stated in the catalog that is current at the time they make such changes. The same holds true for students moving between schools and colleges. Students may at any time change from an earlier catalog to a subsequent current catalog, but must meet all requirements for graduation of that catalog. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Core Requirements - The integrity of the non-residential programs requires that the core courses be met at Indiana Wesleyan University. Due to the nature of the programs, students can only be enrolled in one program at a time. Students are required to complete the first course of the core program with a passing grade in order to maintain enrollment with their original cohort. In general, no waivers are allowed for courses taken at other colleges/universities.

RNBSN Students may complete the core nursing courses by following the recommended fast-track schedule. It is not recommended that students take more than two core courses at a time. Students who wish to take more than two core courses should contact their academic advisor to determine the potential impact of such a decision.

Academic Advising

The purpose of academic advising is to support students from enrollment to completion of degree requirements. Advisors help students understand all degree requirements and options to meet those requirements. Advisors also assist students in understanding policies and procedures, and communicating with departments such as Financial Aid and Accounting.

An academic advisor is assigned to each individual student and advises that student throughout the duration of his or her academic program. Advisors are available to meet one-on-one with students face to face, through email, or by phone.

It is important that students maintain contact with their academic advisor in order to ensure timely progression toward degree completion as well as appropriate scheduling for maximum financial aid benefit.

Academic Standing - Post-licensure (RNBSN)

Placement on Probation - Students enrolled in a Post-licensure program will be placed on probation if their **core** GPA or their **cumulative** GPA at any time falls below 2.75.

Students are given two consecutive courses to satisfactorily raise their GPA. The GPA is reviewed after the second course, and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension will result if:

- A student fails to clear the academic probationary status within the probationary period of two consecutive courses.
- A student has taken a course twice and failed to achieve a satisfactory grade. When this occurs, the student is ineligible to reapply for admission into the program in which the course was repeated.

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. Application for readmission may be made after six months. The application must be made in writing to the AVP for the School of Nursing.

Academic Dismissal - Upon a second academic suspension in the same program, a student is not eligible to reapply to Indiana Wesleyan University.

Admission and Registration - Post-licensure (RNBSN)

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

- **Regular** - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- **Probation** - Students whose entering grade point average (GPA) falls below the minimum required by the program (2.0) or whose previously accrued IWU institutional GPA is below the minimum required for progression in the program (2.75) may be accepted on probation. Probationary status will be removed after the student has completed the first three courses of the core with a satisfactory IWU cumulative GPA (2.75). In case of extended probation, the number of courses to be completed in order to change status will be determined by the VPAA for the School of Nursing. Any student failing to remove the probationary status will be academically suspended from the program.
- **Provisional** - Students whose files are incomplete may be accepted provisionally at the discretion of the Associate Vice President for Student Services if it appears from the available documentation that eligibility for the program has been met. The student is given until the end of the first course to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue.
- **Conditional** - Students currently enrolled in an associate degree in nursing program (AAS or ADN) at a regionally accredited institution may be conditionally accepted when they can show prior completion of at least 12 transferable hours and evidence of acceptance into an associate level nursing program. Full, unconditional admission to the RNBSN Program will be granted when the student meets the criteria for RNBSN Program admission.
- **Unclassified** - Students not pursuing a university degree who want to take certain courses for special reasons may be accepted for a maximum of 18 hours. Students receiving an unclassified status must reapply for regular admission if they desire later to pursue a degree program. Unclassified students are not eligible for financial aid.

International/Non-English Speaking Students - Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- **Test of English as a Foreign Language (TOEFL)**. For undergraduate students, a score of at least 550 (paper-based), 213 (computer-based), or 79 (Internet-based) is required for regular academic admission.
- **International English Language Testing System (IELTS)**. For undergraduate students a score of at least 6.0 is required for regular academic admission.

Student visas (I-20s) are not issued for students wanting to enter the United States to enroll in programs offered for non-residential students.

Registration - Registration occurs at the beginning of the student's core program. At this point, students are registered for all courses within the major. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Staff will work with the student to make arrangements to retake this class with another core group at a time that will minimize the impact on the student's financial aid. Students need to be aware that temporary withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress.

Students in programs that require additional credits outside the major are responsible to meet with their advisor to facilitate registration in these courses.

A student who has failed to make arrangements for the payment of tuition for a course will have registration in that course cancelled.

Attendance Policy - Post-licensure (RNBSN)

Because of the delivery method of non-residential programs, attendance is required and monitored. Students are expected to be present for onsite class sessions and participate in online activity. Absences are allowed as follows:

- Under emergency circumstances, a student may be allowed one absence in courses that are five class sessions or fewer in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed two absences in courses that are six or more class sessions in length. Students need to contact the faculty member regarding make up work.

If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the last class session, the instructor is directed to issue the grade of "F." Students who never attend a class and do not withdraw will be administratively withdrawn from the course and from all subsequent courses. Students must then go through the normal readmittance process.

Students who must miss a course due to unavoidable circumstances must arrange for a withdrawal with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

Onsite Attendance Policy – The nature of the non-residential programs requires students to attend all class sessions. Class attendance records are maintained by the faculty member and submitted to the Office of Student Services.

- **Class Attendance Policy** – Students are expected to be present when class begins, and remain the entire workshop. To be counted present, a student must attend a total of three hours or more of a class that is four hours in length or six hours or more of classes that are eight hours in length.
- **Project Team Policy** – Students are expected to participate in their project team activities.

Online Attendance Policy: Attendance is determined by activity during a workshop, either through discussions or submission of assignments. A student is reported absent for a workshop if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during that workshop.

Audit of Courses

A student who has been accepted into an Indiana Wesleyan University degree program or as an unclassified student may choose to audit specified courses within a core program or electives as follows:

- Audit registration is allowed on a space available basis.
- The current audit fee (\$25 per credit hour) must accompany the registration.
- Auditing a course gives one the right to attend the course. No credit or letter grade is given. The course will be indicated as an "AU" on the student's IWU transcript.
- The student auditing the course is not expected to participate in classroom or study group assignments, or to complete homework, quizzes, or tests.
- The faculty member is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.

- The materials required for the course are optional for auditing students. If one wishes to purchase materials, the fees must accompany the registration.
- The student must meet course pre-requisites or be approved by the appropriate administrator of the specific college/school.
- No change may be made from audit to credit, or credit to audit, after registration closes.

Computer Requirements - Post-licensure (RNBSN)

Students are expected to possess a computer throughout the duration of their program. Student computers must be able to run a supported browser and handle additional plug-ins as identified by the Learning Management System (LMS) Company. Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of their assignments. IWU will offer support to students on only these two offerings of Microsoft Office software. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures.

Former Student Re-Enrollment

Students who have previously withdrawn from a program and have not attended classes for six months or more must complete an application for readmission from the Office of Student Services. Receipt of the application will initiate a review of the student's academic file to determine remaining requirements. A student who was academically suspended from a non-residential program may make application for readmission after six months. All students returning after six months or more will meet the graduation requirements as stated in the catalog under which they resume enrollment.

Former Indiana Wesleyan University students from the traditional programs who wish to apply to a program must go through the regular adult program admission procedure. Students who were academically suspended from the traditional campus and wish to apply to an adult program must meet the following criteria:

- All other program admission criteria met.
- At least two years have passed since the suspension OR the student has successfully completed 12 hours elsewhere.
- There are no other holds on the student's record.

Readmission After More Than Six Years by Portfolio

Students who began Post-licensure (RNBSN) program more than six years prior to a request for readmission will be required to demonstrate competency under the current *Essentials of Baccalaureate Education for Professional Nursing Practice* and BSN program outcomes.

- Reentering students will be required to demonstrate competency by completing those portions of a portfolio addressing the courses they have already taken. Upon satisfactory review of the portfolio these students will be allowed to reenter the program to complete the BSN degree. (Portions to be completed will be selected by Post-licensure leadership.)
- Substitutions are available for nearly all of the old curriculum. If the student needs more than two substitutions or a course for which a substitution is not available, they are counseled to reenter and complete under the current catalog.
- If no substitution is available, or the student needs to substitute more than two courses, they are counseled to reenter and complete under the current catalog.

General Education Requirements and Student Learning Outcomes

General Education Requirements - In addition to the regular core curriculum (major), a 30-credit general education core is required of all undergraduate students enrolled in an adult program. This 30-credit general education core includes:

- Three semester credits in Biblical Literature.
- Three semester credits in Philosophy/Religion/Biblical Literature.
- Nine semester credits in English/Composition/Speech/Literature.
- Six semester credits in Social Sciences.
- Three semester credits in Math.
- Three semester credits in Science.
- Three semester credits in Fine Arts/Foreign Language.

Bachelor core courses that fall into general education categories may not be used to fulfill both the core requirement and the general education requirement.

General Education Learning Outcomes -

- Christian knowledge and integration: Students can utilize a Christ-centered, biblical worldview to inform their vision for and mission in life.
- Global Awareness: Students can relate the diversity and universality in global history, culture, and society to God's divine design.
- Critical Thinking: Students can think creatively and effectively as part of making informed solutions.
- Quantitative skills: Students can apply theoretical frameworks to real world applications.
- Communication: Students can convey ideas and facts in ways that demonstrate their development as leaders and world changers.
- Information Literacy: Students can apply proficiencies needed by citizens of an information abundant society.

Grading and Evaluation

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Quality Points per Credit
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
F	0

The following grades are not figured into the GPA:

W
I
CR
NC
AU

Repeated Courses - A student may repeat once any course in which a grade below "C" ("C-," "D+," "D," or "F") was previously earned.

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student's grade point average (GPA). All entries, however, remain a part of the student's permanent academic record. Duplicate credit hours are not given for two or more passing efforts. A course taken in a classroom format may not be repeated for a grade through independent learning.

Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when crisis circumstances or events prevent the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of "I" (incomplete) may be issued but only after completing the following process:

- The student must request an "I" from the instructor.
- The instructor must obtain approval from the appropriate Academic Leader.

Because “incompletes” are granted only for extenuating circumstances, the student’s grade will not be penalized.

A student who receives an “incomplete” has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements in order to receive a passing grade, the “incomplete” will become an “F.” A student with more than one incomplete on record is subject to academic suspension.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student’s official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>

Graduation

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Degrees are conferred and posted to the student's transcript on these dates. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student’s transcript should all requirements be completed.

Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an “Application for Graduation” provided by the Office of Student Services. This application indicates the student’s intent to graduate and initiates the final evaluation of the student’s academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services prior to the degree conferral date. Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the six conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Academic Honors (Baccalaureate Candidates) - Graduation Honors is a recognition given to baccalaureate students at commencement to acknowledge outstanding grade point averages earned. Eligibility for Honors is determined as follows:

- A minimum of 80 graded hours from a college or university accredited by a regional accrediting body or the Association for Biblical Higher Education. (NOTE: credit from ITT, International Business College, RETS College School of Nursing, hospital schools of nursing, foreign institutions, CLEP/DANTES, military, and assessed learning does not count toward this requirement.)
- A minimum of 40 graded hours must be from Indiana Wesleyan University.
- For transfer students, all graded hours transferred and transcribed are counted.
- For students with transfer work, the Indiana Wesleyan University GPA will appear on the transcript and in the shaded portion of the Grade Report Mailer; the Honors GPA, which will include grades from transferred courses, will appear below the shaded portion on the Grade Report Mailer.

Baccalaureate degree candidates will be awarded Honors as follows:

- GPA of 3.5 or higher - “cum laude” (with honors).
- GPA of 3.7 or higher - “magna cum laude” (with high honors).
- GPA of 3.9 or higher - “summa cum laude” (with highest honors).

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student’s financial account must be settled to receive a diploma.

Leave of Absence Policy

Indiana Wesleyan University understands there are life events that may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow students flexibility in their program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at IWU and eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. **This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Supplemental Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.**

Students who will be out of attendance for a period of 29 days or more should request a leave of absence. Students out of class for less than 29 days are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Students who are not on federal financial aid programs or who do not have a federal loan in deferment are not required to request a leave of absence.

Students needing to make a change in their schedule need to contact the Office of Student Services to process the registration change. At that time, the leave of absence request form will be emailed to the student. The Leave of Absence Application can be downloaded by going to the following link:

<https://myiwu.indwes.edu/directory/student-services/registration-changes/pages/default.aspx>. Students must request the leave within 21 days of initiating the registration change. The request for a leave of absence should be made prior to the date the leave is to start. The start date of the leave is the first date of the class or, if the class has already started, the date the registration change is initiated.

An approved leave of absence must meet the following criteria: in the academic year the student has to be in attendance 2 weeks prior to applying for a leave, the request must be received within 21 days of the registration change; the request must be made prior to the start of the leave (first day of class); the reason for the request must be one approved by IWU’s Leave of Absence Committee (military, medical, jury duty, loss of job, family emergency, employment emergency, transfer of coursework, passing pre-requisite requirement, transfer of core groups, changing programs, administrative cancelation of core classes, or other reasons as approved by the Leave of Absence Committee).

The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Time in excess of 180 days will not be approved. A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 in a 12-month period. A maximum of two leaves of absence are allowed during a 12-month period. Documentation is required for an extension on a leave. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians’ statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 21 day deadline, and needs to address the reason for the delay in the submission of the request.

Failure to return from an approved leave of absence nullifies the approved leave and may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for loan deferment. Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student’s return date.

Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments to the Accounting Office for normal fees incurred. Any change in registration can impact current financial aid regardless of approval or denial of the leave of absence request. Questions about impact on current financial aid should be directed to the Financial Aid Office at 800-621-8667 ext. 2516. Students on an approved leave of

absence will be reported as such and will be eligible for in-school deferment of previous loans. Students whose request for a leave of absence is denied will be reported as withdrawn and the grace period for loan repayment will go into effect.

Military Leave of Absence Policy

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are readmitted at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Student may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.
- Students will be promptly readmitted in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial:

Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid

Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversation with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Project Teams

Global competition and accelerating change have challenged traditional notions of the corporate pyramid. Organizations seeking to improve quality and agility have replaced entire levels of management with self-managing work teams. For this reason, the skills needed for teamwork are at a premium in the workplace.

A team is essentially a small number of people with complementary skills, who are committed to a common purpose, a set of performance goals, and an approach to solving problems for which they hold themselves mutually accountable. But a team is more than just a collection of individuals. A true team develops an almost organic quality. The synergy produced through interaction involving a common goal should exceed what a group of individuals might achieve working independently. Thus, there is a significant difference between the product of a well-functioning team and the product of a work group where a piece of the problem is assigned to each individual.

Indiana Wesleyan University utilizes project teams and team projects in the curriculum because team process can enhance learning, especially in adult professionals. Students working in project teams are able to take on larger projects than they would be able to individually. This enables the university to present courses in a compressed format. Not only is learning enhanced through this method, but students also have the opportunity to develop teamwork skills. We believe project teams are a vital component to the education our students receive.

Project teams are typically comprised of self-selected teams of three to five individuals who meet as needed for class assignment preparation, team projects, and team presentations.

Individuals who work effectively in teams are characterized by the following abilities:

- Able to take responsibility for the success of the entire team and not just their own success.
- Able to hold both themselves and the team accountable for mutually agreed-upon goals.

- Able to negotiate goals and ideas in a team setting.
- Skilled at listening.
- Skilled at building on the ideas of others in a creative fashion.
- Able to give constructive feedback and express emotions to others without damaging relationships.
- Able to trust others and foster trusted relationships.
- Value team process.
- Understand the dynamics of team process and team product in pursuit of collective goals.

Transfer of Credit Policy - Post-licensure (RNBSN)

Credit is granted for work with a satisfactory grade ("C" or above) taken at an approved college or university accredited at the same level, provided the courses are applicable to the curriculum the student wishes to pursue at Indiana Wesleyan University. An "approved college or university" generally refers to those institutions that are accredited by a regional accrediting body or the Association for Biblical Higher Education. The following are exceptions to the transfer policy:

1. Credits from International Business College and ITT Technical Institute are transferable only through evaluation of each individual course. Students are responsible to supply course syllabi for this evaluation. A maximum of 62 semester hours (of which no more than 40 may be in Nursing) may be accepted through this process from these two institutions. (Credit earned in this way is not counted toward the honors GPA.)
2. Indiana Wesleyan University accepts official transcripts from the American Council on Education (ACE) located in Washington, D.C. ACE evaluates and provides credit recommendations for educational offerings for a significant number of corporate universities and other extracurricular learning providers.
3. Courses from nonaccredited colleges and universities, and from schools/colleges/universities not accredited at the same level, such as proprietary business schools, vocational/technical schools, or other single purpose institutions may be presented through the evaluation of assessed learning process. A maximum of 40 hours may be accepted through assessed learning and/or ACE credit.
4. The following pertain to applicants to the Division of Post-licensure Nursing:
 - Applicants with a diploma from a State Board of Nursing accredited hospital school of nursing may be eligible to apply for credit through the diploma evaluation process. A maximum of 40 semester hours may be awarded through this process.
 - Applicants who have earned an A.S. in Nursing or equivalent degree at a proprietary school which holds a national accreditation are eligible to apply per the Indiana Wesleyan admission policy. Supporting science courses and core nursing courses may transfer up to a maximum of 40 semester hours.

The University Registrar is responsible for approving the transferability of all credits. Credit hours accepted in transfer are recorded, but quality points and grades are omitted and used only for the determination of graduating with honors. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio.

Credit through examination (CLEP, DSST, AP, institutional examinations) or assessed learning is not accepted in transfer from another institution's transcript. Credit through examination is awarded through Indiana Wesleyan University with official test scores from an official testing center. Credit from nontraditional learning by life experience is awarded through the IWU's assessed learning process. The Associate Vice President of Student Services is responsible for the assessment of all nontraditional learning, and the University Registrar is responsible for approving the transcription of any credits that result.

Transcripts from foreign institutions - may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

Ways to Earn University Credit toward a Degree

Students have several options for completing general education/elective requirements for a baccalaureate degree.

CLEP/DSST Examinations

Indiana Wesleyan University offers CLEP and DSST tests as an option for students needing to fulfill general education and elective credits for a baccalaureate degree. The CLEP (College Level Examination Program) examinations are offered by The

College Board, a nonprofit membership organization that provides tests and other educational services for students, schools, and colleges. CLEP is the most widely accepted credit-by-examination program in the country. The DSST (DANTES Subject Standardized Tests) examinations, originally developed for military personnel, are offered by Prometric.

Students may take both CLEP and DSST examinations at Indiana Wesleyan University at all regional education centers. Upon receipt of the official test scores, Indiana Wesleyan University will award credit based on The American Council on Education recommendations.

Students desiring to take an examination will pay a registration fee to IWU and test fee to the company sponsoring the test. In addition, students who choose to take CLEP or DSST tests are assessed an IWU transcription fee of \$25 per credit hour satisfactorily completed. This applies to all CLEP/DSST credits which are placed on Indiana Wesleyan University records whether taken at Indiana Wesleyan University or accepted in transfer. Credit is not placed on the academic record until payment for the credits and the official transcript are received. Before taking a CLEP/DSST test, students should check with an academic advisor to ensure the test will apply toward degree completion plans.

Credit by Transfer

Students may transfer credit from another university to fulfill general education and elective requirements for applicable degrees. Credit can only be transferred from an institution accredited by a regional accrediting body or by the Association for Biblical Higher Education and for courses in which a grade of “C” or higher was earned. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio. Students should check with an academic advisor before planning to fulfill requirements in this way. See “Transfer of Credit Policy” for limitations on transfer work.

Undergraduate Elective Offerings

The undergraduate elective program enables students to complete the credit requirements they may need for graduation. These electives include classes that satisfy general education requirements as well as elective credit. The elective classes are offered in key locations and in an online format and are scheduled to match the credit needs of our students. Most elective classes are “enrollment driven,” which means there must be at least six students registered for the class to meet.

A complete listing of undergraduate electives is published twice yearly (normally in November and May). See the Undergraduate Electives listing for additional information or <http://www.indwes.edu/Adult-Graduate/Undergraduate-Electives/>.

Prior Learning Assessment Portfolio

Indiana Wesleyan University assesses students’ non-credited learning for academic credit toward an undergraduate degree. Non-credited learning is that which has taken place outside the traditional college classroom. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of university credit for experiential learning, has led the way in developing and implementing assessment techniques. Indiana Wesleyan University uses the guidelines developed by CAEL.

The student-prepared Prior Learning Assessment portfolio is the most commonly accepted method used to evaluate non-credited learning. These portfolios are collections of narratives and documentation which articulate a student’s academically relevant, non-university learning. Portfolios can vary greatly in form and content, but in their preparation all students assume the responsibility for self-analysis, preparation, and presentation. The preparation itself is a learning experience.

At Indiana Wesleyan University the purpose of the portfolio is twofold:

- The portfolio enables Indiana Wesleyan University to evaluate and assign university credit for a student’s university-level learning. No grades are assigned; only credit awarded.
- The portfolio represents a learning plan which helps integrate prior learning experience with the student’s educational and professional objectives.

The student is responsible to develop the portfolio independently, following guidelines provided by the Coordinator of Prior Learning Assessment. The PLA Portfolio Instructions include all information necessary to prepare and submit material for evaluation. All assessment of items submitted is performed by faculty assessors whose knowledge and expertise qualify them to evaluate learning gained through experience.

The portfolio will be viewed only by those who have an official reason for doing so: the assessment staff, faculty evaluators, and accrediting association members. Any data from portfolios that may be made public will be generalized and will in no way

be attributed to an individual unless the individual student has given a signed authorization. Students are also advised not to include any materials in the portfolio that will violate the legal and moral rights to privacy of other individuals.

In preparing the portfolio, the student must pause and recollect a history of learning and growth in order to develop a meaningful "learning autobiography." The student describes and analyzes learning experiences and then provides documentation that clarifies and validates the learning, e.g., letters, statements, products of work according to the PLA Portfolio Instructions.

The Indiana Wesleyan University Student Honesty policy also applies to the Prior Learning Assessment Portfolio.

Undergraduate students accepted to or enrolled in any of the CAPS associate or baccalaureate degree programs are eligible to complete Prior Learning Assessment (PLA). Graduate students may apply for PLA credits in approved graduate programs. Credit hours awarded may be counted toward general education, elective, or select core requirements as applicable to the undergraduate degree or as specified for approved graduate programs. Baccalaureate students may earn a maximum of 40 hours of credit through PLA. Associate degree students may earn a maximum of 18 hours through PLA. Undergraduate students may use PLA credit to accrue toward the 60 hours of credit required for admission to the bachelor's core curriculum and/or to meet degree requirements while in the core and/or after the core has been completed.

The student must be in good standing at the university, both financially and academically, when a portfolio is submitted. Applicants denied entry into a degree program are not eligible to complete the portfolio process. In addition, students who are suspended from the program may not complete the portfolio process.

Withdrawal/Change in Status - Post-Licensure (RNBSN)

A student who finds it necessary to withdraw from the program or to take a temporary leave of absence is required to contact the Registration Change Counselor in the Office of Student Services to complete this process (registration.change@indwes.edu). Students in an onsite course must request the withdrawal from the Registration Change Counselor before the last class workshop. Students in an online course must request the withdrawal prior to the first day (Day One) of the last workshop. Failure to initiate an official withdrawal will result in a "No Credit" or an "F" grade for the student in those related courses.

A student who is temporarily withdrawing may request an individual leave of absence up to 180 days in a 12 month period. A student cannot request more than two leaves during a 12 month period, and the total number of days on leave may not exceed 180 days within a 12 month period. All leaves must be requested through the Office of Student Services.

If a student officially withdraws after a course has started, a grade of "W" will be assigned. A student who violates the attendance policy with the last workshop of a course will receive an "F" for the course.

Administrative withdrawals assigning a grade of "W" will also happen as follows:

- A student who does not attend the first two workshops of a course will be administratively withdrawn from the course.
- A student who violates the attendance policy prior to the last workshop of a course will be administratively withdrawn from the course.
- A student who never attends a course will be administratively withdrawn from not only that course but all subsequent courses when this notification comes at the time the grades are submitted.

Students withdrawing from the first course of a core program must withdraw from the entire program and re-enter with another core group.

If, at a later time the student wishes to re-enter the program, a re-entry form must be submitted to the Office of Student Services. Students sitting out of a core program for more than 90 days are subject to a tuition increase upon returning. Students re-entering a core program after six months or more are subject to any changes in curriculum upon returning. Students who take longer than six years to complete the program must petition to continue in the program.

Any change in registration may have an impact on the student's financial aid. Students should always check with the financial aid office before initiating a registration change.

Financial Information - Post-licensure (RNBSN)

Fee Structure - Degree Programs

Students are advised of financial obligations for their degree seeking (core) program during the registration process. A schedule of payments and analysis of fee structures, along with due dates, is outlined. Students are expected to meet these obligations according to the schedule. Any questions regarding payments or problems associated with making those payments should be directed to Student Account Services.

Students who have applied for financial aid are responsible for all tuition and fees in the event it is determined they are ineligible for financial aid, decline the financial aid, or withdraw from the program prior to completing the academic award period. Students receiving military or corporate assistance who have received prior approval from the university for direct billing are required to pay their share of tuition and fees and submit appropriate assistance documents by the assigned due date. The deferral program in no way relieves the student of the financial obligation to the university and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations.

Indiana Wesleyan University reserves the right to change the tuition and fee schedule at any time. Students who remain registered in their initial core group making satisfactory academic progress shall have their tuition and fees guaranteed. Book fees are subject to change throughout a student's program. A \$50 late fee is charged each time a payment is received after the due date. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy - Degree Programs

1. Any student withdrawing after attending only the first class session of the program or orientation will be assessed a \$100 fee. All other tuition will be refunded. Book charges and educational resource fees are nonrefundable.
2. After a student has attended two class sessions of the program, tuition, application fees, technology fees, and educational resource fees are not refundable.
3. Tuition is refunded according to the following policy for all subsequent courses:
 - Withdrawal prior to the first class session of a course (no attendance) - full tuition refund.
 - Withdrawal prior to the second class session of a course (attendance in only the first week) - 90% tuition refund.
 - Withdrawal after second class session (attendance in the second or subsequent weeks) - no refund.
4. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
5. Book fees are not refundable once the student has attended one class session or if the books have been marred in any way prior to that time.
6. Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
7. Decisions regarding refunds are made by the appropriate Student Account Services, and in isolated cases, by the Financial Appeals Committee.
8. Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>

Fee Structure - Elective Courses

Students are advised of financial obligations during the registration process. Students are expected to meet these obligations according to the due date of the class. This information can be obtained from the student's online account via the portal. Any questions regarding payments should be directed to the Student Account Services.

All outstanding balances must be cleared before future registrations will be approved. Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy - Elective Courses

If a student withdraws before the course begins, all tuition payments may be refunded.

Students who withdraw after the first class session will be assessed book charges plus 10% of the course tuition and technology fee. All outstanding balances must be cleared before future registrations will be approved.

Students who attend two or more sessions of a course will not be eligible for a refund. Withdrawal from an elective course may affect a student's financial aid. Call the Financial Aid Office for information.

Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>.

Student Account Appeals

A written appeal may be submitted to Student Account Services. If the disputed charge cannot be reconciled with the accounting office, a written appeal can be submitted to studentaccountappeals@indwes.edu with all supporting documentation.

- All pertinent information will be obtained and compiled by the Appeals Committee.
- The disputed charge will be reviewed by the Appeals Committee.
- If necessary, an appeal may be reviewed by the Program Director.
- Appeals must be submitted within 6 months of the last date of attendance for the course in question.

All appeals will receive a response within 15 days after the written appeal has been received.

Financial Aid - Non-Residential

Types of Student Financial Aid Available

The following types of student financial aid are available to persons enrolled as degree-seeking students who meet the eligibility criteria for the aid type. Complete fund profiles may be found online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Types-of-Aid.

Federal Pell Grant – is a federal need-based grant that does not require repayment. The Pell Grant is available only to undergraduate students who have not earned a bachelor's or professional degree and who have not met their maximum lifetime eligibility, which is the equivalent of six school years. Recipients must complete the Free Application for Federal Student Aid (FAFSA) and show financial need. Students enrolled in either core or elective courses are eligible for Pell Grant consideration if all other criteria are met. The award amount is based on the Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and the number of credit hours a student will complete during the particular Pell award period. The maximum award amount for the 2016-2017 award year is \$5,815.

Federal Supplemental Educational Opportunity Grant (FSEOG) – is a federal grant that does not require repayment and is available to undergraduate students who have not earned a bachelor's or professional degree. Eligibility is determined by answers provided on the FAFSA form with priority to Federal Pell Grant recipients. The maximum award amount for the 2016-2017 award year is \$400. Awards are made to eligible recipients until all funds have been exhausted.

Indiana State Grant Aid – consists of the Frank O'Bannon Award and the 21st Century Scholars Award. For the Frank O'Bannon Award, eligible students must be Indiana residents in an undergraduate program and attending full-time, eligible for federal student financial aid, whose FAFSA was received by the federal processor on or before the March 10 state filing deadline, and who demonstrate financial need as defined by the Indiana Commission for Higher Education, Division of Student Financial Aid. Any required corrections to the student's FAFSA must be received by the federal processor by May 15. Students may take courses that meet at a site located within Indiana or online. The Frank O'Bannon award is a tuition only grant. Tuition reimbursement that a student receives may affect the amount of the state grant award. Please refer to the state website at <http://in.gov/21centuryscholars> for eligibility requirements for the 21st Century Scholars Award.

Students are required to meet certain completion requirements to renew state awards in subsequent years. Students must complete at least 30 credit hours during their first year of college to remain eligible for the maximum award. Students who complete at least 24 credit hours during their first year will remain eligible for state aid but will receive an amount less than a student who completes 30 credit hours.

Kentucky State Grant Aid – consists of the Kentucky Tuition Grant (KTG) and the College Access Program (CAP) Grant. Students must be Kentucky residents in an undergraduate program and eligible for federal student financial aid. Students whose FAFSA was received by the federal processor on or before the March 15 state filing deadline are given priority consideration for the KTG. Eligible students must be enrolled in 12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). Students whose FAFSA was received by the federal processor on or before the March 15 state filing deadline and who demonstrate financial need as defined by the Commonwealth of Kentucky are given priority consideration for the CAP grant. Eligible students must be enrolled in 6-12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). Students must be enrolled in at least 6 credit hours of courses for the term taken at a site located within Kentucky in order for online courses to count toward the credit hour requirement. Tuition reimbursement that a student receives may affect the amount of the state grant award.

Ohio State Aid – is the Ohio College Opportunity Grant Program (OCOG). This program provides need-based tuition assistance to Ohio students from low to moderate-income families. Students must be Ohio residents in an undergraduate program, eligible for federal student financial aid, and whose FAFSA was received by the federal processor on or before the October 1 state filing deadline. Eligible students must be enrolled in 12 credit hours between July 1 and December 31 (fall term) and/or January 1 and June 30 (spring term). The OCOG is a tuition only grant. Tuition reimbursement that a student receives may affect the amount of the state grant award.

William D. Ford Federal Direct Loan – is available to students who file the FAFSA and all other required student financial aid forms and who meet all federal criteria for eligibility. The maximum annual loan amounts for dependent students are \$5500 for freshmen, \$6500 for sophomores and \$7500 for juniors and seniors. The maximum annual loan amounts for independent students are \$9500 for freshmen, \$10,500 for sophomores, and \$12,500 for juniors and seniors. Lifetime maximum borrowing limits are \$57,500 for undergraduate programs. For undergraduate students who demonstrate financial need and who have not met their aggregate borrowing of lifetime usage limit, the federal government subsidizes loan interest for a portion of the total annual loan amount while the student is enrolled in school. Interest rates are set on July 1 each year and are fixed rates. For July 1, 2016, through June 30, 2017, the interest rate is 3.76% for subsidized and unsubsidized Direct Loans for undergraduate students.

A student's total financial assistance, including loans, may not exceed the calculated cost of attendance for the program. Students with unsubsidized loans may elect to make monthly interest payments to the lender or allow the accumulated interest to accrue until repayment, which begins six months after the student ceases to be enrolled as at least a half-time student. Upon graduation or termination of studies, the student is given a six-month grace period during which no interest or principal payments are due on subsidized loans and during which only interest accrues on the unsubsidized loans. The standard minimum monthly payment is \$50, but the amount varies based on the total amount of the outstanding loans upon which the student is paying and the type of repayment plan the student has chosen.

Undergraduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.31% interest rate available to parents of dependent undergraduate students who have remaining cost of attendance not met by unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Active Duty Military Discount – is a tuition discount to all active duty military personnel and their spouses, including members of the Reserves and National Guard. Students must submit an Active Duty Military Discount application, available by calling Student Account Services at 800-621-8667 ext. 2878.

Educational Partner Discount – is a tuition discount given to students employed by one of IWU's educational partners. Students must submit a Tuition Discount Application, available by calling the Admissions Office at 800-621-8667 ext. 5598 or Student Account Services at ext. 2878.

Yellow Ribbon Award – is an award that does not have to be repaid and is available to eligible students who receive Chapter 33 GI Bill benefits. The amount eligible students receive reflects 50% of the tuition expenses that exceed the highest public in-state undergraduate tuition rate. The VA matches that contribution to fully cover the tuition costs.

General Eligibility Requirements

In order to receive federal and/or state student financial aid, students must meet the following criteria:

- Must have completed the Free Application for Federal Student Aid (FAFSA) including signing all certifying statements.

- Must be a U.S. citizen or eligible noncitizen.
- Must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Must be registered with Selective Service, if required.
- Must not be in default on a Title IV loan or owe a Title IV grant or loan overpayment.
- Must not have borrowed in excess of annual or aggregate Title IV loan limits.
- Must certify that they will use Title IV aid only to pay educational costs.
- Must not have enrolled in multiple institutions solely to obtain Title IV credit balance funds to pay noneducationally-related expenses.
- Must not have a disqualifying drug conviction.
- Must be enrolled as a regular student (cannot be unclassified) in an eligible degree or certificate program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined in IWU's SAP Policy.
- Must show qualification to obtain a college education by having a high school diploma, GED certificate, or a high school education in a homeschool setting approved under state law.
- Must maintain enrollment in classes.

Per federal regulations, incarcerated students are not eligible for federal student financial aid. Incarcerated students or students who become incarcerated after receiving federal student financial aid funds should contact the Financial Aid Office.

Loan Repayment Chart

The following chart shows estimated monthly payment amounts based on a standard 10 year repayment plan. Learn more about current interest rates or other repayment plans online at www.studentaid.gov or www.finaid.org.

Interest Rate	5%	6.5%	8%
Amount Borrowed	Monthly Payment Amount		
\$5,500	\$58	\$62	\$67
\$8,500	\$90	\$97	\$103
\$15,000	\$159	\$170	\$182
\$20,000	\$212	\$227	\$243
\$30,000	\$318	\$341	\$364
\$40,000	\$424	\$454	\$485
\$50,000	\$530	\$568	\$607
\$60,000	\$636	\$681	\$728
\$70,000	\$742	\$795	\$850

How to Apply for Student Financial Aid

Students who wish to be considered for federal and/or state student financial aid must complete the Free Application for Federal Student Aid (FAFSA). Links to the application process online are provided at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Apply-For-Aid:

- When completing the FAFSA (direct link www.fafsa.gov) you must list IWU's Title IV Code, 001822, or IWU will not receive your FAFSA information from the federal processor.
- You must disclose any additional funding you will receive from employer reimbursement, vocational rehabilitation, or private scholarships to help pay for your education. To facilitate this requirement, complete the Other Aid Source Disclosure Form.
- If loans are desired, students must complete the Loan Entrance Counseling Session and William D. Ford Federal Direct Loan Master Promissory Note online (direct link: <https://studentloans.gov/>). You must have an established Federal Student Aid (FSA) ID and password in order to complete these items. It may be necessary to wait three days from the time you first

create your FSA ID before trying to sign in to this website. For each item, you must enter "Indiana" in the School State field even if you attend classes in another state or online.

- **Entrance Counseling Session:** Select Complete Counseling from the menu, and on the next page click on the Start Entrance Counseling button beneath the Entrance Counseling heading (not to be confused with Financial Awareness Counseling, PLUS Counseling, or Exit Counseling). Add IWU as a School to Notify and select the appropriate Student Type for your current degree pursuit (undergraduate or graduate).
- **Master Promissory Note:** Click on Complete a Master Promissory Note from the menu and select Subsidized/Unsubsidized MPN from the next page.
- The Financial Aid Office's standard practice is to originate federal student loans for the amount of a student's maximum eligibility. If you wish to have a lesser loan amount awarded than your maximum eligibility, complete the Reduced Loan Request Form.

Once the above steps have been completed, be certain to:

- Quickly respond to requests for additional information from the Financial Aid Office. You may be asked, as required by federal regulations, to provide items for review in a process called Verification. Some items that may be requested are: a completed Verification Worksheet, a completed and notarized Identity and Statement of Educational Purpose Form, and a copy of your Federal Income Tax Return Transcript (and your spouse's or parents' as appropriate).
- Fully complete all forms. Forms filled out incorrectly or submitted to the wrong office or location could complicate your approval to begin classes or delay your student financial aid awards package.

How and When Student Financial Aid is Disbursed

Federal Pell Grant is disbursed as a credit to the IWU student account in one payment per award period.

Federal SEOG is disbursed as a credit to the IWU student account in one payment per award period.

Federal Direct Loans are originated shortly after classes have begun. The funds are applied as a credit to the IWU student account, typically in two disbursements per academic year. For new undergraduate students, or students entering a new undergraduate program, the first disbursement funds will be placed on the IWU student account 30 days after the start of the first course. Disbursements for subsequent award periods typically occur 14-21 days after the start of the new award period and successful completion of the prior award period has been confirmed.

Indiana State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term. Indiana state grants can only be applied toward tuition costs.

Kentucky State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term.

Ohio State Grant Aid is disbursed as a credit to the IWU student account in one payment per state term. Ohio state grants can only be applied toward tuition costs.

All other types of aid are awarded and disbursement dates set as the necessary paperwork is received.

All financial aid forms and information submitted online must be received at least three weeks before a planned class start.

Applying for student financial aid does not remove responsibility for payment. If the funding is not received, the student must pay all outstanding balances immediately.

How Eligibility is Determined and Student Financial Aid is Awarded

- All forms and information submitted online must be received in the Financial Aid Office before eligibility can be determined. In general, award amounts are based on a student's Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and other estimated financial assistance. The Financial Aid Office will award a student for his or her maximum eligibility in scholarship, grant, and loan funds unless otherwise instructed in writing.
- Students in non-term programs must be scheduled for a full academic year, according to the academic year definition for the program in which the student is enrolled, or to degree completion for student financial aid to be awarded. Students in term-based program must be enrolled at least half-time for the term for federal loan funds to be disbursed. Any changes to planned enrollment may affect the amount and/or disbursement date(s) of aid for which the student may qualify.

- The Financial Aid Office will email notification to the IWU student email account that student financial aid has been awarded and is available for review online via the student portal at <https://myiwu.indwes.edu>. This secure website will indicate the types and amounts of aid for which the student qualifies. To decline all or a portion of the awarded aid, the student must submit a written request to the Financial Aid Office via email from the IWU student email account, fax, or US mail; otherwise, all awarded aid will disburse to the IWU student account, as appropriate. The student does not need to contact the Financial Aid Office to accept an awards package.

Satisfactory Academic Progress (SAP)

Students are expected to maintain Satisfactory Academic Progress toward the completion of their course of study. This includes:

- Enrolling in and attending class as well as completing assignments and projects.
- Earning at least the minimum GPA required to maintain good academic standing in the student's primary degree or certificate program. Students on academic probation will be allowed to receive student financial aid on SAP Warning. Such students must improve their academic measurements to meet the required standards by the designated time frame or eligibility will be terminated.
- Earning passing grades in a minimum of 67% of all credit hours attempted.
- For undergraduate students, completing the program within 150% of the credit hours normally required to complete the course of study (e.g., if the program requires 120 credit hours to complete, then the student may attempt no more than 180 credit hours) or, for graduate students, within the maximum time allowed by the academic department to complete the degree.

Academic progress is reviewed after the end of each payment period or term. Students who fail to make satisfactory academic progress will be placed onto SAP Warning or Suspension, as appropriate, per the policy requirements. Students with mitigating circumstances (which may include, but is not limited to, death in the family or grave illness of the student or close family member) may appeal termination of federal student financial aid eligibility due to failure to make academic progress by submitting a SAP Appeal Form, written explanation, and supporting documentation to the SAP Appeals Committee through the Financial Aid Office. The entire SAP Policy is available for review online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Resources/.

Leaves of Absence, Withdrawals, and Return of Funds

A student may request leaves of absence through the Office of Student Services for breaks in attendance 180 days or less in any 12 month period. In the case there is an approved break between classes, a leave of absence will be reported to the lender, but no loan repayment will be required. If additional circumstances arise that prohibit the student from returning to class as scheduled, the student should contact the Financial Aid Office to discuss options. For a break between classes of more than 180 days in any 12 month period, the university is required to report non-enrollment information to the lender, and the student will be required to begin repayment of any student loans (see your loan promissory note for further information).

If a student finds it necessary to withdraw from the program, withdraw from a course or courses without an approved leave of absence, or to take leaves of absence that exceed 180 days in a 12 month period, a federal student financial aid Return of Funds calculation will be performed. This calculation determines how much federal student financial aid has been earned and is based on the number of days attended during the payment period when the student withdraws. The amount of federal student financial aid funds to be returned by IWU to the funding source is based on the amount of those funds that the Return of Funds calculation determined were not earned by the student. The following is an example of the Return of Funds calculation:

- The student begins class on June 28 and the payment period runs until January 17.
- The student withdraws from the program on October 4.
- The payment period has 152 calendar days in it (not including break periods) and the student completed 86 days which is 56.6% of the payment period.
- The amount of the funds to be returned will be 43.4% of the federal student financial aid funds received.

- The portion of the federal student financial aid funds which the school must return is equal to the lesser of:
 - The institutional charges multiplied by the unearned percentage of your funds, or
 - The entire amount of excess funds.

The Financial Aid Office will determine the amount of the return of funds that is owed by IWU and the amount, if any, that is owed by the student. For any loan funds that are owed by the student, the student (or the parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note (i.e., scheduled payments are to be made to the holder of the loan over a period of time). A letter will be sent to the student indicating the results of the return of funds calculation and the amount of the return of funds, if any. The student will earn 100% of the federal student financial aid funds received for the payment period if the return of funds calculation shows the student completed 60% or more of the payment period. Additionally, state grant awards may be recalculated if the student drops below the minimum amount of credits and/or if tuition and fee charges must be revised as a result of the schedule change.

Funds will be returned to the federal student financial aid programs in the following order: unsubsidized Federal Direct Loan, subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and other Title IV grants. The student will have 45 days to contact the Financial Aid Office to make arrangements to repay any federal grants that are owed by the student. Failure to make arrangements or to pay back the federal grants will mean the student is no longer eligible to receive federal student financial aid at any institution until full repayment.

The requirements for Title IV program funds when a student withdraws are separate from IWU's refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. A student who requests the credit balance from his or her IWU student account and then makes registration changes may be required to repay funds to the university and/or to the student financial aid programs.

Student's Rights and Responsibilities

As a student, you have the right to know:

- What financial assistance is available, including information on all federal and state programs.
- The deadlines for submitting application for each of the student financial aid programs available.
- The cost of attending the school's programs and the school's refund policy.
- The criteria used by the institution to select financial aid recipients.
- How the school determines your financial need. This process includes how costs for tuition, fees, books, and living expenses are considered in your budget.
- What resources (such as employer reimbursement, other financial aid, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- An explanation of the various programs in your student financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
- What portion of the student financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the loan interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.

As a student, you responsibilities:

- Review and consider all information about the school's program before you enroll.
- Complete all required forms accurately and submit them in a timely manner to the correct address.
- Pay special attention to, and accurately complete, your FAFSA. Errors can result in delay of receipt of your student financial aid funds. Intentional misreporting of information on application forms for federal student financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the FAFSA central processor.
- Read and understand all the forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.

- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadline for application or reapplication for aid.
- Know and comply with the school's leave of absence or withdrawal policy/procedures.
- Repay student loans in agreement with the loan promissory note.

Further Information

The Financial Aid Office staff is here to assist in any way possible. If you have questions about any information pertaining to student financial aid, please contact: Financial Aid Office, Non-Residential, Indiana Wesleyan University, 1900 West 50th Street, Marion, IN 46953-9393. Voice 800-621-8667 option 4, 765-677-2516, Fax 765-677-2030, Email NonResAid@indwes.edu.

General Information - Post-licensure (RNBSN)

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Chaplaincy Program

Spiritcare, the Chaplaincy Program, is a ministry that seeks to care for the spiritual needs of adult students by introducing them to the person, teachings, and community of Jesus Christ. This is done primarily through online and onsite classroom visits, outside contacts, multi-media presentations, and structured devotionals. The goal is to provide supportive opportunities for the growth of the complete person. On-site and online students have direct contact with a caring pastor shepherd. Spiritcare desires to change the world by changing the heart. Chaplains can provide the following:

- Confidential and caring support for student and family members as requested.
- Spiritual guidance and prayer support.
- Intervention and support during life crises and emergencies.
- Referrals to Biblical, private counsel and support groups for special needs.
- An opportunity to be referred to a local pastor and a local church congregation for students seeking to grow in their faith.

Students may obtain additional information about the Spiritcare Chaplaincy Program through the student portal at myiwu.indwes.edu/Chaplaincy or by contacting the Office of Student Services at 800-621-8667 ext. 2359.

Books and Materials

Indiana Wesleyan University's Non-Residential programming has been, in part, designed to serve the needs of busy, working, adult students. With this in mind, the required resource materials for our students are included with the program and are supplied through IWU's chosen supplier and distributor, Tree of Life Bookstores. Some of these required resources are in digital form and can be accessed directly in the learning management system upon individual student registrations. Any non-digital resources will be shipped directly to students prior to each course. For any non-customized print materials that are not part of the first course of a program, students wishing to obtain these specific materials on their own, may contact the Tree of Life Bookstores for further information.

Please note: Any attempted return of materials are subject to policies and procedures as applied by Tree of Life Bookstores. Please contact Tree of Live Bookstores for details related to any possible return of materials.

Should it become necessary for a student to withdraw from a course, any course not completed before the specified time remaining on their access to the digital materials, additional charges may be applied. Hard copy resource materials should be returned immediately, if eligible, to avoid additional charges if/when the course is taken at a later date. If materials are not returned, and/or course is not completed, and course materials change in the time between withdrawal and re-entry, the student will be charged for new materials.

More information can be obtained by contacting Tree of Life Bookstores at 888-392-2930, 765-674-9530 ext. 1, or <http://www.treeoflifebooks.com/customerservices/>.

Expectations for Personal and Professional Conduct

Indiana Wesleyan University is a Christian university of higher education that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate.

Students are expected to conduct themselves in a professional manner with respect for the rights of both students and faculty. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or suspension from the program. (NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.)

Only regularly enrolled students may attend class unless granted permission by an administrator and arrangements are made with the instructor.

Inclement Weather Procedures

The university is reluctant to postpone or cancel classes because the schedule is already very compressed and it is difficult to schedule make-up classes when needed. In order to make the most informed decisions possible, the university gathers information from the National Weather Service, State Police agencies, and site managers and personnel (when appropriate). Unfortunately, the university cannot make the decision based on an individual student's geographical situation and the driving distance to and from class. Students should be aware, however, that they are expected to use discretion and not to take unreasonable risks. If students choose not to attend class, they must notify their instructor and make appropriate arrangements for make-up work. Decisions to postpone or cancel classes will be announced by the university. Regional locations will be judged by the Regional Deans. In the event it becomes necessary for a Regional Dean to recommend to the Executive Vice President/CEO a weather related or emergency closing or postponement for an onsite cohort, the appropriate Program Director will work with affected faculty and students to make up the missed class session through an online alternative class session by observing the following guidelines:

Instructors will contact students on the date class is cancelled with written requirements for making up the cancelled class session through an online alternative.

In the event an onsite class session is cancelled that is deemed significant to the cohort (e.g., program orientation, the first class session of a program, the last class session of a program, etc.), the Regional Dean will petition the appropriate academic leaders to arrange a new date to make up the cancelled class session prior to the next scheduled class session.

To satisfy attendance requirements and earn participation points (if applicable), all assignments associated with the cancelled class session must be submitted prior to the start of the next scheduled class session.

Postponement decisions for evening classes will be made by approximately 3:00 p.m. on the day of class. Decisions about Saturday classes will be made the evening before, when possible, but may be made during the early morning hours on the Saturday of class if necessary. Postponement decisions will be announced through a variety of methods. In most cases the core group has a designated class representative who will be notified by the university. The representative should then activate the telephone calling tree to disseminate the information to the class. In cases where there is no class representative or calling tree, someone from IWU and/or the instructor will call the students. No notification will be made unless classes are postponed or cancelled. Information about postponements and/or cancellations will be announced on the university's Web site at <http://www.indwes.edu>. Announcements will also be posted on the student portal at <http://myIWU.indwes.edu> and on the class information phone line at 1-800-621-8667 ext. 2022.

Library Services

Off Campus Library Services provides both mediated and direct access to resources and services designed specifically for the adult student. The Jackson Library in Marion has 519,900+ titles, including 335,740+ e-books; 41,560+ audiovisual titles, 34,300+ streaming media titles; 1,065+ print/e-print journal subscriptions and access to 562,800+ online journals via searchable databases. Small library collections are available at the Louisville campus, Ohio campuses at Cincinnati, Cleveland, Columbus, and Dayton, as well as the Indiana campuses at Fort Wayne, Greenwood, Indianapolis (two locations), and Merrillville, and include some reference books and full access to the library catalog and subscription-based periodical indexes. Remote access to the catalog and computerized general and subject specific indexes are available via the library's Web page <http://www.indwes.edu/ocls> for any students with Internet access and a student log in credentials. Students can get personalized assistance from OCLS librarians at Cincinnati, Cleveland, Indianapolis, Louisville, Marion, and Merrillville campuses.

The distance student can contact OCLS via e-mail, Web page form, 800 telephone or chat service. Online access to the Library Resource Guide is available from the OCLS Web page; OCLS Tools. All provided services are further described in this document. One on one or group instruction to the services and databases of OCLS or APA is available by special appointment.

The library is part of a consortium, Academic Libraries of Indiana, which includes access to most library collections of Indiana higher education institutions. If attending classes in Kentucky or Ohio, the regional OCLS librarian will tell you about opportunities in your area.

Low Enrollment in Onsite Cohorts

Should the total number of students enrolled in a cohort fall below six students for any reason, the University will seek alternative options for the remaining students to complete their degree. To ensure high academic quality, the possibility of combining cohorts or offering the option of completing the program online will be investigated.

In general, students will be given an opportunity to recruit students to join the cohort. If a cohort is nearing completion, this fact will be taken into consideration before any decision is made.

Services for Disabled Students

IWU Disability Services

The goal of disability services at Indiana Wesleyan University is to work cooperatively with students to help them reach their maximum academic, social, and personal potential. This is accomplished by integrating legal expectations, Indiana Wesleyan's standards of service, and Christ-like principles. The Director of Academic Success is a trained professional, responsible for determining accommodation eligibility and for coordinating office services for students with disabilities. The director works with the students, faculty, and staff to design and implement a plan of reasonable accommodations that allows for equal access to all areas of university life.

Equal Access

Indiana Wesleyan University is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at IWU.

"No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance." –Section 504 of the Rehabilitation Act of 1973.

Admissions

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions.

Prospective students with disabilities are not required to identify themselves to the Admissions Office or the Director of Academic Success. However, those interested in receiving academic accommodations are encouraged to meet with, or contact, the Director of Academic Success as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

Student Address/Email Information

Students should notify the Office of Student Services of any change of address, telephone number, or name so that proper records can be maintained. Name change requests require submission of appropriate documentation.

IWU Student Email Accounts - Upon acceptance, students are given an IWU student e-mail account. This is the only account used by IWU for communication with the student. It is extremely important that the student checks this account on a regular basis as important academic and financial information as well as university announcements will be shared in this way.

Programs Offered - Division of Post-licensure Nursing

The School of Nursing offers a Post-licensure (RNBSN) Program leading to a Bachelor of Science in Nursing (B.S.N.). The undergraduate program prepares men and women for professional nursing practice and provides a foundation for advanced study in nursing.

The School of Nursing Post-licensure (RNBSN) Program is accredited by The Higher Learning Commission (<http://www.ncahigherlearningcommission.org/>) and Indiana Wesleyan University is a member of the North Central Association of Colleges and Schools. The program is also accredited by the Commission on Collegiate Nursing Education (CCNE) (202-887-6791). Memberships include the American Association of Colleges of Nursing and the Council for Christian Colleges and Universities.

Throughout the Post-licensure (RNBSN) Program, the nurse is a purposeful, self-directed individual who assumes responsibility and accountability to God, society, self, and clients who, made in the image of God, have intrinsic worth and value. Modeling the example of Jesus Christ, nurses are to protect and promote health, especially for people lacking access to health care, through the just allocation of health resources and services throughout the world.

The Post-licensure (RNBSN) Program is planned within the philosophy and conceptual framework of the baccalaureate program. (Adult learners want to take charge of their own learning and can be mutually responsible for the education process in partnership with faculty.) Small project teams and other strategies appropriate for adult education contribute to mastery of learning outcomes.

The curriculum will be completed in the order established by Indiana Wesleyan University. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

The same courses offered in the classroom setting are also offered via the Internet. Details are available at Online-Delivery.

Outcomes of the Baccalaureate Nursing Programs

At the completion of the baccalaureate nursing program at Indiana Wesleyan University the graduate will be prepared to:

- Apply leadership skills to professional nursing practice.
- Integrate nursing knowledge and evidence-based practice while providing culturally competent care.
- Employ effective communication and interprofessional collaboration for the improvement of client outcomes.
- Demonstrate spiritual values and professional ethics from a Christian worldview when providing nursing care.

Admission Requirements

The admission requirements for the Bachelor of Science in Nursing degree offered through the School of Nursing's Division of Post-licensure Nursing are as follows:

- Proof of high school graduation or GED certification.
- Original transcripts from all previous college or university study at regionally accredited colleges or universities or an institution accredited by the Association for Biblical Higher Education.
- Prior completion of at least 60 transferable credit hours from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education is required before the student is eligible to start a bachelor core program.
 - A maximum of 40 hours of credit may be earned through the assessed learning process toward the required 60.
 - Applicants with a diploma from a State Board of Nursing accredited hospital school of nursing may be eligible to apply for credit through the diploma evaluation process. A maximum of 40 credit hours awarded may be counted toward the required 60. This applies only to students applying to the Nursing program.
 - Applicants who have earned an A.S. in Nursing or equivalent degree at a proprietary school which holds a national accreditation are eligible to receive credit in transfer. A maximum of 40 credit hours of supporting science and nursing courses may be counted toward the required 60. This applies only to students applying to the Nursing program.
- Proof of current **unencumbered** RN licensure;
- An overall grade point average (GPA) of 2.0 from all previous study. If an applicant's GPA is below 2.0, the student may be admitted on a probationary basis, as established by the guidelines of the college.

Graduation Requirements

To graduate with a baccalaureate degree in Nursing from the School of Nursing at Indiana Wesleyan University, the following requirements must be met:

- Completion of 120 semester hours.

- Completion of the required core courses with a GPA of 2.75 or higher.
- Cumulative GPA of 2.75 or higher.
- All individual core courses must be completed with a grade of "C" or better.
- Completion of 30 hours of general education as specified (General Education Requirements).
- Payment of all tuition and fees is required to receive a diploma.

Program Requirements

- Students must complete each individual core course with a grade of "C" or higher.
- To progress in the major, RNBSN students must have obtained a core GPA of 2.75 by the end of the third course.
- Students must have an RN license that is active and unencumbered at all times during enrollment in the program. Students must have a valid unencumbered RN license in the state(s) of the practicum sites. If students have multi-state licenses, all must be unencumbered. Students may be administratively withdrawn from the program at any point if this status is not maintained.
- A criminal history background check, drug testing, and immunization tracking will be conducted at the student's expense. Practice sites may have additional requirements, e.g., health physical, which will be conducted at the student's expense. Instructions for the criminal background check, drug screening, and immunization tracking will be sent to students by the Division of Post-licensure Nursing. Progression in the program will depend on compliance with and/or the results of these checks.
- RNBSN students may complete the core nursing courses by following the recommended fast-track schedule. It is not recommended that students take more than two core courses at a time. Students who wish to take more than two core courses should contact their academic advisor to determine the potential impact of such a decision.
- Students who take longer than six years to complete the program must petition to continue in the program.
- Students must complete all core courses before taking NUR-495.

BSN - Post-licensure (RNBSN)

Post-licensure (RNBSN) - Program of Study

Core Courses

NUR-320	Introduction to Baccalaureate Nursing	3
NUR-335	Foundations for Professional Practice	3
NUR-385	Nursing Process: Health Indicators and Clinical Prevention	3
NUR-440	Evidence-Based Nursing	4
NUR-465	Population Health: Local, National, and Global Approaches	5
NUR-415	Leadership and Management in Nursing	4
NUR-495	Baccalaureate Capstone: Synthesis and Evaluation	5
	Nursing Topics (2-2 credit hour courses)	4

Division of Graduate Nursing

Policies and General Information - Division of Graduate Nursing

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university.

Academic Information - Division of Graduate Nursing

Academic Calendar - Graduate nursing courses are offered under the semester credit hour system but in a non-traditional academic calendar. Each major consists of required courses which are taught in an accelerated, modular format, and taken sequentially. Each major has an online component. The Nursing Administration and Nursing Education majors are 100 percent online. The Primary Care major has a significant online component, but also includes on-site classes in specified courses. On-site classes meet for four hours on a weeknight. All online classes meet in an asynchronous environment.

Catalog Governing Graduation - Students must meet the graduation requirements as stated in the university catalog under which they enrolled. Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within the maximum number of years from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled. **Students who withdraw from Indiana Wesleyan University for more than six months will meet the graduation requirements as stated in the catalog under which they resume enrollment.** Students changing majors or programs must meet requirements as stated in the catalog that is current at the time they make such changes. The same holds true for students moving between schools and colleges. Students may at any time change from an earlier catalog to a subsequent current catalog, but must meet all requirements for graduation of that catalog. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Core Requirements - The integrity of the non-residential programs requires that the core courses be met at Indiana Wesleyan University. Students are required to complete the first course (or the first block of courses) in the core program with a passing grade in order to maintain enrollment with their cohort. In general, no waivers are allowed for courses taken at other colleges/universities.

Final class dates as established by the calendar will be the final date for completion of the core curriculum.

Admission and Registration - Division of Graduate Nursing

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

- Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- Probation - Students with an entering grade point average (GPA) which falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first three courses of the core with a satisfactory GPA (3.0). In case of extended probation, the number of courses to be completed in order to change status will be determined jointly by the VPAA for the School of Nursing and the Student Life Council. Any student failing to remove the probationary status will be academically suspended from the program.
- Unclassified - Students not pursuing a university degree who want to take certain courses (e.g., elective) for special reasons may be accepted for a maximum of 12 hours. Students receiving an unclassified status must reapply for regular admission if they desire later to pursue a degree program. Unclassified students are not eligible for financial aid.

International/Non-English Speaking Students - Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
- International English Language Testing System (IELTS). For graduate students a score of at least 6.5 is required for regular academic admission.

Student visas (I-20s) are not issued for students wanting to enter the United States to enroll in online programs offered for non-residential students however, a visa may be issued for residential graduate program students.

Registration - Registration occurs at the beginning of the student's core program. At this point, students are registered for all courses within the major. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Staff will work with the Division Associate Dean and the student to make arrangements to retake this class with another core group at a time that will minimize the impact on the student's financial aid. Students need to be aware that temporary withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress. Additionally, placement in a cohort may be delayed for a returning student due to enrollment limitations.

A student who has failed to arrange for the payment of tuition for a course will have registration in that course cancelled.

Attendance Policy - Division of Graduate Nursing

Because of the delivery method of non-residential programs, attendance is required and monitored. Students are expected to be present for onsite class sessions and participate in online activity. Absences are allowed as follows:

- Under emergency circumstances, a student may be allowed one absence in courses that are five class sessions or fewer in length. Students need to contact the faculty member regarding make up work. Documentation of such circumstances is required.
- Under emergency circumstances, a student may be allowed two absences in courses that are six or more class sessions in length. Students need to contact the faculty member regarding make up work. Documentation of such circumstances is required.

If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the last class session, the instructor is directed to issue the grade of "F". Students who never attend a class and do not withdraw will be administratively withdrawn from the course and from all subsequent courses. Student must then go through the normal readmission process.

Students who must miss a course due to unavoidable circumstances must arrange for a withdrawal with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

Onsite Attendance Policy – The nature of the non-residential programs requires students to attend all class sessions. Class attendance records are maintained by the faculty member and submitted to the Office of Student Services. Students are expected to be present when class begins, and remain the entire workshop. To be counted present, a student must attend a total of three hours or more of a class that is four hours in length. Only under proven *emergency circumstances*, a student may be allowed one absence in any practicum course.

Online Attendance Policy: Attendance is determined by activity during a workshop, either through discussions or submission of assignments. A student is reported absent for a workshop if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during that workshop.

Primary Care (PYC) Nurse Practitioner (NP) Practicum Courses Attendance Policy: The Primary Care (PYC) Nurse Practitioner (NP) Practicum courses combine onsite and online workshops within a single course. Students enrolled in these courses are held to a more stringent attendance standard due to the nature of the knowledge presented and its relevance to safe advanced nursing practice. Missing more than one onsite or online workshop during a practicum course will result in a grade of "F" for the course.

Grading and Evaluation

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Quality Points (per credit)
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
F	.0

The following grades are not figured into the GPA:

W
I
CR
NC
AU

Repeated Courses - A student may repeat once any course in which a grade below “C” (“C-,” “D+,” “D,” or “F”) was previously earned. Some specific graduate level courses are identified as repeatable and can be repeated if a student earns a grade higher than “C” but below the level required for that specific course. Unless otherwise noted a course may be repeated once.

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student’s grade point average (GPA). All entries, however, remain a part of the student’s permanent academic record. Duplicate credit hours are not given for two or more passing efforts. A course taken in a classroom/online format may not be repeated for a grade through independent learning/study.

Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when a crisis prevents the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of “I” (incomplete) may be issued but only after completing the following process:

- The student must request an “I” from the instructor via email.
- The instructor must obtain approval from the appropriate Academic Leader.

Because “incompletes” are granted only for extenuating circumstances, the student’s grade will not be penalized.

A student who receives an “incomplete” has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements in order to receive a passing grade, the “incomplete” will become an “F.” A student with more than one incomplete on record is subject to academic suspension. A student cannot progress into a subsequent course until the grade of “incomplete” has been resolved and a grade posted.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student’s official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>

Audit of Courses

A student accepted into an Indiana Wesleyan University degree program or as an unclassified student may choose to audit specified courses within a core program or electives as follows:

- Audit registration is allowed on a space available basis.
- The current audit fee (\$25 per credit hour) must accompany the registration.
- Auditing a course gives one the right to attend the course. No credit or letter grade is given. The course will be indicated as an "AU" on the student's IWU transcript.
- The student auditing the course is not expected to participate in classroom or study group assignments, or to complete homework, quizzes, or tests.
- The faculty member is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.
- The materials required for the course are optional for auditing students. If one wishes to purchase materials, the fees must accompany the registration.
- The student must meet course pre-requisites or be approved by the appropriate administrator of the specific college/school.
- No change may be made from audit to credit, or credit to audit, after registration closes.

Graduation - Graduate Degree Programs

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Degrees are conferred and posted to the student's transcript on these dates. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student's transcript should all requirements be completed. Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an "Application for Graduation" provided by the Office of Student Services. This application indicates the student's intent to graduate and initiates the final evaluation of the student's academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services prior to the degree conferral date. Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date. PYC students must complete a minimum of 700 hours of supervised practicum with no less than 525 patient encounters. Out of the total 525 encounters students must complete a minimum of 300 adult patient encounters, (40 of these related to women's health), and 150 Pediatric encounters.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the three conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student's financial account must be settled to receive a diploma.

Leave of Absence Policy

Indiana Wesleyan University understands there are life events that may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow students flexibility in their program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at IWU and eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. **This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Supplemental Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.**

Students who will be out of attendance for a period of 29 days or more should request a leave of absence. Students out of class for less than 29 days are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Students who are not on federal financial aid programs or who do not have a federal loan in deferment are not required to request a leave of absence.

Students needing to make a change in their schedule need to contact the Office of Student Services to process the registration change. At that time, the leave of absence request form will be emailed to the student. The Leave of Absence Application can be downloaded by going to the following link:

<https://myiwu.indwes.edu/directory/student-services/registration-changes/pages/default.aspx>. Students must request the leave within 21 days of initiating the registration change. The request for a leave of absence should be made prior to the date the leave is to start. The start date of the leave is the first date of the class or, if the class has already started, the date the registration change is initiated.

An approved leave of absence must meet the following criteria: in the academic year the student has to be in attendance 2 weeks prior to applying for a leave, the request must be received within 21 days of the registration change; the request must be made prior to the start of the leave (first day of class); the reason for the request must be one approved by IWU's Leave of Absence Committee (military, medical, jury duty, loss of job, family emergency, employment emergency, transfer of coursework, passing pre-requisite requirement, transfer of core groups, changing programs, administrative cancellation of core classes, or other reasons as approved by the Leave of Absence Committee).

The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Time in excess of 180 days will not be approved. A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 in a 12-month period. A maximum of two leaves of absence are allowed during a 12-month period. Documentation is required for an extension on a leave. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 21 day deadline, and needs to address the reason for the delay in the submission of the request.

Failure to return from an approved leave of absence nullifies the approved leave and may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for loan deferment. Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments to the Accounting Office for normal fees incurred. Any change in registration can impact current financial aid regardless of approval or denial of the leave of absence request. Questions about impact on current financial aid should be directed to the Financial Aid Office at 800-621-8667 ext. 2516. Students on an approved leave of absence will be reported as such and will be eligible for in-school deferment of previous loans. Students whose request for a leave of absence is denied will be reported as withdrawn and the grace period for loan repayment will go into effect.

Military Leave of Absence Policy

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are readmitted at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Student may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.

- Students will be promptly readmitted in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial:

Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid

Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversation with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Transfer between Majors - Division of Graduate Nursing

It is assumed that students applying for/enrolling in graduate level programs have a higher level of maturity and decision-making ability. The selection of a graduate major should be approached with prayerful deliberation after acquiring the knowledge necessary to make the decision.

The graduate nursing majors are designed around an accelerated cohort model, intended to foster a group dynamic and support system conducive for adult learning. Continued disruption of this model – as well as the curriculum schedule – inhibits the effectiveness of this design. In addition, the amount of time necessary to create a tailored plan of study for each transfer student adds an excessive amount of work to current faculty and staff.

Students who wish to change majors must submit a change of program request and meet all admission requirements for the requested major. Transfer approval will be subject to review of the student's academic progress, catalog requirements, and availability of space in the requested major. The university cannot guarantee transfer requests will be approved.

Please be advised that any transfer/change in program may impact financial aid. Students will not be eligible for deferment or the 'scheduled break' option under this policy, and may have to begin loan payments until they are re-enrolled in their newly-selected major. In addition, the change may lead to a significant delay in the time it takes to complete MSN degree requirements.

Transfer of Credit Policy - Division of Graduate Nursing

The university may allow a maximum of nine credits in transfer to the graduate nursing programs. Transfer of credit will be determined by the Associate Dean of the Division of Graduate Nursing or designee.

Credit is granted for work with a satisfactory grade ("C" or above) taken at an approved college or university accredited at the same level, provided the courses are applicable to the curriculum the student wishes to pursue at Indiana Wesleyan University. An "approved college or university" generally refers to those institutions that are accredited by a regional or national accrediting body or the Association for Biblical Higher Education.

The University Registrar is responsible for approving the transferability of all credits. Credit hours accepted in transfer are recorded, but quality points and grades are omitted. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio.

Transcripts from foreign institutions - may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

Withdrawal/Change in Status - Division of Graduate Nursing

A student who finds it necessary to withdraw from the program or to take a temporary leave of absence is required to contact the Registration Change Counselor in the Office of Student Services to complete this process (registration.change@indwes.edu). Students in an onsite course must request the withdrawal from the Registration Change Counselor before the last class workshop. Students in an online course must request the withdrawal prior to the beginning of the last workshop. Failure to initiate an official withdrawal will result in a "No Credit" or an "F" grade for the student in those related courses.

A student who is temporarily withdrawing may request an individual leave of absence up to 180 days in a 12 month period. A student cannot request more than two leaves during a 12 month period, and the total number of days on leave may not exceed 180 days within a 12 month period. All leaves must be requested through the Office of Student Services.

If a student officially withdraws after a course has started, a grade of "W" will be assigned. A student who violates the attendance policy with the last workshop of a course will receive an "F" for the course.

Administrative withdrawals assigning a grade of "W" will also happen as follows:

- A student who does not attend the first two workshops of a course will be administratively withdrawn from the course.
- A student who violates the attendance policy prior to the last workshop of a course will be administratively withdrawn from the course.
- A student who never attends a course will be administratively withdrawn from not only that course but all subsequent courses when this notification comes at the time the grades are submitted.

Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor and the Division of Graduate Studies in Nursing. Tuition and fees will be charged for repeating the course.

Students withdrawing from the first course of a core program must withdraw from the entire program and re-enter with another core group.

If, at a later time the student wishes to re-enter the program, a re-entry form must be submitted to the Office of Student Services. Receipt of the signed application will initiate a review of the student's academic file to determine remaining requirements. A student who was academically suspended from the graduate nursing program may request by email to the Vice President of Academic Affairs for the School of Nursing for readmission after six months. Students sitting out of a core program for more than 90 days are subject to a tuition increase upon returning. Students re-entering a core program after six months are subject to any changes in curriculum upon returning.

A student may re-enroll in the Division of Graduate Nursing a maximum of two times without an appeal. A request for a third re-enrollment must be accompanied by a petition to the Associate Dean of the Division of Graduate Nursing. Re-enrollment will be dependent upon the decision of the Division Associate Dean or the SON Student Life Council if the Chair determines a higher level of appeal is required.

Any change in registration may have an impact on the student's financial aid. Students should always check with the financial aid office before initiating a registration change.

Financial Information - Division of Graduate Nursing

Fee Structure - Degree Programs

Students are advised of financial obligations for their degree seeking (core) program during the registration process. A schedule of payments and analysis of fee structures, along with due dates, is outlined. Students are expected to meet these obligations according to the schedule. Any questions regarding payments or problems associated with making those payments should be directed to Student Account Services.

Students who have applied for financial aid are responsible for all tuition and fees in the event it is determined they are ineligible for financial aid, decline the financial aid, or withdraw from the program prior to completing the academic award period. Students receiving military or corporate assistance who have received prior approval from the university for direct billing are required to pay their share of tuition and fees and submit appropriate assistance documents by the assigned due date. The deferral program in no way relieves the student of the financial obligation to the university and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations.

Indiana Wesleyan University reserves the right to change the tuition and fee schedule at any time. Students who remain registered in their initial core group making satisfactory academic progress shall have their tuition and fees guaranteed. Book fees are subject to change throughout a student's program. A \$50 late fee is charged each time a payment is received after the due date. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy - Degree Programs

1. Any student withdrawing after attending only the first class session of the program or orientation will be assessed a \$100 fee. All other tuition will be refunded. Book charges and educational resource fees are nonrefundable.
2. After a student has attended two class sessions of the program, tuition, application fees, technology fees, and educational resource fees are not refundable.
3. Tuition is refunded according to the following policy for all subsequent courses:
 - Withdrawal prior to the first class session of a course (no attendance) - full tuition refund.
 - Withdrawal prior to the second class session of a course (attendance in only the first week) - 90% tuition refund.
 - Withdrawal after second class session (attendance in the second or subsequent weeks) - no refund.
4. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
5. Book fees are not refundable once the student has attended one class session or if the books have been marred in any way prior to that time.
6. Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
7. Decisions regarding refunds are made by the appropriate Student Account Services, and in isolated cases, by the Financial Appeals Committee.
8. Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>

Student Account Appeals

A written appeal may be submitted to Student Account Services. If the disputed charge cannot be reconciled with the accounting office, a written appeal can be submitted to studentaccountappeals@indwes.edu with all supporting documentation.

- All pertinent information will be obtained and compiled by the Appeals Committee.
- The disputed charge will be reviewed by the Appeals Committee.
- If necessary, an appeal may be reviewed by the Program Director.
- Appeals must be submitted within 6 months of the last date of attendance for the course in question.

All appeals will receive a response within 15 days after the written appeal has been received.

Financial Aid - Non-Residential

Types of Student Financial Aid Available

The following types of student financial aid are available to persons enrolled as degree-seeking students who meet the eligibility criteria for the aid type. Complete fund profiles may be found online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Types-of-Aid.

Advanced Education Nursing Traineeship (AENT) Grant – is a grant that does not require repayment and is open to second-year students enrolled in the Primary Care track or the Psychiatric Mental Health track of the Master of Science in Nursing program and who agree to the Special Rules. Funding is limited, and, as the grant requires submission of data to the government on its use, recipients must agree to follow-up information requests for reporting purposes. Students who appear to meet the eligibility requirements will receive an email explaining the application process.

Nurse Faculty Loan Program (NFLP) - is a loan program administered through the Health Resources and Services Administration to provide loan funds to students enrolled in an eligible advanced degree program in nursing (for IWU students, the Master of Science in Nursing Education and the Doctor of Nursing Practice degree programs) and who intend to teach full-time upon graduation. After graduation, loan recipients may cancel up to 85% of the NFLP loan over a consecutive four-year period while serving as full-time nurse faculty at a school of nursing. Loan funds are given to cover costs of tuition, books, and

eligible fees. Funds are limited and are offered on a first come, first served basis. The student must complete an application each year NFLP funds are requested. As the grant requires submission of data to the government on its use, recipients must agree to follow-up information requests for reporting purposes. Students who appear to meet the eligibility requirements will receive information explaining the application process.

William D. Ford Federal Direct Loan – is available to students who file the FAFSA and all other required student financial aid forms and who meet all federal criteria for eligibility. The maximum annual loan amount is \$20,500 for graduate students. Lifetime maximum borrowing limit for graduate programs is \$138,500 (including undergraduate borrowing). Interest rates are set on July 1 each year and are fixed rates. For July 1, 2016, through June 30, 2017, the interest rate is 5.31% for unsubsidized Federal Direct Loans for graduate students.

A student's total financial assistance, including loans, may not exceed the calculated cost of attendance for the program. Students with unsubsidized loans may elect to make monthly interest payments to the lender or allow the accumulated interest to accrue until repayment, which begins six months after the student ceases to be enrolled as at least a half-time student. Upon graduation or termination of studies, the student is given a six-month grace period during which no interest or principal payments are due on subsidized loans and during which only interest accrues on the unsubsidized loans. The standard minimum monthly payment is \$50, but the amount varies based on the total amount of the outstanding loans upon which the student is paying and the type of repayment plan the student has chosen.

Graduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.84% interest rate available to parents of dependent undergraduate students who have remaining cost of attendance not met by unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Active Duty Military Discount – is a tuition discount to all active duty military personnel and their spouses, including members of the Reserves and National Guard. Students must submit an Active Duty Military Discount application, available by calling Student Account Services at 800-621-8667 ext. 2878.

Educational Partner Discount – is a tuition discount given to students employed by one of IWU's educational partners. Students must submit a Tuition Discount Application, available by calling the Admissions Office at 800-621-8667 ext. 5598 or Student Account Services at ext. 2878.

Yellow Ribbon Award – is an award that does not have to be repaid and is available to eligible students who receive Chapter 33 GI Bill benefits. The amount eligible students receive reflects 50% of the tuition expenses that exceed the highest public in-state undergraduate tuition rate. The VA matches that contribution to fully cover the tuition costs.

General Eligibility Requirements

In order to receive federal and/or state student financial aid, students must meet the following criteria:

- Must have completed the Free Application for Federal Student Aid (FAFSA) including signing all certifying statements.
- Must be a U.S. citizen or eligible noncitizen.
- Must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Must be registered with Selective Service, if required.
- Must not be in default on a Title IV loan or owe a Title IV grant or loan overpayment.
- Must not have borrowed in excess of annual or aggregate Title IV loan limits.
- Must certify that they will use Title IV aid only to pay educational costs.
- Must not have enrolled in multiple institutions solely to obtain Title IV credit balance funds to pay noneducationally-related expenses.
- Must not have a disqualifying drug conviction.
- Must be enrolled as a regular student (cannot be unclassified) in an eligible degree or certificate program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined in IWU's SAP Policy.
- Must show qualification to obtain a college education by having a high school diploma, GED certificate, or a high school education in a homeschool setting approved under state law.
- Must maintain enrollment in classes.

Per federal regulations, incarcerated students are not eligible for federal student financial aid. Incarcerated students or students who become incarcerated after receiving federal student financial aid funds should contact the Financial Aid Office.

Loan Repayment Chart

The following chart shows estimated monthly payment amounts based on a standard 10 year repayment plan. Learn more about current interest rates or other repayment plans online at www.studentaid.gov or www.finaid.org.

Interest Rate	5%	6.5%	8%
Amount Borrowed	Monthly Payment Amount		
\$5,500	\$58	\$62	\$67
\$8,500	\$90	\$97	\$103
\$15,000	\$159	\$170	\$182
\$20,000	\$212	\$227	\$243
\$30,000	\$318	\$341	\$364
\$40,000	\$424	\$454	\$485
\$50,000	\$530	\$568	\$607
\$60,000	\$636	\$681	\$728
\$70,000	\$742	\$795	\$850

How to Apply for Student Financial Aid

Students who wish to be considered for federal and/or state student financial aid must complete the Free Application for Federal Student Aid (FAFSA). Links to the application process online are provided at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Apply-For-Aid:

- When completing the FAFSA (direct link www.fafsa.gov) you must list IWU's Title IV Code, 001822, or IWU will not receive your FAFSA information from the federal processor.
- You must disclose any additional funding you will receive from employer reimbursement, vocational rehabilitation, or private scholarships to help pay for your education. To facilitate this requirement, complete the Other Aid Source Disclosure Form.
- If loans are desired, students must complete the Loan Entrance Counseling Session and William D. Ford Federal Direct Loan Master Promissory Note online (direct link: <https://studentloans.gov/>). You must have an established Federal Student Aid (FSA) ID and password in order to complete these items. It may be necessary to wait three days from the time you first create your FSA ID before trying to sign in to this website. For each item, you must enter "Indiana" in the School State field even if you attend classes in another state or online.
 - Entrance Counseling Session: Select Complete Counseling from the menu, and on the next page click on the Start Entrance Counseling button beneath the Entrance Counseling heading (not to be confused with Financial Awareness Counseling, PLUS Counseling, or Exit Counseling). Add IWU as a School to Notify and select the appropriate Student Type for your current degree pursuit (undergraduate or graduate).
 - Master Promissory Note: Click on Complete a Master Promissory Note from the menu and select Subsidized/Unsubsidized MPN from the next page.
 - The Financial Aid Office's standard practice is to originate federal student loans for the amount of a student's maximum eligibility. If you wish to have a lesser loan amount awarded than your maximum eligibility, complete the Reduced Loan Request Form.

Once the above steps have been completed, be certain to:

- Quickly respond to requests for additional information from the Financial Aid Office. You may be asked, as required by federal regulations, to provide items for review in a process called Verification. Some items that may be requested are: a completed Verification Worksheet, a completed and notarized Identity and Statement of Educational Purpose Form, and a copy of your Federal Income Tax Return Transcript (and your spouse's or parents' as appropriate).
- Fully complete all forms. Forms filled out incorrectly or submitted to the wrong office or location could complicate your approval to begin classes or delay your student financial aid awards package.

How and When Student Financial Aid is Disbursed

Advanced Education Nursing Traineeship (AENT) Grant funds are awarded shortly after the application deadline and award recipients have been chosen. The funds are applied as a credit to the IWU student account, typically in two or three disbursements per academic year.

Nurse Faculty Loan Program (NFLP) funds are awarded upon receipt of all application materials. The funds are applied as a credit to the IWU student account, typically in two or three disbursements per academic year.

Federal Direct Loans are originated shortly after classes have begun. The funds are applied as a credit to the IWU student account, typically in two or three disbursements per academic year. For new undergraduate students, or students entering a new undergraduate program, the first disbursement funds will be placed on the IWU student account 30 days after the start of the first course. Disbursements for subsequent award periods typically occur 14-21 days after the start of the new award period and successful completion of the prior award period has been confirmed.

All other types of aid are awarded and disbursement dates set as the necessary paperwork is received.

All financial aid forms and information submitted online must be received at least three weeks before a planned class start.

Applying for student financial aid does not remove responsibility for payment. If the funding is not received, the student must pay all outstanding balances immediately.

How Eligibility is Determined and Student Financial Aid is Awarded

- All forms and information submitted online must be received in the Financial Aid Office before eligibility can be determined. In general, award amounts are based on a student's Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and other estimated financial assistance. The Financial Aid Office will award a student for his or her maximum eligibility in scholarship, grant, and loan funds unless otherwise instructed in writing.
- Students in non-term programs must be scheduled for a full academic year, according to the academic year definition for the program in which the student is enrolled, or to degree completion for student financial aid to be awarded. Students in term-based program must be enrolled at least half-time for the term for federal loan funds to be disbursed. Any changes to planned enrollment may affect the amount and/or disbursement date(s) of aid for which the student may qualify.
- The Financial Aid Office will email notification to the IWU student email account that student financial aid has been awarded and is available for review online via the student portal at <https://myiwu.indwes.edu>. This secure website will indicate the types and amounts of aid for which the student qualifies. To decline all or a portion of the awarded aid, the student must submit a written request to the Financial Aid Office via email from the IWU student email account, fax, or US mail; otherwise, all awarded aid will disburse to the IWU student account, as appropriate. The student does not need to contact the Financial Aid Office to accept an awards package.

Satisfactory Academic Progress (SAP)

Students are expected to maintain Satisfactory Academic Progress toward the completion of their course of study. This includes:

- Enrolling in and attending class as well as completing assignments and projects.
- Earning at least the minimum GPA required to maintain good academic standing in the student's primary degree or certificate program. Students on academic probation will be allowed to receive student financial aid on SAP Warning. Such students must improve their academic measurements to meet the required standards by the designated time frame or eligibility will be terminated.
- Earning passing grades in a minimum of 67% of all credit hours attempted.
- For undergraduate students, completing the program within 150% of the credit hours normally required to complete the course of study (e.g., if the program requires 120 credit hours to complete, then the student may attempt no more than 180 credit hours) or, for graduate students, within the maximum time allowed by the academic department to complete the degree.

Academic progress is reviewed after the end of each payment period or term. Students who fail to make satisfactory academic progress will be placed onto SAP Warning or Suspension, as appropriate, per the policy requirements. Students with mitigating circumstances (which may include, but is not limited to, death in the family or grave illness of the student or close family

member) may appeal termination of federal student financial aid eligibility due to failure to make academic progress by submitting a SAP Appeal Form, written explanation, and supporting documentation to the SAP Appeals Committee through the Financial Aid Office. The entire SAP Policy is available for review online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Resources/.

Leaves of Absence, Withdrawals, and Return of Funds

A student may request leaves of absence through the Office of Student Services for breaks in attendance 180 days or less in any 12 month period. In the case there is an approved break between classes, a leave of absence will be reported to the lender, but no loan repayment will be required. If additional circumstances arise that prohibit the student from returning to class as scheduled, the student should contact the Financial Aid Office to discuss options. For a break between classes of more than 180 days in any 12 month period, the university is required to report non-enrollment information to the lender, and the student will be required to begin repayment of any student loans (see your loan promissory note for further information).

If a student finds it necessary to withdraw from the program, withdraw from a course or courses without an approved leave of absence, or to take leaves of absence that exceed 180 days in a 12 month period, a federal student financial aid Return of Funds calculation will be performed. This calculation determines how much federal student financial aid has been earned and is based on the number of days attended during the payment period when the student withdraws. The amount of federal student financial aid funds to be returned by IWU to the funding source is based on the amount of those funds that the Return of Funds calculation determined were not earned by the student. The following is an example of the Return of Funds calculation:

- The student begins class on June 28 and the payment period runs until January 17.
- The student withdraws from the program on October 4.
- The payment period has 152 calendar days in it (not including break periods) and the student completed 86 days which is 56.6% of the payment period.
- The amount of the funds to be returned will be 43.4% of the federal student financial aid funds received.
- The portion of the federal student financial aid funds which the school must return is equal to the lesser of:
 - The institutional charges multiplied by the unearned percentage of your funds, or
 - The entire amount of excess funds.

The Financial Aid Office will determine the amount of the return of funds that is owed by IWU and the amount, if any, that is owed by the student. For any loan funds that are owed by the student, the student (or the parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note (i.e., scheduled payments are to be made to the holder of the loan over a period of time). A letter will be sent to the student indicating the results of the return of funds calculation and the amount of the return of funds, if any. The student will earn 100% of the federal student financial aid funds received for the payment period if the return of funds calculation shows the student completed 60% or more of the payment period. Additionally, state grant awards may be recalculated if the student drops below the minimum amount of credits and/or if tuition and fee charges must be revised as a result of the schedule change.

Funds will be returned to the federal student financial aid programs in the following order: unsubsidized Federal Direct Loan, subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and other Title IV grants. The student will have 45 days to contact the Financial Aid Office to make arrangements to repay any federal grants that are owed by the student. Failure to make arrangements or to pay back the federal grants will mean the student is no longer eligible to receive federal student financial aid at any institution until full repayment.

The requirements for Title IV program funds when a student withdraws are separate from IWU's refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. A student who requests the credit balance from his or her IWU student account and then makes registration changes may be required to repay funds to the university and/or to the student financial aid programs.

Student's Rights and Responsibilities

As a student, you have the right to know:

- What financial assistance is available, including information on all federal and state programs.
- The deadlines for submitting application for each of the student financial aid programs available.
- The cost of attending the school's programs and the school's refund policy.

- The criteria used by the institution to select financial aid recipients.
- How the school determines your financial need. This process includes how costs for tuition, fees, books, and living expenses are considered in your budget.
- What resources (such as employer reimbursement, other financial aid, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- An explanation of the various programs in your student financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
- What portion of the student financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the loan interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.

As a student, you responsibilities:

- Review and consider all information about the school's program before you enroll.
- Complete all required forms accurately and submit them in a timely manner to the correct address.
- Pay special attention to, and accurately complete, your FAFSA. Errors can result in delay of receipt of your student financial aid funds. Intentional misreporting of information on application forms for federal student financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the FAFSA central processor.
- Read and understand all the forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadline for application or reapplication for aid.
- Know and comply with the school's leave of absence or withdrawal policy/procedures.
- Repay student loans in agreement with the loan promissory note.

Further Information

The Financial Aid Office staff is here to assist in any way possible. If you have questions about any information pertaining to student financial aid, please contact: Financial Aid Office, Non-Residential, Indiana Wesleyan University, 1900 West 50th Street, Marion, IN 46953-9393. Voice 800-621-8667 option 4, 765-677-2516, Fax 765-677-2030, Email NonResAid@indwes.edu.

General Information - Division of Graduate Nursing

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Books and Materials

Indiana Wesleyan University's Non-Residential programming has been, in part, designed to serve the needs of busy, working, adult students. With this in mind, the required resource materials for our students are included with the program and are supplied through IWU's chosen supplier and distributor, Tree of Life Bookstores. Some of these required resources are in digital form and can be accessed directly in the learning management system upon individual student registrations. Any non-digital resources will be shipped directly to students prior to each course. For any non-customized print materials that are not part of the first course of a program, students wishing to obtain these specific materials on their own, may contact the Tree of Life Bookstores for further information.

Please note: Any attempted return of materials are subject to policies and procedures as applied by Tree of Life Bookstores. Please contact Tree of Live Bookstores for details related to any possible return of materials.

Should it become necessary for a student to withdraw from a course, any course not completed before the specified time remaining on their access to the digital materials, additional charges may be applied. Hard copy resource materials should be returned immediately, if eligible, to avoid additional charges if/when the course is taken at a later date. If materials are not returned, and/or course is not completed, and course materials change in the time between withdrawal and re-entry, the student will be charged for new materials.

More information can be obtained by contacting Tree of Life Bookstores at 888-392-2930, 765-674-9530 ext. 1, or <http://www.treeoflifebooks.com/customerservices/>.

Chaplaincy Program

Spiritcare, the Chaplaincy Program, is a ministry that seeks to care for the spiritual needs of adult students by introducing them to the person, teachings, and community of Jesus Christ. This is done primarily through online and onsite classroom visits, outside contacts, multi-media presentations, and structured devotionals. The goal is to provide supportive opportunities for the growth of the complete person. On-site and online students have direct contact with a caring pastor shepherd. Spiritcare desires to change the world by changing the heart. Chaplains can provide the following:

- Confidential and caring support for student and family members as requested.
- Spiritual guidance and prayer support.
- Intervention and support during life crises and emergencies.
- Referrals to Biblical, private counsel and support groups for special needs.
- An opportunity to be referred to a local pastor and a local church congregation for students seeking to grow in their faith.

Students may obtain additional information about the Spiritcare Chaplaincy Program through the student portal at myiwu.indwes.edu/Chaplaincy or by contacting the Office of Student Services at 800-621-8667 ext. 2359.

Expectations for Personal and Professional Conduct

Indiana Wesleyan University is a Christian university of higher education that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate.

Students are expected to conduct themselves in a professional manner with respect for the rights of both students and faculty. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or suspension from the program. (NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.)

Only regularly enrolled students may attend class unless granted permission by an administrator and arrangements are made with the instructor.

Inclement Weather Procedures

The university is reluctant to postpone or cancel classes because the schedule is already very compressed and it is difficult to schedule make-up classes when needed. In order to make the most informed decisions possible, the university gathers information from the National Weather Service, State Police agencies, and site managers and personnel (when appropriate). Unfortunately, the university cannot make the decision based on an individual student's geographical situation and the driving distance to and from class. Students should be aware, however, that they are expected to use discretion and not to take unreasonable risks. If students choose not to attend class, they must notify their instructor and make appropriate arrangements for make-up work. Decisions to postpone or cancel classes will be announced by the university. Regional locations will be judged by the Regional Deans. In the event it becomes necessary for a Regional Dean to recommend to the Executive Vice President/CEO a weather related or emergency closing or postponement for an onsite cohort, the appropriate Program Director will work with affected faculty and students to make up the missed class session through an online alternative class session by observing the following guidelines:

Instructors will contact students on the date class is cancelled with written requirements for making up the cancelled class session through an online alternative.

In the event an onsite class session is cancelled that is deemed significant to the cohort (e.g., program orientation, the first class session of a program, the last class session of a program, etc.), the Regional Dean will petition the appropriate academic leaders to arrange a new date to make up the cancelled class session prior to the next scheduled class session.

To satisfy attendance requirements and earn participation points (if applicable), all assignments associated with the cancelled class session must be submitted prior to the start of the next scheduled class session.

Postponement decisions for evening classes will be made by approximately 3:00 p.m. on the day of class. Decisions about Saturday classes will be made the evening before, when possible, but may be made during the early morning hours on the Saturday of class if necessary. Postponement decisions will be announced through a variety of methods. In most cases the core group has a designated class representative who will be notified by the university. The representative should then activate the telephone calling tree to disseminate the information to the class. In cases where there is no class representative or calling tree, someone from IWU and/or the instructor will call the students. No notification will be made unless classes are postponed or cancelled. Information about postponements and/or cancellations will be announced on the university's Web site at <http://www.indwes.edu>. Announcements will also be posted on the student portal at <http://myIWU.indwes.edu> and on the class information phone line at 1-800-621-8667 ext. 2022.

Library Services

Off Campus Library Services provides both mediated and direct access to resources and services designed specifically for the adult student. The Jackson Library in Marion has 519,900+ titles, including 335,740+ e-books; 41,560+ audiovisual titles, 34,300+ streaming media titles; 1,065+ print/e-print journal subscriptions and access to 562,800+ online journals via searchable databases. Small library collections are available at the Louisville campus, Ohio campuses at Cincinnati, Cleveland, Columbus, and Dayton, as well as the Indiana campuses at Fort Wayne, Greenwood, Indianapolis (two locations), and Merrillville, and include some reference books and full access to the library catalog and subscription-based periodical indexes. Remote access to the catalog and computerized general and subject specific indexes are available via the library's Web page <http://www.indwes.edu/ocls> for any students with Internet access and a student log in credentials. Students can get personalized assistance from OCLS librarians at Cincinnati, Cleveland, Indianapolis, Louisville, Marion, and Merrillville campuses.

The distance student can contact OCLS via e-mail, Web page form, 800 telephone or chat service. Online access to the Library Resource Guide is available from the OCLS Web page; OCLS Tools. All provided services are further described in this document. One on one or group instruction to the services and databases of OCLS or APA is available by special appointment.

The library is part of a consortium, Academic Libraries of Indiana, which includes access to most library collections of Indiana higher education institutions. If attending classes in Kentucky or Ohio, the regional OCLS librarian will tell you about opportunities in your area.

Low Enrollment in Onsite Cohorts

Should the total number of students enrolled in a cohort fall below six students for any reason, the University will seek alternative options for the remaining students to complete their degree. To ensure high academic quality, the possibility of combining cohorts or offering the option of completing the program online will be investigated.

In general, students will be given an opportunity to recruit students to join the cohort. If a cohort is nearing completion, this fact will be taken into consideration before any decision is made.

Services for Disabled Students

IWU Disability Services

The goal of disability services at Indiana Wesleyan University is to work cooperatively with students to help them reach their maximum academic, social, and personal potential. This is accomplished by integrating legal expectations, Indiana Wesleyan's standards of service, and Christ-like principles. The Director of Academic Success is a trained professional, responsible for determining accommodation eligibility and for coordinating office services for students with disabilities. The director works with the students, faculty, and staff to design and implement a plan of reasonable accommodations that allows for equal access to all areas of university life.

Equal Access

Indiana Wesleyan University is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at IWU.

“No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” –Section 504 of the Rehabilitation Act of 1973.

Admissions

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions.

Prospective students with disabilities are not required to identify themselves to the Admissions Office or the Director of Academic Success. However, those interested in receiving academic accommodations are encouraged to meet with, or contact, the Director of Academic Success as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

Student Address/Email Information

Students should notify the Office of Student Services of any change of address, telephone number, or name so that proper records can be maintained. Name change requests require submission of appropriate documentation.

IWU Student Email Accounts - Upon acceptance, students are given an IWU student e-mail account. This is the only account used by IWU for communication with the student. It is extremely important that the student checks this account on a regular basis as important academic and financial information as well as university announcements will be shared in this way.

Programs in the Division of Graduate Nursing

MSN Degree Programs

The Division of Graduate Nursing offers the Master of Science in Nursing degree with majors in Nursing Administration, Nursing Education, and Primary Care Nursing. (Nursing Education and Nursing Administration programs are also available to students with an Associate of Science in Nursing through the ASN-MSN program). Also offered is a dual degree/major of MSN/MBA Nursing Administration/Business Administration and an abbreviated MSN in Nursing Administration for registered nurses who have already earned an MBA.

Admission Requirements

Admission to all graduate nursing majors begins with submission of required application forms, letters of recommendation, and official transcripts of previous college and university studies. Acceptance into any graduate nursing program will remain valid for a period of 18 months.

To assist in the decision-making process, the Division of Graduate Nursing reserves the right to require the applicant to:

- Interview; and/or
- Take the GRE.

Admission and Registration

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

- **Regular Admission Status-** Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- **Probationary Admission Status -** Students with an entering grade point average (GPA) which falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first three courses of the core with a satisfactory GPA (3.0). Any student failing to remove the probationary status will be academically suspended from the program.
- **International/Non-English Speaking Students -** A student who is living in the United States but is not a United States citizen must submit a copy of a visa or permanent resident status during the process of application. Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
- International English Language Testing System (IELTS). For graduate students a score of at least 6.5 is required for regular academic admission.
- Student visas (I-20s) are not issued for students wanting to enter the United States to enroll in programs offered for adult and graduate students. Registration - Registration occurs at the beginning of the student's core program. At this point, students are registered for all courses within the major. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Students will work with their Advisor to re-enter. Students need to be aware that withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress.
- A student who has failed to make arrangements for the payment of tuition for a course will have registration in that course cancelled.

Criteria for regular admission are:

- B.S.N. or B.S. degree with a major in nursing from an accredited program. Registered Nurse applicants who have a non-nursing bachelor's degree and a minimum of ten years of recent experience in nursing practice may also be considered for admission by Portfolio. These candidates may submit a Portfolio which includes a current CV/resume including evidence of accomplishments in nursing based on *The Essentials of Baccalaureate Education for Professional Nursing Practice*.
- Undergraduate grade-point average of 3.0 on a 4.0 scale from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.
- Proof that all nursing licenses – whether current or inactive – are unencumbered. Potential students with encumbered nursing licenses will not be considered eligible for enrollment at Indiana Wesleyan University.
- All applicants must provide three letters of professional reference. References should be from faculty members, professional colleagues, work supervisors or a pastor who can evaluate the applicant's potential for success in a graduate program. Recommendations from family members are NOT appropriate. These letters should be solicited from professionals who can address the applicant's qualifications for the MSN or doctoral programs.
- Original transcript from the degree granting institution.
- At least one year of professional practice. Students applying for admission to the Primary Care Program must have 500 hours of direct contact and/or care for patients within the year prior to admission.
- A criminal history background check (at the student's expense) must be completed before registration for any track of the graduate nursing program. Letters of acceptance from the Division of Graduate Nursing will include instructions for completing the criminal background check. The criminal background check must be completed no earlier than two weeks before the beginning of the first course. A second criminal background check and drug screen (at the student's expense) will be required for Primary Care students no earlier than two weeks before the first practicum course begins. Instructions for the second criminal background check and drug screen will be sent to students by the Division of Graduate Nursing. Progression in the program may depend on the results of these checks.

Additional information for ASN/MSN applicants:

- Associate Degree in Nursing from a regionally accredited college or university or a proprietary school which holds a national accreditation
- A grade point average of 3.0 on a 4.0 from the Associate Degree granting college or university.

Additional information for Post-Master's degree Certificate applicants:

- Master's Degree in Nursing.

Graduation Requirements

To graduate, students must meet the following requirements:

- Satisfactory completion of all core, major, and clinical requirements for the specific program.
- Minimum grade of "C" in each core (GNUR prefix) course and "B" in each major (NRA, NRE, PYC, and MHNP) course.
- Cumulative GPA of 3.00

- The MSN and DNP degree programs must be completed within a maximum of four years from the date of enrollment; the ASN-MSN and dual MSN/MBA degree programs must be completed within a maximum of five years from the date of enrollment.
- PYC students must complete a minimum of 700 hours of supervised practicum with no less than 525 patient encounters. Out of the total 525 encounters students must complete a minimum of 300 adult patient encounters, (40 of these related to women's health), and 150 Pediatric encounters.
- Payment of all tuition and fees is required to receive a diploma.

Program Requirements

- All courses must be successfully completed in the sequence prescribed by the program's requirements. Failure to successfully complete a course will result in an administrative withdrawal from the program.
- Any student found to have falsified clinical/practicum hours will be immediately dismissed and not allowed to re-enter any graduate nursing program at IWU.
- Students must meet all practicum agency requirements. Primary Care (Family Nurse Practitioner) and Psychiatric Mental Health Nursing students must have health clearance and documentation of two-step TB, Rubella, and Hepatitis B and meet any other requirements of the practicum site before any client contact.
- Nursing Education and Nursing Administration students may be required to provide health clearance and proof of immunization.
- Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within the major program's maximum time from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled.
- If a Nursing Administration student does not finish their project by the end of NRA692, the course is repeatable for up to 6 credits.
- Primary Care (Family Nurse Practitioner), Psychiatric Mental Health Nursing, and Post-Master Family Nurse Practitioner Certificate students will be academically dismissed upon receipt of a second unsatisfactory grade.

Re-enrollment policy for Primary Care or Psychiatric Mental Health Nurse Practitioner Majors

Any student who withdraws from one or more courses in the graduate nursing Primary Care program must meet the following criteria to progress or re-enroll in the program:

- If more than 6 months have passed since the completion of PYC-612 or MHNP-620, the student must achieve an 87% on the IWU Pharmacology competency exam.
- If more than 6 months have passed since the completion of PYC-614, the student must achieve an 87% on the IWU Pathophysiology competency exam.
- If more than 6 months have passed since the completion of PYC-652 or MHNP-652, the student must achieve an 87% on the Advanced Physical Assessment competency exam.
- Health Assessment Courses require an onsite component. The student will be required to conduct a complete history and physical on a client of IWU's choosing, which must include written documentation.
- If the student does not pass the appropriate competency exam(s) at 87%, s/he will be required to audit the pertinent course(s) and satisfactorily pass the appropriate competency exam(s) before being allowed to re-enroll and continue on in the graduate nursing program. A fee will be charged to audit a class.
- The fee for each competency exam is \$100.

ASN-MSN

Program Requirements

Progression Policy:

- Successful completion of all undergraduate courses with a minimum grade of "C" and a cumulative GPA of at least 3.0
- Successful completion of all MSN core courses with a minimum grade of "C" and a cumulative GPA of at least 3.0.

- Successful completion of all major specific courses, with a minimum grade of "B" and cumulative GPA of at least 3.0.
- All courses must be completed in lock-step progressions. Failure to do so will result in immediate administrative withdraw.
- If a Nursing Administration student does not finish their project by the end of NRA692, the course is repeatable for up to 6 credits.
- Any student found to have falsified clinical/practicum hours will be immediately dismissed and not allowed to re-enter any nursing program at IWU.
- Students must fulfill all requirements as stipulated by practicum sites. Students must be licensed in the state in which they are completing practicum course experiences.
- Students who maintain continuous enrollment, make normal progress toward a degree, and earn their degree within a maximum of five years from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled.

Graduation Requirements

Completion of this program awards the MSN degree. A BSN is not awarded.

To graduate, students must have completed the following:

- Completion of all undergraduate and MSN requirements for the specific program major
- Met the minimum grade requirement for each course
- Cumulative GPA of 3.00 or higher
- Program must be completed within a maximum of five years from the date of enrollment.
- All financial obligations must be settled in order to receive a diploma.

ASN-MSN - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Undergraduate Courses

All undergraduate courses must be completed with a grade of "C" or higher.

NUR-320	Introduction to Baccalaureate Nursing	3
NUR-335	Foundations for Professional Practice	3
NUR-401	Transcultural Healthcare	2
NUR-450	Nursing From a Christian Worldview	2
NUR-415	Leadership and Management in Nursing	4
NUR-465	Population Health: Local, National, and Global Approaches	5

Core Courses

All core courses must be completed with a grade of "C" or higher.

GNUR-501	Evidence Based Communication	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-525	Ethics and Health Policy	3
GNUR-528	Biostatistics and Epidemiology	3
GNUR-530	Utilization of Research for Evidence Based Practice	3

Major Courses-Nursing Administration

All major courses must be completed with a grade of "B" or higher.

NRA-513	Introduction to Professional Development for Advanced Practice in Nursing Administration	1
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NRA-671	Professional Role Development for the Nurse Administrator	3
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-690	Evidence Based Practice in Nursing Administration I	1
NRA-674	Organizational Behavior	3
NRA-676	Organization and Finance of Healthcare	3
NRA-691	Evidence Based Practice in Nursing Administration II	1
NRA-678	Advanced Nursing Management	5
NRA-693	Integration of Theory Into Nursing Administration Practice	1
NRA-692	Evidence Based Practice in Nursing Administration III	3

Major Courses-Nursing Education

All major courses must be completed with a grade of "B" or higher.

NRE-513	Introduction to Professional Development for Advanced Practice in Nursing Education	1
NRE-662	Advanced Health and Physical Assessment	3
PYC-614	Advanced Pathophysiology	4
PYC-612	Advanced Pharmacology	4
NRE-664	Concepts of Leadership for Nurse Educators	2
NRE-663	Course Design and Development	3
NRE-665	Innovative Teaching Strategies	3
NRE-667	Program Evaluation and Assessment	3
NRE-695	Nursing Education Capstone	4

MSN - Nursing Administration

The Master of Science in Nursing Degree - Administration Major provides a Christian academic environment to prepare students to be world changers. It is designed to develop transformational leaders who are effective stewards of health care resources. This is accomplished by developing students through an integrated experience of advanced intellectual challenge, evidence-based professional growth, and maturation of servant leadership. Graduates will be prepared to assume leadership roles within a variety of health care settings.

Please see Admission and Graduation Requirements for MSN degrees

Nursing Administration - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Core Courses

All core courses must be completed with a grade of "C" or higher.

GNUR-501	Evidence Based Communication	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-525	Ethics and Health Policy	3
GNUR-528	Biostatistics and Epidemiology	3
GNUR-530	Utilization of Research for Evidence Based Practice	3

Major Courses

All major courses must be completed with a grade of "B" or higher.

NRA-513	Introduction to Professional Development for Advanced Practice in Nursing Administration	1
NRA-671	Professional Role Development for the Nurse Administrator	3
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-690	Evidence Based Practice in Nursing Administration I	1
NRA-674	Organizational Behavior	3
NRA-676	Organization and Finance of Healthcare	3
NRA-691	Evidence Based Practice in Nursing Administration II	1
NRA-678	Advanced Nursing Management	5
NRA-693	Integration of Theory Into Nursing Administration Practice	1
NRA-692	Evidence Based Practice in Nursing Administration III	3

Nursing Administration (Post-MBA) - Program of Study

Students who have met all Graduate Nursing admission requirements and have received an MBA from a regionally accredited college or university are eligible for the post-MBA Nursing Administration program.

All courses must be completed with a satisfactory grade in order to continue in the program.

Major Courses

GNUR-501	Evidence Based Communication	3
NRA-513	Introduction to Professional Development for Advanced Practice in Nursing Administration	1
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-530	Utilization of Research for Evidence Based Practice	3
NRA-640	Introduction to Interprofessional Collaboration	1
NRA-690	Evidence Based Practice in Nursing Administration I	1
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-691	Evidence Based Practice in Nursing Administration II	1
NRA-678	Advanced Nursing Management	5
NRA-693	Integration of Theory Into Nursing Administration Practice	1
NRA-692	Evidence Based Practice in Nursing Administration III	3
	Graduate Nursing Elective*	3

**Students must have a 3-credit hour Health Policy Course. If such a course was taken in the MBA, then an approved graduate nursing elective (non practicum) may be substituted. If such a course was not taken, then students must take GNUR-525.*

MSN - Nursing Education

The Nursing Education major is designed to provide a solid theoretical foundation in the art and principles of effective education. It includes a student teaching component as well as courses in curriculum design, adult education and program evaluation. Graduates will become part of the solution to the current nursing shortage as they take jobs in schools and divisions of nursing. However, they will also be prepared to take on educational leadership positions within hospitals, communities and other areas where their skills are needed.

Upon completion of the program, students will be able to:

- Demonstrate successful integration of knowledge to function in the nurse educator role.
- Use an evidence based approach to guide professional practice as a nurse educator.
- Apply stewardship principles to resources in the educational environment.
- Evaluate nursing curricula for scope and effectiveness in preparing nurses to meet local and global needs.
- Apply a biblical worldview to academic decision making as a nurse educator.

Please see Admission and Graduation Requirements for MSN degrees.

Nursing Education - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Core Courses

All core courses must be completed with a grade of "C" or higher.

GNUR-501	Evidence Based Communication	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-525	Ethics and Health Policy	3
GNUR-528	Biostatistics and Epidemiology	3
GNUR-530	Utilization of Research for Evidence Based Practice	3

Major Courses

All major courses must be completed with a grade of "B" or higher.

NRE-513	Introduction to Professional Development for Advanced Practice in Nursing Education	1
NRE-662	Advanced Health and Physical Assessment	3
PYC-614	Advanced Pathophysiology	4
PYC-612	Advanced Pharmacology	4
NRE-664	Concepts of Leadership for Nurse Educators	2
NRE-663	Course Design and Development	3
NRE-665	Innovative Teaching Strategies	3
NRE-667	Program Evaluation and Assessment	3
NRE-695	Nursing Education Capstone	4

MSN - Primary Care Nursing (Family Nurse Practitioner)

The Master of Science in Nursing degree with a major in Primary Care Nursing prepares registered nurses as Family Nurse Practitioners (FNP). The focus of Primary Care is the interrelationship of theory, research, and evidence-based practice.

Opportunities for development of critical thinking and clinical problem-solving skills are provided throughout the program. Graduates of the program are eligible to apply for nurse practitioner certification by the appropriate credentialing body.

Upon completion of the program, students will be able to:

- Influence healthcare policy, organization and finance in primary care practice.
- Apply an evidence-based approach in primary care practice across the lifespan.
- Collaborate with interprofessional teams in the provision of primary care.
- Practice stewardship of resources in providing primary care.

Please see Admission and Graduation Requirements for MSN degrees.

Primary Care Nursing - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Core Courses

All core courses must be completed with a grade of "C" or higher.

GNUR-501	Evidence Based Communication	3
GNUR-525	Ethics and Health Policy	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-530	Utilization of Research for Evidence Based Practice	3
GNUR-528	Biostatistics and Epidemiology	3

Major Courses

All major courses must be completed with a grade of "B" or higher.

PYC-513	Introduction to Professional Development for Advanced Practice in Primary Care Nursing	1
PYC-602	Professional Role Development for the Advanced Practice Nurse	2
PYC-614	Advanced Pathophysiology	4
PYC-612	Advanced Pharmacology	4
PYC-622	Essentials of Primary Care	2
PYC-652	Advanced Health Status Assessment	4
PYC-681	Primary Care Across the Lifespan I	6
PYC-682	Primary Care Across the Lifespan II	6
PYC-683	Primary Care Across the Lifespan III	6

MSN - Psychiatric Mental Health Nursing

The Master of Science in Nursing (MSN) Psychiatric Mental Health Nursing (MHNP) track at Indiana Wesleyan University, School of Nursing prepares students for independent and interprofessional clinical practice to treat psychiatric mental health conditions of people across the lifespan. Students learn decision making and direct accountability for diagnosing and treating individuals with psychiatric mental health and co-occurring medical conditions. Students accrue a minimum of 525 practicum hours, and attend an onsite course in advanced health assessment and two intensives. Those who earn this MSN degree are eligible to test for certification as a Psychiatric Mental Health Nurse Practitioner through the American Nurses Credentialing Center (ANCC).

Please see Admission and Graduation Requirements for MSN degrees

Psychiatric Mental Health Nursing - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Core Courses

All core courses must be completed with a grade of "C" or higher.

GNUR-501	Evidence Based Communication	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-525	Ethics and Health Policy	3
GNUR-528	Biostatistics and Epidemiology	3
GNUR-530	Utilization of Research for Evidence Based Practice	3

Major Courses

All major courses must be completed with a grade of "B" or higher.

PMHN-513	Introduction to Interprofessional Practice for the Psychiatric Mental Health Nurse Practitioner	1
PYC-602	Professional Role Development for the Advanced Practice Nurse	2
PYC-614	Advanced Pathophysiology	4
PYC-612	Advanced Pharmacology	4
PMHN-622	Diagnostic Reasoning	2
PMHN-652	Advanced Health Status Assessment for the Psychiatric Mental Health Nurse Practitioner	4
PMHN-620	Neuro-Psychopharmacology	2
PMHN-630	Psychotherapeutic Modalities Across the Lifespan I	5
PMHN-640	Psychotherapeutic Modalities Across the Lifespan II	5
PMHN-650	Psychotherapeutic Modalities Across the Lifespan III	5
PMHN-693	Interprofessional Development for the Psychiatric Mental Health Nurse Practitioner	1

MSN/MBA - Dual Degree (Nursing Administration/Business Administration)

The MSN/MBA is a dual degree resulting in Master of Science in Nursing (with a major in Nursing Administration) and a Master of Business Administration. This degree is designed to meet the worldwide need for principle centered nursing leaders with strong fiscal knowledge and skill. The 60-credit hours include 30 credits from Nursing and 30 credits coming from Business.

Graduates will be prepared to assume leadership/administrative roles within a variety of health care settings.

Mission

This major is designed to develop transformational leaders with strong fiscal knowledge and skill who are effective stewards of health care resources. This is accomplished by developing students through an integrated experience of advanced intellectual challenge, evidence-based professional growth, and maturation of servant leadership. Graduates will be prepared to assume leadership roles within a variety of health care settings.

Progression Policy:

- All Business courses must be completed with a grade of "C" or higher.
- GNUR-510, and GNUR-530 must be completed with a grade of "C" or higher.
- NRA-513, NRA-670, NRA-671, NRA-672, NRA-673, NRA-676, NRA-678, and NRA-693 must be completed with a grade of "B" or higher.

- Failure to successfully complete any Nursing course will result in immediate withdrawal from the program until the course is repeated and a satisfactory grade is earned.
- Students must complete the MSN/MBA Program within five years of matriculation.

Dual Degree (MSN/MBA) - Program of Study

All courses must be completed with a satisfactory grade in order to continue in the program.

Nursing Administration Courses

GNUR-501	Evidence Based Communication	3
NRA-513	Introduction to Professional Development for Advanced Practice in Nursing Administration	1
NRA-670	Interdisciplinary Professional Development	3
GNUR-510	Theoretical Foundations for Advanced Nursing Practice	2
GNUR-530	Utilization of Research for Evidence Based Practice	3
NRA-671	Professional Role Development for the Nurse Administrator	3
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-676	Organization and Finance of Healthcare	3
NRA-678	Advanced Nursing Management	5
NRA-693	Integration of Theory Into Nursing Administration Practice	1

Business Administration Courses

MGMT-500	Applied Management Theory	3
STAT-535	Statistics for Business Decision- Making	3
HCAD-513	Healthcare Principles and Policies	3
MGMT-512	Ethical and Legal Aspects of Management	3
COMM-515	Decision-Making and Essential Business Communication	3
MGMT-532	Leadership and Organizational Change	3
FINC-525	Accounting and Finance for Managers	3
ECON-511	Business Economics	3
ACCT-510	Managerial Accounting	3
MGMT-522	Business Strategy and Policy	3

Post Master's Degree Certificate

An individual with a Master's degree in Nursing from a regionally accredited nursing program may apply to complete a post master's degree certificate in any of the graduate nursing majors.

The following plans of study apply only if a student fits one of the following categories:

- Is not a Nurse Practitioner but has a master's degree in nursing
- Is an Adult Nurse Practitioner

- Is a Gerontological Nurse Practitioner

To be admitted to a post master's degree certificate program, the student must have a Master's degree in Nursing, and meet all graduate nursing admission requirements.

Post Master's Degree Certificate - Program of Study

Plan of Study for Family Nurse Practitioner Post Master's Certificate

PYC-602	Professional Role Development for the Advanced Practice Nurse	2
PYC-614	Advanced Pathophysiology	4
PYC-612	Advanced Pharmacology	4
PYC-622	Essentials of Primary Care	2
PYC-652	Advanced Health Status Assessment	4
PYC-681	Primary Care Across the Lifespan I	6
PYC-682	Primary Care Across the Lifespan II	6
PYC-683	Primary Care Across the Lifespan III	6

Plan of Study for Nursing Administration Post Master's Certificate

NRA-671	Professional Role Development for the Nurse Administrator	3
NRA-672	Management of Healthcare Delivery Systems	3
NRA-673	Nursing Leadership and Human Resources	3
NRA-674	Organizational Behavior	3
NRA-676	Organization and Finance of Healthcare	3
NRA-678	Advanced Nursing Management	5

Plan of Study for Nursing Education Post Master's Certificate

GNUR-562	Professional Role Development for the Nurse Educator	3
GNUR-564	Curriculum Design and Evaluation	4
GNUR-568	Teaching and Learning Strategies	5
GNUR-566	Program Evaluation and Assessment	3
GNUR-569	Advanced Nursing Instruction	5

Doctoral Degree

The Doctor of Nursing Practice (DNP) program prepares nurses at the highest level of leadership, scholarship, and character to be world changers in global healthcare systems. The program is based on the understanding that nurses provides services, which include the direct care of individual clients, management of care for populations, administration of nursing systems, and development and implementation of health policy.

The Doctor of Nursing Practice program will prepare graduates to:

- Lead healthcare delivery teams to meet the needs of diverse populations.
- Synthesize principles of leadership in the evaluation and resolution of ethical and legal issues within healthcare systems.
- Apply creative and culturally sensitive approaches in the comprehensive assessment of healthcare systems.
- Integrate character, scholarship, and leadership in advanced nursing practice.
- Develop innovative practice approaches based on theories from nursing and other disciplines.
- Influence healthcare policy from an interprofessional perspective to improve health outcomes.

Admission Requirements

Applicants are required to meet the following criteria in order to be considered for admission:

Application:

- Submission of the Indiana Wesleyan University (IWU) Division of Graduate Nursing application for the DNP program.
- \$100 application fee. (Applicants will not be charged the application fee if they have previously paid the fee for enrollment at IWU.)
- Criminal background check.
- **International/Non-English Speaking Students** - A student who is living in the United States but is not a United States citizen must submit a copy of a visa or permanent resident status during the process of application. Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:
 - Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
 - International English Language Testing System (IELTS). For graduate students a score of at least 6.5 is required for regular academic admission.
Student visas (I-20s) are not issued for students wanting to enter the United States to enroll in programs offered for adult and graduate students.

Academic Requirements:

- Submission of transcript for a completed master's degree in nursing from an accredited (CCNE/NLNAC) school of nursing.
- Official transcripts from all post-high school educational experiences.
- Satisfactory completion of a graduate level course in statistics (grade of B or higher).
- Earned graduate GPA of 3.25 based on a 4.0 scale or the equivalent.

Professional Requirements:

- Submission of current unencumbered RN license.
- Submission of current unencumbered APN license (if applicable).
- Submission of resume/curriculum vitae.
- All applicants must provide three letters of professional reference. References should be from faculty members, professional colleagues, work supervisors or a pastor who can evaluate the applicant's potential for success in a graduate program. Recommendations from family members are NOT appropriate. These letters should be solicited from professionals who can address the applicant's qualifications for the MSN or doctoral programs.
- Submission of a 2-3 page narrative describing practice experience and professional goals.
- Submission of a 1-2 page summary of a practice related issue that will serve as the focus of the DNP Project; include the significance and impact of the project to nursing and health care.

General Information Regarding Admission:

- The Division of Graduate Nursing may request an interview with an applicant once all the admission criteria listed above have been met.
- The number of applicants admitted to the DNP program will be limited. Meeting the minimum admission criteria does not ensure that an applicant will be admitted to the program.
- Proficiency in Microsoft Word, Excel and Power Point is expected.
- International travel is required.
- Once an application for the DNP program has been submitted, it will remain valid for 12 months.

Graduation Requirements

To fulfill graduation requirements students must have completed all of the following:

- All credits required in the program with a minimum GPA of 3.25.

- No grade less than a "B" in any given course.
- Fulfillment of at least 1000 practicum hours.
- Successful completion, defense, and submission of the DNP Project.
- Degree requirements must be completed within four years of matriculation.
- All financial obligations must be settled in order to receive a diploma.

Program Requirements

Transfer Credits

Students may transfer up to three hours of post-masters credit from a regionally accredited college or university provided:

- The course is clearly comparable to one of the DNP course offerings based on course description and learning outcomes.
- The course is at the 600 or higher numbering system and was not part of the master's degree requirements.
- A grade of "B" or higher was earned in the course.
- The course was completed within the past five years.
- The course reflects current knowledge and best practice.
- The course reflects higher order thinking, study, and assessment requirements of the scholarship of discovery.
- Courses containing clinical content may not be met by transfer course (Advanced Healthcare Policy, Global Healthcare and all DNP Project I-V courses).
- All work must be original and accomplished exclusively during IWU DNP enrollment.

Attendance Policy

The doctoral program is a blend of onsite residencies and interactive online workshops. Students are required to attend all onsite residencies and substantively engage in all interactive, online and prescribed learning activities.

- Residency Attendance - Three residencies are held on the Marion campus during the program. Residency dates will be posted in advance. Attendance at all residency sessions is mandatory. Transportation to and from campus is at the student's expense.
- Online Attendance - Attendance is determined by activity during a workshop, either through discussions or assignments. A student is reported absent for a workshop if there is not at least one submission (or posting of an assignment or in a discussion forum assigned during that workshop. A student may be allowed one online absence per course.
 - Excessive Absences - If a student exceeds the allowed absences and does not contact the Office of Student Services to officially withdraw before the first day of the last workshop, the professor is directed to issue the grade of "F" and the student will be withdrawn from the program.
 - Leave of Absence - Students are expected to take courses in the predetermined sequence. Students who are unable to participate in a course due to unavoidable circumstances must arrange for a temporary leave of absence with the Office of Student Services prior to the beginning of the course and/or block. Students who withdraw while in a course may do so with permission of the Associate Director of Doctoral Programs or designated academic leader and by arrangement with the Office of Student Services prior to the start of the first day of the last workshop of the course, but the regular refund and academic withdrawal policies apply.

Residency

Residency for the doctoral program is satisfied by attending three onsite residencies in Marion. Students are expected to be in attendance throughout the residency and are not allowed an absence from required workshops, events, or class sessions that are scheduled during the residency. If a student does need to withdraw from a residency, and the withdrawal date is less than 10 days from the start date of the residency (DNP-801, DNP-803, DNP-805, DNP-810, and DNP-812), residency fees are non-refundable. Business casual is the expected attire. Students are expected to follow the community lifestyle statement of the university while on campus. This includes refraining from the use of alcohol, tobacco, illegal drugs, use of firearms, and unethical or illegal activities.

- Residency I – Orientation to the DNP Program and DNP Project requirements

- Residency II – DNP Project proposal presentation
- Residency III –DNP Project presentation

Reenrollment

A student who wishes to re-enroll in the DNP program must first contact the appropriate advisor to complete a Request for Re-enrollment form and forward to the Associate Director of Doctoral Programs or designated academic leader for approval. Following approval, the student may re-enroll in the program through the Office of Student Services and will agree to follow the prescribed plan of study. Students sitting out of a core program for more than 90 days are subject to current tuition rates upon returning. Students re-entering after six months are subject to any changes made in curriculum in the intervening time as well as current catalog policy.

Satisfactory Academic Progress

Students enrolled in the DNP program are regarded as members of the academic community of Indiana Wesleyan University. Students are responsible for conforming to the standards of conduct for adult learners. Continued enrollment in the program is subject at all times to review of the student's academic record and actions with regard to observance of university policies and regulations. Policies and regulations can be found in the *School of Nursing Student Handbook (located within each course)*.

Incomplete Grades - Students are expected to complete the course requirements by the last day of the final workshop. There may be instances when crisis circumstances or events prevent the student from completing requirements in a timely manner. In these rare situations, a grade of "I" (incomplete) may be issued after completing the following process:

- The student must request an "I" from the instructor via email.
- The instructor must obtain approval via email from the Division Associate Dean.

A grade of "incomplete" may be granted only for extenuating circumstances. A student who receives an "incomplete" has ten weeks from the final meeting date of the course to complete course requirements and turn them in to the instructor. If, at the end of the ten-week extension, the student has failed to complete the course requirements the "incomplete" will become an "F." An incomplete cannot be issued if the student fails to meet the attendance requirements.

Progression - Two courses are offered during each ten-week block of classes. Both courses must be satisfactorily completed with a grade of "B" or above before progressing into the subsequent block.

Probationary Status - Students enrolled in the DNP program will be placed on probation if their GPA falls below 3.25.

Students are given two consecutive blocks to satisfactorily raise their GPA. The GPA is reviewed after the second block, and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension will result if:

- A student fails to clear the academic probationary status within the probationary period of two consecutive blocks.
- A student with more than one incomplete on record is subject to academic suspension.

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. Application for readmission may be made after six months. The application must be made in writing to the Vice President of Academic Affairs for the School of Nursing.

Academic Dismissal

- Upon a second academic suspension in the same program, students are not eligible to reapply to Indiana Wesleyan University.
- Upon a second unsatisfactory grade, students will be academically dismissed and ineligible to reapply for admission into the DNP program.
- Students dismissed due to academic dishonesty are ineligible for readmission to the program.
- Students who fail to complete the program within four years will be administratively withdrawn.

Practicum Hours

A minimum of 1000 graduate level practicum hours are required to be eligible for graduation. Practicum hours may be a culmination of practicum hours completed during the nursing master's degree and the DNP. A maximum of 500 practicum

hours may be transferred from a master's level practicum experience. Applicants who cannot provide documentation of practicum hours completed at the MSN level may provide proof of APRN certification, which verifies having acquired a minimum of 500 practicum hours. In this circumstance, 500 practicum hours will be accepted. Other validated exceptions may be considered on an individual basis.

Practicum hours may be accrued by completion of work or projects as approved by the course faculty or the Associate Director of Doctoral Programs or designated academic leader. Further explanation of practicum hours can be found in the DNP Project Manual.

Degree Completion Limits

The DNP program is designed as a lock-step curriculum to be completed in less than two years. Program completion must be accomplished within four years. Students who do not maintain continuous enrollment with their original cohort and curriculum will be required to join a new cohort (as space is available), adapt to all subsequent curricular changes and DNP Project Manual changes, and incur any changes in program charge or cost. Any exceptions to this policy must be requested in writing to the Associate Director of Doctoral Programs or designated academic leader with the final decision resting with the Student Life Council.

DNP Project Continuation

Doctoral students not completing the DNP Project by the end of the second year will be required to maintain continuous enrollment. Students will enroll in a one-hour DNP Project Continuation course (DNP-900) continuously until the DNP Project is successfully defended. Students will pay the one-credit-hour course tuition and any required fees to maintain continuous enrollment. Each continuation course will be ten weeks in length. The maximum number of continuation courses will be seven.

DNP - Doctor of Nursing Practice-Full Time

Core Courses

All courses must be completed with a satisfactory grade in order to continue in the program.

DNP-801	DNP Project I	1
DNP-710	Science of Nursing DNP Residency I (Marion Campus - 4 days)	3
DNP-802	DNP Project II	1
DNP-870	Critical Inquiry and Data Management	3
DNP-715	Systems and Organizational Leadership	3
DNP-803	DNP Project III DNP Residency II (Marion Campus - 4 days)	1
DNP-750	Information Management	3
DNP-804	DNP Project IV	2
DNP-730	Applied Population Health	3
DNP-820	Advanced Healthcare Policy	3
DNP-830	Global Healthcare	4
DNP-840	Resource Management in Healthcare	3
DNP-805	DNP Project V DNP Residency III (Marion Campus - 4 days)	1

DNP - Doctor of Nursing Practice Part-Time

Core Courses

All courses must be completed with a satisfactory grade in order to continue in the program.

DNP-710	Science of Nursing DNP Residency I (Marion Campus - 4 days)	3
DNP-870	Critical Inquiry and Data Management	3
DNP-715	Systems and Organizational Leadership	3
DNP-730	Applied Population Health	3
DNP-830	Global Healthcare	4
DNP-820	Advanced Healthcare Policy	3
DNP-810	DNP Scholarly Project I DNP Residency II (Marion Campus - 4 days)	3
DNP-750	Information Management	3
DNP-812	DNP Scholarly Project II DNP Residency III (Marion Campus - 4 days)	3
DNP-840	Resource Management in Healthcare	3

School of Health Sciences

The Indiana Wesleyan University School of Health Sciences is committed to creating, disseminating, preserving, and applying knowledge in graduate health professions to include public health, athletic training, occupational therapy, and physical therapy. The School of Health Sciences is devoted to teaching, scholarship, research, and clinical practice. We seek to improve health and quality of life for people through a Christ-centered ministry of healing by providing learner-centered education, clinical care, and community engagement for underrepresented communities. With a commitment to excellence, the school serves local, state, national, and international citizens.

Mission

The IWU School of Health Sciences is committed to developing compassionate graduates that are clinically, professionally, and culturally competent for careers in public health, athletic training, occupational therapy, physical therapy, and related health professions.

Vision

The Indiana Wesleyan University School of Health Sciences seeks to become an influential provider of clinical, interprofessional, and culturally competent health and human service professionals at the local, state, national, and global levels for the Christian community.

Communication with the School of Health Sciences

Address:	Indiana Wesleyan University School of Health Sciences Ott Hall of Sciences and Nursing 4201 South Washington St Marion IN 46953-4974
General Information:	765-674-6901; 866-GO-TO-IWU; geninfo@indwes.edu
School of Health Sciences Administration:	765-677-2035
Admissions:	800-468-6498, ext. 2860; 765-677-2860
Student Account Services:	765-677-2878; SASCustomerService@indwes.edu
Financial Aid:	765-677-2516; apsfinaid@indwes.edu
Office of Student Services:	Registration, Course Information 765-677-2359 student.services@indwes.edu
Registrar's Office:	Transcripts 765-677-2131 registrar@indwes.edu

Policies and General Information - School of Health Sciences

Academic Information

Academic Calendar - Graduate courses are offered under the semester hour system. Each major consists of required courses taught in various formats, including but not limited to onsite, online, and blended learning modalities, taken sequentially within a non-traditional academic calendar.

Catalog Governing Graduation - Students must meet the graduation requirements as stated in the university catalog under which they enrolled. Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within the time frame established by the School of Health Sciences must meet the graduation requirements as stated in the catalog under which they enrolled. **Students who withdraw from Indiana Wesleyan University for more than six months will meet the graduation requirements as stated in the catalog under which they resume enrollment.**

Core Requirements - The integrity of the graduate programs requires that the core courses be met at Indiana Wesleyan University. Students are required to complete all core program courses with a passing grade in order to maintain enrollment with their cohort. In general, no waivers are allowed for courses taken at other colleges/universities.

Final class dates as established by the calendar will be the final date for completion of the core curriculum.

Academic Advising

Every student is personally responsible to meet all requirements, including but not limited to stated competencies, grade-point indexes, specified courses, total numbers of credits in each stated area of study, and total number of credits for the degree program identified in the catalog at the time of enrollment.

An advisor is assigned to each student and is available to discuss academic program requirements and other program information. Each student has access to their academic record and degree/major requirements via the Internet and portal.

Academic Standing

Students enrolled in the programs in the School of Health Sciences are regarded as members of the academic community of Indiana Wesleyan University and are responsible for conforming to the standards of conduct for graduate students. Continued enrollment in these program is at all times subject to review of the student's academic record and of the student's actions with regard to observance of university policies and regulations. Policies and regulations can be found in the School of Health Sciences Handbook (located within each course) and/or IWU Catalog.

Placement on Probation - Students enrolled in a School of Health Sciences graduate program will be placed on probation if their GPA falls below 3.0.

Students are given two consecutive terms to satisfactorily raise their GPA. The GPA is reviewed after the second term and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension will result if:

- A student fails to clear the academic probationary status within the probationary period of two consecutive terms.
- A student has taken a course twice and failed to achieve a satisfactory grade. When this occurs, the student is ineligible to reapply for admission into the program in which the course was repeated.

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. Application for readmission may be made after six months; however, re-enrollment will depend on the course offerings and could be up to twelve months following the suspension. The application must be made in writing to the Dean of the School of Health Sciences.

Academic Dismissal - Upon a second academic suspension in the same program, a student is not eligible to reapply to Indiana Wesleyan University.

Admission and Registration

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

- Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- Probation - Students with an entering grade point average (GPA) which falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first term of the core with a satisfactory GPA (3.0). In case of extended probation, the number of courses to be completed in order to change status will be determined by the Dean of the School of Health Sciences. Any student failing to remove the probationary status will be academically suspended from the program.

International/Non-English Speaking Students - Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.

- International English Language Testing System (IELTS). For graduate students, a score of at least 6.5 is required for regular academic admission.

Student visas (I-20's) are not issued for students wanting to enter the United States to enroll in programs offered for adult and graduate students.

Registration - Registration occurs at the beginning of the student's program. When students submit their intent to enroll form, they are registered for all courses within the program. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Staff will work with the Program Director/Academic Coordinator and the student to make arrangements to retake this class with another cohort at a time that will minimize the impact on the student's financial aid. Students need to be aware that temporary withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress.

A student who has failed to make arrangements for the payment of tuition for a course will have registration in that course cancelled.

Attendance Policy

Because of the delivery method of the graduate programs, attendance is required and monitored. Students are expected to be present for onsite class sessions and participate in online activity. Absences are allowed as follows:

- Under emergency circumstances, a student may be allowed one absence in courses that are five class sessions or fewer in length. Students need to contact the faculty member regarding make up work.
- Under emergency circumstances, a student may be allowed two absences in courses that are six or more class sessions in length. Students need to contact the faculty member regarding make up work.

Students who must miss a course due to unavoidable circumstances must arrange for a withdrawal with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

Onsite Attendance Policy – The nature of the graduate programs requires students to attend all class sessions. Class attendance records are maintained by the faculty member and submitted to the Office of Student Services. Students are expected to be present when class begins and remain the entire class. Only under emergency circumstances, a student may be allowed one absence in any class.

Online Attendance Policy – Attendance is determined by activity during a class, either through discussions or submission of assignments. A student is reported absent for a class if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during a grading period. This will be further clarified in a faculty's syllabus.

School of Health Science students are expected to attend all sessions of classes for which they are registered. Official excuses may be given by the Dean of the School of Health Sciences for absences due to university-sponsored activities, for illness requiring hospitalization, death of a first-degree relative, or other emergencies. Faculty may not give a penalty for a university-approved absence. The student is responsible directly to the instructor for all classes missed and to see that all work is made up. A student failing to attend classes and not withdrawing officially will receive a grade of "F."

Students may be administratively withdrawn from any registered class that is not attended by the last day to drop a class in any term.

Grading and Evaluation

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Quality Points (per credit)
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
F	.0

The following grades are not figured into the GPA:

W
I
CR
NC
AU

Repeated Courses - A student may repeat once any course in which a grade below "C" ("C-," "D+," "D," or "F") was previously earned. Some specific graduate level courses are identified as repeatable and can be repeated if a student earns a grade higher than "C" but below the level required for that specific course. The course may be repeated once.

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student's grade point average (GPA). All entries, however, remain a part of the student's permanent academic record. Duplicate credit hours are not given for two or more passing efforts. A course taken in a classroom format may not be repeated for a grade through independent learning.

Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when crisis circumstances or events prevent the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of "I" (incomplete) may be issued but only after completing the following process:

- The student must request an "I" from the instructor.
- The instructor must obtain approval from the appropriate Program Director.

Because "incompletes" are granted only for extenuating circumstances, the student's grade will not be penalized.

A student who receives an "incomplete" has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements in order to receive a passing grade, the "incomplete" will become an "F." A student with more than one incomplete on record is subject to academic suspension.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student's official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>.

Graduation - Graduate Degree Programs

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Degrees are conferred and posted to the student's transcript on these dates. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student's transcript should all requirements be completed.

Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an "Application for Graduation" provided by the Office of Student Services. This application indicates the student's intent to graduate and initiates the final evaluation of the student's academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services prior to the degree conferral date. Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date.

Students may receive one degree only per commencement. Students meeting requirements for more than one degree must apply for and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the three conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student's financial account must be settled to receive a diploma.

Leave of Absence Policy

Indiana Wesleyan University understands there are life events that may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow students flexibility in their program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at IWU and eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. **This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Supplemental Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.**

Students who will be out of attendance for a period of 29 days or more should request a leave of absence. Students out of class for less than 29 days are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Students who are not on federal financial aid programs or who do not have a federal loan in deferment are not required to request a leave of absence.

Students needing to make a change in their schedule need to contact the Office of Student Services to process the registration change. At that time, the leave of absence request form will be emailed to the student. Students must request the leave within 21 days of initiating the registration change. The request for a leave of absence should be made prior to the date the leave is to start. The start date of the leave is the first date of the class or, if the class has already started, the date the registration change is initiated.

An approved leave of absence must meet the following criteria: in the academic year the student has to be in attendance 2 weeks prior to applying for a leave, the request must be received within 21 days of the registration change; the request must be made prior to the start of the leave (first day of class); the reason for the request must be one approved by IWU's Leave of Absence Committee (military, medical, jury duty, loss of job, family emergency, employment emergency, transfer of coursework, passing pre-requisite requirement, transfer of core groups, changing programs, administrative cancellation of core classes, or other reasons as approved by the Leave of Absence Committee).

The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Time in excess of 180 days will not be approved. A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 in a 12-month period. A maximum of two leaves of absence are allowed

during a 12-month period. Documentation is required for an extension on a leave. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 21 day deadline, and needs to address the reason for the delay in the submission of the request.

Failure to return from an approved leave of absence nullifies the approved leave and may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for loan deferment. Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments to the Accounting Office for normal fees incurred. Any change in registration can impact current financial aid regardless of approval or denial of the leave of absence request. Questions about impact on current financial aid should be directed to the Financial Aid Office at 800-621-8667 ext. 2516. Students on an approved leave of absence will be reported as such and will be eligible for in-school deferment of previous loans. Students whose request for a leave of absence is denied will be reported as withdrawn and the grace period for loan repayment will go into effect.

Military Leave of Absence Policy

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are readmitted at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Student may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.
- Students will be promptly readmitted in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial:

Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid

Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversation with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Petitions, Appeals, Grievances

During a student's academic career, there may be occasion to file a petition, an appeal or a grievance.

- A petition is used to request an exception to an academic policy.
- An appeal is used either to request a change in grade or to appeal the decision of a petition.
- An academic policy and non-academic policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic or non-academic decision or discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504.

Students taking courses outside of the School of Health Sciences are expected to follow the guidelines established by the Principal Academic Unit (e.g., School of Nursing, College of Arts and Sciences, College of Adult and Professional Studies) from which the course is taken for matters pertaining to courses/classes/policies.

Grade Appeal - School of Health Sciences

Indiana Wesleyan University follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. The university allows its instructors independence in following generally accepted practices. A student who wishes to appeal a course grade must abide by the procedures that follow.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. All grade appeals, with all documents, recommendations, and decisions, will be reported to the Dean of the School of Health Sciences. Because the appeal process is a private university administrative process, legal counsel or representation is inappropriate.

Grade Appeal

A grade appeal involves only those situations in which a student believes that an instructor (a) has not followed fair grading practice or (b) has not followed his or her published grading policy. A student who wishes to appeal a grade based on one or both of these reasons must follow these procedures:

Informal Process:

1. The student should contact the professor for a full explanation of the grade given and the basis for making the grade within 10 days of the posting of the grade.
2. The informal process may be ended at any time and the complainant may begin the formal procedure by submitting a written grade appeal form within 20 days of the posting of the grade. Grade appeal forms are available from the office of the School of Health Sciences.

Formal Process:

Step 1

1. If there is no resolution during the informal process, the student may file a grade appeal request form, which can be obtained from the office of the School of Health Sciences. If a properly completed grade appeal request form is not received by the university within 20 days of the date the student's grade was posted, then the student will forfeit any further right to appeal.
2. If the matter involves the Chairperson as faculty, the student may request that the Dean of the School of Health Sciences review the matter.
3. After the university receives the grade appeal request form, it will be forwarded to the instructor along with a faculty grade appeal response form. The chairperson will notify the faculty member of the appeal and its nature and seek to mediate the dispute through the following steps:
 - Discussion of the facts of the case seeking resolution within 10 days.
 - If the faculty member's stated policy for calculating the grade has not been followed, the chairperson will insist that it be followed. The role of the chairperson or dean is not to re-grade the assignment(s).

Step 2

1. If the instructor agrees that the grade should be changed, the faculty will be instructed to change the grade and the academic record will be updated.
2. If the instructor does not agree that the grade should be changed, the Chair will request a second reading of the specific paper or examination by two faculty members with knowledge in the academic discipline. They will submit their completed rubrics or evaluations to the Chair within 10 days.
3. The grade appeal form, faculty response form, and the evaluation of the specific paper or examination will be submitted to the School of Health Sciences Student Life Council.
4. Upon receipt of the request for council review from the student, the matter will be brought to the next regularly scheduled School of Health Sciences Student Life Council meeting. (NOTE: The Council reserves the right to seek clarification from

the student, additional graders, or the instructor). If the matter involves a member of the council, then that individual will recuse himself/herself from deciding the appeal.

5. The Council will notify the student of its decision, which will be final.
6. The complainant will be notified of results at each step of the grade appeal process. All grade appeals, with all papers, recommendations, and decisions related to federal or state regulations, will be reported to the Dean of the School of Health Sciences.
7. Depending on the situation, the timeline may be expedited.

Academic Policy Grievance - School of Health Sciences

An academic policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances.

All academic policy grievances will be reported to the Chair of the School of Health Sciences Student Life Council. Because the grievance process is a private university administrative process, legal counsel or representation is inappropriate.

A student who wishes to file an academic policy grievance must follow these procedures:

1. Level 1 - The student must first contact the person whom the student believes did not follow published policies, within 10 days for a full explanation of the policy and how the policy was followed.
2. Level 2 - If the policy was not followed or the student disputes the way in which the policy was applied, then the student may request that the Dean of the School of Health Sciences review the matter by filing a form requesting such a review. This form may be obtained from the office of the School of Health Sciences. If the complaint involves the Chair, the student may request that the Dean, School of Health Sciences, review the matter. If a properly completed form is not received by the university within 20 days of the date on which the event that gave rise to the complaint occurs, then the student will forfeit any further right to appeal. The Chair (or, if applicable, the Dean of the School of Health Sciences) will notify the student of the decision.
3. Level 3 - If the matter is not satisfactorily resolved, then the student may request that the School of Health Sciences Student Life Council review the matter by filing a form requesting a committee review. This form may be obtained from the Office of the Dean, School of Health Sciences. If the university does not receive a properly completed form within 10 days of the date on which the decision notice in level two was sent, then the student will forfeit any further right to appeal. The School of Health Sciences Student Life Council will notify the student of its decision, which will be final.

Academic Policy Appeal - School of Health Sciences

An academic policy appeal involves only those situations in which a student is seeking recourse from (a) a university academic petition decision; or (b) alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, or other state or federal legislation.

Examples of academic policies include but are not limited to admission criteria, readmission criteria, etc. Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances.

Withdrawal/Change in Status

A student who finds it necessary to withdraw from the program or to take a temporary leave of absence is required to contact the Office of Student Services to complete this process. Students in an online course must request the withdrawal prior to the beginning of the last workshop. Failure to initiate an official withdrawal will result in a "No Credit" or an "F" grade for the student in those related courses.

A student who is temporarily withdrawing may request an individual leave of absence up to 180 days in a 12 month period. A student cannot request more than two leaves during a 12 month period, and the total number of days on leave may not exceed 180 days within a 12 month period. All leaves must be requested through the Office of Student Services.

If a student officially withdraws after a course has started, a grade of "W" will be assigned. An "F" will be assigned to a student who stops attending but does not officially withdraw. Students who never attend a class and do not withdraw will be administratively withdrawn from the course and from all subsequent courses. Students must then go through the normal readmittance process to return to class.

Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Office of Student Services and the School of Health Sciences. Tuition and fees will be charged for repeating the course.

Students withdrawing from the first term of a core program must withdraw from the entire program and re-enter with another core group.

If, at a later time the student wishes to re-enter the program, a re-entry form must be submitted to the Office of Student Services. Receipt of the signed application will initiate a review of the student's academic file to determine remaining requirements. A student who was academically suspended from any of the School of Health Sciences programs may make application to the Dean of the School of Health Sciences for readmission after six months. Students re-entering a core program after six months or more are subject to any changes in curriculum upon returning.

Any change in registration may have an impact on the student's financial aid. Students should always check with the financial aid office before initiating a registration change.

Financial Information

Tuition and Fees

The total cost of the program, including tuition and any fees, will be determined prior to the student's enrollment.

Financial Aid - Non-Residential

Types of Student Financial Aid Available

The following types of student financial aid are available to persons enrolled as degree-seeking students who meet the eligibility criteria for the aid type. Complete fund profiles may be found online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Types-of-Aid.

William D. Ford Federal Direct Loan – is available to students who file the FAFSA and all other required student financial aid forms and who meet all federal criteria for eligibility. The maximum annual loan amount is \$20,500 for graduate students. Lifetime maximum borrowing limit for graduate programs is \$138,500 (including undergraduate borrowing). Interest rates are set on July 1 each year and are fixed rates. For July 1, 2016, through June 30, 2017, the interest rate is 5.31% for unsubsidized Federal Direct Loans for graduate students.

A student's total financial assistance, including loans, may not exceed the calculated cost of attendance for the program. Students with unsubsidized loans may elect to make monthly interest payments to the lender or allow the accumulated interest to accrue until repayment, which begins six months after the student ceases to be enrolled as at least a half-time student. Upon graduation or termination of studies, the student is given a six-month grace period during which no interest or principal payments are due on subsidized loans and during which only interest accrues on the unsubsidized loans. The standard minimum monthly payment is \$50, but the amount varies based on the total amount of the outstanding loans upon which the student is paying and the type of repayment plan the student has chosen.

Graduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.84% interest rate available to parents of dependent undergraduate students who have remaining cost of attendance not met by unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Active Duty Military Discount – is a tuition discount to all active duty military personnel and their spouses, including members of the Reserves and National Guard. Students must submit an Active Duty Military Discount application, available by calling Student Account Services at 800-621-8667 ext. 2878.

Educational Partner Discount – is a tuition discount given to students employed by one of IWU's educational partners. Students must submit a Tuition Discount Application, available by calling the Admissions Office at 800-621-8667 ext. 5598 or Student Account Services at ext. 2878.

Yellow Ribbon Award – is an award that does not have to be repaid and is available to eligible students who receive Chapter 33 GI Bill benefits. The amount eligible students receive reflects 50% of the tuition expenses that exceed the highest public in-state undergraduate tuition rate. The VA matches that contribution to fully cover the tuition costs.

General Eligibility Requirements

In order to receive federal and/or state student financial aid, students must meet the following criteria:

- Must have completed the Free Application for Federal Student Aid (FAFSA) including signing all certifying statements.
- Must be a U.S. citizen or eligible noncitizen.
- Must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Must be registered with Selective Service, if required.
- Must not be in default on a Title IV loan or owe a Title IV grant or loan overpayment.
- Must not have borrowed in excess of annual or aggregate Title IV loan limits.
- Must certify that they will use Title IV aid only to pay educational costs.
- Must not have enrolled in multiple institutions solely to obtain Title IV credit balance funds to pay noneducationally-related expenses.
- Must not have a disqualifying drug conviction.
- Must be enrolled as a regular student (cannot be unclassified) in an eligible degree or certificate program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined in IWU's SAP Policy.
- Must show qualification to obtain a college education by having a high school diploma, GED certificate, or a high school education in a homeschool setting approved under state law.
- Must maintain enrollment in classes.

Per federal regulations, incarcerated students are not eligible for federal student financial aid. Incarcerated students or students who become incarcerated after receiving federal student financial aid funds should contact the Financial Aid Office.

Loan Repayment Chart

The following chart shows estimated monthly payment amounts based on a standard 10 year repayment plan. Learn more about current interest rates or other repayment plans online at www.studentaid.gov or www.finaid.org.

Interest Rate	5%	6.5%	8%
Amount Borrowed	Monthly Payment Amount		
\$5,500	\$58	\$62	\$67
\$8,500	\$90	\$97	\$103
\$15,000	\$159	\$170	\$182
\$20,000	\$212	\$227	\$243
\$30,000	\$318	\$341	\$364
\$40,000	\$424	\$454	\$485
\$50,000	\$530	\$568	\$607
\$60,000	\$636	\$681	\$728
\$70,000	\$742	\$795	\$850

How to Apply for Student Financial Aid

Students who wish to be considered for federal and/or state student financial aid must complete the Free Application for Federal Student Aid (FAFSA). Links to the application process online are provided at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Apply-For-Aid:

- When completing the FAFSA (direct link www.fafsa.gov) you must list IWU's Title IV Code, 001822, or IWU will not receive your FAFSA information from the federal processor.

- You must disclose any additional funding you will receive from employer reimbursement, vocational rehabilitation, or private scholarships to help pay for your education. To facilitate this requirement, complete the Other Aid Source Disclosure Form.
- If loans are desired, students must complete the Loan Entrance Counseling Session and William D. Ford Federal Direct Loan Master Promissory Note online (direct link: <https://studentloans.gov/>). You must have an established Federal Student Aid (FSA) ID and password in order to complete these items. It may be necessary to wait three days from the time you first create your FSA ID before trying to sign in to this website. For each item, you must enter "Indiana" in the School State field even if you attend classes in another state or online.
 - Entrance Counseling Session: Select Complete Counseling from the menu, and on the next page click on the Start Entrance Counseling button beneath the Entrance Counseling heading (not to be confused with Financial Awareness Counseling, PLUS Counseling, or Exit Counseling). Add IWU as a School to Notify and select the appropriate Student Type for your current degree pursuit (undergraduate or graduate).
 - Master Promissory Note: Click on Complete a Master Promissory Note from the menu and select Subsidized/Unsubsidized MPN from the next page.
 - The Financial Aid Office's standard practice is to originate federal student loans for the amount of a student's maximum eligibility. If you wish to have a lesser loan amount awarded than your maximum eligibility, complete the Reduced Loan Request Form.

Once the above steps have been completed, be certain to:

- Quickly respond to requests for additional information from the Financial Aid Office. You may be asked, as required by federal regulations, to provide items for review in a process called Verification. Some items that may be requested are: a completed Verification Worksheet, a completed and notarized Identity and Statement of Educational Purpose Form, and a copy of your Federal Income Tax Return Transcript (and your spouse's or parents' as appropriate).
- Fully complete all forms. Forms filled out incorrectly or submitted to the wrong office or location could complicate your approval to begin classes or delay your student financial aid awards package.

How and When Student Financial Aid is Disbursed

Federal Direct Loans are originated shortly before classes have begun. The funds are awarded typically in two disbursements per academic year and are generally applied as a credit on the IWU student account approximately 10 days before the start of each term.

All other types of aid are awarded and disbursement dates set as the necessary paperwork is received.

All financial aid forms and information submitted online must be received at least three weeks before a planned class start.

Applying for student financial aid does not remove responsibility for payment. If the funding is not received, the student must pay all outstanding balances immediately.

How Eligibility is Determined and Student Financial Aid is Awarded

- All forms and information submitted online must be received in the Financial Aid Office before eligibility can be determined. In general, award amounts are based on a student's Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and other estimated financial assistance. The Financial Aid Office will award a student for his or her maximum eligibility in scholarship, grant, and loan funds unless otherwise instructed in writing.
- Students in non-term programs must be scheduled for a full academic year, according to the academic year definition for the program in which the student is enrolled, or to degree completion for student financial aid to be awarded. Students in term-based program must be enrolled at least half-time for the term for federal loan funds to be disbursed. Any changes to planned enrollment may affect the amount and/or disbursement date(s) of aid for which the student may qualify.
- The Financial Aid Office will email notification to the IWU student email account that student financial aid has been awarded and is available for review online via the student portal at <https://myiwu.indwes.edu>. This secure website will indicate the types and amounts of aid for which the student qualifies. To decline all or a portion of the awarded aid, the student must submit a written request to the Financial Aid Office via email from the IWU student email account, fax, or US mail; otherwise, all awarded aid will disburse to the IWU student account, as appropriate. The student does not need to contact the Financial Aid Office to accept an awards package.

Satisfactory Academic Progress (SAP)

Students are expected to maintain Satisfactory Academic Progress toward the completion of their course of study. This includes:

- Enrolling in and attending class as well as completing assignments and projects.
- Earning at least the minimum GPA required to maintain good academic standing in the student's primary degree or certificate program. Students on academic probation will be allowed to receive student financial aid on SAP Warning. Such students must improve their academic measurements to meet the required standards by the designated time frame or eligibility will be terminated.
- Earning passing grades in a minimum of 67% of all credit hours attempted.
- For undergraduate students, completing the program within 150% of the credit hours normally required to complete the course of study (e.g., if the program requires 120 credit hours to complete, then the student may attempt no more than 180 credit hours) or, for graduate students, within the maximum time allowed by the academic department to complete the degree.

Academic progress is reviewed after the end of each payment period or term. Students who fail to make satisfactory academic progress will be placed onto SAP Warning or Suspension, as appropriate, per the policy requirements. Students with mitigating circumstances (which may include, but is not limited to, death in the family or grave illness of the student or close family member) may appeal termination of federal student financial aid eligibility due to failure to make academic progress by submitting a SAP Appeal Form, written explanation, and supporting documentation to the SAP Appeals Committee through the Financial Aid Office. The entire SAP Policy is available for review online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Resources/.

Leaves of Absence, Withdrawals, and Return of Funds

A student may request leaves of absence through the Office of Student Services for breaks in attendance 180 days or less in any 12 month period. In the case there is an approved break between classes, a leave of absence will be reported to the lender, but no loan repayment will be required. If additional circumstances arise that prohibit the student from returning to class as scheduled, the student should contact the Financial Aid Office to discuss options. For a break between classes of more than 180 days in any 12 month period, the university is required to report non-enrollment information to the lender, and the student will be required to begin repayment of any student loans (see your loan promissory note for further information).

If a student finds it necessary to withdraw from the program, withdraw from a course or courses without an approved leave of absence, or to take leaves of absence that exceed 180 days in a 12 month period, a federal student financial aid Return of Funds calculation will be performed. This calculation determines how much federal student financial aid has been earned and is based on the number of days attended during the payment period when the student withdraws. The amount of federal student financial aid funds to be returned by IWU to the funding source is based on the amount of those funds that the Return of Funds calculation determined were not earned by the student. The following is an example of the Return of Funds calculation:

- The student begins class on June 28 and the payment period runs until January 17.
- The student withdraws from the program on October 4.
- The payment period has 152 calendar days in it (not including break periods) and the student completed 86 days which is 56.6% of the payment period.
- The amount of the funds to be returned will be 43.4% of the federal student financial aid funds received.
- The portion of the federal student financial aid funds which the school must return is equal to the lesser of:
 - The institutional charges multiplied by the unearned percentage of your funds, or
 - The entire amount of excess funds.

The Financial Aid Office will determine the amount of the return of funds that is owed by IWU and the amount, if any, that is owed by the student. For any loan funds that are owed by the student, the student (or the parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note (i.e., scheduled payments are to be made to the holder of the loan over a period of time). A letter will be sent to the student indicating the results of the return of funds calculation and the amount of the return of funds, if any. The student will earn 100% of the federal student financial aid funds received for the payment period if the return of funds calculation shows the student completed 60% or more of the payment period. Additionally, state grant

awards may be recalculated if the student drops below the minimum amount of credits and/or if tuition and fee charges must be revised as a result of the schedule change.

Funds will be returned to the federal student financial aid programs in the following order: unsubsidized Federal Direct Loan, subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and other Title IV grants. The student will have 45 days to contact the Financial Aid Office to make arrangements to repay any federal grants that are owed by the student. Failure to make arrangements or to pay back the federal grants will mean the student is no longer eligible to receive federal student financial aid at any institution until full repayment.

The requirements for Title IV program funds when a student withdraws are separate from IWU's refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. A student who requests the credit balance from his or her IWU student account and then makes registration changes may be required to repay funds to the university and/or to the student financial aid programs.

Student's Rights and Responsibilities

As a student, you have the right to know:

- What financial assistance is available, including information on all federal and state programs.
- The deadlines for submitting application for each of the student financial aid programs available.
- The cost of attending the school's programs and the school's refund policy.
- The criteria used by the institution to select financial aid recipients.
- How the school determines your financial need. This process includes how costs for tuition, fees, books, and living expenses are considered in your budget.
- What resources (such as employer reimbursement, other financial aid, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- An explanation of the various programs in your student financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
- What portion of the student financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the loan interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.

As a student, you responsibilities:

- Review and consider all information about the school's program before you enroll.
- Complete all required forms accurately and submit them in a timely manner to the correct address.
- Pay special attention to, and accurately complete, your FAFSA. Errors can result in delay of receipt of your student financial aid funds. Intentional misreporting of information on application forms for federal student financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the FAFSA central processor.
- Read and understand all the forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadline for application or reapplication for aid.
- Know and comply with the school's leave of absence or withdrawal policy/procedures.
- Repay student loans in agreement with the loan promissory note.

Further Information

The Financial Aid Office staff is here to assist in any way possible. If you have questions about any information pertaining to student financial aid, please contact: Financial Aid Office, Non-Residential, Indiana Wesleyan University, 1900 West 50th

Street, Marion, IN 46953-9393. Voice 800-621-8667 option 4, 765-677-2516, Fax 765-677-2030, Email NonResAid@indwes.edu.

General Information

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Athletics

The Indiana Wesleyan University athletic program is an integral part of the institution's total education program, subject to the same aims, policies, and objectives as other institutional programs. The four core values of the Department of Intercollegiate Athletics are Spiritual Growth, Academic Excellence, Leadership Development, and Athletic Excellence.

The Wildcat men compete in intercollegiate soccer, tennis, cross-country, basketball, baseball, golf, and track and field. Memberships are held in the NAIA (National Association of Intercollegiate Athletics), the NCCAA (National Christian College Athletic Association), and the MCC (Mid-Central Conference).

The Wildcat women compete in intercollegiate soccer, tennis, golf, cross-country, volleyball, basketball, softball, and track and field. Memberships are held in the NAIA (National Association of Intercollegiate Athletics), the NCCAA (National Christian College Athletic Association), and the MCC (Mid-Central Conference). Our co-ed competitive cheer team competes in NCA National Competitions as well as cheering at all home basketball games.

The physical education and intramural sports departments provide vital programs to the students as well. Lifetime sport participation is emphasized in the physical education instruction program, while the intramural sports program allows students to pursue leisure time needs and interests in an organized and competitive manner.

Community Standards

Indiana Wesleyan University is a Christian university of higher education that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate.

Students are expected to conduct themselves in a professional manner with respect for the rights of both students and faculty. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or suspension from the program. (NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.)

Only regularly enrolled students may attend class unless granted permission by an administrator and arrangements are made with the instructor.

Drug Abuse Prevention

Drug abuse in the United States has become a major problem, and students at Indiana Wesleyan University are not immune. If you need assistance with a drug abuse problem, we encourage you to seek help at your local community drug abuse prevention center. To talk to someone in a strictly confidential atmosphere, please feel free to contact The Center for Student Success (800-332-6901) at our Marion campus. All conversations are private and will not affect your attendance at the university.

If you would like to talk to someone outside Indiana Wesleyan University, please feel free to call one of the following numbers, or a hospital or treatment center in your area:

1. The National Cocaine Hotline, 800-COCAINE, 800-262-2463.
2. National Institute on Drug Abuse, 5600 Fishers Lane, Room 10A-30, Rockville, MD 20857, 800-662-HELP, 800-662-4357.

Food

Within the Barnes Student Center there are a variety of campus dining options. The food service contractor provides well-balanced meals at reasonable cost.

A standard meal plan is automatically part of a resident student's room and board contract. Residents dine in the Baldwin dining room for all their meals but have conversion meal options in the Wildcat Express (food court) as well. Due to cleanliness and health reasons, students are not allowed to cook in their residence hall rooms. During holiday vacations, between semesters, and during spring recess, food service is not available.

Commuter students are encouraged to eat their meals in the Baldwin dining room or the Wildcat Express. Commuter students may purchase points that are applied to their ID card and used on a declining balance system.

Health Services

Students must submit a health history with required immunizations and insurance information as part of the admissions process to Indiana Wesleyan University. The university Health Center is staffed by registered nurses, a nurse practitioner, and a part-time physician and serves students as well as faculty/staff. Students may be seen on a walk-in basis by a registered nurse or by appointment with the nurse practitioner and the physician. There is a fee to see the nurse practitioner and the physician, which can be billed to the student's insurance or paid by students. The Health Center has some prescription medications, including antibiotics, for a fee.

IMPORTANT: All students need to provide for their own health insurance. Health insurance is strongly encouraged for all students. The university has available a student health insurance plan for students that are not covered through parents, guardian, or employee. For information regarding student health insurance, contact the Health Center at healthcenter@indwes.edu.

Inclement Weather Procedures

The university is reluctant to postpone or cancel classes because the schedule is already very compressed and it is difficult to schedule make-up classes. In order to make the most informed decisions possible, the university gathers information from the National Weather Service, State Police agencies, and site managers and personnel (when appropriate). Unfortunately, the university cannot make the decision based on an individual student's geographical situation and the driving distance to and from class. Students should be aware, however, that they are expected to use discretion and not to take unreasonable risks. If students choose not to attend class, they must notify their instructor and make appropriate arrangements for make-up work. Decisions to postpone or cancel classes will be announced by the university.

Cancellation of Classes

Announcements are made over radio stations WBAT-1400 AM, WCJC-99.3 FM, WGOM-860 AM, WMRI-106.9 FM, and WWKI-100.5 FM - Kokomo.

Information Desk - Marion Campus

The Information Desk, located on the first floor of the Barnes Student Center, is the best location on campus to find details regarding phone numbers, campus events, and campus offices. Phone 765-677-4636 for more information.

Library Services

Off Campus Library Services provides both mediated and direct access to resources and services designed specifically for the adult student. The Jackson Library in Marion has 519,900+ titles, including 335,740+ e-books; 41,560+ audiovisual titles, 34,300+ streaming media titles; 1,065+ print/e-print journal subscriptions and access to 562,800+ online journals via searchable databases. Small library collections are available at the Louisville campus, Ohio campuses at Cincinnati, Cleveland, Columbus, and Dayton, as well as the Indiana campuses at Fort Wayne, Greenwood, Indianapolis (two locations), and Merrillville, and include some reference books and full access to the library catalog and subscription-based periodical indexes. Remote access to the catalog and computerized general and subject specific indexes are available via the library's Web page <http://www.indwes.edu/ocls> for any students with Internet access and a student log in credentials. Students can get personalized assistance from OCLS librarians at Cincinnati, Cleveland, Indianapolis, Louisville, Marion, and Merrillville campuses.

The distance student can contact OCLS via e-mail, Web page form, 800 telephone or chat service. Online access to the Library Resource Guide is available from the OCLS Web page; OCLS Tools. All provided services are further described in this document. One on one or group instruction to the services and databases of OCLS or APA is available by special appointment.

The library is part of a consortium, Academic Libraries of Indiana, which includes access to most library collections of Indiana higher education institutions. If attending classes in Kentucky or Ohio, the regional OCLS librarian will tell you about opportunities in your area.

Performing Arts

The Phillippe Performing Arts Center hosts performances by the IWU Music Division and IWU Theatre Guild. Performances are open to the campus community and the public.

This mission remains focused on a higher goal: to experience the limitless, wondrous creativity of how God is revealed to us through ministry in the arts.

Publications

Staff positions on the *Sojourn* (the student newspaper) are available for students interested in writing, photography, layout, and editing for print media. Paid positions are available for students.

The *Sojourn* is usually published every other week and made available to students. The newspaper covers many aspects of campus life through accurate and investigative reporting.

The *Caesura* is a literary magazine published each spring that features the creative writing and visual art of students.

Recreation

The mission of the Department of Campus Recreation is to provide a wide variety of quality recreation, sports, fitness, and leisure activities that will increase the overall wellness of the campus community and to provide dynamic programming that enhances leadership and social development in an environment that is fair, safe, and Christ-centered.

All enrolled students (resident and commuters) as well as faculty, staff, administrators, and their spouses are eligible to participate in activities sponsored by the Department of Campus Recreation.

Activities include, but are not limited to: intramural sand volleyball, flag football, softball, racquetball, tennis, wallyball, soccer, volleyball, basketball, golf, ultimate Frisbee, bowling, table tennis, and billiards.

Students, faculty, staff and administrators also have access to a state-of-the-art recreation and wellness facility.

Safety Policies and Campus Crime Statistics

IWU Safety Policies can be accessed at <http://www.indwes.edu/safety> and include crime statistics on certain reportable crimes, as well as policies concerning alcohol and drug use, crime reporting and prevention, sexual assault and other related matters. Anyone wishing a paper copy of the policies may contact the Office of Institutional Research at 765-677-1566.

Student Center

The Barnes Student Center is the community center of the university for all members of the university family — students, faculty, administration, alumni and guests. It represents a well-considered plan for the community life of the university.

The Barnes Student Center provides for the services, conveniences, and amenities that the members of the university family need in their daily life on campus and for getting to know and understand one another through informal association outside the classroom.

The Barnes Student Center is part of the university educational process. It provides a social and recreational program, aiming to make free time activity a cooperative factor with study in education. Its goal is the development of persons as well as intellects.

Student Address/Email Information

Students should notify the Office of Student Services of any change of address, telephone number, or name so that proper records can be maintained. Name change requests require submission of appropriate documentation.

IWU Student Email Accounts - Upon acceptance, students are given an IWU student email account. This is the only account used by IWU for communication with the student. It is extremely important that the student checks this account on a regular basis as important academic and financial information as well as university announcements will be shared in this way.

Academic Programs

The School of Health Sciences currently has three active graduate programs including a Post Professional Master of Science with a major in Athletic Training (MS AT), a Master of Public Health (MPH), and an Occupational Therapy doctoral degree (OTD). The School of Health Sciences is also planning to offer a doctoral degree in Physical Therapy in the near future. All of

the programs in the School are committed to continuing and building upon the strong foundation of interprofessional education that is present at Indiana Wesleyan University.

Post-Professional Master of Science with a Major in Athletic Training

The Post Professional Master of Science degree with a major in Athletic Training (MS AT) is a 33-credit program which provides graduate students with the knowledge, values, skills, and clinical education to enhance their practice as certified athletic trainers. The program is designed for students who have completed an undergraduate degree in Athletic Training accredited by the Commission on Accreditation of Athletic Training Education (CAATE) standards.

Upon successful completion of the MS AT program students should be able to:

- Constructively self-evaluate regarding your strengths and weaknesses as an athletic training clinician.
- Critique prior learning experiences and develop a personal clinical philosophy.
- Effectively implement advanced clinical skills into your clinical practice.
- Make clinical decisions based on current evidence.
- Constructively evaluate scientific literature using critical thinking skills.
- Produce concise, accurately referenced, scientific writing.
- Demonstrate personal and professional growth, service, and leadership qualities.
- Organize and disseminate information for adult learners using active and effective pedagogical methods.
- Articulate a Christian worldview through health care practice with various patients.

Mission

The mission of the MS AT program is to provide high quality evidence-based educational opportunities for students to achieve intellectual, professional, and personal growth in the field of athletic training to service the healthcare needs of Indiana and beyond.

In achieving the mission of Indiana Wesleyan University and that of the MS AT program we will provide:

- A Christ-centered learning culture that promotes and assists in developing professional behaviors that incorporate the values and attitudes of excellence, caring, honesty, and respect that are consistent with the Code of Ethics by the National Athletic Trainers' Association and Standards of Professional Practice from the Board of Certification, Inc.
- A student-centered curriculum that critically studies the scope and practice of athletic training and builds upon the students' Post Professional athletic training foundational knowledge, increases their understanding of issues related to athletic health care through an evidence based curriculum, and prepares them to better engage and serve a diverse patient population.
- Didactic, laboratory, and online experiences that provide exposure to a broad range of traditional and emerging healthcare and human service delivery models.

Admission Requirements

A carefully completed application for admission should be submitted to the IWU School of Health Sciences MS AT program. Admission to the MS AT program is based on qualifications and space availability. This is a competitive program and application alone does not guarantee admittance. Admission is awarded without regard to sex, race, color, age, religion, national origin, or handicap.

Applicants are required to meet the following criteria for consideration for admission:

- Applicants to the MS AT degree program must have a baccalaureate degree in Athletic Training from a regionally accredited college or university. The minimum grade point average (GPA) is 3.0 on a 4.0 scale.
- Applicants must be currently certified by the Board of Certification (BOC).
- Applicants with a GPA of less than 3.0 must take the Graduate Record Exam (GRE). If required, a GRE score of 146 on the verbal and 146 on the quantitative sections is recommended. GRE exams taken prior to August 1, 2011, require a minimum score of 1000 on the combined verbal and quantitative sections, with a verbal score of at least 400 and a quantitative score of at least 550. Exception to the GRE minimum score may be granted under extenuating circumstances.

- **Application Form and Fee:** Submit a completed School of Health Sciences graduate application form with a \$50.00 non-refundable application fee. Checks should be made out to Indiana Wesleyan University.
- **Official Transcripts:** Submit official transcripts from all universities and/or colleges attended. Official transcripts from all post-high school educational experiences are to be included. Transfer students from a college or university abroad are also responsible for having their transcripts evaluated by a credential evaluation service such as World Education Services (WES) or Educational Credential Evaluators (ECE) for an official course-by-course credential evaluation (document-by-document evaluations will not suffice). Transcripts from international programs will be individually reviewed.
- **Criminal History:** background check will be conducted at the applicant's expense. Clinical sites may have additional requirements, e.g., immunizations, a second background check and/or drug screen at the student's expense. Admission to and/or progression in the program may depend on compliance and/or the results of these checks.
- **International/Non-English Speaking Students** - Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:
 - Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
 - International English Language Testing System (IELTS). For graduate students a score of at least 6.5 is required for regular academic admission.
 - Student visas (I-20s) are not issued for students wanting to enter the United States to enroll in programs offered for adult and graduate students.
- **References:** Three references are required. At least one of the references must be from an athletic training practitioner and another from a previous faculty member who can speak to the applicant's capacity to do graduate level work.
- **Writing Sample:** In a double-spaced typed essay of 500 to 750 words, applicants should explain their interest in the program, what they hope to achieve by completing the program, and how their personal or professional background relates to their interests or goals. The essay's content and the clarity of writing will be assessed as part of the admissions process.
- **Curriculum Vitae:** Other aspects of an applicant's record, such as educational achievement, professional experience, and clarity of career goals should be reflected in a curriculum vitae in determining admissibility. Generally, admission decisions are based on an overall assessment of the adequacy of an applicant's preparation and desire for the successful completion of a graduate course of study in Athletic Training.
- **Deadline for Application:** IWU has an early decision deadline of November 1/March 1 for all application materials including the interview with the faculty. Those applying after November 1/March 1 will be considered on a seat available basis. Decisions regarding the acceptability of applicants for the MS AT program will be made by the admissions committee after evaluation of all pertinent application materials. Applications cannot be accurately reviewed until all application materials are received and requirements have been met. New applications are required for those who defer a year or miss the cutoff date for admissions.

General Information Regarding Admission

An interview will be requested of the applicant to the program.

- The number of applicants admitted to the MS AT program will be limited. Meeting the minimum admission criteria does not ensure that an applicant will be admitted to the program.
- Students are expected to possess a computer throughout the duration of their program. Student computers must be able to run a supported browser for IWU's learning management system.
- In order to complete assignments, students should be able to produce, send, and receive documents that are compatible within the two most recent versions of Microsoft Office, as only the two most recent versions are supported by IWU technology. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures.

Transfer Credits

Students may have graduate courses from a regionally accredited college or university considered for transfer into the MS AT provided. No more than six credits may be accepted as transfer credit. The MS AT Program Director will make the final decision as to the compatibility of the course to meet curricular standards. The following are minimal standards for review:

- The course is clearly comparable to one of the MS AT course offerings based on course description and learning outcomes.

- The course is at the 500 or higher numbering system.
- A grade of "B" or higher was earned in the course.
- The course has been completed within the past five years.
- The course reflects current knowledge-base and best practice.
- The course reflects higher order thinking, study, and assessment requirements of the scholarship of discovery.

Graduation Requirements

To fulfill graduation requirements students must have completed all of the following:

- All credits required in the course of studies with a minimum overall GPA of 3.00.
- Minimum grade of "B-" required for all courses within the MS AT program.
- Payment of tuition and fees is required to receive a diploma.

MS - Athletic Training

MS AT - Program of Study

Core Courses

Students are expected to attend a two week intensive training session on IWU campus at the beginning of their program.

ATR-560	Advanced Prevention and Emergency Management Techniques	3
ATR-575	Athletic Training Clinical Anatomy	3
ATR-585	Advanced Psychosocial Issues in Athletic Training	3
ATR-588	Epidemiology in Athletic Training	3
ATR-565	Advanced Evidence Based Practice	3
ATR-595	Nutritional and Pharmacological Aspects of Sport Performance	3
ATR-570	Leadership and Management in Athletic Training	3
ATR-580	Athletic Training Research Methods I	3
ATR-590	Athletic Training Research Methods II	3
ATR-555	Health Information Technology and Informatics in Athletic Training	3
ATR-599	Athletic Training Seminar	3

Master of Public Health

The Indiana Wesleyan University Master of Public Health (MPH) is a 46-credit-hour generalist degree designed to provide students with a thorough understanding of each of the five core areas of public health including Biostatistics, Epidemiology, Environmental Health, Health Services Administration, and Social and Behavioral Health. The MPH program is designed to prepare students for a career where they can influence public health on a local, state, national and/or global level. Provided from a distinctly faith-based foundation through an online learning model, students will value, understand, and apply the interrelated social-behavioral theories and contextual factors needed to address the complex health problems of 21st-century households, communities, and organizations.

Upon satisfactory completion of the Master of Public Health program, students should be able to:

- Apply evidence-based knowledge of social, biological, and environmental determinants to disease and health conditions.
- Employ appropriate methods of design, analysis, and synthesis to address population-based health problems in urban, rural and global environments.

- Synthesize the interrelationships among the organization, delivery, and financing of health services.
- Communicate public health principles and concepts through various strategies across multiple sectors of the community.
- Promote diversity and cultural understanding in public health education, research, and practice.
- Demonstrate public health knowledge and skills in practice settings.
- Demonstrate effective leadership competencies for building partnerships in advocating for public health programs and policies.
- Articulate a Christian worldview toward various public health issues.

Accreditation

This degree program offered through Indiana Wesleyan University is seeking national accreditation with the Council on Education in Public Health (CEPH). Candidacy awarded on September 2014.

Mission

We are committed to prepare students to improve the health of populations locally and globally through strengthening health systems, building stronger communities, and facilitating healthy behavior from a faith-based foundation.

**The Master of Public Health courses are offered in an online learning model. All courses are eight weeks in length.*

Admission Requirements

Admission to this degree program is based on qualifications and space availability. This is a competitive program and application alone does not guarantee admittance. Admission is granted without regard to race, sex, color, national or ethnic origin, disability, age or marital status.

- **Degree:** Applicants to the Master of Public Health (MPH) degree program must have a baccalaureate degree or higher from a regionally accredited college or university. The minimum grade point average (GPA) is 3.0 on a 4.0 scale for any completed undergraduate and graduate degree programs.
- **GRE:** Applicants with a GPA of less than 3.0 must take the Graduate Record Exam (GRE). If required, a GRE score of 146 on the verbal and 146 on the quantitative sections is recommended. GRE exams taken prior to August 1, 2011, require a minimum score of 1000 on the combined verbal and quantitative sections, with a verbal score of at least 400 and a quantitative score of at least 550. Exception to the GRE minimum score may be granted under extenuating circumstances.
- **Application Form:** Submit a completed School of Health Sciences graduate application form.
- **Official Transcript:** Submit official transcripts from all universities and/or colleges attended. Official transcripts from all post-high school educational experiences are to be included. Transfer students from a college or university abroad are also responsible for having their transcripts evaluated by a credential evaluation service such as World Education Services (WES) or Educational Credential Evaluators (ECE) for an official course-by-course credential evaluation (document-by-document evaluations will not suffice). Transcripts from international programs will be individually reviewed.
- **International/Non-English Speaking Students:** A student who is living in the United States but is not a United States citizen must submit a copy of a visa or permanent resident status during the process of application. Students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:
 - Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
 - International English Language Testing System (IELTS). For graduate students, a score of at least 6.5 is required for regular academic admission.
- **References:** Submit three professional references. At least one of the references should be from a previous faculty member who can speak to your capacity to do graduate level work.
- **Writing Sample:** In a double-spaced typed essay of 500 to 750 words, explain your interest in the program, what you hope to achieve by completing the program, and how your personal or professional background relates to your interests or goals. The essay's content and the clarity of writing will be assessed as part of the admissions process.
- **Prerequisite Courses:** Students are required to have a grade of "B" or better in a 200-level math (e.g. college algebra) or statistics course as a foundation for success in professional level graduate work in the MPH program.

- **Resume:** Other aspects of an applicant's record, such as educational achievement, professional experience and clarity of career goals should be reflected in a resume. Admissions decisions are based on an overall assessment of the adequacy of an applicant's preparation and desire for the successful completion of a graduate course of study in Public Health.
- **Criminal History:** A company certified criminal history background check will be conducted at the applicant's expense. Clinical sites may have additional requirements, e.g., immunizations. A second background check and/or drug screen at progression in the program may depend on your compliance and/or the results of these checks.
- **Interview:** Applicants to the MPH program must pass a formal interview with the program faculty. This interview assesses the applicant's understanding of public health and suitability for the academic rigors of the program.

Graduation Requirements

To fulfill graduation requirements students must have completed all of the following:

- All credits required in the course of studies with a minimum overall GPA of 3.0.
- Minimum grade of "B-" or higher in each course. Grades below "B-" must be repeated.
- Payment of tuition and fees is required to receive a diploma.

MPH - Public Health

MPH - Program of Study

Core Courses

MPH-100	MPH Student Orientation	
MPH-510	Social and Behavioral Aspects of Health	3
MPH-530	Introduction to Epidemiology	3
MPH-540	Foundations in Public Health Practice	3
MPH-520	Global Health	3
IPE-545	Biostatistics	3
IPE-555	Bioethics: Theory, Application, and Decision-Making	3
MPH-570	Environmental Health	3
IPE-565	Research Methods I	3
IPE-605	Research Methods II	3
MPH-610	Public Health Practicum	3
IPE-615	Health Policy	3
MPH-620	Health Systems Administration and Management	3
MPH-630	Advanced Epidemiology	3
MPH-645	Healthcare to Diverse Populations	3
MPH-650	Health Program Planning, Implementation, and Evaluation	3
MPH-690	Master of Public Health Capstone	1

The practicum experience (MPH-610) consists of 200 hours of active involvement in a Public Health setting. The capstone project (MPH-690) should address a real public health issue.

Occupational Therapy Doctorate

The entry-level Doctor of Occupational Therapy Degree (OTD) is a comprehensive 105 credit-hour program designed to prepare graduates with the requisite knowledge and skills for practice as professional occupational therapists. The program is designed for students who have successfully earned a baccalaureate degree (or higher) in any field of study, and have also completed the required ten prerequisite courses necessary to prepare them for the OTD program's curricular content. The OTD program is designed with a significant number of interprofessional education courses (IPE) included in the curriculum model. The conscious inclusion of interprofessional courses is a direct response to both ACOTE accreditation

recommendations and the movement within health professions education to better prepare healthcare practitioners for teamwork and successful collaboration in their eventual employment settings.

The OTD program will utilize the Person-Environment-Occupation-Performance (PEOP) framework as a primary guiding model, while also incorporating concepts and language from the Occupational Therapy Practice Framework (OTPF). The PEOP model was selected for several reasons. First, the model is attractive for its focus on "occupation" as the core construct of the occupational therapy profession. The centrality of occupation in the model naturally leads to interventions based upon purposeful engagement in occupations that are necessary and meaningful to the client. Another feature of the PEOP model which makes it attractive to our program is the importance placed on client-centered care, including the definition of "client," which encompasses individuals, organizations, and communities. The focus of the model on occupational performance and participation helps students to see the link between the curricular design and the OTPF, which also stresses occupational performance and participation. Another important construct of the PEOP model which fits well into the curricular design at IWU is the emphasis on interprofessional teamwork in healthcare. And finally, the PEOP is appealing to Indiana Wesleyan University and our OTD program as it validates the importance of spirituality in the everyday lives of occupational therapy clients.

Vision and Mission

The vision of the Indiana Wesleyan University Occupational Therapy Program is to glorify God by changing the world of healthcare through the preparation of students who fully embrace the art and science of the occupational therapy, thus enabling graduates to provide compassionate, creative, ethical, and evidence-based services in an increasingly diverse and technologically advanced world.

The mission of the Occupational Therapy Program is to provide a Christ-centered curriculum to educate practitioners who will collaborate interprofessionally to promote client-centered, occupation-based practice and provide servant leadership within their communities. We value an active learning environment that fosters the holistic personal and professional development of students, faculty, and community members.

OTD Program Learning Outcomes

The learning outcomes of the proposed program mirror outcomes developed by the Accreditation Council for Occupational Therapy Education (ACOTE), and the desired outcomes of Indiana Wesleyan University (IWU) graduate education. Upon completion of the OTD program, graduates are expected to demonstrate competence in the following areas:

- **SERVANT LEADERSHIP:** Graduates of the Indiana Wesleyan OTD program will change the world through the demonstration of servant leadership skills. This leadership will be evident through their active involvement in, and service to local, state, and national occupational therapy and related health professions organizations.
- **MORAL CHARACTER:** Graduates of the Indiana Wesleyan OTD program will work to change the world by addressing individual, institutional, and societal issues of marginalized communities and populations in order to promote occupational justice. They will consistently articulate and demonstrate ethical, Christ-like attitudes, values, and worldview in their professional behaviors.
- **SCHOLARSHIP/RESEARCH:** Graduates of the Indiana Wesleyan OTD program will change the world by increasing the body of knowledge in occupational therapy practice. They will conduct scholarly research guided by their personal conviction for critical thinking and lifelong learning. They will disseminate their scholarship through interdisciplinary professional presentations and/or publications that will further the profession of occupational therapy and the health and well-being of the communities in which they practice.
- **GLOBAL PERSPECTIVE:** Graduates of the Indiana Wesleyan University OTD program will have unique exposure to the occupational issues faced by diverse populations and communities through practical experience gained in a transcultural trip which is an integral part of the curriculum model. They will be better prepared to address the occupational needs of culturally and socioeconomically diverse communities as a result of this experience.
- **EVIDENCE-BASED PRACTICE:** Graduates of the Indiana Wesleyan OTD program will correctly evaluate, synthesize, and apply occupational therapy scientific knowledge in such a way as to create effective intervention programs and/or protocols that are culturally inclusive and client-centered.
- **OCCUPATIONAL THERAPY THEORY:** Graduates of the Indiana Wesleyan OTD program will successfully utilize theoretical models and practice frameworks when developing systems for the delivery of occupational therapy services. Graduates will successfully integrate theoretical principles of the profession into programs that meet the occupational needs of the communities and populations in which they practice.

- **ADVOCACY:** Graduates of the Indiana Wesleyan OTD program will passionately and effectively influence the world of occupational therapy in a positive manner by advocating on behalf of rehabilitation consumers and professional organizations dedicated to the provision of occupational therapy. They will further serve the profession by engaging in meaningful educational programs to promote occupational therapy and the needs of consumers before healthcare policy makers.
- **RESIDENCY PROJECT:** Graduates of the Indiana Wesleyan OTD program will successfully complete an "Advanced Experiential Component" project as part of their residency course. Each student project will demonstrate advanced-practice competency in the student's chosen specialty area of occupational therapy practice.

Admission Requirements

The requirements for admission to the program include:

- Baccalaureate degree or higher in any field from a regionally accredited college or university. Degree may be pending completion at time of application.
- Baccalaureate overall GPA of 3.0 or better.
- GPA of 3.0 or better in prerequisite courses (listed below).
- Completed documentation of volunteer/paid experience showing at least 10 hours of volunteer, work, or shadowing experience in at least two (2) OT practice environments.
- A competitive Graduate Record Exam (GRE) taken within the last five years, including the analytical writing component. Preferred candidates will score 145 or higher on both verbal and quantitative sections of the GRE, and a 4 or higher on analytical writing. (waived for applicants with graduate degrees)
- Interview (arranged by invitation when all other application materials have been received and reviewed).
- The following prerequisite courses or the equivalent must be completed with a grade of "B" or better. Students may complete up to two prerequisites in the summer session after acceptance into the program but before beginning the graduate level of study:
 - Human anatomy & physiology I (with lab)
 - Human anatomy & physiology II (with lab)
 - Any abnormal psychology or psychopathology course
 - Any lifespan human development course (covering the entire lifespan, birth through aging)
 - Research methods course with health professions or behavioral research focus
 - Any introductory (or higher) physics course
 - Any general psychology course
 - Any statistics course (math or psychology)
 - Any sociology or anthropology course with a multicultural theme
 - Any medical terminology course

Progression Requirements

Academic advisors will review students' progression in the OTD program at the end of each term, as needed. A student is progressed to the next term of the OTD program upon earning a minimum grade of "B-" or "CR" (pass) in all courses taken within a term while maintaining a cumulative GPA of 3.0 or higher. If a grade of "C+" or lower is earned, the student will be placed on Departmental Academic Probation and must repeat that course.

Due to the cohort nature of the curriculum, students who do not pass all courses in a given term will be required to withdraw from the program and petition for enrollment into the next cohort of students. If a student falls below the required 3.0 cumulative GPA or earns a grade of "C+" or lower, the student may be dismissed from the program. In such cases, students will not be automatically re-enrolled in the course the following year, but may re-apply for admission into the next class cohort. Students who fail to earn a passing grade on more than two courses (including the same course, repeated) will not be eligible to continue in the program and will be permanently dismissed from the program.

Graduation Requirements

To fulfill graduation requirements students must have completed all of the following:

- All credits required in the course of study with a minimum cumulative GPA of 3.25.
- Minimum grade of "B-" or higher in each course
- The successful completion of all Fieldwork assignments to include site assessment documentation.
- Payment of all program tuition and fees is required to receive a diploma.

OTD - Occupational Therapy Doctorate

OTD - Program of Study

Core Courses

OTD-700	Theory, History, and Foundations of Occupational Therapy	3
OTD-705	Occupational Development and Assessment	3
IPE-715	Biostatistics	3
IPE-722	Health Sciences Research I	2
IPE-718	Clinical Anatomy	3
OTD-720	Human Motion	3
IPE-730	Neuroscience	3
IPE-723	Health Sciences Research II	2
OTD-706	Occupational Development and Assessment II	3
IPE-737	Pharmacology	1
IPE-739	Diagnostic Imaging	1
OTD-725	Musculoskeletal and Cardiopulmonary Intervention	3
OTD-743	Culminating Project Planning Seminar I	2
OTD-749	Level I Fieldwork and Seminar I	1
OTD-735	Behavioral Health and Group Process	3
IPE-741	Therapeutic Modalities	3
IPE-745	Health Systems Administration/Management	3
OTD-760	Disability Studies and Community Practice	2
OTD-770	Culture and Spirituality in Healthcare	2
OTD-765	Pediatric and School-Based Occupational Performance	4
OTD-775	Occupational Patterns in Aging	3
OTD-753	Culminating Project Planning Seminar II	1
IPE-763	Interprofessional Colloquium I	1
OTD-750	Level I Fieldwork and Seminar II	1
OTD-768	Research Project I	1
IPE-760	Ethics in Healthcare	2
IPE-770	Leadership in Healthcare	3
OTD-785	Neurorehabilitation	4
OTD-795	Cognition and Perception	2
IPE-780	Educational and Instructional Strategies	3
OTD-769	Research Project II	1

OTD-751	Level I Fieldwork and Seminar III	1
IPE-764	Interprofessional Colloquium II	1
IPE-790	Global Health Initiative	3
OTD-800	Level II Fieldwork I	7
OTD-801	Level II Fieldwork II	7
OTD-802	Residency/Experiential Component	9
IPE-820	Philosophy of Health and Wellness	3
OTD-830	Culminating Project Seminar	2

Wesley Seminary at Indiana Wesleyan University

Over the years a number of task forces had convened to explore the possibility of a Wesleyan seminary as part of Indiana Wesleyan University. Each time the vision was to focus on the practice of ministry and to do so as innovatively as possible. Finally, under the direction of President Henry Smith and a newly formed seminary task force, IWU approved in 2008 the offering of a Master of Divinity degree. The degree then passed through an accreditation process with the Higher Learning Commission, allowing Indiana Wesleyan University to offer professional degrees for the first time in its history. Finally, the Board of Trustees approved the formation of Wesley Seminary at Indiana Wesleyan University (hereafter, Wesley Seminary) in the Spring of 2009, incorporating the already existing MA with a major in Ministry program under its umbrella. The first MDiv classes commenced in August, 2009.

Mission of Wesley Seminary

Wesley Seminary at Indiana Wesleyan University is a Christ-centered academic and ministry community committed to changing the world by equipping pastors and church leaders to minister more effectively for the Kingdom of God in the church and the world, to embody the Good News of Jesus Christ, and to cultivate personal, spiritual transformation.

It is our commitment to participate in the missio Dei with accessible and economical delivery systems and courses that are spiritually formative and content-rich, emphasizing the practice of ministry in dialog with solid theory and the foundational disciplines of the Bible, Christian theology, and church history.

Communication with Wesley Seminary

Address

Wesley Seminary at
Indiana Wesleyan University
4201 South Washington St
Marion IN 46953-4974
<http://seminary.indwes.edu/>
<http://myIWU.indwes.edu>

Dean of Wesley Seminary

765-677-2258

Registrar's Office

765-677-2131

Office of Student Services

765-677-2359

Financial Aid Office

765-677-2516

Accounting

765-677-2878

Policies and General Information - Wesley Seminary at Indiana Wesleyan University

The right is reserved to change any of the rules and regulations of the university at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those already enrolled in the university.

Academic Information - Wesley Seminary

Academic Calendar - Courses in the non-residential programs are offered under the semester hour system but in a non-traditional academic calendar. Each program consists of specific courses that are taught in a modular format and taken sequentially. Onsite core groups meet on the same day for the duration of the program. Online core groups meet in an asynchronous environment through IWU's learning management system. Certain programs require students to complete project team assignments.

Catalog Governing Graduation - Students must meet the graduation requirements as stated in the university catalog under which they enrolled. Students who maintain continuous enrollment, who make normal progress toward a degree, and who earn their degree within a maximum of six years from the date of enrollment may meet the graduation requirements as stated in the catalog under which they enrolled. **Students who withdraw from Indiana Wesleyan University for more than six months will meet the graduation requirements as stated in the catalog under which they resume enrollment.** Students changing majors or programs must meet requirements as stated in the catalog that is current at the time they make such changes. The same holds true for students moving between schools and colleges. Students may at any time change from an earlier catalog to a subsequent current catalog, but must meet all requirements for graduation of that catalog. Indiana Wesleyan University reserves the right to modify the curriculum as necessary.

Core Requirements - Due to the nature of the programs, students can only be enrolled in one program at a time. Students are required to complete the first course of the core program with a passing grade in order to maintain enrollment with their original cohort.

Final class dates as established by the calendar will be the final date for completion of the core curriculum.

Academic Standing - Wesley Seminary

Academic Probation - Students enrolled a seminary program will be placed on probation if their grade point average (GPA) falls below 2.5.

Students are given two consecutive courses to satisfactorily raise their GPA. The GPA is reviewed after the second course, and if it has been successfully raised, the probationary status is removed. Academic suspension will result if the student's GPA is not successfully raised.

Academic Suspension - Academic suspension will result if:

- A student fails to clear the academic probationary status within the probationary period of two consecutive courses.
- A student has taken a course twice and failed to achieve a satisfactory grade. When this occurs, the student is ineligible to reapply for admission into the program in which the course was repeated.

In all cases, the suspension will occur once the grades have been recorded in the Registrar's Office. Students will be notified of the academic suspension in writing. Application for readmission may be made after six months. The application must be made in writing to the Dean of Wesley Seminary.

Academic Dismissal - Upon a second academic suspension in the same program, a student is not eligible to reapply to Indiana Wesleyan University.

Admission and Registration - Wesley Seminary

Indiana Wesleyan University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the university's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following categories:

1. Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
2. Probation - Students whose entering grade point average (GPA) falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first three courses of the core with a satisfactory GPA (2.50). In case of extended probation, the number of courses to be completed in order to change status will be determined by the Dean of the Seminary. Any student failing to remove the probationary status will be academically suspended from the program.
3. Provisional - Students whose files are incomplete may be accepted provisionally at the discretion of the Associate Vice President for Student Services if it appears from the available documentation that eligibility for the program has been met. The student is given until the end of the first course to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue.
4. Unclassified - Students not pursuing a university degree who want to take certain courses for special reasons may be accepted for a maximum of 12 hours. Students receiving an unclassified status must reapply for regular admission if they desire later to pursue a degree program. Unclassified students are not eligible for financial aid.

International/Non-English Speaking Students - Except for those in the Spanish M.Div. program, students who do not speak English as their first and primary language must submit satisfactory scores from one of the following prior to admission to the university:

- Test of English as a Foreign Language (TOEFL). For graduate students, a score of at least 600 (paper-based), 250 (computer-based), or 100 (Internet-based) is required for regular academic admission.
- International English Language Testing System (IELTS). For graduate students a score of at least 6.5 is required for regular academic admission.

Student visas (I-20's) are not issued for students wanting to enter the United States to enroll in programs offered for non-residential students.

Registration - Registration occurs at the beginning of the student's core program. At this point, students are registered for all courses within the major. Therefore, if a student needs to miss an individual course, official withdrawal must be made through the Office of Student Services. Staff will work with the student to make arrangements to retake this class with another core group at a time that will minimize the impact on the student's financial aid. Students need to be aware that temporary withdrawals could impact their eligibility to receive financial aid based on the standards outlined in IWU's Satisfactory Academic Progress.

Students in programs that require additional credits outside the major are responsible to meet with their advisor to facilitate registration in these courses.

A student who has failed to make arrangements for the payment of tuition for a course will have registration in that course cancelled.

Attendance Policy - Wesley Seminary

Students are expected to attend all sessions of classes for which they are registered, except in cases of prearranged official assignments by the university and absences because of emergencies which may be considered excusable by the instructor. A student is responsible directly to his/her instructor for all classes missed and for all make-up work. Each instructor or program administrator determines the extent to which absences affect course grades and grades are assigned on the basis of work accomplished. Any absence from two or three consecutive lectures concerning which the teacher has no definite information should be reported to the Office of Student Services.

Students are expected to be present for on-site class sessions and participate in online activity.

Absences are allowed as follows: Under emergency circumstances, a student may be allowed up to one day of absence from a one week intensive, up to two weeks of absence for an eight week class, and up to four weeks of absence for a 16 week class. Absence beyond this point constitutes failure to complete the course. Students need to contact the faculty member regarding make up work.

If a student exceeds the allowed absences and does not contact the Office of Student Services to withdraw officially before the last class session, the instructor is directed to issue the grade of "F".

Students who must miss a course due to unavoidable circumstances must arrange for a temporary leave of absence with the Office of Student Services prior to the beginning of the course. Students needing to withdraw while in a course may do so by arrangement with the Office of Student Services prior to the end of the course, but the regular refund and academic withdrawal policies apply.

Faculty members reserve the right to factor lateness, early departures, and class attendance into a student's grade, as long as it is addressed in the syllabus.

Online attendance is determined by activity during a workshop, either through discussions or submission of assignments. A student is reported absent for a workshop if there is not at least one submission (or posting) of an assignment or in a discussion forum assigned during the designated dates for that workshop.

Students are expected to be present when class begins, and remain the entire session. To be counted present, a student must attend a total of three hours or more of a class that is four hours in length, four-and-a-half hours or more of classes that are six hours in length, and six hours for classes that are eight hours in length. Tardiness is recorded, and if a student accumulates two tardies during a course, it results in an absence on the student's attendance record.

Audit of Courses - Wesley Seminary

A student who has been accepted into an Indiana Wesleyan University degree program or as an unclassified student may choose to audit specified courses within a core program or electives as follows:

- Audit registration is allowed on a space available basis as determined by the professor.
- The current audit fee (\$25 per credit hour) must accompany the registration.
- Auditing a course gives one the right to attend the course. No credit or letter grade is given. The course will be indicated as an "AU" on the student's IWU transcript.
- The student auditing the course is not expected to participate in classroom or study group assignments, or to complete homework, quizzes, or tests.
- The professor is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.
- The student must meet course pre-requisites or be approved by the Dean of the Seminary.
- No change may be made from audit to credit, or credit to audit, after registration closes.

Former Student Re-Enrollment - Wesley Seminary

Students who have previously withdrawn from a program and have not attended classes for six months or more must complete an application for readmission from the Office of Student Services. Receipt of the signed application will initiate a review of the student's academic file to determine remaining requirements. A student who was academically suspended from Wesley Seminary may make application for readmission after six months. All students returning after six months or more will meet the graduation requirements as stated in the catalog under which they resume enrollment.

Grade Appeal and Academic Policy Grievance - Wesley Seminary

Indiana Wesleyan University follows generally accepted college and university practice in the development of academic policies, the operation of classrooms, and use of grading techniques. The university allows its instructors independence in following generally accepted practices. A student who wishes to appeal a course grade or an academic policy decision (including one believed to be discriminatory based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504), must abide by the procedures that follow.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. All grievances, with all documents, recommendations, and decisions, will be reported to the Dean of Wesley Seminary at Indiana Wesleyan University. Because the appeal process is a private university administrative process, legal counsel or representation is inappropriate.

Grade Appeal

A grade appeal involves only those situations in which a student believes that an instructor (a) has not followed fair grading practice or (b) has not followed his/her published grading policy. A student who wishes to appeal a grade based on one or both of these reasons must follow these procedures:

1. The student must first contact the instructor for a full explanation of the grade given and the basis for making the grade.
2. If there is no resolution, then the student may file a grade appeal request form, which can be obtained from the administrative office of Wesley Seminary. If a properly completed grade appeal request form is not received by the university within 30 days of the date the student's grade was sent, then the student will forfeit any further right to appeal.
3. After the university receives the grade appeal request form, it will be forwarded to the instructor along with a faculty grade appeal response form.
4. If the instructor agrees that the grade should be changed, the university will change the grade and notify the student.
5. If the instructor does not agree that the grade should be changed, the university will notify the student and send a form that may be used by the student to request a review by the Wesley Seminary Academic Appeals Committee. If the university does not receive the form from the student within 15 days of the date the form was sent, then the student will forfeit any further right to appeal.

6. Upon receipt of the request for committee review from the student, the matter will be brought to the next regularly scheduled Wesley Seminary Academic Appeals Committee meeting. (NOTE: The committee reserves the right to seek clarification from the student or the instructor). If the matter involves a member of the committee, then that individual will recuse himself/herself from deciding the appeal. The committee will notify the student of its decision, which will be final.

Academic Policy Grievance

An academic policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504. A student who wishes to file an academic policy grievance must follow these procedures:

1. Level 1 - The student must first contact the person who has made the decision for a full explanation of the policy and how the policy was followed. If the policy has been followed, then the student has no further recourse.
2. Level 2 - If the policy was not followed or the student disputes the way in which the policy was applied, then the student may request that the matter be reviewed by the Dean of Wesley Seminary by filing a form requesting such a review. This form may be obtained from the Dean. If a properly completed form is not received by the university within 30 days of the date on which the event that gave rise to the complaint occurs, then the student will forfeit any further right to appeal. The Dean will notify the student of the decision.
3. Level 3 - If the matter is not satisfactorily resolved or if the Dean is the individual responsible for the policy decision, then the student may request that Wesley Seminary Academic Appeals Committee review the matter by filing a form requesting a committee review. This form may be obtained from the Dean of Wesley Seminary. If the university does not receive a properly completed form within 15 days of the date on which the decision notice in level 2 was sent, then the student will forfeit any further right to appeal. Wesley Seminary Academic Appeals Committee will notify the student of its decision, which will be final.

Indiana Wesleyan University will comply with any state mandated grievance policy that governs grievance process for students matriculating within the state in question. For a detailed listing of state-specific grievance policies, please visit the state-specific grievance policies.

A student may seek recourse from any university nonacademic program or employment-related dispute, alleged discrimination on the basis of race, national origin, color, sex, disability, or age, including alleged violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, Section 504 of the Rehabilitation Act of 1973, or other state or federal legislation. Further information can be found at Non-Academic Appeal (p. 25).

Grading and Evaluation

A letter grade is used in evaluating the work for a course. For the purpose of determining scholastic standing and awarding honors, grade points are granted according to the letter grades and semester hours of credit. The grade point average (GPA) is the number of quality points earned at IWU divided by the number of credit hours attempted at IWU.

Grade	Quality Points per Credit
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
F	0

The following grades are not figured into the GPA:

W
I
CR
NC
AU

Repeated Courses - A student may repeat once any course in which a grade below “C” (“C-,” “D+,” “D,” or “F”) was previously earned. Some specific graduate level courses are identified as repeatable and can be repeated if a student earns a grade higher than “C” but below the level required for that specific course. The course may be repeated once.

Whenever a course is repeated, the last grade and credits earned replace the previous grade in computing the student’s grade point average (GPA). All entries, however, remain a part of the student’s permanent academic record. Duplicate credit hours are not given for two or more passing efforts. A course taken in a classroom format may not be repeated for a grade through independent learning.

Since a course may be repeated once, failure to achieve a satisfactory grade in a course after two attempts will result in academic suspension and ineligibility to complete the major in which the course was repeated.

Incomplete Grades - Students are expected to complete the course requirements by the last class session. There may be instances when crisis circumstances or events prevent the student from completing the course requirements in a timely manner. However, the issuance of an incomplete cannot be given if the student fails to meet the attendance requirements. In these rare situations, a grade of “I” (incomplete) may be issued but only after completing the following process:

- At least 65% of the work must be completed at the time of the request.
- The student must request an “I” from the instructor at least one week prior to the end date of the course.
- The instructor must obtain approval from the Dean of Wesley Seminary.

Because “incompletes” are granted only for extenuating circumstances, the student’s grade will not be penalized.

A student who receives an “incomplete” has 10 weeks from the ending date of the course to complete course requirements and turn them in to the instructor. If, at the end of the 10-week extension, the student has failed to complete the course requirements in order to receive a passing grade, the “incomplete” will become an “F.” A student with more than one incomplete on record is subject to academic suspension.

Grade Reports - At the end of each course, the instructor submits grades for each student. Grade reports are available online to the student and indicate courses taken, credits received, and grades assigned.

Transcripts - The student’s official transcript is prepared by the Indiana Wesleyan University Registrar's Office and will show the course, grade, credit, and dates of instruction for each course. Transcripts will include undergraduate and graduate work with the GPA divided into undergraduate and graduate calculations. Requests for transcripts of coursework at Indiana Wesleyan University must conform with the Privacy Act of 1974, which requires that all transcript requests be submitted in writing and signed by the student, for protection of the student's confidentiality. A transcript is official only when it bears the university seal.

It is university policy not to release a transcript if the student owes anything to the university or if he or she is delinquent on any loan received through Indiana Wesleyan University. A \$3 fee is charged for each transcript and must be enclosed, along with a complete address to which the transcript is to be mailed. Please provide a current address if request is to be sent to student's home. Students requesting a transcript should write to the Indiana Wesleyan University Registrar's Office, 4201 South Washington Street, Marion, IN 46953. For more information, call 1-765-677-2966 or <http://www.indwes.edu/Academics/Registrar/Transcript>

Graduation - Graduate Degree Programs

Graduation Ceremonies - IWU graduation ceremonies are held three times a year. Three additional conferral dates are available in between the graduation ceremonies in which degrees may be conferred and posted to the student’s transcript should all requirements be completed.

Eligible students are notified by the Office of Student Services of procedures and requirements concerning graduation.

Each student must complete an “Application for Graduation” provided by the Office of Student Services. This application indicates the student’s intent to graduate and initiates the final evaluation of the student’s academic record.

Students are also asked to inform the university as to whether they will be attending the ceremony. This allows the university to determine the number of tickets available for students who are attending. If a student cannot attend graduation due to unforeseen circumstances, the degree is still conferred; however, attendance at a future graduation is not an option.

Graduation Requirements - All requirements must be met and transcribed by the date established by the Office of Student Services prior to the degree conferral date. Students taking internal or external coursework need to make sure that transcripts, grades, and scores can be received and transcribed by the deadline date.

Students may receive one degree only per conferral date. Students meeting requirements for more than one degree must apply for two different conferral dates and participate in two different ceremonies. Any university-approved dual degree program is an exception to this policy.

Students who have received a degree from IWU and have returned to meet requirements for an additional major at the same degree level will have the second major posted to their existing degree. The second major can only be posted at one of the three conferral dates, and students receiving the second major are not eligible to participate in another graduation ceremony.

Diplomas - Diplomas are mailed after the conferment of degrees. Diplomas indicate degree earned, date of degree, major, and honors. A student's financial account must be settled to receive a diploma.

Leave of Absence Policy

Indiana Wesleyan University understands there are life events that may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow students flexibility in their program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at IWU and eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. **This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Supplemental Grants, Federal Stafford Subsidized or Unsubsidized Loans, Federal Parent Loans) or who want to have a federal student loan deferred from payment while in school.**

Students who will be out of attendance for a period of 29 days or more should request a leave of absence. Students out of class for less than 29 days are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Students who are not on federal financial aid programs or who do not have a federal loan in deferment are not required to request a leave of absence.

Students needing to make a change in their schedule need to contact the Office of Student Services to process the registration change. At that time, the leave of absence request form will be emailed to the student. The Leave of Absence Application can be downloaded by going to the following link:

<https://myiwu.indwes.edu/directory/student-services/registration-changes/pages/default.aspx>. Students must request the leave within 21 days of initiating the registration change. The request for a leave of absence should be made prior to the date the leave is to start. The start date of the leave is the first date of the class or, if the class has already started, the date the registration change is initiated.

An approved leave of absence must meet the following criteria: in the academic year the student has to be in attendance 2 weeks prior to applying for a leave, the request must be received within 21 days of the registration change; the request must be made prior to the start of the leave (first day of class); the reason for the request must be one approved by IWU's Leave of Absence Committee (military, medical, jury duty, loss of job, family emergency, employment emergency, transfer of coursework, passing pre-requisite requirement, transfer of core groups, changing programs, administrative cancellation of core classes, or other reasons as approved by the Leave of Absence Committee).

The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Time in excess of 180 days will not be approved. A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 in a 12-month period. A maximum of two leaves of absence are allowed during a 12-month period. Documentation is required for an extension on a leave. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 21 day deadline, and needs to address the reason for the delay in the submission of the request.

Failure to return from an approved leave of absence nullifies the approved leave and may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for loan deferment. Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments to the Accounting Office for normal fees incurred. Any change in registration can impact current financial aid regardless of approval or denial of the leave of absence request. Questions about impact on current

financial aid should be directed to the Financial Aid Office at 800-621-8667 ext. 2516. Students on an approved leave of absence will be reported as such and will be eligible for in-school deferment of previous loans. Students whose request for a leave of absence is denied will be reported as withdrawn and the grace period for loan repayment will go into effect.

Military Leave of Absence Policy

The Higher Education Opportunity Act enacted on August 13, 2008, states that a university may not deny admission or readmission to a service member for reasons relating to that service. The service member qualifies if the school is given notice of absence for service, the cumulative length of absence does not exceed five years, and the student gives notice of his or her intent to return.

Indiana Wesleyan University complies with this act with the following:

Academic:

- Students are not required to reapply and are not charged a readmission fee upon return.
- Students are readmitted at the same academic status (program enrollment status, number of completed credit hours, academic standing) before deployment. Students may return under the catalog that was in effect before deployment. Student may find differences in their programs or the catalog if the programs are no longer offered, or changes have occurred due to external accrediting bodies, licensing board or other external agencies.
- Leave time does not count toward the total time required to earn the degree.
- Students will be promptly readmitted in the next class or classes in a program, will qualify for priority/early registration, and may not be denied re-enrollment in a class based on class size.

Financial:

Students are required to complete a Military Leave of Absence Request. When the request is approved, students' accounts will be adjusted as necessary.

Financial Aid

Indiana Wesleyan University is committed to assisting military students in navigating the impact that active duty will have on financial aid. It is important that each student have conversation with the Financial Aid office to ensure proper paperwork and processes are covered as it relates to a leave of absence.

Students with federal financial aid, federal loan obligations, or military tuition assistance must contact their lenders and/or the military education office to ascertain their loan repayment status or repayment of tuition assistance during the leave of absence.

Transfer of Credit Policy - Wesley Seminary

The university may allow a maximum of nine credits in transfer to the Master of Arts programs and a maximum of 27 hours into the Master of Divinity program provided the transfer work falls within seven years prior to admission. Transfer of credit will be determined by the Dean of Wesley Seminary.

Credit is granted for work with a satisfactory grade ("C" or above) taken at an approved college or university accredited at the same level, provided the courses are applicable to the curriculum the student wishes to pursue at Indiana Wesleyan University. An "approved college or university" generally refers to those institutions that are accredited by a regional accrediting body or the Association for Biblical Higher Education.

The University Registrar is responsible for approving the transferability of all credits. Credit hours accepted in transfer are recorded, but quality points and grades are omitted. All credits are accepted as semester credits. Quarter credits are converted to semester credits using the two-thirds conversion ratio.

Transcripts from foreign institutions - may need to be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. If this outside review is necessary, students are responsible for the initiation of this evaluation and for any fees incurred during the process.

Previous IWU coursework - Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for the MDiv or MA degrees.

Withdrawal/Change in Status

A student who finds it necessary to withdraw from the program or to take a temporary leave of absence is required to contact the Registration Change Counselor in the Office of Student Services to complete this process (registration.change@indwes.edu). Students must request the withdrawal from the Registration Change Counselor before the last class workshop. Failure to initiate an official withdrawal will result in a "No Credit" or an "F" grade for the student in those related courses.

A student who is temporarily withdrawing may request an individual leave of absence up to 180 days in a 12 month period. A student cannot request more than two leaves during a 12 month period, and the total number of days on leave may not exceed 180 days within a 12 month period. All leaves must be requested through the Office of Student Services.

If a student officially withdraws after a course has started, a grade of "W" will be assigned. A student who violates the attendance policy with the last workshop of a course will receive an "F" for the course.

Administrative withdrawals assigning a grade of "W" will also happen as follows:

- A student who does not attend the first two workshops of a course will be administratively withdrawn from the course.
- A student who violates the attendance policy prior to the last workshop of a course will be administratively withdrawn from the course.
- A student who never attends a course will be administratively withdrawn from not only that course but all subsequent courses when this notification comes at the time the grades are submitted.

Students withdrawing from the first course of a core program must withdraw from the entire program and re-enter with another core group.

If, at a later time the student wishes to re-enter the program, a re-entry form must be submitted to the Office of Student Services. Students sitting out of a core program for more than 90 days are subject to a tuition increase upon returning. Students re-entering a core program after six months or more are subject to any changes in curriculum upon returning.

Any change in registration may have an impact on the student's financial aid. Students should always check with the financial aid office before initiating a registration change.

Financial Information - Wesley Seminary

Fee Structure - Degree Programs

Students are advised of financial obligations for their degree seeking (core) program during the registration process. A schedule of payments and analysis of fee structures, along with due dates, is outlined. Students are expected to meet these obligations according to the schedule. Any questions regarding payments or problems associated with making those payments should be directed to Student Account Services.

Students who have applied for financial aid are responsible for all tuition and fees in the event it is determined they are ineligible for financial aid, decline the financial aid, or withdraw from the program prior to completing the academic award period. Students receiving military or corporate assistance who have received prior approval from the university for direct billing are required to pay their share of tuition and fees and submit appropriate assistance documents by the assigned due date. The deferral program in no way relieves the student of the financial obligation to the university and the student retains full responsibility for ensuring that all tuition and fees are paid in full and in a timely manner.

Indiana Wesleyan University reserves the right to suspend students from class attendance for failure to meet financial obligations.

Indiana Wesleyan University reserves the right to change the tuition and fee schedule at any time. Students who remain registered in their initial core group making satisfactory academic progress shall have their tuition and fees guaranteed. Book fees are subject to change throughout a student's program. A \$50 late fee is charged each time a payment is received after the due date. There will be a fee charged for any check returned due to non-sufficient funds. If collection of tuition, book charges, and/or fees becomes necessary, all percentage-based costs of collection, court costs, and attorney fees are the responsibility of the student.

Refund Policy

1. Any student withdrawing after attending only the first class session of the program or orientation will be assessed a \$100 fee. All other tuition will be refunded. Book charges and educational resource fees are nonrefundable.
2. After a student has attended two class sessions of the program, tuition, application fees, technology fees, and educational resource fees are not refundable.
3. Tuition is refunded according to the following policy for all subsequent courses:
 - Withdrawal prior to the first class session of a course (no attendance) - full tuition refund.
 - Withdrawal prior to the second class session of a course (attendance in only the first week) - 90% tuition refund.
 - Withdrawal after second class session (attendance in the second or subsequent weeks) - no refund.
4. For courses in the MDIV program that are longer than 8 weeks, tuition is refunded according to the following schedule:
 - Withdrawal prior to the second session of the course (no attendance or attendance within only the first seven days of the course) – full tuition refund
 - Withdrawal between the 8th and 14th days of the course (attendance in not more than the first two weeks) – 90% tuition refund.
 - Withdrawal between the 15th and 21st days of the course (attendance in not more than the first three weeks) – 50% tuition refund.
 - Withdrawal after the 21st day from the start date of the course – no tuition refund.
5. For courses in the MDIV program that are eight weeks or less in length, tuition is refunded according to the following schedule:
 - Withdrawal within the first day of the course – 100% tuition refund.
 - Withdrawal between the 2nd and the 7th days of the course – 90% tuition refund.
 - Withdrawal after the 7th day from the start date of the course – no tuition refund.
6. For courses in the MDIV program that are one week in length, tuition is refunded according to the following schedule:
 - Withdrawal within the first onsite day (2nd day on the course calendar) – 100% tuition refund
 - Withdrawal after the first onsite day – no tuition refund.
7. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
8. Students who are unable to complete a course or who receive an unsatisfactory grade for their specific program will be allowed to repeat that course with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
9. Decisions regarding refunds are made by the appropriate Accounting Office, and in isolated cases, by the Financial Appeals Committee.
10. Indiana Wesleyan University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit <http://www.indwes.edu/About/Student-Consumer-Information/State-Specific-Refund-Policies>

Student Account Appeals

A written appeal may be submitted to Student Account Services. If the disputed charge cannot be reconciled with the accounting office, a written appeal can be submitted to studentaccountappeals@indwes.edu with all supporting documentation.

- All pertinent information will be obtained and compiled by the Appeals Committee.
- The disputed charge will be reviewed by the Appeals Committee.
- If necessary, an appeal may be reviewed by the Program Director.
- Appeals must be submitted within 6 months of the last date of attendance for the course in question.

All appeals will receive a response within 15 days after the written appeal has been received.

Financial Aid - Non-Residential

General Eligibility Requirements

In order to receive federal and/or state student financial aid, students must meet the following criteria:

- Must have completed the Free Application for Federal Student Aid (FAFSA) including signing all certifying statements.
- Must be a U.S. citizen or eligible noncitizen.
- Must have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Must be registered with Selective Service, if required.
- Must not be in default on a Title IV loan or owe a Title IV grant or loan overpayment.
- Must not have borrowed in excess of annual or aggregate Title IV loan limits.
- Must certify that they will use Title IV aid only to pay educational costs.
- Must not have enrolled in multiple institutions solely to obtain Title IV credit balance funds to pay noneducationally-related expenses.
- Must not have a disqualifying drug conviction.
- Must be enrolled as a regular student (cannot be unclassified) in an eligible degree or certificate program.
- Must maintain Satisfactory Academic Progress (SAP) as outlined in IWU's SAP Policy.
- Must show qualification to obtain a college education by having a high school diploma, GED certificate, or a high school education in a homeschool setting approved under state law.
- Must maintain enrollment in classes.

Per federal regulations, incarcerated students are not eligible for federal student financial aid. Incarcerated students or students who become incarcerated after receiving federal student financial aid funds should contact the Financial Aid Office.

Types of Student Financial Aid Available

The following types of student financial aid are available to persons enrolled as degree-seeking students who meet the eligibility criteria for the aid type. Complete fund profiles may be found online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Types-of-Aid.

Ministerial Student Aid Program – is a loan program administered by The Wesleyan Church through the Department of Education & Clergy Development and is available to undergraduate and graduate students in an approved ministry program. The loan only becomes a grant as the recipient serves The Wesleyan Church under a qualifying appointment. Applicants should understand that in requesting aid from this program they are applying for a loan, which must be either repaid or cancelled through service. General eligibility requirements include, but are not limited to: local church membership, district approval, and enrollment form submission. For each year (September 1 through August 30) of full-time district appointment in The Wesleyan Church following studies, 20% of the loan is cancelled once the service is rendered and reported. Cancellation cannot be given in the same church year that one receives loan-grant funds. Loan amounts for the 2016-2017 award year are \$80 per semester hour for Masters in Ministry programs and \$100 per semester hour for Masters of Divinity classes.

William D. Ford Federal Direct Loan – is available to students who file the FAFSA and all other required student financial aid forms and who meet all federal criteria for eligibility. The maximum annual loan amount is \$20,500 for graduate students. Lifetime maximum borrowing limit for graduate programs is \$138,500 (including undergraduate borrowing). Interest rates are set on July 1 each year and are fixed rates. For July 1, 2016, through June 30, 2017, the interest rate is 5.31% for unsubsidized Federal Direct Loans for graduate students.

A student's total financial assistance, including loans, may not exceed the calculated cost of attendance for the program. Students with unsubsidized loans may elect to make monthly interest payments to the lender or allow the accumulated interest to accrue until repayment, which begins six months after the student ceases to be enrolled as at least a half-time student. Upon graduation or termination of studies, the student is given a six-month grace period during which no interest or principal payments are due on subsidized loans and during which only interest accrues on the unsubsidized loans. The standard minimum

monthly payment is \$50, but the amount varies based on the total amount of the outstanding loans upon which the student is paying and the type of repayment plan the student has chosen.

Graduate PLUS Federal Direct Loan – is a federal loan with a fixed 6.31% interest rate available to graduate students who have remaining cost of attendance not met by subsidized/unsubsidized William D. Ford Federal Direct Loans. This is a credit-based federal loan.

Pastoral Discount – is a tuition discount offered to pastors who are taking courses in one of the approved ministry programs. For graduate students, \$200 tuition discount given to Wesleyan pastors; \$100 tuition discount given to non-Wesleyan pastors. An application and appropriate supporting documentation must be submitted.

Active Duty Military Discount – is a tuition discount to all active duty military personnel, including members of the Reserves and National Guard, and spouses of the aforementioned military personnel. Students must submit an Active Duty Military Discount application, available by calling Student Account Services at 800-621-8667 ext. 2878.

Yellow Ribbon Award – is an award that does not have to be repaid and is available to eligible students who receive Chapter 33 GI Bill benefits. The amount eligible students receive reflects 50% of the tuition expenses that exceed the highest public in-state undergraduate tuition rate. The VA matches that contribution to fully cover the tuition costs.

Loan Repayment Chart

The following chart shows estimated monthly payment amounts based on a standard 10 year repayment plan. Learn more about current interest rates or other repayment plans online at www.studentaid.gov or www.finaid.org.

Interest Rate	5%	6.5%	8%
Amount Borrowed	Monthly Payment Amount		
\$5,500	\$58	\$62	\$67
\$8,500	\$90	\$97	\$103
\$15,000	\$159	\$170	\$182
\$20,000	\$212	\$227	\$243
\$30,000	\$318	\$341	\$364
\$40,000	\$424	\$454	\$485
\$50,000	\$530	\$568	\$607
\$60,000	\$636	\$681	\$728
\$70,000	\$742	\$795	\$850

How to Apply for Student Financial Aid

Students who wish to be considered for federal and/or state student financial aid must complete the Free Application for Federal Student Aid (FAFSA). Links to the application process online are provided at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Apply-For-Aid:

- When completing the FAFSA (direct link www.fafsa.gov) you must list IWU's Title IV Code, 001822, or IWU will not receive your FAFSA information from the federal processor.
- You must disclose any additional funding you will receive from employer reimbursement, vocational rehabilitation, or private scholarships to help pay for your education. To facilitate this requirement, complete the Other Aid Source Disclosure Form.
- If loans are desired, students must complete the Loan Entrance Counseling Session and William D. Ford Federal Direct Loan Master Promissory Note online (direct link: <https://studentloans.gov/>). You must have an established Federal Student Aid (FSA) ID and password in order to complete these items. It may be necessary to wait three days from the time you first create your FSA ID before trying to sign in to this website. For each item, you must enter "Indiana" in the School State field even if you attend classes in another state or online.
 - Entrance Counseling Session: Select Complete Counseling from the menu, and on the next page click on the Start Entrance Counseling button beneath the Entrance Counseling heading (not to be confused with Financial Awareness Counseling, PLUS Counseling, or Exit Counseling). Add IWU as a School to Notify and select the appropriate Student Type for your current degree pursuit (undergraduate or graduate).
 - Master Promissory Note: Click on Complete a Master Promissory Note from the menu and select Subsidized/Unsubsidized MPN from the next page.

- The Financial Aid Office's standard practice is to originate federal student loans for the amount of a student's maximum eligibility. If you wish to have a lesser loan amount awarded than your maximum eligibility, complete the Reduced Loan Request Form.

Once the above steps have been completed, be certain to:

- Quickly respond to requests for additional information from the Financial Aid Office. You may be asked, as required by federal regulations, to provide items for review in a process called Verification. Some items that may be requested are: a completed Verification Worksheet, a completed and notarized Identity and Statement of Educational Purpose Form, and a copy of your Federal Income Tax Return Transcript (and your spouse's or parents' as appropriate).
- Fully complete all forms. Forms filled out incorrectly or submitted to the wrong office or location could complicate your approval to begin classes or delay your student financial aid awards package.

How Eligibility is Determined and Student Financial Aid is Awarded

- All forms and information submitted online must be received in the Financial Aid Office before eligibility can be determined. In general, award amounts are based on a student's Expected Family Contribution found on the Student Aid Report, a student's enrollment status, the cost of attendance, and other estimated financial assistance. The Financial Aid Office will award a student for his or her maximum eligibility in scholarship, grant, and loan funds unless otherwise instructed in writing.
- Students in non-term programs must be scheduled for a full academic year, according to the academic year definition for the program in which the student is enrolled, or to degree completion for student financial aid to be awarded. Students in term-based programs must be enrolled at least half-time for the term for federal loan funds to be disbursed. Any changes to planned enrollment may affect the amount and/or disbursement date(s) of aid for which the student may qualify.
- The Financial Aid Office will email notification to the IWU student email account that student financial aid has been awarded and is available for review online via the student portal at <https://myiwu.indwes.edu>. This secure website will indicate the types and amounts of aid for which the student qualifies. To decline all or a portion of the awarded aid, the student must submit a written request to the Financial Aid Office via email from the IWU student email account, fax, or US mail; otherwise, all awarded aid will disburse to the IWU student account, as appropriate. The student does not need to contact the Financial Aid Office to accept an awards package.

How and When Student Financial Aid is Disbursed

Federal Direct Loans are originated shortly after classes have begun. The funds are applied as a credit to the IWU student account, typically in two disbursements per academic year. For new graduate students, or students entering a new graduate program, the first disbursement funds will be placed on the IWU student account one to three days after student financial aid award package for the academic year has been calculated. Disbursements for subsequent award periods typically occur 14-21 days after the start of the new award period and successful completion of the prior award period has been confirmed.

Ministerial Student Aid is disbursed in the form of a check to the student four times a year (January, February, July, and October) from Wesleyan Headquarters for courses completed during the prior period.

All other types of aid are awarded and disbursement dates set as the necessary paperwork is received.

All financial aid forms and information submitted online must be received at least three weeks before a planned class start.

Applying for student financial aid does not remove responsibility for payment. If the funding is not received, the student must pay all outstanding balances immediately.

Satisfactory Academic Progress (SAP)

Students are expected to maintain Satisfactory Academic Progress toward the completion of their course of study. This includes:

- Enrolling in and attending class as well as completing assignments and projects.
- Earning at least the minimum GPA required to maintain good academic standing in the student's primary degree or certificate program. Students on academic probation will be allowed to receive student financial aid on SAP Warning. Such students must improve their academic measurements to meet the required standards by the designated time frame or eligibility will be terminated.
- Earning passing grades in a minimum of 67% of all credit hours attempted.

- For undergraduate students, completing the program within 150% of the credit hours normally required to complete the course of study (e.g., if the program requires 120 credit hours to complete, then the student may attempt no more than 180 credit hours) or, for graduate students, within the maximum time allowed by the academic department to complete the degree.

Academic progress is reviewed after the end of each payment period or term. Students who fail to make satisfactory academic progress will be placed onto SAP Warning or Suspension, as appropriate, per the policy requirements. Students with mitigating circumstances (which may include, but is not limited to, death in the family or grave illness of the student or close family member) may appeal termination of federal student financial aid eligibility due to failure to make academic progress by submitting a SAP Appeal Form, written explanation, and supporting documentation to the SAP Appeals Committee through the Financial Aid Office. The entire SAP Policy is available for review online at www.indwes.edu/Financial-Aid/Adult-and-Graduate/Resources/.

Leaves of Absence, Withdrawals, and Return of Funds

A student may request leaves of absence through the Office of Student Services for breaks in attendance 180 days or less in any 12 month period. In the case there is an approved break between classes, a leave of absence will be reported to the lender, but no loan repayment will be required. If additional circumstances arise that prohibit the student from returning to class as scheduled, the student should contact the Financial Aid Office to discuss options. For a break between classes of more than 180 days in any 12 month period, the university is required to report non-enrollment information to the lender, and the student will be required to begin repayment of any student loans (see your loan promissory note for further information).

If a student finds it necessary to withdraw from the program, withdraw from a course or courses without an approved leave of absence, or to take leaves of absence that exceed 180 days in a 12 month period, a federal student financial aid Return of Funds calculation will be performed. This calculation determines how much federal student financial aid has been earned and is based on the number of days attended during the payment period when the student withdraws. The amount of federal student financial aid funds to be returned by IWU to the funding source is based on the amount of those funds that the Return of Funds calculation determined were not earned by the student. The following is an example of the Return of Funds calculation:

- The student begins class on June 28 and the payment period runs until January 17.
- The student withdraws from the program on October 4.
- The payment period has 152 calendar days in it (not including break periods) and the student completed 86 days which is 56.6% of the payment period.
- The amount of the funds to be returned will be 43.4% of the federal student financial aid funds received.
- The portion of the federal student financial aid funds which the school must return is equal to the lesser of:
 - The institutional charges multiplied by the unearned percentage of your funds, or
 - The entire amount of excess funds.

The Financial Aid Office will determine the amount of the return of funds that is owed by IWU and the amount, if any, that is owed by the student. For any loan funds that are owed by the student, the student (or the parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note (i.e., scheduled payments are to be made to the holder of the loan over a period of time). A letter will be sent to the student indicating the results of the return of funds calculation and the amount of the return of funds, if any. The student will earn 100% of the federal student financial aid funds received for the payment period if the return of funds calculation shows the student completed 60% or more of the payment period. Additionally, state grant awards may be recalculated if the student drops below the minimum amount of credits and/or if tuition and fee charges must be revised as a result of the schedule change.

Funds will be returned to the federal student financial aid programs in the following order: unsubsidized Federal Direct Loan, subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal SEOG, Federal TEACH Grant and other Title IV grants. The student will have 45 days to contact the Financial Aid Office to make arrangements to repay any federal grants that are owed by the student. Failure to make arrangements or to pay back the federal grants will mean the student is no longer eligible to receive federal student financial aid at any institution until full repayment.

The requirements for Title IV program funds when a student withdraws are separate from IWU's refund policy. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. A student who requests the credit balance from his or her IWU student account and then makes registration changes may be required to repay funds to the university and/or to the student financial aid programs.

Student's Rights and Responsibilities

As a student, you have the right to know:

- What financial assistance is available, including information on all federal and state programs.
- The deadlines for submitting application for each of the student financial aid programs available.
- The cost of attending the school's programs and the school's refund policy.
- The criteria used by the institution to select financial aid recipients.
- How the school determines your financial need. This process includes how costs for tuition, fees, books, and living expenses are considered in your budget.
- What resources (such as employer reimbursement, other financial aid, etc.) are considered in the calculation of your need.
- How much of your financial need, as determined by the institution, has been met.
- An explanation of the various programs in your student financial aid package. If you believe you have been treated unfairly, you may request reconsideration of the award that was made to you.
- What portion of the student financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the loan interest rate, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when the repayment is to begin.

As a student, you responsibilities:

- Review and consider all information about the school's program before you enroll.
- Complete all required forms accurately and submit them in a timely manner to the correct address.
- Pay special attention to, and accurately complete, your FAFSA. Errors can result in delay of receipt of your student financial aid funds. Intentional misreporting of information on application forms for federal student financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
- Return all additional information, verification, corrections, and/or new information requested by either the Financial Aid Office or the FAFSA central processor.
- Read and understand all the forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements you sign.
- If you have a loan, notify the lender of changes in your name, address, or school status.
- Know and comply with the deadline for application or reapplication for aid.
- Know and comply with the school's leave of absence or withdrawal policy/procedures.
- Repay student loans in agreement with the loan promissory note.

Further Information

The Financial Aid Office staff is here to assist in any way possible. If you have questions about any information pertaining to student financial aid, please contact: Financial Aid Office, Non-Residential, Indiana Wesleyan University, 1900 West 50th Street, Marion, IN 46953-9393. Voice 800-621-8667 option 4, 765-677-2516, Fax 765-677-2030, Email NonResAid@indwes.edu.

General Information - Wesley Seminary

Alcohol, Illegal Drugs and Firearms

Alcoholic beverages, illegal drugs, and firearms are not permitted on Indiana Wesleyan University premises, including rented classrooms and any building or parts of buildings owned or operated by Indiana Wesleyan University. Refusal to comply may result in dismissal from the university.

Expectations for Personal and Professional Conduct

Indiana Wesleyan University is a Christian university of higher education that upholds high standards of personal and professional conduct. Such standards include a classroom environment that promotes a positive learning environment and a professional instructional climate.

Students are expected to conduct themselves in a professional manner with respect for the rights of both students and faculty. The university or its representatives reserve the right to act in situations where student behavior violates established policy or detracts from the ability of students or faculty to function effectively in the classroom. Such action may include disciplinary procedures issued by the faculty or suspension from the program. (NOTE: All discussion room and live chat postings for online courses are recorded and can be reviewed at the discretion of the university.)

Only regularly enrolled students may attend class unless granted permission by an administrator and arrangements are made with the instructor.

Inclement Weather Procedures

The university is reluctant to postpone or cancel classes because the schedule is already very compressed and it is difficult to schedule make-up classes when needed. In order to make the most informed decisions possible, the university gathers information from the National Weather Service, State Police agencies, and site managers and personnel (when appropriate). Unfortunately, the university cannot make the decision based on an individual student's geographical situation and the driving distance to and from class. Students should be aware, however, that they are expected to use discretion and not to take unreasonable risks. If students choose not to attend class, they must notify their instructor and make appropriate arrangements for make-up work. Decisions to postpone or cancel classes will be announced by the university. Regional locations will be judged by the Regional Deans. In the event it becomes necessary for a Regional Dean to recommend to the Executive Vice President/CEO a weather related or emergency closing or postponement for an onsite cohort, the appropriate Program Director will work with affected faculty and students to make up the missed class session through an online alternative class session by observing the following guidelines:

Instructors will contact students on the date class is cancelled with written requirements for making up the cancelled class session through an online alternative.

In the event an onsite class session is cancelled that is deemed significant to the cohort (e.g., program orientation, the first class session of a program, the last class session of a program, etc.), the Regional Dean will petition the appropriate academic leaders to arrange a new date to make up the cancelled class session prior to the next scheduled class session.

To satisfy attendance requirements and earn participation points (if applicable), all assignments associated with the cancelled class session must be submitted prior to the start of the next scheduled class session.

Postponement decisions for evening classes will be made by approximately 3:00 p.m. on the day of class. Decisions about Saturday classes will be made the evening before, when possible, but may be made during the early morning hours on the Saturday of class if necessary. Postponement decisions will be announced through a variety of methods. In most cases the core group has a designated class representative who will be notified by the university. The representative should then activate the telephone calling tree to disseminate the information to the class. In cases where there is no class representative or calling tree, someone from IWU and/or the instructor will call the students. No notification will be made unless classes are postponed or cancelled. Information about postponements and/or cancellations will be announced on the university's Web site at <http://www.indwes.edu>. Announcements will also be posted on the student portal at <http://myIWU.indwes.edu> and on the class information phone line at 1-800-621-8667 ext. 2022.

Library Services

Off Campus Library Services provides both mediated and direct access to resources and services designed specifically for the adult student. The Jackson Library in Marion has 519,900+ titles, including 335,740+ e-books; 41,560+ audiovisual titles, 34,300+ streaming media titles; 1,065+ print/e-print journal subscriptions and access to 562,800+ online journals via searchable databases. Small library collections are available at the Louisville campus, Ohio campuses at Cincinnati, Cleveland, Columbus, and Dayton, as well as the Indiana campuses at Fort Wayne, Greenwood, Indianapolis (two locations), and Merrillville, and include some reference books and full access to the library catalog and subscription-based periodical indexes. Remote access to the catalog and computerized general and subject specific indexes are available via the library's Web page <http://www.indwes.edu/ocls> for any students with Internet access and a student log in credentials. Students can get personalized assistance from OCLS librarians at Cincinnati, Cleveland, Indianapolis, Louisville, Marion, and Merrillville campuses.

The distance student can contact OCLS via e-mail, Web page form, 800 telephone or chat service. Online access to the Library Resource Guide is available from the OCLS Web page; OCLS Tools. All provided services are further described in this document. One on one or group instruction to the services and databases of OCLS or APA is available by special appointment.

The library is part of a consortium, Academic Libraries of Indiana, which includes access to most library collections of Indiana higher education institutions. If attending classes in Kentucky or Ohio, the regional OCLS librarian will tell you about opportunities in your area.

Services for Disabled Students

IWU Disability Services

The goal of disability services at Indiana Wesleyan University is to work cooperatively with students to help them reach their maximum academic, social, and personal potential. This is accomplished by integrating legal expectations, Indiana Wesleyan's standards of service, and Christ-like principles. The Director of Academic Success is a trained professional, responsible for determining accommodation eligibility and for coordinating office services for students with disabilities. The director works with the students, faculty, and staff to design and implement a plan of reasonable accommodations that allows for equal access to all areas of university life.

Equal Access

Indiana Wesleyan University is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at IWU.

"No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance." –Section 504 of the Rehabilitation Act of 1973.

Admissions

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials that meet or exceed the minimum requirements for admissions.

Prospective students with disabilities are not required to identify themselves to the Admissions Office or the Director of Academic Success. However, those interested in receiving academic accommodations are encouraged to meet with, or contact, the Director of Academic Success as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

Student Address/Email Information

Students should notify the Office of Student Services of any change of address, telephone number, or name so that proper records can be maintained. Name change requests require submission of appropriate documentation.

IWU Student Email Accounts - Upon acceptance, students are given an IWU student e-mail account. This is the only account used by IWU for communication with the student. It is extremely important that the student checks this account on a regular basis as important academic and financial information as well as university announcements will be shared in this way.

Wesley Seminary Degrees

Wesley Seminary offers the following programs:

- Master of Arts degree with a major in Ministry
 - Specializations are available in Children, Youth, and Family, Church Health and Revitalization, Church Planting and Multiplication, Leadership, Pastoral Care, Worship Arts, and Pastoral Ministry (fulfills Wesleyan ordination requirements)
- Master of Practical Theology

- Master of Divinity
 - Specializations are available in Children, Youth, and Family, Church Health and Revitalization, Church Planting and Multiplication, Leadership, Pastoral Care, and Worship Arts
- Doctor of Ministry

Admission Requirements

See each program listing for its specific admission requirements.

Admission of Students Without a Baccalaureate Degree

Students without an undergraduate degree may apply for admission if they meet the following conditions:

- A minimum of at least 15 years of extensive life, ministry, and/or business experience, or a bachelor's degree from an unaccredited institution.
- A high school diploma or equivalent.
- Completion of a college-level composition or writing course with a minimum grade of 3.0 or equivalent. If not completed at time of application, s/he must take such a writing course and submit the score prior to final committee review.
- At least 60 credit hours of undergraduate academic work (in the semester system or equivalent in another system) or an associate degree, with a cumulative GPA average of 2.5 or equivalent.

In addition to the admission requirements listed above, students without an undergraduate degree must submit a two-four page essay indicating the student's educational experiences, goals, and experiences, an extensive portfolio detailing ministry, life, and work experience, artifacts demonstrating this experience, and a five page writing sample. Applications from students without an undergraduate degree will be reviewed by the Seminary Admissions Committee.

Admission of Students Without an Accredited Degree

Students whose undergraduate degree is from an unaccredited institution may apply for admission if they meet the following conditions:

- Completion of the equivalent of a bachelor-level college degree with a cumulative GPA average of 2.5 or equivalent.
- A high school diploma or equivalent.
- Completion of a college-level composition or writing course with a minimum grade of 3.0 or equivalent. If not completed at time of application, s/he must take such a writing course and submit score prior to final committee review.

Optional Qualifications

- GRE: The Admissions Committee may at any point in the process require the applicant to complete the GRE. Minimum scores are 400 Verbal, 400 Quantitative, and 4 in Analytical Writing.

To apply for this form of admission, a student must:

- Write a 2-4 page essay in which you:
 - Describe the academic strengths of the institution you attended for your undergraduate education.
 - Indicate why you have decided to pursue a seminary education at this stage in your life.
 - Indicate your long term goals after the degree and how you think the degree will help equip you to achieve them
- Provide a 5 page sample of your writing ability:
 - Take a current debate in contemporary society over an ethical or political issue.
 - Demonstrate that you can write an organized presentation of an issue, represent the viewpoints of others fairly, do research, and defend a position with good grammar, spelling, and some standard format for referencing sources.

Applications will be reviewed by the Seminary Admissions Committee which will include appropriate faculty representation. The Seminary Admissions Committee may request additional information and/or documentation as part of the review process. All "Accredited Degree Exemption" students will be accepted on probation.

Unclassified Admission

Unclassified admission may be granted to students who do not wish or plan to become candidates for the master's degree from Indiana Wesleyan University, or who do not meet the above requirements. Such students must complete the unclassified application form (contact a Program Representative) and submit a copy of a transcript showing the conferred undergraduate baccalaureate degree. A maximum of 15 credit hours can be earned as an unclassified student. Students wishing to change from unclassified to regular status must follow normal admission procedures and meet all stated admission requirements.

Dual Undergraduate/Graduate Enrollment

A senior who is currently enrolled at Indiana Wesleyan University and who is within the last semester of completing course requirements for the baccalaureate degree may, with the approval of the Dean, register for a maximum of two graduate courses per semester. Such students who desire to take additional graduate courses after earning the baccalaureate degree must follow the regular admission procedure.

Graduate courses may not be counted both for graduate and undergraduate requirements.

Previous IWU Credit

Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for either the MA or M.Div. degree.

Advanced Standing with Credit

Graduates of undergraduate programs with relevant theological courses in Bible, theology, church history, and cultural contexts, and who enroll in the Seminary may receive advanced standing with credit on the basis of competence achieved in certain undergraduate courses. Advanced standing with credit (up to twelve semester hours toward the MDiv degree and up to six semester hours toward the MA degree) may be granted for the courses listed below under the following conditions:

- The courses were taken at a regionally accredited or ABHE accredited institution. The Seminary reserves the right to determine whether or not courses are equivalent.
- A student has received at least a "B" in the specific courses as indicated with at least one course on the 300 level and no course below the 200 level, and
- The student successfully demonstrates competency of the required graduate course outcomes through either an oral or written assessment performed by a designated academic representative of the seminary.
 - BIBL-500 The Bible as Christian Scripture - credit may be granted for this course if the student has successfully completed a hermeneutics/exegetical method course and at least one upper level Bible course.
 - THEO-500 Introduction to Christian Theology - credit may be granted for this course if the student has successfully completed at least two theology courses that together cover the primary topics of systematic theology.
 - CHST-500 Global Christian History - credit may be granted for this course if the student has successfully completed at least two church history courses that together cover Christian history from the early church to the present.
 - MISS-500 Cultural Contexts of Ministry - credit may be granted for this course if the student has successfully completed at least two courses that cover at least two of the following topics: cultural anthropology, urban ministry, cross-cultural ministry, or denominational history.

A student wishing to receive advanced standing with credit for BIBL-500, THEO-500, and CHST-500 must submit the application three months prior to the first day of the month in which the course is offered in the student's cohort schedule. The student will be notified of the designated faculty member's decision by the first day of the following month. Students who do not submit by this deadline will not be eligible for advanced standing with credit.

MA - Ministry

Wesley Seminary offers the Master of Arts degree as follows:

- A 36 hour program that provides graduate-level training for working ministry practitioners with specializations available in several areas.
- A 45 hour program that provides graduate-level training for working ministry practitioners with a specialization in Pastoral Ministry. This program will enable the student to be able to apply a specialized set of ministry skills required by The

Wesleyan Church for ordination. Costs are among the lowest charged by accredited programs and courses take place in convenient formats including online classes, one week intensives, and eight week classes that meet one night a week. A flexible curriculum allows students to choose courses based on their interest from a wide range of options. Top faculty members from IWU and across the country provide relevant and stimulating learning experiences. The program has a strong practical emphasis, making it ideal for persons currently engaged in ministry.

Wesley Seminary at Indiana Wesleyan University strives to promote the following key learning outcomes in the MA program. A student who has completed the MA degree with a major in Ministry should, with graduate-level competency, be able to:

- Implement life-long reflective learning skills to study and apply the disciplines required for faithful and fruitful ministry in various contexts.
- Demonstrate a deepening spiritual character and commitment to integrity in ministry.
- Operate from a solid biblical, theological, historical and cultural understanding that informs ministerial vocation.
- Apply a core set of ministry skills in order to participate effectively in God's advancing mission in the world.

The Master of Arts with a major in Ministry is offered through cohort groups which meet weekly online or on-site or through week-long intensive classes.

MA - Ministry (36 Hours)

Admission Requirements

Admission to the Ministry major begins with completing application forms and submitting them with official transcripts and two personal recommendations. The Office of Student Services shall determine admission status from the completed forms and student file and notify the applicant in writing of the admission status granted. Regular admission to the seminary constitutes admission to candidacy for the master's degree. The basic criteria for regular admission to the MA program within the seminary are as follows:

- A baccalaureate degree from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education.
- An undergraduate grade-point average of at least 2.5 from the baccalaureate degree granting institution.
- An official transcript from the degree granting institution.
- Three recommendations including:
 - An academic recommendation.
 - A recommendation from someone who can comment on the applicant's pastoral skills.
 - A general recommendation.
- Moral character consistent with the principles and policies of Christian conduct at Indiana Wesleyan University. (The student's certificates of recommendation are considered sufficient evidence in this matter.)
- Submission of a written statement identifying the student's philosophy of ministry and personal goals in undertaking the graduate program.

Program Requirements

- Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for this degree.
- Students must have completed all core and concentration courses before enrolling in MIN-591. Registration in MIN-591 will be cancelled for any students who fail to satisfactorily complete all core and concentration courses.
- Students who are unable to complete MIN-591 within the allotted eight weeks will automatically be enrolled in MIN-595 Thesis/Project Continuation for a ten week continuation. A student may be enrolled in a maximum of two continuations. Failure to complete the course at the end of the second continuation will result in the student receiving a "No Credit" for MIN-591, and the student will be required to repeat MIN-591. A continuation fee applies.

Transfer Credit

- A maximum of nine hours may be transferred from another accredited master's program, provided it falls within seven years prior to admission.
- Students who have taken equivalent courses in their undergraduate program to BIBL-500 The Bible as Christian Scripture, THEO-500 Introduction to Christian Theology, and CHST-500 Global Christian History will be allowed/encouraged to substitute and advanced Bible, theology, or church history elective.

Graduation Requirements

- Completion of core requirements.
- Minimum grade of "C" in each core and elective course.
- Cumulative grade point average of 2.5.
- All requirements for the degree must be completed within six years of enrollment.
- Payment of all tuition and fees is required to receive a diploma.

MA Program of Study (36 Hours)

Core Courses

This program is also offered in Spanish and French.

MISS-500	Cultural Contexts of Ministry	3
BIBL-500	The Bible as Christian Scripture	3
THEO-500	Introduction to Christian Theology	3
CHST-500	Global Christian History	3
SPIR-550	Spiritual Life and Leadership	3
MIN-561	Research Methodology	1
MIN-591	Project	2

Electives

Electives	6
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Specialization in Children, Youth, and Family Ministry

Graduates of this program should be able to apply a core set of skills in ministry to children, youth, and family in order to participate effectively in God's advancing mission in the world.

CONG-530	Family Ministry for 21st Century Families	3
PROC-525	Effective Communication With Children And Youth	3
CONG-550	Child and Adolescent Development	3
CONG-540	Programming and Management in Family Ministry	3

Specialization in Church Health and Revitalization

Graduates of this program should be able to apply a core set of skills in church health, growth, and revitalization in order to participate effectively in God's advancing mission in the world.

CONG-555	Diagnosis and Prescription for a Healthy Church	3
MIN-563	Power, Change, and Conflict Management	3
CONG-525	Newcomer Integration	3
CONG-560	Church Revitalization Field Study	3

Specialization in Church Planting and Multiplication

Graduates of this program should be able to apply a core set of skills in church planting and multiplication in order to participate effectively in God's advancing mission in the world.

MISS-550	Multiply: Foundations of Church Planting and Multiplication	3
MISS-552	Core: the Calling, Character, and Competency of a Church Multiplier	3
MISS-553	Launch: Initiating Effective New Churches, Sites, and Venues	3
MISS-554	Thrive: Maximizing the Post-Launch Phase	3

Specialization in Leadership

Graduates of this program should be able to apply a core set of leadership, management, and communication skills in order to participate effectively in God's advancing mission in the world.

LEAD-545	Strategic Leadership and Management	3
LEAD-520	Communication and Leadership	3
LEAD-560	Power, Change, and Conflict Management	3
LEAD-550	Intergenerational Leadership	3

Specialization in Pastoral Care

Graduates of this program should be able to apply a core set of skills in pastoral care in order to participate effectively in God's advancing mission in the world.

Electives from Graduate Counseling Courses	12
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Specialization in Worship Arts

Graduates of this program should be able to apply a core set of skills in worship in order to participate effectively in God's advancing mission in the world.

WSHP-520	Time and Space in Worship	3
WSHP-540	Music and Arts in Worship	3
WSHP-560	Media and Technology in Worship	3
WSHP-580	Emerging Trends in Worship	3

No Specialization

Electives from Graduate Ministry Courses	18
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MA - Ministry (45 Hours)

This program will enable the student to be able to apply a specialized set of ministry skills required by The Wesleyan Church for ordination.

Admission Requirements

Admission to the Ministry major begins with completing application forms and submitting them with official transcripts and two personal recommendations. The Office of Student Services shall determine admission status from the completed forms and student file and notify the applicant in writing of the admission status granted. Regular admission to the seminary constitutes admission to candidacy for the master's degree. The basic criteria for regular admission to the MA program within the seminary are as follows:

- A baccalaureate degree from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education.
- An undergraduate grade-point average of at least 2.5 from the baccalaureate degree granting institution at which at least a minimum of 30 hours was completed.
- Ability to pursue graduate work successfully. (The transcripts and certificate of recommendation from former professors and supervisors will be considered evidence of such ability.)

- Three recommendations including:
 - An academic recommendation.
 - A recommendation from someone who can comment on the applicant's pastoral skills.
 - A general recommendation.
- Moral character consistent with the principles and policies of Christian conduct at Indiana Wesleyan University. (The student's certificates of recommendation are considered sufficient evidence in this matter.)
- Submission of a written statement identifying the student's philosophy of ministry and personal goals in undertaking the graduate program.

Program Requirements

- Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for this degree.
- Students must have completed all core and concentration courses before enrolling in MIN-591. Registration in MIN-591 will be cancelled for any students who fail to satisfactorily complete all core and concentration courses.
- Students who are unable to complete MIN-591 within the allotted eight weeks will automatically be enrolled in MIN-595 Thesis/Project Continuation for a ten week continuation. A student may be enrolled in a maximum of two continuations. Failure to complete the course at the end of the second continuation will result in the student receiving a "No Credit" for MIN-591, and the student will be required to repeat MIN-591. A continuation fee applies.

Transfer Credit

- A maximum of nine hours may be transferred from another accredited master's program, provided it falls within seven years prior to admission.
- Students who have taken equivalent courses in their undergraduate program to BIBL-500 The Bible as Christian Scripture, THEO-500 Introduction to Christian Theology, and CHST-500 Global Christian History will be allowed/encouraged to substitute and advanced Bible, theology, or church history elective.

Graduation Requirements

- Completion of core requirements.
- Minimum grade of "C" in each core and elective course.
- Cumulative grade point average of 2.5.
- All requirements for the degree must be completed within six years of enrollment.
- Payment of all tuition and fees is required to receive a diploma.

MA Program of Study (45 Hours)

This 45 hour program with a specialization in Pastoral Ministry will enable the student to apply a specialized set of ministry skills required by The Wesleyan Church for ordination in order to participate in the mission of God in the world.

Core Courses

BIBL-500	The Bible as Christian Scripture	3
THEO-500	Introduction to Christian Theology	3
CHST-500	Global Christian History	3
MISS-500	Cultural Contexts of Ministry	3
SPIR-550	Spiritual Life and Leadership	3

Specialization in Pastoral Ministry

MDIV-500	Pastor, Church & World	3
LEAD-545	Strategic Leadership and Management	3
WSHP-520	Time and Space in Worship	3
PROC-520	Transformational Communication	3

CONG-530	Family Ministry for 21st Century Families	3
CNS-503	Theory and Techniques in the Helping Relationship	3
CHST-536	Wesleyan Church History and Polity	3
THEO-543	Theology of Holiness	3

MPTH - Practical Theology

The Master of Practical Theology (MPTh) is a 36 hour (2 year) master's degree that can be taken subsequent to a student's completion of at least 30 graduate level credit hours (such as a completed MA). This MPTh would create "Master of Divinity (MDiv) equivalence" for students who have completed another master's degree or part of another master's degree. Upon completion of the MPTh, a student would be eligible to apply to a Doctor of Ministry program.

Students completing the MPTh should be able to:

- Demonstrate a solid biblical, theological, historical, and contextual foundation for ministry.
- Integrate the Bible, Christian theology, and church history with selected areas of the practice of ministry.
- Effectively apply a theoretical knowledge to the practice of ministry in selected areas of the practice of ministry.

MPTH - Practical Theology

This program is offered in English and Spanish.

Admission Requirements

- A baccalaureate degree and at least 30 hours of relevant graduate credit from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education.
- A minimum cumulative undergraduate grade-point average (GPA) of at least 2.5 from the baccalaureate degree granting institution.
- An official transcript from the degree granting institution.
- Three references, including
 - a. One from a pastor or denominational supervisor.
 - b. An endorsement from their local church board or appropriate church body.
 - c. Two additional references of the applicant's choosing.
- A three to four page autobiography and statement of ministry purpose. The statement of purpose should reflect one's sense of God's direction in relation to Christian ministry or service.
- Applicants must currently be involved in an appropriate ministry or be willing to be placed in such a ministry throughout the program (see application for details).

Program Requirements

- Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for this degree
- Students are required annually in August to submit an updated Church Endorsement Form in order to continue in the MPTh degree program.

Graduation Requirements

- Completion of core requirements.
- Minimum grade of "C" in each core and elective course.
- Cumulative grade point average of 2.5.

- The MPTH degree must be completed in no less than two years and within six years.
- Payment of all tuition and fees is required to receive a diploma.

MPTH Program of Study

Praxis Courses

Take three of the following praxis courses:

MISS-600	The Missional Church	6
LEAD-600	Congregational Leadership	6
WSHP-600	Christian Worship	6
PROC-600	Christian Proclamation	6
CONG-600	Congregational Spiritual Formation	6
PCRE-600	Congregational Relationships	6

Core Courses

MDIV-500	Pastor, Church & World	3
MISS-500	Cultural Contexts of Ministry	3
BIBL-500	The Bible as Christian Scripture	3
THEO-500	Introduction to Christian Theology	3
CHST-500	Global Christian History	3
MIN-695	Practical Theology Capstone	3

MDIV - Ministry

The MDiv is a 75 hour program that provides high quality, accessible, and economical ministerial training for pastors involved in local church ministry. Courses take place in online, blended, and on-site formats. To enroll in the degree, a person must have earned a bachelor's degree, be officially engaged in ministry with a local church, and have an appropriate ministry context including access to a local body of Christian believers with whom they can successfully complete the required "in-ministry" assignments of the program. Students take required courses (60 hours) in a carefully sequenced cohort format, but also have 15 hours of elective work. Professors include not only a core seminary faculty, but also draw on the strength of undergraduate faculty from IWU's School of Theology and Ministry, as well as on a cadre of prominent adjunct, affiliate, and visiting faculty who teach various courses each year.

Wesley Seminary at Indiana Wesleyan University strives to promote the following key learning outcomes in the MDiv program. A student who has completed the MDiv should, with graduate-level competency, be able to:

- Relate an informed understanding of relevant theories to a lifelong practice of ministry.
- Faithfully and fruitfully participate in the mission of God, lead a local congregation, facilitate worship, proclaim the word of God, spiritually form a people, and foster healthy interpersonal relationships.
- Delineate and implement a process of positive change and transformation into a holy person in one's personal, spiritual, vocational, congregational, and community life.
- Soundly integrate the Bible, Christian theology, and church history with each other and into the practice of ministry.

MDIV - Ministry

The required courses (60 hours) of the Master of Divinity degree are offered in cohort groups that meet weekly online or onsite, in addition to intensive and blended classes, which are often electives (15 hours). Cohort programs take students through a sequence of courses as a group. The core of the MDiv curriculum consists of six, six-hour praxis courses of 16 weeks each, offered in the Fall and Spring. Each praxis course is further accompanied by a one-hour spiritual formation course. In addition, students take three-hour foundational courses in Bible, theology, church history, and ministry context in an intensive, one week format, along with a three-hour orientation and then capstone intensive courses. An additional 15 hours of elective credits are then needed to complete the 75 hour degree requirement.

Students who have taken equivalent courses in their undergraduate program to BIBL-500 The Bible as Christian Scripture, THEO-500 Introduction to Christian Theology, and CHST-500 Global Christian History will be allowed/encouraged to substitute an advanced Bible, theology, or church history elective, or may apply for Advanced Standing with credit.

MDiv students who wish to take the online versions of BIBL-500, THEO-500, or CHST-500 must have permission from the Dean of Wesley Seminary.

Admission Requirements

- A baccalaureate degree from a regionally accredited college or university or an institution accredited by the Association for Biblical Higher Education.
- A minimum cumulative undergraduate grade-point average (GPA) of 2.5 from the baccalaureate degree granting institution.
- An official transcript from the baccalaureate degree granting institution.
- Three references, including
 - a. One from a pastor or denominational supervisor.
 - b. An endorsement from their local church board or appropriate church body.
 - c. Two additional references of the applicant's choosing.
- A three to four page autobiography and statement of ministry purpose. The statement of purpose should reflect one's sense of God's direction in relation to Christian ministry or service.
- Applicants must currently be involved in an appropriate ministry or be willing to be placed in such a ministry throughout the program (see application for details).
- Students may transfer up to 27 hours of prior graduate work from an accredited institution in an appropriate area of study. Credit for up to half the hours of a completed master's degree may also count toward the M.Div. if the courses are relevant to ministry.
- In circumstances when the Seminary has an articulation agreement with a particular undergraduate institution, the total number of M.Div. hours required may be shortened up to 12 hours in lieu of established course relationships.

Transfer Credit

A maximum of 27 hours may be transferred from another accredited master's program, provided it falls within seven years prior to admission.

Program Requirements

- Courses taken at IWU more than seven years prior to admission or readmission to the Seminary cannot be used to fulfill the requirements for this degree.
- Students are required annually in August to submit an updated Church Endorsement Form in order to continue in the MPTTh degree program.
- Students must have completed all core courses before enrolling in MDIV-695. Registration in MDIV-695 will be cancelled for any students who fail to satisfactorily complete all core courses. All requirements for the degree must be completed within ten years of enrollment.
- The default expectation of the MDiv program is to take at least 24 credit hours of the degree in a face-to-face setting. The student can then take the remainder of the program either online or onsite. Intensive courses are often offered around a weekend of yearly convocation, during which most students and faculty in the program come to campus.
- Students in the MDiv program must pass the Bible Content exam with a 70% or higher prior to taking SPIR-540 Goal Setting and Accountability. Students who fail to achieve a sufficient score on the exam will be automatically withdrawn from future courses until such time as they pass the exam.
- Students may choose specific electives to complete the MDiv with a specialization in Church Planting and Multiplication, Church Health and Revitalization, Children, Youth, and Family Ministry, Leadership, Pastoral Care, and Worship Arts.

Graduation Requirements

- Completion of core requirements.
- Minimum grade of "C" in each core and elective course.
- Cumulative grade point average of 2.5.

- All requirements for the degree must be completed within ten years.
- Payment of all tuition and fees is required to receive a diploma.

M.Div. Program of Study

Foundational Courses

MDIV-500	Pastor, Church & World	3
MISS-500	Cultural Contexts of Ministry	3
BIBL-500	The Bible as Christian Scripture	3
THEO-500	Introduction to Christian Theology	3
CHST-500	Global Christian History	3
MDIV-695	Integration Capstone	3

Praxis Courses

MISS-600	The Missional Church	6
LEAD-600	Congregational Leadership	6
WSHP-600	Christian Worship	6
PROC-600	Christian Proclamation	6
CONG-600	Congregational Spiritual Formation	6
PCRE-600	Congregational Relationships	6

Spiritual Formation

SPIR-500	Spiritual Formation: Change & Transformation	1
SPIR-520	Spiritual Formation: Self Awareness & Appraisal	1
SPIR-540	Spiritual Formation: Goal Setting & Accountability	1
SPIR-560	Spiritual Formation: Mentoring & Spiritual Direction	1
SPIR-570	Spiritual Formation: Personal & Corporate Disciplines	1
SPIR-590	Spiritual Formation: Recovery & Deliverance	1

Electives

Electives	15
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Specialization in Children, Youth, and Family Ministry

CONG-530	Family Ministry for 21st Century Families	3
PROC-525	Effective Communication With Children And Youth	3
CONG-550	Child and Adolescent Development	3
CONG-540	Programming and Management in Family Ministry	3

Specialization in Church Health and Revitalization

CONG-555	Diagnosis and Prescription for a Healthy Church	3
MIN-563	Power, Change, and Conflict Management	3
CONG-525	Newcomer Integration	3
CONG-560	Church Revitalization Field Study	3

Specialization in Church Planting and Multiplication

MISS-550	Multiply: Foundations of Church Planting and Multiplication	3
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MISS-552	Core: the Calling, Character, and Competency of a Church Multiplier	3
MISS-553	Launch: Initiating Effective New Churches, Sites, and Venues	3
MISS-554	Thrive: Maximizing the Post-Launch Phase	3
Specialization in Leadership		
LEAD-545	Strategic Leadership and Management	3
LEAD-520	Communication and Leadership	3
LEAD-560	Power, Change, and Conflict Management	3
LEAD-550	Intergenerational Leadership	3
Specialization in Pastoral Care		
	Electives from Graduate Counseling Courses	12
Specialization in Worship Arts		
WSHP-520	Time and Space in Worship	3
WSHP-540	Music and Arts in Worship	3
WSHP-560	Media and Technology in Worship	3
WSHP-580	Emerging Trends in Worship	3

DMIN - Ministry

The Doctor of Ministry (DMin) degree is a 38 semester credit hour degree that provides advanced knowledge and research skills in relation to an area of ministry practice. The program is structured around two one-week intensives a year for three years under the supervision of a faculty mentor, supplemented by online courses that prepare a student for work on an individual Research Project. At the end of the first three years, the student is assigned a Project Advisor, who will work with the student in the fourth and any subsequent year through the proposal, implementation, and completion phases of the Project.

A student who has successfully completed the degree should be able to:

- Demonstrate doctoral-level competency in the knowledge and skills related to an area of ministry practice, including the implementation of that practice in varying cultural contexts.
- Conduct self-directed research on an area of ministry practice, culminating in a doctoral-level project that presents a research-based solution to a ministry problem and makes a contribution to scholarship and research in that area.
- Apply biblical, theological, and historical insights to the practice of ministry with advanced understanding.
- Demonstrate spiritual, personal, and professional growth in conjunction with growth in the knowledge and skills related to an area of ministry practice.

Degree Distinctives

- **Specialized Focus:** Each DMin cohort will focus on an area of ministry practice for the entirety of the degree (like leadership or spiritual formation), with an opportunity for the individual student to customize research and application to personal ministry goals.
- **Faculty Mentor:** Students proceed through the first three years of the program with a faculty mentor who is the primary designer of the specifics of students' coursework.
- **Visiting Professors:** Part of the intensive experience will be visiting experts on the specialized topics of each course.
- **Cohort Based:** Students will proceed through the coursework phase of the degree in a cohort and continue in a common space working through the Project individually with the Project Advisor.
- **Project Guidance:** Students will work through the Project in a guided way that keeps them from the limbo of many doctoral programs.

DMIN - Ministry

Admission Requirements

- A Master of Divinity degree or MDiv equivalence, defined as 72 semester credit hours of relevant graduate course work, with at least a 3.0 GPA.
- Students who only have 60 credit hours of graduate work may be provisionally admitted to the DMin, with the understanding that they must satisfactorily complete those 12 hours before final admission to the program and matriculation into a cohort.
- At least three years of full-time ministry experience after receiving an MDiv degree or its equivalence. Up to 20% of students in the DMin program may be admitted without meeting the three year requirement.
- For students whose first language is not English (or Spanish for Spanish DMin cohorts) and have not earned a Bachelor degree taught in English in the US, UK, Australia, New Zealand, or Canada, the TOEFL is required. Students must receive at least a score of 550 on the paper test, an 80 on the internet test, or a 6.5 on the IELTS.
- Official transcript from degree granting institution(s).
- Three letters of reference (one pastoral, one academic, one from a lay person who has been under their ministry).
- A sample of academic writing (10 to 20 page work).

Program Requirements

- **Intensives** - A student takes two weeks of intensive courses per year for the first three years (it is also possible that some of these courses might be taken online). Each intensive course is 5 semester credit hours, making up 30 of the 38 degree hours. These intensives would involve extensive pre- and post-course work. In some cases, a Faculty Mentor may wish to do one of the “intensive” courses online, but no more than 50% of any cohort design will involve purely online courses.
- **Absence from Intensives** - In the case of a major emergency, with the permission of the Faculty Mentor, a student may miss one intensive session (one week) in the degree program. In such cases it is up to the Mentor to determine an appropriate way for the student to make up for the lost learning. If a student misses more than one intensive session, however, the student will have to withdraw from the program and reapply to a subsequent cohort.
- **Withdrawals** - If a student withdraws from a DMin cohort and then is readmitted to a subsequent DMin cohort, the student may be required to audit seminars for which they have already received credit.
- **Project** - Students will be assigned a Project Advisor near the end of the initial three years. An External Reader will also be chosen. Students will continue to register for MIN-802 Project Continuation (one credit hour) until project completion. The substance of the student's work will be in dialog with the Project Advisor. The oral defense will include the student, the Project Advisor, the Faculty Mentor (if different from Project Advisor), and an External Reader.

Graduation Requirements

- Successful completion of 38 hours of coursework with at least 3.25 GPA. Intensive courses will be graded. Project courses will be pass/fail.
- A minimum grade "B" in each course.
- Successful oral defense of a submitted project.
- All requirements for the degree must be completed within seven years of enrollment in the DMin.
- Payment of all tuition and fees is required to receive a diploma.

DMIN Program of Study

Foundational Courses

MIN-701	Statement of the Problem	2
MIN-702	Literature Review	2
MIN-703	Methods of Research	2
MIN-800	Ministry Project 1	1
MIN-801	Ministry Project 2	1

Specialization in Transformation Leadership

LEAD-711	Leadership Seminar 1	5
LEAD-712	Leadership Seminar 2	5
LEAD-713	Leadership Seminar 3	5
LEAD-714	Leadership Seminar 4	5
LEAD-715	Leadership Seminar 5	5
LEAD-716	Leadership Seminar 6	5

The Graduate School

The Graduate School is charged with the supervision of graduate level education across the university. This includes the development and implementation of new graduate programs and degrees as well as the maintenance of existing programs and degrees. The current graduate degrees offered are the Master of Arts, Master of Science, Master of Science in Nursing, Master of Business Administration, Master of Public Administration, Master of Theological Studies, Master of Public Health, Master of Practical Theology, Master of Divinity, Master of Education, Master of Social Work, Doctor of Nursing Practice, Doctor of Philosophy, Doctor of Ministry, and Occupational Therapy Doctorate. In addition, a number of post-baccalaureate certificates and specialized training programs are offered through the various departments in the University. These degrees, certificates, and training programs are described in the respective departmental sections of the catalog.

The Dean of the Graduate School (Graduate Dean) is the chief academic officer for the Graduate School. The Dean is responsible for the development, evaluation, and administration of all graduate programs within the University. The Dean is also involved with issues involving graduate students including policies regarding admissions, retention, and progress toward graduation.

Mission of the Graduate School

Indiana Wesleyan University's Graduate School will provide a high quality, Christ-centered, graduate education in preparing advanced students to lead change in their world.

We seek to accomplish our mission by challenging students to pursue their leadership potential within a context of academic excellence, professionalism, and ethical behavior.

Communication with the Graduate School

Address	Indiana Wesleyan University 4201 S Washington St Marion IN 46953-5279 http://graduate.indwes.edu http://myIWU.indwes.edu
Dean of The Graduate School	765-677-1138
Office of Student Services	765-677-2359
Financial Aid Office	765-677-2516 or 765-677-2116
Accounting	765-677-2878
Resources	765-677-2854
Registrar's Office	765-677-2131

IWU Graduate Programs

In the College of Arts and Sciences:

The Graduate Counseling Division in the School of Social and Behavioral and Business offers the Master of Arts degree with majors in:

- Clinical Mental Health Counseling (p. 163)
- Community Counseling (p. 163)
- Marriage and Family Counseling/Therapy (p. 163)
- School Counseling (p. 163)
- Addictions Counseling (p. 163)
- Student Development Administration (p. 163)

Certificate Programs

- Addictions Counseling Certificate (p. 170)
- Graduate Counseling Post-Master's Certificate (p. 171)

The School of Theology and Ministry offers the Bachelor of Science to Master of Arts degree in Christian Ministries in the:

- Kern Ministry Program (p. 235)
- Master of Arts in Christian Ministries (p. 235)

In the College of Adult and Professional Studies:

The DeVoe School of Business offers the following programs:

- Master of Business Administration with majors in:
 - Business Administration (p. 314)
 - Healthcare Administration (p. 314)
 - Personal Financial Planning (p. 314)
 - School Administration (p. 314)
 - Executive Management (Virtual MBA) (p. 314)
 - International Business (Virtual MBA) (p. 314)
 - Nursing Administration/Business Administration (dual MSN/MBA degree with the School of Nursing) (p. 314)
- Master of Science degree with majors in:
 - Accounting (p. 311)
 - Human Resource Management (p. 311)
 - Management (p. 311)
- Graduate Certificates in the areas of:
 - Biology (p. 401)
 - Mathematics (p. 402)
 - Technology Digital Literacy (p. 402)

The School of Service and Leadership offers the following programs:

- Master of Theological Studies (p. **Error! Bookmark not defined.**)
- Master of Public Administration (p. 379)
- Master of Social Work (p. 372)
- Master of Arts degree with a major in Organizational Leadership (p. 392)
- Doctor of Philosophy degree with a major in Organizational Leadership (p. 393)

The School of Education Leadership offers the following programs:

- Transition to Teaching Initial Licensure Program (p. 350)
- Teaching Certificate Programs (p. 359)
- Master of Education with majors in:
 - Christian Education (p. 336)
 - Education (p. 336)
 - Curriculum and Instruction (p. 336)

- Biology (p. 340)
- Mathematics (p. 341)
- Technology Digital Literacy (p. 342)
- Reading (p. 336)
- School Administration (p. 336)
- Special Education (p. 336)
- Principal Licensure Certificate Program (p. 358)

In the School of Nursing:

Graduate Studies in Nursing offers the following degrees:

- Master of Science in Nursing with majors in:
 - Primary Care (p. 459)
 - Nursing Education (p. 459)
 - Nursing Administration (p. 459)
 - Nursing Administration/Business Administration (dual MSN/MBA degree with the School of Business and Leadership) (p. 459)
 - Psychiatric Mental Health Nursing (p. 466)
- Doctor of Nursing Practice (p. 469)

In the School of Health Sciences:

The School of Health Sciences offers the following degrees:

- Master of Public Health (p. 493)
- Master of Science with a post-professional major in Athletic Training (p. 491)
- Occupational Therapy Doctorate (p. 495)

In Wesley Seminary at Indiana Wesleyan University:

Wesley Seminary offers the following degrees:

- Master of Arts - Ministry (p. 519)
- Master of Practical Theology (p. 524)
- Master of Divinity (p. 525)
- DMIN - Ministry (p. 528)

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