



## University Graduate School 2009-2010 Academic Bulletin

### Admission

#### Undergraduate Requirements

The University Graduate School will consider applications from students holding baccalaureate degrees from Indiana University or from other accredited four-year collegiate institutions. The University Graduate School may admit students who do not meet stated admission criteria provided that the deficiencies amount to no more than one year's work. The dean will determine the condition of admission in such cases. If more than a year's work is deficient, students should apply to the University Graduate School for admission to the Continuing Nondegree Program. Students from unaccredited institutions may be admitted as special students for one semester; if their records are then satisfactory and their department, program, or school recommends them, they will be given full standing. Ordinarily, a B (3.0) average in the undergraduate major is required for admission to the University Graduate School.

#### Distance/Distributed Education

The University Graduate School recognizes the role in contemporary curricula of modern technologies that enhance learning in both traditional formats featuring primarily face-to-face interaction and in non-traditional formats where students and faculty engage each other primarily via electronic means. In considering course work for admission purposes or for transfer of credit into a degree program, the Graduate School expects programs to evaluate course work and to apply the same criteria for quality to both traditional and distance formats. Course work must be from an accredited four-year collegiate institution to be considered for admission purposes, or must otherwise comply with the requirements for non-accredited institutions (see prior section).

#### Indiana University Baccalaureate Degree Candidates

Candidates for baccalaureate degrees at Indiana University may apply for conditional admission to the University Graduate School and may enroll for graduate credit for that portion of their program not required for completion of the baccalaureate degree, provided that:

1. They are within one semester of meeting baccalaureate

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degree requirements. (If the baccalaureate is not completed within that semester, graduate credit earned may not be counted toward an advanced degree).

2. The total course load does not exceed that ordinarily taken by a full-time graduate student.
3. The courses taken for graduate credit are authorized to carry such credit. (In certain instances graduate credit is allowed for undergraduate courses.)

#### Application

To assure that course credit will be eligible to count toward an intended graduate degree, prospective graduate students, including graduates of Indiana University, must make formal application and be admitted to a department, program, or academic school, or must be registered as a continuing nondegree student before taking courses for graduate credit. Most programs of the University Graduate School consider applications for admission and financial aid that are completed by the following dates: January 15 for the fall semester, September 1 for the spring semester, and January 1 for the summer. If a program uses other deadlines, the applicant will be informed by the staff of the program. Many graduate programs consider applications submitted after a deadline as long as all available spaces for students have not been filled by highly qualified applicants. Inquiries about late applications for admission or financial aid should be addressed to the program of the student's intended major.

Electronic applications are the preferred form of application at IU Bloomington. If needed, paper application forms are available in the office of the University Graduate School, Kirkwood Hall 111, Indiana University, Bloomington, IN 47405, in the IUPUI Graduate Office, IUPUI, Union Building 207, 620 Union Street, Indianapolis, IN 46202, and in departmental offices.

For further information, consult [www.gradapp.indiana.edu](http://www.gradapp.indiana.edu). All applications must be accompanied by one complete transcript of previous college and university work and should be submitted directly to the department in which the student wishes to work. Indiana University graduates should request the registrar's office to send unofficial copies of their transcripts to that department.

By action of the Trustees of Indiana University, a nonrefundable application fee of \$55 is required of all applicants. An application fee of \$55 (2009-2010) is required for all applicants applying to Indiana University Graduate School programs on the IUB campus and \$50 on the IUPUI campus. All Graduate Nondegree students on the Indianapolis campus must pay a \$50 (2009-2010) application fee as well. At IU Bloomington, Continuing Nondegree Program students are not assessed an application fee, but a \$25 processing fee is assessed each semester in which they enroll.

Admission (except for Continuing Nondegree students) is made to a particular department for a specific degree, and no student shall be permitted to work toward a degree without first having been admitted to do so. A flexible entry procedure for basic science programs at Indianapolis allows Ph.D. students up to one year to identify a research laboratory and degree program. Students desiring to change departments should fill out Transfer of Department Forms, which may be obtained in the offices of individual departments or schools (e.g., the School of Education, the College of Arts and Sciences). Requests for change of degree status must be submitted by the department and approved by the dean.

Following the notice of admission to the University Graduate School, an applicant normally has two calendar years in which to enroll. Supplementary transcripts of any additional academic work undertaken during that period are required, and a department may request additional letters of recommendation. Should the updated material prove unsatisfactory, the admission may be cancelled. If the applicant fails to enroll within two years, a completely new application is required.

## Graduate Record Examination

Applicants may be required to take the Graduate Record Examination General Test, Subject Test, or both (see departmental requirements). Information concerning these examinations may be obtained online at [www.ets.org](http://www.ets.org). Further information is available in the office of the University Graduate School (IUB) or at the Graduate Office (IUPUI).

## International Students

There are special application procedures for those who are not citizens of the United States or who have had their previous schooling outside the United States. At IU Bloomington, international students can apply online at <http://www.gradapp.indiana.edu> or obtain the International Paper Packet from the Office of Admissions at Bloomington (300 N. Jordan Ave; [812] 855-4306; e-mail [intladm@indiana.edu](mailto:intladm@indiana.edu)) or the Office of International Affairs at IUPUI (902 W. New York St., ES 2126; [317] 274-7000; E-mail [intlaff@iupui.edu](mailto:intlaff@iupui.edu); the international application may be downloaded from [www.iupui.edu/~oia/](http://www.iupui.edu/~oia/)). Because of the extra procedures required in evaluating foreign credentials, the application fee for international students is \$60 (IUB and IUPUI).

Once enrolled, international students who wish to change their programs of study must first obtain the approval of the Office of International Services. After such approval is granted, application for formal change of status may be made to the University Graduate School according to the same procedures governing United States citizens.

International students must enroll in at least 8 credit hours each fall and spring semester in order to meet visa requirements. Any exceptions to this regulation must be approved in advance by the Office of International Services.

Since the language of instruction at Indiana University is English, proficiency in reading, writing, speaking, and understanding English is essential. Applicants whose native language is not English should submit proof of such proficiency by the time they apply for admission. Normally this is done by taking the Test of English as a Foreign Language (TOEFL). Results of this test should be submitted as part of the application for admission. The TOEFL examination is given six times a year in the United States and many foreign countries. Further information may be obtained at American consulates or by writing to TOEFL, Box 899, Princeton, NJ 08541, U.S.A. If it is not possible to take the TOEFL, applicants should obtain a statement by a responsible official, ordinarily a United States consular official, attesting that they read, write, speak, and understand the English language well enough to pursue, at an American university, a program leading to an advanced degree in their chosen field. Such a statement should be submitted with the application for admission.

Prior to registration for classes, all new students whose native language is not English are required to take an English Language Proficiency Test administered by the Indiana University Center for English Language Training (CELT) at Bloomington, and by the ESL program and the Office of International Affairs at Indianapolis. If the results of this test indicate that a student needs additional work in English as a second language, appropriate recommendations will be made to the student's academic advisors. This requirement has been established in recognition of the vital importance of language competency to the student's academic success. Prospective students whose native language is not English and who have been offered positions as associate instructors are required to pass additional tests in English, since success as a teacher at Indiana University is dependent upon one's ability to communicate in the English language. Information regarding these examinations may be obtained directly from the individual academic departments at IU Bloomington or from the Graduate Office at IUPUI.

## Nondegree Students

### Special Students

Students who have not been admitted to a degree program but who intend to study primarily in one department may be admitted by that department with the approval of the dean as special students. They must apply to a department just as

degree students do and should indicate their desired status.

### **Continuing Nondegree Students**

The holder of a baccalaureate degree who wishes to study on a nondegree basis without necessarily concentrating in a single department may be admitted to the University Graduate School as a continuing nondegree student. Such students may not accumulate more than 18 credit hours in a single subject area, and may enroll only in those courses for which they can obtain specific permission to register, which takes into consideration the academic background of the individual and course enrollment limitations. In addition to Indiana University tuition and mandatory fees, a program processing fee of \$25 is assessed each semester. For details of admission and further information, students should consult the University Graduate School at Bloomington (Kirkwood Hall 111, [812] 855-4010, [nondegr@indiana.edu](mailto:nondegr@indiana.edu)) or the Graduate Nondegree Program at Indianapolis (620 Union Drive, Room 207, [317] 274-1577, [www.iupui.edu/~gradoff/gnd/](http://www.iupui.edu/~gradoff/gnd/)).

A student initially admitted as a continuing nondegree student who later wishes to obtain a graduate degree must make formal application and be admitted to a departmental degree program. The department may then recommend to the dean that credit earned as a continuing nondegree student be applied to degree requirements. Students should be aware that certain departments and schools specifically prohibit work taken under continuing nondegree status from counting toward a degree after a student has been admitted to a degree program.