

Indiana University Fort Wayne Bulletin

[IU Fort Wayne](#)

Indiana University has been a part of the Fort Wayne community for more than 50 years—and we're not going anywhere. We're committed to providing students with an excellent, affordable health sciences education close to where they live and work.

At IU Fort Wayne, IU's [School of Medicine](#), [School of Nursing](#), [School of Dentistry](#), [School of Social Work](#), [Fairbanks School of Public Health](#), and [School of Health and Human Sciences](#) will work together to create a unique health sciences environment based right here in one of the largest medical communities in the region.

IU Fort Wayne is an extension of IU Indianapolis and therefore programs and offices have a close connection or oversight by an administrative office or School in Indianapolis.

Administration

[Indiana University Fort Wayne Administration](#)

- Deborah Garrison, Ph.D., Vice Chancellor and Dean
- Ann M. Obergfell, J.D., RT(R), Associate Vice Chancellor of Academic Affairs
- David Chappell, Ed.D., Assistant Vice Chancellor of Enrollment Management and Operations

[IU Indianapolis Administration](#)

[Indiana University Administration](#)

Policies & Procedures

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Attendance Policies

- Dismissal
- Dropping/Adding Classes
- Full-Time, Half-Time, Part-Time Student Status
- Military Withdrawal
- Official Enrollment for Class Attendance
- Readmission
- Religious Holidays
- Transfer

Dismissal

Students may be dismissed from their school or program if they fail to meet academic or professional standards. The student will be informed of the dismissal in writing by the school's dean or the dean's campus representative.

Some factors considered when students are dismissed are failure to maintain a minimum GPA of 2.0 or the school's GPA of good standing after being placed on probation, a lack of progress toward the degree requirements in the judgment of the faculty, or a lack of acceptable ethical or

professional behavior. Dismissed students are required to sit out for at least one semester following their first dismissal, and at least one full year following their second dismissal in most schools. See individual programs for more information about dismissal and readmission. Individual departments/schools may refuse to readmit students on the basis of their academic records.

Students already enrolled in and even attending classes will be administratively dropped from those classes and their money returned if they are dismissed.

Dropping or Adding Classes

Students can make changes in their schedule (commonly known as drop and add) from the time of their initial registration up through the last day of the first week of the semester online via [One.IU](#). Drops after the first week of class require a student's advisor's approval, and adds require that both the advisor and the instructor of the class approve the late add. Students receiving financial aid should be aware that dropping a course may change the amount of aid for which a student is eligible and may require that the student repay some of the money already received.

Students must drop classes officially; stopping attendance in a class, or never attending the class or simply not paying for the class do not cause the student to be dropped from the class(s). After the middle of the semester, students need both the advisor's and instructor's approvals in order to drop a class. In the final quarter of the semester, classes can be dropped only with the approval of the dean of the student's school. Such late withdrawals are usually approved only if illness or emergencies are involved.

Dropping and Adding classes is done using an electronic form (eDrop/eAdd), which are routed for appropriate approval through IU workflow.

While withdrawals do not change a student's GPA, more than 10 withdrawals without well-documented medical or other serious reasons will trigger the federal government's definition of "not making academic progress" and may result in the loss of eligibility for certain types of aid.

Refunds for Dropped Courses

The official first day of classes for each semester is used to determine the refund period. Refunds are determined by the date of the drop activity. For electronic drop/add processing which begins as of the second week of classes, the date the student initiates the request is used as the drop date if all approvals are secured.

Refunds are based on the following schedule:

Courses Scheduled for 9–16 Weeks

For withdrawal during:

1st week of classes—100% of course fees

2nd week of classes—75% of course fees

3rd week of classes—50% of course fees

4th week of classes—25% of course fees

5th week of classes and after—No refund

For courses scheduled for fewer than nine weeks, see the refund chart at [Student Central](#).

Check the Student Central website for exact refund dates. After the fourth week, if you decide not to attend a class,

don't just walk away from the class without officially withdrawing from the class or from the university; you will receive an F in any classes not dropped. The university does not withdraw students from classes simply for failure to pay fees.

Every student must officially withdraw from a class before a refund may be considered. If students do not withdraw, they will be awarded a grade of F, and they will be required to pay for the course before they can register for additional courses in future semesters.

Full-Time, Half-Time, Part-Time Student Enrollment Status for Loan Deferment, Medical Insurance, etc.

Certification of full, half or less than half-time enrollment status for loan deferment, medical insurance, etc. is based on hours of enrollment in a term (Fall, Spring, Summer). Listed below are the requirements that constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance.

Full time enrollment as defined below, is often required in order for students to be covered for health/medical insurance or to defer repayment of student loans. For example, a dependent student may be covered under their parent's medical insurance plan as long as that student remains enrolled as a full time student. If that student were to drop below full time status, they may not be covered. This should be considered when dropping from full time to half/part time status.

Fall, Spring, Summer Term Enrollment Status Requirements			
	Full time	Half time	Less than Half time
* Undergraduate	12 hrs.	6 hrs.	1-5 hrs.

Military Withdrawal

Indiana University realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. While the following policy does NOT pertain to initial active duty training (i.e. basic training), this policy is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/session.

Any student called to active duty, specialized training or as part of disaster relief efforts may withdraw from all courses and receive a 100% refund of tuition and fees. Alternatively, with the permission of the instructor(s), a student may receive an incomplete or a final grade in some or all of the courses taken. Either alternative may occur anytime during the semester through the end of final examinations. If the withdrawal is processed after the first week of classes, the grade of W will be assigned. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. The request to withdraw needs to be made within

one week of official notification by the military service and may be made by either the student or other responsible party who has the student's military information.

Students who wish to withdraw from courses as a result of being called to active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the campus Veterans support services office (if applicable) or campus Registrar's office along with a signed note asking to be withdrawn. Either office provides a one-point-of-contact process for withdrawals so students won't need to visit various offices. Students or other responsible parties may wish to contact the appropriate campus office first to begin the withdrawal process based on some official military documentation, with the understanding that a copy of the orders would need to be forthcoming. Students who must withdraw for the reasons specified above will receive a notation on the transcript for that term that reads "Withdrew due to military obligation."

Students who cannot enroll for a future term or who need to withdraw from a current term due to military commitments can also be placed on a military leave of absence that will extend access to their IU computer and email accounts while they are gone. A copy of orders provided to the campus Veterans support services office (if applicable) or campus Registrar's office will initiate this action.

Approved, Registrar Council, 12/11/2008 Approved, IUB Provost & IUPUI Chancellor, 12/20/2008

In the spirit of this policy, faculty should also make every effort to allow students who are members of the U.S. armed forces to make up exams and exercises that may be missed during the semester if it can be documented that the student was called up for specialized, short-term training.

Please visit the [Office for Veterans & Military Personnel](#) website for any updated policy information on military withdrawals.

Official Enrollment Class Attendance No Class Attendance without Official Enrollment

- After the conclusion of the 100% refund period for the relevant term or session, all individuals attending classes on a regular basis MUST be officially enrolled in the class, attending the class based on formal arrangements to make up a prior grade of Incomplete, or enrolled as an auditor.
 - Students making up an Incomplete from a prior term should be added to the Learning Management system roster as well as the SER - Student Engagement Roster.
 - Students who are officially auditing a course must follow the course attendance and work expectations agreed to by the course instructor.
- One time visitors to classes may be allowed only on an exception basis with prior permission of the instructor.
- Individual academic units may have stricter policies based on the types of instruction occurring within the unit.
- Note: This policy does not apply to individuals who provide assistance to a student with a documented

disability, such as Adaptive Educational Services sign language interpreters, individuals who are involved in the course in an instructional role, or administrative personnel.

Adopted by APPC 10/3/2014

Readmission

Any student who has been dismissed from an IU Fort Wayne school or its equivalent on another IU campus must petition for readmission. Some schools also require students dismissed from other institutions to petition for admission. Each petition is considered individually, and a decision is made based on the student's academic history and personal circumstances. Students must explain why they were dismissed and how they expect to deal with potential problems. A Petition for Readmission form may be obtained in school offices.

Schools will notify students of their readmission status. Students may be approved for readmission, approved for a conditional readmission (e.g., for part-time but not full-time study), or denied readmission.

Students who have been dismissed but can show compelling evidence that they have corrected the problem may be allowed to return to school without delay. Petitioning for readmission between the fall and spring semesters may not be possible, however, if the school requires that the petition goes to a faculty committee. Check with the recorder of individual schools to determine the school's policy.

Religious Holidays

IUFW respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays.

Any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and that students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students seeking accommodation for religious observances must make a request in writing by the end of the 2nd week of the semester to the course instructor and should use the Request for Course Accommodation Due to Religious Observance Form available at Student Central. The University will not levy fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects should result to students because they have made use of these provisions.

It should be noted that while campus policy requires instructors to make reasonable accommodations when a student must miss an examination, assignment,

or other academic exercise because of a required religious observance, it is not campus policy to require accommodations when students wish to travel to share a holiday with their families. Most religions are represented in the Fort Wayne area and can provide appropriate observances. However, it is appropriate to grant accommodations for a few hours after the holiday if the observance includes fasting.

Recommended Accommodations

The instructor and the student should discuss what a reasonable accommodation would represent. In general, the student must be given the opportunity to do appropriate make-up work that is equivalent to and intrinsically no more difficult than the original examination, assignment, or other academic exercise. This could be the same work with a different due date, or a substantially similar exercise at another time. However, any accommodation that is mutually agreeable to both student and faculty member is acceptable.

For example, if a student asks to be absent from an examination that falls during a religious holiday, it is the responsibility of the instructor to provide the student with an opportunity to take the examination or an alternate examination at another time. Some instructors have a policy of dropping the lowest examination score before calculating the course grade, but it would be inappropriate to require the student to drop an examination held on a religious holiday, since the student does not have an opportunity equal to all other students in the class to take all the examinations and drop the lowest grade. Similarly, an offer to substitute for the examination grade an average of the grades on the other examinations may not be fair if the student would do better on this examination than on the others.

If after discussion the instructor and student cannot agree on an accommodation, either or both should seek the advice of the Associate Vice Chancellor of Academic Affairs and Operations.

Transfer Credit

Transfers from Other Universities

A student from any other college or university must complete an official undergraduate application through the [IU Fort Wayne Office of Recruitment and Admissions](#). Applicants are required to provide official transcripts from all post-secondary institutions they have attended.

IU Fort Wayne has increasing numbers of articulation agreements with Ivy Tech Community College that permit credits to transfer to IU Fort Wayne. No courses completed before the fall 1990 semester will transfer.

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associates, or bachelor's degree program, you will apply as a degree-seeking student (even if you are unsure of which degree program).

Admission Standards General Policy

If you have fewer than 26 hours of transferable work, you must provide a high school transcript as well as transcripts of your college work. If you were not admissible from high school, you must complete 26 semester credit hours of transferable courses with grades of C or higher and have

a cumulative GPA of 2.0 at another school or university before being able to transfer to IU Fort Wayne.

If you were admissible from high school or you have more than 26 hours of transferable work, you must have a cumulative grade point average of at least 2.0 on a 4.0 scale and be eligible to return to your previous college. If you do not have a 2.0 or you are not eligible to return to your former school, you must sit out for one regular semester (fall or spring term).

Admission on Probation

Assuming you were admissible from high school but your GPA is below a 2.0, you will be considered for admission on probation provided you have met or are meeting the required length of time out of school. If you were not admissible from high school, you must complete 26 semester credit hours of transferable courses with grades of C or higher and have a cumulative GPA of 2.0 at another school or university before being able to transfer to IU Fort Wayne. In some cases, students with GPA's below a 2.0 will be required to file a petition and perhaps schedule an interview. After reviewing your application, the Office of Undergraduate Admissions will advise you if you must take these steps.

Credentials Needed

- Official college transcript from every college attended.

An official copy is one that has the embossed or raised seal of the school. Fax copies, photocopies, and grade reports are not considered official.

- High school transcript or GED results if you have fewer than 26 credit hours of transferable work. (IU Fort Wayne will accept a faxed high school transcript provided it is sent directly from the high school with the school fax number on the faxed pages.)

Please note that you are responsible for mailing the request to your former colleges and paying whatever fee is charged.

Transfer Credit

Acceptance of credit from other accredited institutions is performed by the IU Fort Wayne Office of Recruitment and Admissions, Neff Hall 110, Fort Wayne, IN 46805, (844) 634-0005.

Only courses with grades of C (2.0) or higher are transferred for possible use toward an IU degree. No courses with grades of C- or lower will transfer to IU Fort Wayne unless the coursework was taken at Purdue University in which grades of C- are transferred for credit. None of the grades transferred from other colleges or universities count in the IU grade point average. Some schools, however, may consider such grades for admission purposes and other academic matters.

Course work taken at another institution for which there is an equivalent Indiana University course (in terms of course description, level, and prerequisites) will generally be transferred as credit in the equivalent courses. Other course work will be transferred as undistributed and reviewed by the appropriate department or school to determine how it will be counted toward degree requirements. In addition, the university does not accept

the transference of special credit by examination awarded by another college or university.

Courses taken at another institution on a quarter system rather than a semester system will be evaluated as carrying fewer credit hours (e.g., a 3 credit hour course taken on a quarter system will transfer as 2 credit hours).

Courses taken at foreign institutions that are accredited at the same level as IU Fort Wayne will be transferred in as undistributed credit rather than as specific courses. In general, the international admissions evaluator will designate the credit as lower-division course work with a 100 number, though if it is clear that the course work warrants a 200 or 300 number, such designations will be used. If students want courses to count for specific classes, they must obtain an official translation of the course description and any other material, such as a syllabus, that explains the course content. With that material, the department offering the course can determine whether there is an equivalent IU course. An individual within each department or school will be responsible for making the determination and informing the Office of International Affairs, using the Undistributed Transfer Credit Departmental Evaluation Form. Subsequently, the appropriate changes will be made on the student's official transcript.

The decision about which courses are counted in a student's IU GPA depends on where the courses were taken. Course work taken at another Indiana University campus will be counted in a student's IU GPA. How accepted credit is applied to program requirements is determined by the school and/or department that offer the course(s). Courses that were completed 10 years ago (or even more recently) may not be accepted in some programs and must be approved by the individual school and department awarding the degree.

Academic Policy

- Academic Calendar Guidelines
- Academic Level
- Academic Probation
- Auditing a Course
- Grade Change
- Grade Point Average
- Grade Replacement
- Grading System - (I, R, Pass/Fail, Satisfactory/Fail)
- Graduation with Academic Distinction
- Final Exam Scheduling
- Pass / Fail Option
- Special Topics/Variable Title Course
- Submitting Final Grades

Academic Calendar Guidelines

1. Calendars on all campuses of the University are to be constructed according to these guidelines:
 1. In order that students may transfer from one to another campus of Indiana University without loss of time in the pursuit of their educational goals, the beginning and ending dates for semesters and major summer sessions will be approximately the same on all campuses to

minimize overlap between two sessions at the various campuses.

2. IU Fort Wayne will follow the PFW calendar for term start, term end, and holiday schedules. IUFW will follow the IU calendar policy for all other enrollment management dates including adds, drops and refunds.
3. The usual 3-credit lecture class shall meet for a minimum of approximately 2,000 minutes, excluding the final examination period.
4. A standard semester shall contain at least 15 weeks of instruction, including final examinations.
5. A campus calendar committee, with the approval of its respective faculty, will determine the number and arrangement of days needed for student orientation, counseling, registration, and final examinations.
6. Thanksgiving Recess, consisting of at least Thanksgiving Day and the following Friday, will be observed on each campus.
7. Following the ending of classes, an appropriate number of days may be reserved each semester for final examinations. At no time should the examination period for the first semester end later than December 23.
8. The Spring Recess should be no more than one week in length.
9. The University's Founders Day ceremony will be observed on the third Wednesday of April. *[NOTE: Current practice is that the date of Founders Day is set by the President's Office and that it usually is observed in March. (Administrative Practice)]*
10. The University Commencement Committee will coordinate the dates for commencement ceremonies so that the President and other key officials will be able to attend these ceremonies on each campus.
11. Independence Day and Martin Luther King, Jr. Day, and Juneteenth are to be recognized as recess days on each campus. *(See the [Indiana University Board of Trustees' Resolution regarding Martin Luther King, Jr. Day.](#))*
12. In order to facilitate the coordination of calendars within the Indiana University system, the calendar committee for a specific campus will inform and consult with the University Calendar Committee and obtain its approval for any exceptions to these guidelines, prior to recommending a calendar to its Faculty Council (or equivalent approving body)

(University Faculty Council, April 29, 1976, and April 27, 1982)

Academic Level

Undergraduate Class Standing

- Freshmen 0 - 29 hours
- Sophomore 30 - 59 hours
- Junior 60 - 89 hours
- Senior 90+ hours

In some cases, a student's class standing is determined by where the student is in his or her program and not by the simple total of all credit hours. This is especially true if a student has changed majors and moved into a program where a significant number of hours previously taken will not apply toward the new major. While this isn't usually a real issue at the freshman and sophomore levels, it is more likely to occur when a student changes schools while a junior or senior.

NOTE: 30 CREDIT HOURS EACH YEAR is expected for on-time completion of an undergraduate degree.

Academic Probation

Academic Probation

1. All students in a pre-major (not enrolled in a School of IU Fort Wayne) whose cumulative IU GPA falls below 2.0 will be placed on academic probation. Students will be informed of their probationary status by letter or email. All non-pre-majors enrolled in a School should refer to the policies of the School.
2. Pre-major students on academic probation will be required for the next semester of enrollment to participate in active advising and prescribed intervention activities.
3. Students may be continued on probation when their semester GPA is 2.0 or above, but their cumulative IU GPA is below 2.0.
4. Students will be removed from probationary status once their cumulative IU GPA is 2.0 or above.

Dismissal Policy

1. All students in a pre-major (not enrolled in a School of IU Fort Wayne) on probation who have completed a minimum of 12 IU GPA hours are subject to dismissal if they fail to attain a GPA of at least 2.0 in any two consecutive semesters (fall and spring) and their cumulative IU GPA is below 2.0. All non-pre-majors enrolled in a School should refer to the policies of that School.
2. Students who are dismissed for the first time must sit out for a minimum of one regular (fall or spring) semester and petition by the established deadlines to be eligible for reinstatement. Reinstatement is not automatic.
3. Students dismissed two or more times must remain out of school for two regular (fall and spring) semesters and petition by the established deadlines to be eligible for reinstatement.

Appeals Process

When a student wishes to appeal a decision made by IUFW faculty, administrators, or staff regarding academic probation or dismissal, the student should first attempt to resolve the issue by discussing his or her concerns with the member of the university involved in the dispute. If the matter is not resolved to the complainant's satisfaction by

contacting the person(s) involved, the University formal appeals process should be invoked.

This appeals process does not generally apply in cases of grade change appeals based on quality of work for which the final decision rests with the faculty member and/or course coordinator. It can only be used for grade appeals when there is a procedural or policy issue involved.

All appeals are subject to relevant campus policies and procedures as well as the University appeals process outlined below. Thus, the appeals process for academic misconduct outlined in the *Code of Student Rights, Responsibilities, and Conduct* will be followed in all University academic appeals. The items below clarify implementation of the stated university process.

1. The student meets with the Associate Vice Chancellor of Academic Affairs to discuss options for resolution of the problem.
2. If the problem is not resolved following the meeting with the Associate Vice Chancellor of Academic Affairs, the student may submit a letter of appeal to the Associate Vice Chancellor of Academic Affairs within seven calendar days of the meeting (excluding university recognized holidays and breaks) requesting that the matter be reviewed by the IUFW Academic Appeals Committee.
3. The Associate Vice Chancellor for Academic Affairs shall forward the students appeal letter and supporting documentation to the Appeals committee. The committee shall be comprised of three members of the IUFW faculty. The IUFW AVCAAO will appoint a faculty member to serve as the presiding officer and convene the Appeals Committee. Procedures for convening and holding the Appeals Board hearing will follow the process for academic misconduct as stated in the *Code of Student Rights, Responsibilities, and Conduct*.
4. The IUFW Appeals Committee is the final decision-making body for all University academic appeals unless a documentable procedural error occurred during the appeal process in which case a final appeal may be made to the Executive Vice Chancellor of Academic Affairs. In such a case, the procedures outlined in the *Code of Student Rights, Responsibilities, and Conduct* will be followed.

Students in IUFW Programs

Students are placed on probation any time their IU cumulative GPA falls below their school's or program's GPA of good standing. Individual schools and programs vary in their policies. See the sections in individual programs for further information on probation.

Auditing a Course

Courses may be taken on an official audit basis. No credit will be given for the course; the audited course will be indicated on the student's transcript with a grade of NC. The student must discuss course work expectations with the instructor and it is up to the instructor to approve or not approve the student's request.

- Courses taken for audit do not apply toward any academic degree and do not count as part of a student's full-time or part-time course load for purposes of financial aid or for loan deferments.

- The tuition for an audited course is the same as that as for a credit course.
- Students considering this option should discuss it carefully with their academic advisor to see if this is the best choice or if another grading option, such as pass/fail, may be more appropriate.
- Schools in some cases do not allow students to register for a class for credit after taking it on an audit basis. Consult your school recorder with any questions.
- Students must pick up the audit forms from their school or division (or obtain one from Student Central), secure the appropriate signatures, and turn the form into Student Central by the deadline specified in the academic calendar.
- Once invoked, the student may not later change back to credit status for the course.

Grade Change Policy

NOTE: This policy applies to Undergraduate Students Only. Petitions for changes of grades from concluded courses older than 5 years will not be considered!

On occasion, students inquire about the possibility of changing a grade. This may be because the student believes there was an error in the calculation or assigning of the grade or the student failed to officially withdraw in a timely fashion.

These policies apply to undergraduate students only.

Any requests by graduate students for change of grade after the conclusion of a course are subject to the policies of the academic unit offering the course.

This policy refers to requests for change of grade, grade discrepancies or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.

Undergraduate units will not consider petitions for change of grade from concluded courses older than 5 years. Academic units may choose to use a shorter time period than the campus limit. Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.

Other options, such as grade forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

For the situation where a student believes there was an error in the calculation or assigning of a course grade it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade following the procedures established by awarding academic unit.

Requests for change of grade after the conclusion of a course will be honored only to correct a mistake or error in calculating or assigning the course grade. To facilitate this process, the Office of the Registrar shall maintain a Change of Grade Petition document. The Change of Grade Petition shall require course

information, a provision for the student to make a personal statement explaining why she or he believes the grade should be changed and a provision to include supporting documentation.

Decisions on grade changes are made within the schools. If the request is supported, the school will notify the Office of the Registrar of the new grade. Students are encouraged to check on line (One.IU) to verify the new grade. If the request is denied, students will be so notified by the school.

Approved by IUPUI Faculty Council December 5, 2002

Policy on Consideration of Requests for Withdrawal after Conclusion of the Course

These policies apply to undergraduate students only.

Any requests by graduate students for withdrawal after course conclusion are subject to the policies of the specific school offering the course.

This policy refers to requests for withdrawals following the conclusion of the course and not issues of grade discrepancies or disputes that would be addressed under the policies of the academic units.

Undergraduate units will not consider grade change petitions for withdrawal from concluded courses older than 5 years.

Units may choose to use a shorter time period than the campus limit. Units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the 5-year period.

Other options, such as forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.

Schools will not consider requests for withdrawal when the student has completed the course.

The deletion of a course from the academic record at the request of an undergraduate student is done only when the university has made an error. The student's failure to withdraw from a course, even if the student never attended the course, is not sufficient reason for the course to be deleted from the record. This also holds for grades of W, whether the result of a student-initiated withdrawal or an administrative withdrawal.

Approved by IUPUI Faculty Council December 5, 2002

Process

The student may appeal the grade following the process established by each school. This usually includes completion of a Change of Grade Petition. The form should be completed online, printed, and returned to the Office of the Registrar. The Office of the Registrar facilitates the distribution of the form(s) to the appropriate academic unit(s) for their review and final action.

The Change of Grade Petition requires course information (course title, semester taken) as well as provides the student the chance to make a personal statement explaining why she or he believes the grade should be changed. Please note that individual schools may impose a deadline beyond which they will not consider requests for changes of grade for a particular semester.

If the student's performance or withdrawal was medically related, the student should provide appropriate supporting documentation. Only persons with a need to know will see any confidential materials you may submit.

Decisions on grade changes are made within the schools. Please allow 3-4 weeks for the review process and somewhat longer in the summer and during semester breaks. The academic unit will notify the student in writing with the decision. Please be sure your mailing address is current.

Grade Point Average

In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their major to graduate. Most schools also require grades of C or higher in major courses. Students should familiarize themselves with the policies of their program.

Semester and Cumulative Grade Point Average (GPA)

Only courses with grades of A+ through D- and F are used in calculating grade point averages (GPA). P and S grades are passing grades in completed courses, but they are not used in the calculation of a GPA. I and R grades have no GPA value.

To calculate a semester GPA, take the value (or quality points) for each grade and multiply it by the number of credits. For example, a 3 credit course (3.0 hours) with the grade of A (4.0 quality points) equals 12 GPA points. (The grade of A equals 4 quality points multiplied by 3 credit hours.) Add all GPA points together and then divide by the total number of GPA credit hours completed.

Example:

3 credit - A	3 credits x 4.0 pts.	= 12.0 pts.
3 credit - B	3 credits x 2.7 pts.	= 8.1 pts.
2 credit - C	2 credits x 2.0 pts.	= 4.0 pts.
2 credit - F	2 credits x 0.0 pts.	= 0.0 pts.
2 credit - S	not used in calculation	
2 credit - I	not used in calculation	
3 credit - W	not used in calculation	

10 credits = 24.1 pts.
24.1 points ÷ 10 cr. = 2.41 GPA

Cumulative GPA is calculated by combining the credits for all the semesters taken at IU Indianapolis or an IU campus and dividing that number into the total number of credits earned in courses with grades of A+ through F. Courses taken at other non-IU institutions are not used in calculating the IU GPA.

Credit hours passed is the number of IU course credit hours completed with a passing grade (A+ through D-, S, P) at the level indicated (undergraduate, graduate, or cumulative). Any credit hours earned as a transfer student from outside the IU system are recorded on the transcript as transfer credit hours. IU credit hours passed and transfer credit hours are added together to determine a student's class level.

Up to three sets of GPA statistics may appear on a student transcript:

IU GPA reflects the student's GPA according to standard university-wide rules and includes an evaluation of all coursework completed, respective of student's major. The

semester IU GPA and cumulative-to-date IU GPA are calculated at the end of each semester. The overall IU GPA summary statistics are reflected at the end of each student career level.

Student program GPA is calculated according to the rules determined by the student's academic program at the time. This GPA is subject to change whenever the student changes program (major). The cumulative Program GPA statistics are based on the student's last active program at that career level.

In some cases, schools calculate a degree GPA, which may vary slightly from the IU or program GPA as it appears in the summary portion of a student's transcript or degree progress report. This variation is due to differences in program requirements.

Grade Replacement Policy

This policy allows approved undergraduate students seeking their first degree to repeat courses—a maximum of 15 credit hours, subject to school/division approval—in order to improve poor grades, including grades of F. If a student earns the same or a higher grade after repeating the course, only the second grade will be counted in the cumulative GPA. Replacement does not happen automatically, so students must notify the school recorder that the course has been taken a second time and that they wish to exercise this option. Certain restrictions apply, and the grade replacement policy may not be honored by some schools when considering admission to the school or in computing graduation honors. For more information, students should contact their school/division.

The 15 credit hour limit includes any course(s) previously replaced using the FX policy. A student may exercise the Grade Replacement Policy no more than two times for a single course, and once invoked, a student may not reverse the grade replacement granted in a particular course. The replaced grade will be excluded from the IU cumulative GPA, but the course and the replaced grade will remain on the student's academic record with a notation indicating that the grade exists but is excluded from the cumulative GPA. The use of the forgiveness policy does not preclude a student from using grade replacement for course work taken subsequent to re-enrollment as defined by the forgiveness policy.

To use the grade replacement procedure for a course originally taken on another IU campus, that campus must be willing to place the replacement flag on the course at IUFW's request.

Not all units accept the general policy as stated above. If a student changes programs, schools, or campuses to a program that does not recognize the Grade Replacement Policy, the original grades will once again be averaged into the student's GPA.

This policy is not available for graduate students or students seeking any second undergraduate degree.

Last updated 05/2014

Grading System

Faculty members have the responsibility for evaluating a student's performance and assigning a grade for the course. The grading values below reflect the Indiana University official grading system. Faculty have the

discretion of using plus and minus grades. The registrar will use the following associated numerical equivalencies in computing a grade point average (GPA):

Grade	Points
A+	= 4.0 (highest passing grade)
A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D+	= 1.3
D	= 1.0
D-	= 0.7 (Lowest passing grade)
F	= 0.0 (Failing grade)
FN	= Given to those students whose lack of attendance is the basis for a failing grade; last date of attendance will be required; will appear on the transcript as F.
FNN	= Given to those students who never attended the class; will appear on transcript as F.
P	= Pass
S	= Satisfactory
I	= Incomplete
R	= Deferred Grade
NC	= Course taken as Audit (No Credit)
NR	= Grade not yet submitted by the instructor.
NY	= Signifies enrollment in a special program for which credit earned will be recorded when completed. Typically used for courses taken under Study Abroad program
W	= Withdrew after the first week of classes. Grade will appear on transcript

Grades of I and IX (incompletes)

A grade of I (Incomplete) may be assigned by an instructor when exceptional circumstances, such as illness, prevent students from finishing all work required in a course within the term. The grade of I will be awarded only if the work is mostly complete, and of passing quality. The student has a year to complete all coursework and receive a grade before the I will be automatically changed to an F.

If students have to retake the course in order to remove the Incomplete, they should not re-enroll in the course. Instead, they should make arrangements with the original

instructor and any new instructor to sit in on a portion of or the entire course as required by the instructor(s). In all cases, the original instructor is responsible for assigning the final grade. If he or she is unavailable or no longer with the university, the student should consult with the chair of the department in which the course is offered. If after receiving an Incomplete, students wish to withdraw from the course, they must follow the official IUFW procedures for withdrawal.

Students should understand that sitting in on a course or otherwise making up the Incomplete does not count as part of the full- or part-time course load for financial aid purposes or for loan deferments.

Grades of P/F (Pass/Fail) at the Undergraduate Level

During an undergraduate program, a student in good standing (not on probation) may enroll in up to a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). Each school's regulations vary on the Pass/Fail option. Most schools restrict students to two Pass/Fail courses during an academic year. In some schools, Pass/Fail courses cannot be used to satisfy general-education requirements or requirements in the major or minor. In rare cases, a student may be able to use the Pass/Fail option for part of the general-education requirement. Other programs may permit some limited use of the Pass/Fail option for departmental electives required for the major. The school recorders can explain the Pass/Fail procedure for each school/program.

Grades of S/F (Satisfactory/Fail)

Certain courses are taught on a S (Satisfactory) or F (Fail) basis. Everyone in the course receives either S or F grades, and individuals do not have the option of receiving A+ through D- grades.

A grade of S does not affect the GPA; a grade of F does. Most other universities do not accept S grades for credit should a student transfer.

Grades of R (Deferred)

The grade of R (Deferred Grade) will be applied when the student's work can only be evaluated after two or more semesters. The grade of R is appropriate in thesis and research courses in which the student's work is evaluated only when the thesis or research is done. It may also be used at the end of the first of a two-term course or a course that overlaps two terms if the course is approved as a Deferred Grade course.

Grade Appeal

Each degree-granting unit has policies and procedures for handling student appeals regarding academic decisions such as grades. If students believe they were given an incorrect grade, they are encouraged to complete the Change of Grade Petition available through Student Central. NOTE that grade change appeals for courses taken over 5 years ago will be denied unless there are extremely serious conditions that prevented the student from applying sooner.

Repeating Courses

If a student repeats a course, it will only be counted once toward graduation or electives in the major, though the grades will be calculated in the GPA. Exceptions are variable topics courses, internships, or some other courses that can be taken more than once for credit. Courses repeated under the grade replacement policy may be excluded from the GPA. See the individual school's section of this bulletin to determine any restrictions on use of grade replacement.

Graduation with Academic Distinction

In the Indiana University schools, students in the top 10 percent of their class are awarded bachelor's degrees with three levels of distinction: distinction; high distinction; and highest distinction. The level of distinction is determined by the overall Indiana University GPA, and the specific minimum GPA requirements are determined each year by the individual schools. Students must have taken 60 graded credit hours at Indiana University. The level of distinction is printed on both the final transcript and the diploma. At commencement ceremonies, these graduates wear cream and/or crimson cords, depending on the level of distinction.

Policies Regarding Final Examinations

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary.

Students should consult the final exam schedule early in the semester to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams. Final examination conflicts should be resolved with the course instructors.

Except for laboratory, clinical, studio, and other activity-based sections, final exams - whether comprehensive or not - are to be given at the appropriate scheduled time during the formal final examination week. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the dean of the particular school involved.

The final exam schedule is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam time, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructor's [department chairperson](#). If the problem is not resolved at that level, the student should contact the chairperson's dean or director. If the conflict is not resolved at that level the student may contact the [Associate Vice Chancellor for Academic Affairs](#). An instructor giving a final examination before the final exam period should be reported in the same way.

Pass/Fail Option

During an undergraduate program, a student may enroll in up to a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). Some schools have a lower maximum and the pass/fail option may not be taken when otherwise restricted by school/division regulations. The Pass/Fail option requires the signature of the student's advisor and dean. Contact your school recorder for the Pass/Fail form and more information.

- Instructors of undergraduate students are not involved in the selection of the pass/fail option and are not informed the student is taking a course on a pass/fail basis
- All instructors report the traditional letter grades to the Office of the Registrar which will convert any grades of D- or above to a grade of P.
- A grade of P does not affect the grade point average. A grade of F will count like any other failing grade.
- Courses taken on a pass/fail basis count toward full-time or part-time standing for purposes of financial aid or loan deferments.
- The Pass/Fail option requires the signature of the student's advisor and dean.
- Additionally, should they support the student's request, instructors of graduate students sign the pass/fail form as part of the approval process.
- The signed forms must be turned into Student Central by the deadline specified in the academic calendar.
- Once invoked and applied to the student's record, the student may not later change back to graded status for the course.

Special Topics/Variable Title Course Policy

CAMPUS PRACTICE Undergraduate Courses

- Academic units may from time to time offer undergraduate courses that address a special topic, relate to a current event, or that allow an academic unit to evaluate demand for a new area of study. Development of experimental courses to introduce new, relevant content should always be encouraged. The special topic/variable title option is available in class scheduling to accommodate these "temporary" needs.
- The designation of these courses as a special topic/variable title course is not intended to allow academic units to avoid the course remonstrance process.
- The following practice has been implemented effective Fall 2014 and applied to all academic units offering undergraduate, special topics/variable title courses.
- Same Topic Offered Multiple Times Official Practice Special topics courses with the same variable title should not be offered more than four times. Once the course has been offered four times, permanent action is required. Either:
 - The course content AND title should be discontinued OR

- The course should be submitted through the formal course approval process.
- Compliance will be monitored by the academic unit. If a unit has a concern about variable topics classes offered in another unit, the issue should be resolved between the two. Issues unable to be resolved will be forwarded to the Chief Academic Officer.
- **Exception:** Courses (like those in Social Work listed below) which have been approved by course remonstrance have a specific purpose within the program and are exempt from the practice noted above.
- S442: Practice/Policy Seminar: Public Child Welfare (Section: 27840)
- S442: Practice/Policy Seminar: Children and Families (Section: 28324)
- S442: Practice/Policy Seminar: Addictions (Section: 28325)
- S442: Practice/Policy Seminar: Mental Health (Section: 28488)
- S442: Practice/Policy Seminar: Aging (Section: 32912)
- Note that the policy is monitored by the academic unit which can decide that there is a curricular need for the continued use of a variable title course.

Submitting Final Grades

At the end of a term, the instructor must submit a valid grade for all students enrolled in the course.

Grades must be submitted **within four days** after the end of the term. Grades submitted by 8 p.m. will be available to students the following morning. Grade roster deadlines are listed on the official calendar.

Faculty members are required to differentiate students who fail a class because they quit attending from those who failed the class on merit.

- FN should be assigned if student failed because they quit attending
- FNN should be assigned if a student failed because they NEVER attended

If a final grade roster is not received by the processing deadline, the campus registrar shall enter an "NR" for that course on all student grade notifications. The status of the grade roster is the responsibility of the instructor.

Grades shall be submitted to, recorded, and maintained by the campus registrar. Individual academic units may also maintain grade records.

Student grades shall not be posted physically or electronically where they can be viewed by anyone other than the student, instructor, and university officials.

Retention of Grade Records and Graded Materials

To the extent feasible, the exams, papers, projects, and other material upon which a grade is based, and which were not returned to the student, shall be retained by the instructor or in a university data base for a minimum of one year.

Instructors shall retain their own grade books and summary grade records for a minimum of five years.

Additional information on the retention of student records can be viewed here: <https://facultystaffcentral.iupui.edu/calendars/records-retention/index.html>.

Related Policies

- Confidentiality and Access to Student Records
- Disabilities
- Email as Official Communication
- Non-Discrimination/Equal Opportunity/Affirmative Action
- Family Educational Rights and Privacy Act (FERPA)
- Posthumous Degrees
- Residency
- Technology Access, Security, and Use
- Tobacco Free Policy
- Veterans Benefits and Transition Act of 2018
- Zachary's Law

Confidentiality and Access to Student Records (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA), provides that, with the exception of directory information, all student records are confidential and available only to the student.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

Access

Students have the right to inspect and review their education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students also have the right to request amendment of contents of their education records that they believe are inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana University to comply with the requirements of FERPA.

Confidentiality and Disclosure

Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose education records without consent to officials of another school in which a student intends to enroll. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available through Student Central.

Public information at IUFW is limited to:

- Name
- School or Division
- University E-mail Address
- Class Standing
- Major Field of Study
- Degrees and Awards
- Dates of Attendance
- Activities
- Admission or Enrollment Status
- Sports and Athletic Information
- Campus

Parental Access to Student Records

Under the Family Educational Rights and Privacy Act, parental access to student records may be granted if the student is under 21 years of age and the parent certifies in writing that the student is a dependent as defined by the Internal Revenue Service (IRS). In the case of divorce, either parent (custodial or noncustodial) has access to the record of a dependent student. This exception is rarely used, but is available if deemed necessary. Instead, students are encouraged to use the third party access service available to them.

Third Party Access

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and the University Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to your parents, your spouse, a sponsor, etc. While University officials are prohibited from releasing your

confidential information, you may, at your discretion, grant permission to a third party to portions of your record via One.IU/Third Party Access. Please visit the third party access web site for more information <https://www.iufw.edu/personal-information/give-access.html>.

Availability of Public Information

Certain student information maintained in Student Central is considered public. The university maintains an online address book that allows a user to find a limited set of information for an individual student by searching on a student's name or university network ID. The address book displays the student's school, major, class standing, and, if available, the student's e-mail address.

IUFW uses a course management system called Canvas. Through Canvas, all students enrolled in a class will see the names of their classmates unless a student has filed a Restraint of Release of Student Information form in Student Central. The list of names is available only to the instructor and those enrolled in the specific class and does not provide a student's complete course schedule. In Canvas, only the student's name is available to classmates and will not be available to anyone outside of the university. Only the name will appear unless the individual student releases additional information to fellow classmates through use of the Canvasprofile system. See the Canvas Student Guide for additional information.

Restraint of Release of Student Information Form

If you do not want any or some information about you released to any person other than faculty or staff, complete a Restraint of Release of Student Information form and return it to Student Central. A confidentiality flag will be added to your record. This restrainer will also block all information from appearing in the online address book or to classmates in Canvas.

To remove the restraint, complete a Removal of the Restraint of Release of Student Information form and return it to Student Central.

Disclosures

From time to time, IUFW is served with a subpoena for portions of a student's record. In these cases, IUFW writes to the student or the student's attorney (if known) to inform them that unless the student provides IUFW with notification that the student will attempt to quash the subpoena, IUFW will provide the information requested, even if the student has placed a restriction on his or her record.

Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry of University Police.

For additional questions regarding the policy on the release of student information, contact Student Central. For a full copy of the university policy on student records, see Appendix 4 in the *Code of Student Rights, Responsibilities, and Conduct*.

IUFW does not provide lists of students or an individual student's address or phone number to outside businesses, agencies, students, or other parties. IUFW does provide phone numbers in emergency situations and only following consultation with University Police. However, because

IUFW participates in federal programs, we are required by federal law to make available to military recruiters the name, address, age, and prior military service status of all students at IUFW.

The university sponsors an Affinity credit card to IU students and alumni. A small portion of each charge is paid to the university, giving students and alumni the opportunity to demonstrate their support of the university. A list of students is provided to the vendor each year for purposes of solicitation for this credit card only. Under the terms of the contract, the vendor may not share the list of students or alumni with other vendors. Names of students who have filed a Restraint of Release of Student Information form will not appear on this list.

Services for Students with Disabilities - Policies & Procedures

Service Animals

IUFW does not have a formal policy regarding service animals. Guide dogs, companion animals, or any animal that serves a medical function is permitted on campus. However, the campus expects that the animal will be under control and on a leash at all times. Furthermore, it is expected that the owner will be responsible for cleaning up after the animal, feeding and providing water for the animal. Such animals shall not be left in closed vehicles unattended on campus. If others in a class have medical problems because of the presence of an animal, bring this matter to the attention of Services for Students with Disabilities immediately so that the matter can be addressed.

Bad Weather Policy

IUFW's Associate Vice Chancellor of Academic affairs in conjunction with the Chancellor of Purdue Fort Wayne, determines whether the campus will close due to bad weather; however, individual instructors may also cancel classes.

Students with disabilities that travel in bad weather should discuss this with their instructors and rely on information provided by their instructors via e-mail, phone, web, Brightspace or Canvas to determine whether the instructor plans to hold classes. Then the student must carefully weigh the weather conditions in their area and on campus to determine whether it is safe to travel. Students on crutches, wheelchairs or with poor vision may find icy conditions especially problematic. Ultimately, the decision regarding safety must be made by the student.

Email as Official Communication

Email is considered an appropriate mechanism for official communication by Indiana University with IU students. The University reserves the right to send official communications to students by email with expectation that students will receive email and read these messages in a timely fashion.

Official university email accounts are available for all registered students and official university communication will be sent to [your IU email address](#).

Students are expected to check their IU email frequently and consistently in order to stay current with university-related communications. Students should also check Canvas for email messages related to their courses.

Students have the responsibility to recognize that certain communications may be time-critical.

If you forward your university email to a private address (such as a personal Gmail account or a departmental email server), you do so at your own risk. The university is not responsible for any issues that may negatively impact timely access to university email that you forward to another address. Encountering such issues does not absolve you of your responsibility to know and comply with the content of official communications sent to your official IU email address. (You will not be held responsible for interruptions of service to your university email account.)

Faculty may assume that a student's official university email account is a valid mechanism for communication with a student, although faculty should exercise caution about including sensitive data, such as grades, in an email. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.

Equal Opportunity/Affirmative Action

Indiana University–Fort Wayne pledges to continue its commitment to achieving equal opportunity within the university and throughout American society. Specifically, our policy at IUFW prohibits discrimination based on arbitrary considerations such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status. IUFW will make every effort to recruit, hire, promote, educate, and provide services to persons based solely on their individual qualifications. Further, we will take affirmative action to overcome the discriminatory effects of traditional practices with regard to people with disabilities, minorities, women, and Vietnam-era veterans.

Our institutional ethic demands that we foster the best possible environment for doing our work as educators, learners, and supporters of the educational process. Therefore, IUFW does not tolerate discriminatory harassment or intimidation of students, employees, or guests of the university, and responds to complaints of such treatment, providing proper remediation when harassment is determined to have occurred.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of university services, programs, or activities. Reasonable accommodations shall be afforded to the known physical or mental limitations of otherwise qualified individuals.

Questions, concerns, or complaints regarding IUFW policy and practice with respect to discrimination or harassment may be directed to (317) 274-2306, TDD: (317) 278-2200, e-mail: oeo@iu.edu.

Access, Confidentiality and Disclosure of Student Records

IUFW, in compliance with the Family Educational Rights and Privacy Act, provides that with the exception of directory information, all student records are confidential and available only to the student.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

Access

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. After the hearing, if the University decision is not to amend the record, the student has the right to place a statement with the record outlining his or her view on the contested information.

Right to file a complaint

Students have the right to file a complaint with the [U.S. Department of Education](#) concerning alleged failures by Indiana University to comply with the requirements of FERPA.

Public/Directory Information

This is the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available from Student Central.

Public information at IUFW is limited to:

- | | |
|--|------------------------|
| • Name | • Class standing |
| • University E-mail address | • Degrees and awards |
| • Dates of attendance | • Activities |
| • Admission or enrollment status | • Athletic information |
| • Campus, school, college, division, major | |

Parental access to student records

Under the [Family Educational Rights and Privacy Act](#), when a student turns 18 years of age or attends a post secondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Students who wish to authorize access to their confidential student record information may use the [Third Party Access feature](#) available in Self Service. In rare circumstances, the University may invoke the FERPA exception which allows the institution to provide information to parents if the parent can prove their student is dependent by IRS standards.

Release information from your student records to a third party

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and the [University Policy on Access to and Release of Student Education Records](#), the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to your parents, your spouse, a sponsor, etc.

While University officials are prohibited from releasing your confidential information, you may, at your discretion, grant permission to a third party to portions of your record via Self Service in One.IU.

To pursue granting of Third Party Access:

- You must set up a separate record for each third party to whom you grant access to information from your student records.
- The information you designate will only be made available through the third party Access link in One.IU.
- This authorization does not authorize the third party guest to receive information from the University by any other methods, such as phone, email, or in-person visit. University officials continue to be prohibited from discussing your record with third parties.

When you click the "I Accept" button as part of the process, you are indicating that:

- You understand that any and all personally identifiable information is protected under FERPA.
- You further understand that you may waive that protection and give access to your records to individuals of your choice.
- You agree to waive your rights under FERPA and allow the individual(s) you name to access designated financial and

academic records as they are available through the self service Third Party Access application.

- You understand that you are responsible for changing, amending or rescinding this authorization at any time.
- You understand that this access will be revoked when your access to self service expires.
- You are responsible for making clear to the third parties to whom you grant access that this does not allow for University officials to release any information. This access is strictly limited to the self service application.

Please note that your authorization to release information will expire when your access to self service Self Service expires. At that time your third party guest's access will also expire. However, you may revoke your authorization at any time by removing access permission from a third party guest viewer through One.IU. Access can be revoked by deleting the record assigning access to your third party guest.

Availability of Public Information

Certain student information is considered public. The complete list appears above. The university maintains a [directory](#) which allows a user to find a limited set of information for an individual student by searching on a student's name or university network id. The address book displays the student's school, and, if available, the student's e-mail address.

IU uses a course management system called [Canvas](#). Through use of Canvas, all students enrolled in a course section will see the names of their classmates unless a student has filed a restraint of information in Student Central. The list of names is only available to the instructor and those enrolled in the specific class and does not provide a student's complete course schedule. A student's course enrollment is available only to students enrolled in that course section and not to anyone outside of the university. Only the name will appear unless the individual student releases additional information to fellow classmates through use of the system.

Restraint of Release of Student Information

If you do not want all or some of the information released to any person other than IU faculty or staff, contact Student Central to discuss how to complete a restraint form. A confidentiality flag will be added to your record. The restrainer will also block all information from appearing in the on-line address book or to classmates in Canvas.

To remove the restraint, contact Student Central to discuss removal.

Release without Student Written Consent

- University officials carrying out their specifically assigned educational or administrative responsibilities. This includes contractors, consultants, volunteers and other vended service providers used in the capacity as an official including the IU Foundation and the National Student Clearinghouse. They are required to comply with university security standards.

- Appropriate officials in connection with a health or safety emergency
- Federal officers as prescribed by law
- As required by state law
- Officials of other institutions at which a student seeks to enroll
- Persons or organizations providing financial aid to students
- Accrediting agencies carrying out their functions
- Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152. While permitted under FERPA, IU generally does not use this exception and in most cases will refer the parents to the Third Party Pin tool for access
- Parents of a student regarding the student's violation of any Federal, State or local law or policy of the school, governing the use or possession of alcohol or controlled substance if the school determines the student committed a disciplinary violation and is under the age of 21
- Research projects on behalf of educational agencies for test norms, improving instruction, etc. (provided that the agencies guarantee no personal identification of students)
- An alleged victim of a crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator. Information may be given only in respect to the crime committed
- Information the school has designated as "directory information," or public, may be released if the student has not filed a FERPA restriction
- In response to a judicial order or lawfully issued subpoena (provided that the student is notified prior to compliance or provided that a reasonable attempt to notify the student has been made)
- Other law enforcement agencies in the investigation of a specific criminal case
- Attorney General of the United States or his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes, under the US Patriot Act
- Veteran's Administration officials
- Representatives of the Department of Homeland Security or Immigration and Customs Enforcement, for purposes of the coordinated interagency partnership regulating the Student and Exchange Visitor Information System (SEVIS)
- A candidate must have completed 85% of credit hour requirements and most of the requirements for the major.
- Requests to award a posthumous degree should emanate from the dean's office and must receive the approval of the campus vice chancellor for academic affairs, and the campus chancellor or provost.
- Copies of the written request, plus the requisite approvals, should be sent to the student's school recorder, the registrar, the campus alumni director and University Ceremonies.
- Generally, posthumous degrees are conferred during Commencement season, but not at the main graduation ceremonies. The intent is to honor the student and to celebrate his or her accomplishments in a meaningful way while avoiding an awkward public event that may not be of comfort to the family.
- Usually campuses have found that a small and dignified conferral in a private room before or after the main ceremony provides the right mix of celebration and condolence. In one example, the degree was presented to the family in a private room before the start of Commencement. The President spoke and presented the diploma while the chancellor greeted the family. The family then attended the main ceremony. Their student was listed in the program and, in this case, was mentioned by the chancellor in remarks during the ceremony.
- Posthumous degree conferrals vary case by case. Thus, each campus will be responsible for working with the family to determine the time and place for the conferral and for providing pertinent information about the candidate to University Ceremonies. An official in the University Ceremonies office will write a brief script. Generally, the president will preside, with the chancellor and appropriate dean in attendance.
- The president, chancellor and dean should robe.
- There may be occasions when the president is not able to attend. In those cases the chancellor or provost may confer the degree with advance approval of the president.

Source: IU Board of Trustee Policy

COMMENDATION FOR ATTENDANCE

If requested by the family, in cases where a student does not reach the milestone to be awarded a Posthumous Degree approved by the Board of Trustee policies, a Certificate of Attendance may be produced.

The certificate should be written on IUFW letterhead or produced with official IUFW logo with the following language, signed by the Dean of the student's school and the IU Indianapolis Chancellor. The certificate will be produced by the Office of the Registrar upon request from the academic unit and will read as follows:

- Upon the recommendation of the Dean of <enter student's school here> and approval of the Chancellor of Indiana University Purdue University Indianapolis, a posthumous commendation is hereby conferred on <STUDENT NAME HERE> based on

Posthumous Degrees

Sadly, students sometimes die prior to completing requirements for their degrees. In some cases, schools are interested in conferring the degree posthumously in recognition of the student's work and as a source of solace to the student's family. Should a posthumous degree be conferred, a diploma is made available to the student's family. A transcript is not produced.

Indiana University Posthumous Degrees

his/her attendance at Indiana University Fort Wayne.
This commendation is effective <enter date here.>

The Certificate will be provided by the Registrar to the Dean of the School for appropriate delivery to the family.

Certificate of Attendance Added 10/6/2014

- Approved by IFC Executive Committee
Approved by APPC

Residency

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

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in excess of fees paid by a resident student. A non-U.S. citizen will not be considered for residence classification under this policy unless the Office of U.S. Citizenship and Immigration Services (USCIS) has granted the individual either lawful permanent resident status or an immigration status that would permit the non-U.S. citizen to establish a domicile in Indiana.

1. "Residence" as the term, or any of its variations (e.g., "resided"), as used in the context of these Rules, means the place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.

- A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but except as provided in Rule 2(c), such person must be a resident for 12 months in order to qualify as a resident student for fee purposes.
- Physical presence in Indiana *for the predominant purpose* of attending a college, university, or other institution of higher education, shall not be counted in determining the 12-month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.

2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least 12 consecutive months immediately preceding the first scheduled day of classes of the term in which the individual registers in the University, subject to the exception (c) below.

- The residence of an unemancipated person under 21 years of age who is lawfully present in the United States follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident. 1
- If an unemancipated person under 21 years of age who is lawfully present in the United States comes from another state or country for the predominant

purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, except upon appeal to the Standing Committee on Residence in each case.

- An unemancipated person under 21 years of age who is lawfully present in the United States may be classified as a resident student without meeting the 12-month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."
- When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a term next following such removal.
- A person once properly classified as a resident student shall be deemed to remain a resident student so long as lawfully residing in the United States and remaining continuously enrolled in the university until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.2

3. The foreign citizenship of a person shall not be a factor in determining resident student status if such a person has legal capacity to remain permanently in the United States. 2

4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the 12 months without the predominant purpose of education prior to the first scheduled day of classes of the term in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of 12 months from the residence qualifying date, i.e., the date upon which the student commenced the 12-month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the non-existence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.

- The residence of a student's parents or guardians.
- The situs of the source of the student's income.
- To whom a student pays his or her taxes, including property taxes.
- The state in which a student's automobile is registered.
- The state issuing the student's driver's license.

- f. Where the student is registered to vote.
 - g. The marriage of the student to a resident of Indiana.
 - h. Ownership of property in Indiana and outside of Indiana.
 - i. The residence claimed by the student on loan applications, federal income tax returns, and other documents.
 - j. The place of the student's summer employment, attendance at summer school, or vacation.
 - k. The student's future plans including committed place of future employment or future studies.
 - l. Admission to a licensed profession in Indiana.
 - m. Membership in civic, community, and other organizations in Indiana or elsewhere.
 - n. All present and intended future connections or contacts outside of Indiana.
 - o. The facts and documents pertaining to the person's past and existing status as a student.
 - p. Parents' tax returns and other information, particularly when emancipation is claimed.
5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.
6. The Registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
7. A Standing Committee on Residence shall be appointed by the president of the university and shall include two students from among such as may be nominated by the student body presidents of one or more of the campuses of the university. If fewer than four are nominated, the president may appoint from among students not nominated.
8. A student who is not satisfied by the determination of the registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the registrar's determination, which committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the registrar shall be final and binding.
9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.
10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the university, as well as to such other punishment which may be provided for by law.

11. If a student does not pay additional monies which may be due because of his or her classification as a nonresident student, his/her student financial account will be encumbered. A student whose account is encumbered may be denied certain University services, such as registration and transcripts.

12. A student or prospective student who fails to request resident student status within a particular term and to pursue a timely appeal (see rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that term.

13. If any provision of these rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end the provisions of these rules are severable.

1 Invocation of the provision in Rule 2(a) that applies to cases of divorce or separation requires appropriate legal documentation

2 Note: Effective Fall 2007, students with immigration statuses which permit the establishment of a domicile in the United States may be eligible to pay resident fees, providing that all other conditions are met. Current eligible classifications are: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-4, I, L-1, L-2, O-1, O-3, V-1, V-2, and V-3. Continuing eligibility to remain classified as a resident student for fee-paying purpose depends upon the continued maintenance of eligible immigration status. Contact the registrar's office for more information.

Technology Access, Security, and Use

Indiana University has a rich information technology environment, and while some personal use of computers, networks, and telecommunications systems is permitted, access to these resources is provided primarily in support of academics, research, administration, and other university activities. Access to such an environment comes with responsibilities.

Use for personal commercial gain is not permitted under any circumstances, so students may not use IU resources to support a private business.

Students are responsible for ensuring that their personal computers are secure and free from viruses and other malicious programs. Information about security and related issues can be found at the Web site of the University Information Security Office (<http://protect.iu.edu/>).

Illegal acts will be reported to the appropriate law enforcement agency. Such acts include but are not limited to harassment, threats, pyramid schemes, trafficking in child pornography, and computer trespass or tampering.

Many common uses of computers, photocopiers, and other technologies can result in violation of copyright law. Downloading or distributing whole copies of copyrighted material for personal use or entertainment without explicit permission from the copyright owner is most certainly illegal. Copyright law applies to materials such as music, movies, games, or other software in both digital and analog format. File sharing applications are not illegal, but

many of the files being shared through such applications are illegal copies being distributed by users who do not have permission to share them.

While Indiana University does not actively search for instances of copyright violation, the university is obligated to investigate complaints of illegal activities or inappropriate use taking place on the IU network. Copyright holders regularly notify IU of infringing activity using the procedures outlined in the Digital Millennium Copyright Act (DMCA) of 1998. When IU receives such a complaint, the university is legally required to take action to remove the offending material from the IU network. More information is available in the IU Knowledge Base (kb.iu.edu).

Those who commit an infringement may be held personally liable under the law; those who commit the infringement with university-owned resources also violate university policy and could face disciplinary actions. Students must make the effort to understand the copyright law that protects books, computer software, Web sites, multimedia files such as movies and music, and other works. Remember that a work need not include any copyright notice or other indication of copyright to have automatic legal protection. Copying short excerpts of works for limited distribution and access may be "fair use" and not an infringement. Students are responsible for learning about fair use and its application to their projects. Information about copyright and fair use can be found at the Copyright Management Center site (<http://copyright.iu.edu/>).

If the University receives any report of violations of law or policy perpetrated by any member of the IU community using IU resources, that report will be investigated and reported to the appropriate law enforcement and/or university office for possible action. Students should visit the Web pages of the University Information Technology Policy Office (<http://protect.iu.edu/>) to learn more about Indiana University information technology appropriate use policies, and the services of the Policy Office.

Tobacco Free Policy

Tobacco use or sale, including, but not limited to smoking, is prohibited on university-owned, -operated, -or leased property.

Exceptions may be granted for specific auxiliary enterprises, as approved by the chancellor.

Tobacco use, including, but not limited to smoking, is not permitted in university-owned, -leased, or -operated vehicles.

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work, study, and live.

Violations of this policy should be referred to the appropriate administrative office for review and appropriate administrative action.

For additional information, please visit the following website: www.iufw.edu.

Zachary's Law

The state of Indiana maintains a registry of individuals who have been convicted of sex offenses committed against minors. As a number of degree programs and specific courses either prepare students to work with minors or place them in contact with minors as a part of the course, enrollment in those courses or programs is not available to anyone who appears on the Sex Offender Registry. Consult individual school sections to see if appearance on the registry will be a barrier to enrollment. For more information, visit

<https://studentcentral.iupui.edu/disclosures/zachary.html>

Veterans Benefits and Transition Act of 2018

Related Policies

Veterans Benefits and Transition Act of 2018

Pursuant to the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, effective August 1, 2019 IU Indianapolis, IUPUC, IU McKinney School of Law, IU School of Medicine, IU School of Dentistry and Indiana University Fort Wayne will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution, when the delay is due to the delayed disbursement funding from Department of Veterans Affairs (VA) under Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31).

The University will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Covered Individuals MUST submit the following information to the OVMP in a timely manner:

- Their Certificate of Eligibility OR Statement of Benefits (obtained from the eBenefits website),
- The GI Bill Enrollment Certification, and
- Any other information necessary to their GI Bill certification.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Policies & Procedures

Attendance

- Dismissal
- Dropping/Adding Classes
- Full-Time, Half-Time, Part-Time Student Status
- Military Withdrawal
- Official Enrollment for Class Attendance

- Readmission
- Religious Holidays
- Transfer

Academic Policy

- Academic Calendar Guidelines
- Academic Level
- Academic Probation
- Auditing a Course
- Grade Book retention
- Grade Change
- Grade Point Average
- Grade Replacement
- Grading System - (I, R, Pass/Fail, Satisfactory/Fail)
- Graduation with Academic Distinction
- Final Exam Scheduling
- Pass / Fail Option
- Special Topics/Variable Title Course
- Submitting Final Grades

Conduct

- Dealing with Student Academic Misconduct
- Programs Involving Children
- Student Responsibilities
- Title IX/Sexual Misconduct information

Related Policies

- Confidentiality and Access to Student Records
- Disabilities
- E-mail as Official Communication
- Equal Opportunity and Affirmative Action
- Family Educational Rights and Privacy Act (FERPA)
- Posthumous Degrees
- Residency
- Technology Access, Security, and Use
- Tobacco Free Policy
- Zachary's Law

IUFW Schools

- IU School of Dentistry
- IU School of Medicine
- IU School of Nursing
- IU School of Social Work
- IU School of Health and Human Sciences
- IU Richard M. Fairbank School of Public Health

Indiana University School of Dentistry

Allied Dental Education programs at the Fort Wayne campus:

Certificate in Dental Assisting (CDA)

Dental Clinician (BSDT)

Dental Hygiene (BSDH)

Dental Technology (BSDT)

Dental Education

The IU School of Dentistry offers the following dental programs on the Fort Wayne campus: dental assisting, dental hygiene, and dental technology.

Certificate in Dental Assisting

The IUFW Certified Dental Assisting Program curriculum includes didactic, laboratory, and clinical courses, as well as clinical experiences in general and specialty practices throughout northeastern Indiana. The professional curriculum is a structured, full-time program beginning each fall semester that prepares students for a career as a dental healthcare professional. The program offers a full-time curriculum that is accredited by the American Dental Association's Commission on Dental Accreditation.

Dental Clinician

The Dental Clinician Bachelor of Science in Dental Technology embeds the Certificate in Dental Assisting (year one). Following completion of the certificate program, students complete the remaining courses (years two through four), including general education requirements, to finish the degree. The program prepares graduates to work within their scope of practice with the latest advances in the dental profession.

Dental Hygiene

The B.S. in Dental Hygiene program prepares students for a career as a dental health professional who specializes in educational, preventive, and therapeutic oral healthcare. The dental hygiene B.S. program involves one year of prerequisite courses and three years of dental hygiene courses, and combines didactic, laboratory, and clinical courses. The program offers a full-time curriculum that is accredited by the Commission on Dental Accreditation of the American Dental Association.

Dental Technology

The dental technician functions within the dental health team much as a pharmacist functions within the medical care team. The technician fabricates appliances to the specification of a work authorization provided by the dentist. It is recommended anyone interested in a career in dental technology spend some time at local commercial dental laboratories to evaluate the day-to-day operation of the dental technician. The program has maintained full accreditation by the American Dental Association's Commission on Dental Accreditation since its beginning in 1972.

Admissions

Admission into the IUFW Allied Dental Education programs is competitive. To be eligible for admission to the programs offered by the school, students must adhere to the academic regulations of the academic unit in which they are enrolled and meet school and program admission requirements as stipulated in the program sections of this bulletin.

Admission for:

- Certificate in Dental Assisting
- Dental Clinician
- Dental Hygiene
- Dental Technology

Admissions Certificate in Dental Assisting Admissions Dental Assisting Certificate

Space in the CDA program is limited to 20 students per year. Admission is competitive, and the number of eligible applicants each year may exceed the number of spaces available.

Application Deadline

Your acceptance into the program is based on timely completion of all requirements. Admission to IUFW does not confer admission to this program. To be admitted to the certificate program the students must apply separately to the Dental Assisting Program.

Apply to the CDA program by submitting the program application, and official transcripts (high school and/or college).

Applications will be accepted each year through the priority application deadline of June 15th.

Applications received after the June 15th deadline will be considered on a space available basis only.

Before Admission into the program:

- A minimum cumulative **GPA of 2.0/4.0** in English coursework and Science coursework is required to be eligible for entrance into the dental assisting program. Both high school and college GPA's are evaluated.
- A minimum GPA does not guarantee admission. The actual GPA necessary for admission varies with the GPA distribution of the applicant pool.
- Completion of all IUSD required immunizations and/or pre-clinical requirements including BLS/AED/CPR certification; criminal background check; health insurance; program and course orientations.

Admissions Dental Hygiene

Admission into the Dental Hygiene Program is highly competitive, and class sizes are limited. To be accepted into the program, you must:

Complete a minimum of four hours in a dental office, observing a dental hygienist providing patient-care services. Observation verification forms are provided by the IUFW Dental Hygiene Program. They are also available on the website.

Submit the following information to the IUFW Dental Hygiene Program by February 1st of the year in which you are applying for enrollment:

1. Apply to the University and be admitted as a degree seeking student prior to May 25.
2. IUFW Dental Hygiene Program application. NOTE: Copies of applications from other programs are NOT accepted.
3. IUFW Curriculum Information form.

4. IUFW Observation Verification form(s).

5. Submit Essay. See program website for information.

6. Official college transcripts from all colleges/universities attended, other than Indiana University.*

7. All applications must be received on or before the February 1st deadline.

Prerequisite Courses

All prerequisite courses must be completed by June 1st with a grade of "C-" or better. No exceptions will be made for courses completed after June 1st. Final transcripts must be received by the Dental Hygiene Program no later than May 25th.

The prerequisite courses for the Dental Hygiene Program are as follows:

Course Number Name Credits

ENG W13100 Reading, Writing, & Inquiry I; 3cr

COM 11400 Fundamentals of Speech Communication; 3cr

CHM 10400 Living Chemistry; 1 cr

CHM 29001 Selected Topics in Chemistry (Lab); 1 cr

PSY 12000 Elementary Psychology; 3 cr

SOC S16100 Principles of Sociology; 3 cr

BIOL 20300 Human Anatomy & Physiology I w/lab; 4 cr

BIOL 20400 Human Anatomy & Physiology II w/lab; 4 cr

BIOL 22000 Microbiology for Allied Health Professionals w/ lab; 4 cr*

*Corequisite, must be completed prior to starting Fall term

Optional Electives:

FWHS-H101 First Year Seminar Introduction to Health Sciences; 1 cr

DAST-A122 Introduction to Dentistry; 1 cr

Minimum Credit Hours: 28

Prior to entering the Dental Hygiene Program, other strongly recommended courses include:

RADX-R185 Medical Terminology; 3cr

Repeat Attempts. A student may make two graded attempts at a prerequisite course, with the most recent grade calculated in the prerequisite GPA. The student's two attempts will include any graded attempt, whether or not eliminated from the student's GPA by grade replacement.

Admissions Dental Technology

Apply for admission to Indiana University through IUFW at <https://www.iufw.edu/admissions/index.html>

A separate application (PDF) for the dental laboratory technology program must be received by November 15th.

The following are prerequisite course requirements and need to be completed with a grade of "C-" or better.

- COM 11400, Fundamentals of Speech

- ENG W13100, Reading, Writing, & Inquiry I
- 1. Students must have completed a minimum of 15 credit hours of college level coursework prior to being accepted into the program.
- 2. Students must pass all prerequisite courses with a "C-" or better.
- 3. Students may repeat required prerequisite courses ONE time. However, the second grade is used to calculate prerequisite GPA. Grades are not averaged.
- 4. All prerequisite courses must be completed by the end of the fall semester for the year in which you are applying to receive full application status.
- 5. Students must have a minimum prerequisite GPA of 2.0/4.0.
- 6. Students must also have a minimum cumulative GPA of 2.0/4.0.
- 7. A personal interview with the dental technology admissions committee may also be required to determine final class selection. After completion of steps 1, 2, and 3, an interview appointment (if necessary) will be made with the admissions committee.
- 8. Applicants accepted to the program are required to attend the program orientation. Admitted students will be notified the exact date.
- Applicants must return the acceptance form by the deadline stated in the acceptance letter.
- Applicants must demonstrate ability to meet the IU School of Dentistry Technical Standards as well as:
 - recent physical examination (the summer before the program begins)
 - recent TB test (the summer before the program begins)
 - receive the three Hepatitis B immunizations (before the program begins) and a Hepatitis B titer (blood test). The Hepatitis B vaccination series with the titer blood test is a process that takes 7-8 months to complete. The Hepatitis B lab titer (anti-HBs blood test), which proves your immunity must be received by October 1. The titer results should be Positive (to indicate positive immunity to HBV), not Negative. If the titer results are Negative, it will be necessary to repeat the vaccination series and titer test. (refer to your healthcare provider for more information.)
 - Complete a criminal background check. Students will receive on-line instructions at orientation.
- Applicants who have served in the military must submit military papers in order to receive credit for courses taken.
- Students in the professional dental programs must pass a drug screening test, if requested.

Admission Policies

Reapplying. Students who have not been accepted, but who are qualified, may reapply for admission. Students who decline admission two times will no longer be considered.

Repeat Attempts. A student may make two graded attempts at a prerequisite course, with the most recent grade calculated in the prerequisite GPA. The student's two attempts will include any graded attempt, whether or not eliminated from the student's GPA by grade replacement.

In addition to the Dental Technology classes, students must also complete required General Education courses. See Program Curriculum for requirements.

For further information and/or application, please contact:

Division of Allied Dental Education

Indiana University Fort Wayne 2101 E. Coliseum Blvd.

Fort Wayne, IN 46805-1499 Telephone: 260-481-6837

Fax: 260-481-4162

Accreditation, Memberships & Designations

All IUFW Allied Dental Education programs are accredited by the Commission on Dental Accreditation (CODA) and have been granted the accreditation status of "Approval without Reporting Requirements." The Commission on Dental Accreditation can be contacted at 312-440-4653 or 211 E. Chicago Avenue, Chicago, IL 60611.

Dental Assisting:

The Dental Assisting National Board, Inc. (DANB) is the nationally recognized premier certification and credentialing agency for dental assistants. Since 1948, the DANB has played a vital role in the oral healthcare community. Recognized by the American Dental Association (ADA) as the national credentialing agency for dental assistants and accredited by the National Commission for Certifying Agencies (NCCA), DANB provides a means of identifying qualified and competent dental assistants and by measuring and promoting excellence in oral healthcare delivery. Visit the [Dental Assisting National Board, Inc.](#) for more information.

Dental Hygiene:

[National Board Dental Hygiene Examination \(NBDHE\)](#)
[Commission on Dental Competency Assessments](#)

The dental hygiene student is responsible for finding and scheduling ALL patients needed to meet the minimum requirements for graduation. For additional information see:

[Dental Hygiene Licensure by Examination](#)
[Indiana Professional Licensing Agency](#)

Admissions Dental Clinician

Admissions Dental Clinician

Full admission into the Dental Clinician Bachelor of Science Health Care Administration program is contingent upon successful completion of the Certificate in Dental Assisting.

Application Deadline

Your acceptance into the program is based on timely completion of all requirements. Admission to IUFW does not confer admission to this program. To be admitted to

the certificate program the students must apply separately to the Dental Clinician program.

Before Admission into the program:

- Successful completion of the Certificate in Dental Assisting.
- Completion of all IUSD required immunizations and/or pre-clinical requirements including BLS/AED/CPR certification; criminal background check; health insurance; program and course orientations.

School of Dentistry Policies and Procedures

- Clinical Requirements
- Technical Requirements
- Immunizations
- Grade Appeals
- Health Insurance

Clinical Requirements

A student who has not met clinical requirements by the first day of classes will be dropped from clinical course(s) and any co-requisite course(s). Being removed from the course(s) may result in forfeit of financial aid. Neither class or clinical space will be held for any student dropped by the deadline, therefore, if the class is full you will not be able to register.

Technical Standards for Admission and Retention of Students

1. Observation: The applicant/student must be able to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis and treatment. Such observation and information usually requires the functional use of visual, auditory, and somatic sensations.

2. Communication: The applicant/student must be able to communicate effectively and sensitively with persons in order to elicit information, describe changes in mood, activity and posture, assess nonverbal communications, and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the health care team. Communication skills include listening, speaking, reading and writing, as well as the observation skills described above.

3. Motor: The applicant/student must have sufficient motor function to elicit information from persons by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tests; possess all skills necessary to carry out diagnostic or therapeutic procedures; be able to interpret appropriate examinations and procedures, and be able to execute motor movements reasonably required to provide general care and emergency treatment to persons.

4. Intellectual/Conceptual, Integrative, and Quantitative Abilities: The applicant/student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, the critical skill demanded of allied health practitioners, requires all of these intellectual abilities. In addition, the applicant/student must be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The applicant/student must have the capacity to perform these problem solving skills in a timely fashion.
5. Behavioral and Social Attributes: The applicant/student must possess the emotional health required for full utilization of his or her intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to care of persons; and the development of mature, sensitive and effective relationships with persons and others. Applicants must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical problems of many persons. Compassion, integrity, concern for others, commitment and motivation are personal qualities which each applicant/student should possess.

DISABILITIES STATEMENT: If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Contact the Director of the Disability Access Center (Walb, room 113, telephone number 481-6657), as soon as possible to work out the details. For more information, please visit the web [site for SSD at http://www.pfw.edu/ssd/](http://www.pfw.edu/ssd/)

Immunization Compliance

The following immunizations are required for students admitted to the Division of Allied Dental Education programs. It is recommended students begin the immunization process prior to admission to the program, as some immunizations require six (6) months to complete the series.

Measles, Mumps, and Rubella (series of 2) - e.g. MMR

Tetanus and Diphtheria (within last 10 years - must not lapse during program) - e.g. Td, Tdap

Varicella (Chicken Pox, series of 2) - e.g. VAR OR documented History of Disease

Hepatitis B (series of 3) - e.g. HepB, HepA-HepB Polio (series of 3) - e.g. OPV, IPV

Positive titer documentation (showing immunity) may be accepted in place of immunization documentation.

TB TEST & INFLUENZA VACCINE

TB test is administered upon entry to the program. TB Test and Influenza Vaccine will be strongly encouraged for all students. More information regarding this requirement will be provided to students enrolled in the program.

Grade Appeals

Students who have evidence or believe evidence exists that a course grade, similar evaluation, or

student progression decision was made as a result of prejudice, caprice, or other improper conditions, such as mechanical error, may appeal that action. Complaints concerning actions or decisions of faculty or staff of the University which are claimed to violate rights established in the Indiana University Code of Student Rights, Responsibilities and Conduct will be handled according to procedures outlined in the code. Students should confer with the Dean of Students or the Associate Vice Chancellor for Academic Affairs if they have any questions.

In the case of a grade appeal, the student should proceed as follows:

1. Faculty Member: An attempt should be made by the student to reconcile the concern or conflict with the faculty member. The student should schedule an appointment with the course faculty to discuss the grade or action and try to resolve the issue. If meeting with the faculty member does not resolve the issue, the student may seek informal mediation from the program director.
2. Program Director: The student must submit the allegation that an improper decision or action was made and specify the remedy sought, in writing, using the Student Appeals Procedure Checklist. A meeting with the student will be held to discuss the appeal. After meeting with the student, the program director will send a written recommendation with supporting documentation concerning the appeal to the student. If the appeal is not resolved, the student may proceed to Step 3.
3. School: The student shall submit the appeal in writing to the Associate Dean of the Division of Allied Dental Education.

Health Insurance

Students enrolled in an allied dental program may be exposed to possible injuries and communicable diseases.

All students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student.

Degree Programs

- Certified Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Dental Clinician

Certificate in Dental Assisting Overview

The program starts each year in the fall and ends with the completion of the following summer I semester. Upon successful completion of program requirements, graduates of the IU Fort Wayne Certified Dental Assisting Program receive a Certificate in Dental Assisting from Indiana University; Certified Dental Assistant (CDA) certification from the Dental Assisting National Board; Indiana State Dental Radiographer Licensure; and Certificates of Completion in Coronal Polishing and Caries Prevention.

Prior to graduation, students are required to earn the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) certification by passing three

DANB examinations: Infection Control; Radiation Health and Safety; and General Chairside Assisting. After successfully earning the CDA certification, graduates are eligible to apply for and receive an Indiana State Dental Radiographer License.

Dental Assisting Certificate Curriculum

Year One (40 units)

Fall 1st Year

Course	Course Title	Credits
DAST-A211	Oral Pathology, Physiology, Anatomy	1
DAST-A212	Dental Therapeutics & Medical Emergencies	2
DAST-A221	Microbiology & Asepsis Technique	2
DAST-A214	Oral Anatomy, Histology, & Embryology	3
DAST-A231	Dental Materials Lecture I	3
DAST-A271	Clinical Science I	4
DAST-A303	Radiology Clinic I	3

Spring 1st Year

Course	Course Title	Credits
DAST-A232	Dental Materials Lecture II	1
DAST-A282	Practice management, Ethics, & Jurisprudence	2
DAST-A162	Written & Oral Communication	2
DAST-A242	Introduction to Advanced Dental Practice	2
DAST-A305	Radiology Clinic II	2
DAST-A241	Preventive Dentistry & Nutrition	3
DAST-A272	Clinical Science II	4

Summer Term

Course	Course Title	Credits
DAST-A273	Advanced Clinical Practice	6

Student Learning Outcomes**PROGRAM MISSION STATEMENT**

The mission of the Indiana University Fort Wayne Certified Dental Assisting Program is to offer an exceptional, diverse, and inclusive educational program; prepare students to be highly skilled oral healthcare professionals; and maintain and cultivate working partnerships with the community. The program is committed to excellence in the theory and practice of dental assisting and in the development of competent, socially sensitive, and ethically responsible dental professionals.

PROGRAM GOALS

1. Develop and incorporate skills in critical thinking, interpretation, reasoning, questioning, and decision-making.
2. Apply principles from basic sciences, social sciences, clinical practice, and dental technology to deliver comprehensive care to their patients.
3. Practice and apply safe delivery of patient care.
4. Develop competence in assessing, evaluating, planning, and treating oral conditions and diseases.
5. Develop effective verbal and nonverbal interpersonal communication skills.
6. Recognize good health practices and promote these ideals to others.
7. Promote ethical behavior required in the practice of dentistry.
8. Assume a leadership and collaborative role in the advancement of the dental assisting profession through community activities and affiliations with professional organizations.
9. Recognize the need for life-long learning and professional development.

Dental Hygiene

The four-year program leads to a Bachelor of Science in Dental Hygiene with two specialty concentration options:

- 1) Community Dental Hygiene and
- 2) Health Care Administration

IUFW's Dental Hygiene Program prepares students for the challenging and rapidly expanding profession. Demand for dental hygienists is expected to continue in response to an increasing awareness of dental health. The limited class size of 24 students per year offers an opportunity for individualized instruction.

Dental hygienists are licensed professionals who serve as the prevention specialists of the dental team. They require a variety of interpersonal and clinical skills to meet oral health needs of many different patients each day. They enjoy flexible job scheduling, including full- and part-time employment. Opportunities exist in dental offices, public

health agencies, research, industry, hospital dentistry, and dental education.

Bachelor of Science in Dental Hygiene Curriculum **Dental Hygiene - Community Dental Hygiene** **Year One (30 Units)**

Fall Term

Course	Course Title	Credits	Min Grade
ENGL 13100	Reading, Writing, and Inquiry I	3	C-
SOC 16101	Principles of Sociology	3	C-
BIOL 20300	Human Anatomy and Physiology I	4	C-
CHM 10400	Living Chemistry	3	C-
FWHS-H101	First Year Seminar Introduction to Health Sciences (optional)	1	C
CHM 29001	Special Topics in Chemistry Lab	1	C-
Total		15	

Spring Term

Course	Course Title	Credits	Min Grade
COM 11400	Fundamentals of Speech Communication	3	C-
PSY 12000	Elementary Psychology	3	C-
BIOL 20400	Human anatomy and Physiology II	4	C-
BIOL 22000	Microbiology for Allied Health Professionals	4	C-
	Elective	1	
Total		15	

Year Two -(30 Units)**Fall Term**

Course	Course Title	Credits	Min Grade
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DHYG-H205	Medical and Dental Emergencies	2	C
DHYG-H240	Introduction to Dental Ethics	1	C
DHYG-H214	Oral Anatomy 3 Histology and Embryology	3	C
DHYG-H303	Radiology	2	C
General Education	Analytical Reasoning: MA 15300 College Algebra; or MA 21300 Finite Mathematics I	3	C-
General Education	Arts and Humanities	3	C-
Total		14	

Spring Term

Course	Course Title	Credits	Min Grade
DHYG-H216	Chemistry and Nutrition First Year	2	C
DHYG-H217	Preventive Dentistry Second Year	3	C
DHYG-H218	Fundamentals 5 Dental Hygiene	5	C
DHYG-H305	Radiology Clinic	3	C
General Education	Cultural Understanding	3	C-
Total		16	

Year Three - (30 Units)

Fall Term

Course	Course Title	Credits	Min Grade
DHYG-H 204	Periodontics	2	C
DHYG-H211	Head and Neck Anatomy	2	C
DHYG-H219	Clinical Practice I	4	C

DHYG-H221	Clinical Dental Hygiene Procedures	2	C
DHYG-H308	Dental Materials	2	C
DHYG-H347	Community Dental Health	3	C
Total		15	

Spring Term

Course	Course Title	Credits	Min Grade
DHYG-H215	Pharmacology 2 and Therapeutics First Year	2	C
DHYG-H250	Local Anesthesia and Pain Control	2	C
DHYG-H301	Clinic Practice II	4	C
DHYG-H309	Practice of Community Dental Hygiene Second Year	2	C
DHYG-H321	Periodontics Concentration 3 Elective	2	C
Total		15	

Year Four - (30 Units)

Fall Term

Course	Course Title	Credits	Min Grade
	Elective	2	
DHYG-H302	Clinic Practice III	5	C
DHYG-H304	Oral Pathology	2	C
DHYG-H320	Practice Management, Ethics, Jurisprudence	2	C
DHYG-H403	Advanced Community Dental Hygiene	3	C
Total		14	

Spring Term

Course	Course Title	Credits	Min Grade
General Education	Analytical Reasoning	3	C
DHYG-H344	Senior Hygiene Seminar	2	C
DHYG-H420	Advanced Clinical Procedures	5	C
DHYG-H408	Practicum in Community Health	3	C
	Elective	3	
Total		16	

Dental Hygiene - Health Care Administration
Year One (30 units)
Fall Term

Course	Course Title	Credits	Min Grade
ENGL 13100	Reading, Writing, and Inquiry I	3	C-
SOC 16101	Principles of Sociology	3	C-
BIOL 20300	Human Anatomy and Physiology I	4	C-
CHM 10400	Living Chemistry	3	C-
FWHS-H101	First Year Seminar Introduction to Health Sciences (optional)	1	C-
CHM 29001	Special Topics in Chemistry Lab	1	C-
Total		15	

Spring Term

Course	Course Title	Credits	Min Grade
COM 11400	Fundamentals 3 of Speech Communication	3	C-

PSY 12000	Elementary Psychology	3	C-
BIOL 20400	Human anatomy and Physiology II	4	C-
BIOL 22000	Microbiology for Allied Health Professionals	4	C-
	Elective	1	C-
Total		15	

Year Two (30 Units)**Fall Term**

Course	Course Title	Credits	Min Grade
DHYG-H205	Medical and Dental Emergencies	2	C
DHYG-H240	Introduction to Dental Ethics	1	C
DHYG-H214	Oral Anatomy Histology and Embryology	3	C
DHYG-H303	Radiology	2	C
General Education	Analytical Reasoning: MA 15300 College Algebra; or MA 21300 Finite Mathematics I	3	C*
General Education	Arts and Humanities	3	C-
Total		14	

Spring Term

Course	Course Title	Credits	Min Grade
DHYG-H216	Chemistry and Nutrition First Year	2	C
DHYG-H217	Preventive Dentistry Second Year	3	C
DHYG-H218	Fundamentals 5 Dental Hygiene	5	C

DHYG-H305	Radiology I	3	C
General Education	Cultural Understanding	3	C-
Total		16	

Year Three - (30 Units) Fall Term

Course	Course Title	Credits	Min Grade
DHYG-H 204	Periodontics	2	C
DHYG-H211	Head and Neck Anatomy	2	C
DHYG-H219	Clinical Practice I	4	C
DHYG-H221	Clinical Dental Hygiene Procedures	2	C
DHYG-H308	Dental Materials	2	C
DHYG-H347	Community Dental Health	3	C
Total		15	

Spring Term

Course	Course Title	Credits	Min Grade
DHYG-H215	Pharmacology 2 and Therapeutics First Year	2	C
DHYG-H250	Local Anesthesia and Pain Control	2	C
DHYG-H301	Clinic Practice II	4	C
DHYG-H309	Practice of Community Dental Hygiene Second Year	2	C
DHYG-H321	Periodontics	2	C
PBHL-H120	Health Care Delivery in the US	3	C-
Total		15	

Year Four - (30 Units) Fall Term

Course	Course Title	Credits	Min Grade
DHYG-H302	Clinic Practice III	5	C
DHYG-H304	Oral Pathology	2	C
DHYG-H320	Practice Management, Ethics, Jurisprudence	2	C
PBHL-H375	Management of Health Services Organizations	3	C-
PBHL-H346	Organizational Behavior and HR Management in Healthcare	3	C-
Total		15	

Spring Term

Course	Course Title	Credits	Min Grade
General Education	Analytical Reasoning	3	C-
DHYG-H344	Senior Hygiene Seminar	2	C
DHYG-H420	Advanced Clinical Procedures	5	C
Concentration Elective	Concentration Elective	3	C-
Elective	Elective	2	C-
Total		15	

Student Learning Outcomes

Goals and Objectives—Students will:

- apply principles from basic sciences, clinical, and social sciences to the delivery of dental hygiene services.
- develop competence in assessing, planning, treating, and evaluating oral conditions and diseases.
- develop effective communication skills. Students will promote good health practices to others.
- design, implement, and evaluate community dental health programs.
- develop skills in critical thinking, reasoning, questioning, and decision making.
- interpret and evaluate current research findings.

- promote the dental hygiene profession through service learning activities, affiliations with professional organizations, and partnerships with the community.

Dental Technology

The four-year program leads to a Bachelor of Science in Dental Technology with two specialty concentration options: 1) Pre-Dentistry and 2) Health Care Administration

Dental Technology BSDT Health Care Administration Year One (31 Units)

Fall 1st Year

Course	General Education Category	Credits
GEC	Life and Physical Sciences	3
ENGL 13100	Core Communication: Writing	3
BUS 10001	Principles of Business Administration	3
PBHL H120	Health Care Delivery in the US	3
FWHS H101	First Year Seminar 1 - Introduction to Health Sciences	1
Elective	General Elective	3

Spring 1st Year

Course	General Education Category	Credits
GEC	Life and Physical Science	3
GEC	Arts and Humanities	3
GEC	Cultural Understanding	3
COM 11400	Core Communication: Speaking and Listening	3
MA 15300	College Algebra or MA 21300 Finite Mathematics	3

Year Two (33 Units)

Fall 2nd Year

Course	Course Name	Credits
GEC	Arts and Humanities	3
PBHL H375	Management of Health Services Organizations	3
PBHL H346	Organizational Behavior & Human Resources for Healthcare	3
GEC	Analytical Reasoning (List A or B)	3
Elective	General Elective	2
Elective	General Elective	3

Spring 2nd Year

Course	Course Name	Credits
DLTP-D112	Dental Anatomy	4
DLTP-D114	Occlusion	3
DLTP-D111	History, Ethics, Organization	1
DLTP-D113	Basic Physics, chemistry, and Dental Materials	5
Elective	Health Care Administration Elective	3

Year Three (33 units)

Fall 3rd Year

Course	Course Name	Credits
DLTP-D125	Crown and Bridge Prosthodontics I	3
DLTP-D126	Orthodontic-Pedodontics Appliances I	3
DLTP-D127	Complete Denture Prosthodontics I	4
DLTP-D128	Partial Denture Prosthodontics I	3
DLTP-D129	Dental Ceramics I	3

Spring 3rd Year

Course	Course Name	Credits
DLTP-D215	Crown and Bridge Prosthodontics II	4

DLTP-D216	Orthodontic-Pedodontics Appliances II	3
DLTP-D217	Complete Denture Prosthodontics II	3
DLTP-D218	Partial Denture Prosthodontics II	3
DLTP-D219	Dental Ceramics II	4

Year Four (26 units)**Fall 4th Year**

Course	Course Name	Credits
DLTP-D320	Dental Implants	3
DLTP-D321	Dental Laboratory Business Procedures	3
Elective	Health Care Administration Elective	3
Elective	General Elective	3

Spring 4th Year

Course	Course Name	Credits
DLTP-D405	Practical Laboratory Experience	6
Program Elective	Select 8 Credits from the following courses: DLTP-D401; DLTP-D402; and/or DLTP-D403	8

Dental Technology BSDT Pre-Dentistry Year One (32 Units)**Fall 1st Year**

Course	General Education Category	Credits
CHM 11500	General Chemistry	4
ENGL 13100	Core Communication: Writing	3
BIOL 20300	Human Anatomy & Physiology	4
MA 22900	Calculus for the Managerial, Social	3

and Biological Sciences

Spring 1st Year

Course	General Education Category	Credits
COM 11400	Core Communication: Speaking and Listening	3
CHM 11600	General Chemistry	4
BIOL 20400	Human Anatomy & Physiology II	4
GEC	General Education Core: Analytical Reasoning (List A or B)	3

Summer Term

Course	Course Name	Credits
BIOL 22000	Microbiology for Health Professionals	4

Year Two (31 units)**Fall 2nd Year**

Course	Course Name	Credits
BUS 10001	Principles of Business Administration	3
GEC	General Education Core: Social Science	3
BIOL 11700	Principles of Ecology and Evolution	4
CHM 25500	Organic Chemistry	3
CHM 25400	Organic Chemistry Lab	1

Spring 2nd Year

Course	Course Name	Credits
DLTP-D112	Dental Anatomy	4
DLTP-D114	Occlusion	3
DLTP-D111	History, Ethics, Organization	1

DLTP-D113	Basic Physics, chemistry, and Dental Materials	5
BIOL 11900	Principle Structure and Function	4

Year Three (33 units)**Fall 3rd Year**

Course	Course Name	Credits
DLTP-D125	Crown and Bridge Prosthodontics I	3
DLTP-D126	Orthodontic-Pedodontics Appliances I	3
DLTP-D127	Complete Denture Prosthodontics I	4
DLTP-D128	Partial Denture Prosthodontics I	3
DLTP-D129	Dental Ceramics I	3

Spring 3rd Year

Course	Course Name	Credits
DLTP-D215	Crown and Bridge Prosthodontics II	4
DLTP-D216	Orthodontic-Pedodontics Appliances II	3
DLTP-D217	Complete Denture Prosthodontics II	3
DLTP-D218	Partial Denture Prosthodontics II	3
DLTP-D219	Dental Ceramics II	4

Year Four (27 units)**Fall 4th Year**

Course	Course Name	Credits
PHYS 22000	General Physics	4
BIOL 38100	Cell Biology	3
GEC	Arts and Humanities	3
GEC	Cultural Understanding	3

Spring 4th Year

Course	Course Name	Credits
PHYS 22100	General Physics II	4

DLTP-D 405	Practical Laboratory Experience	6
Elective	Concentration Elective (choose from): DLTP-D401, or DLTP-D402, or DLTP-D403	4

Student Learning Outcomes

Students of the Dental Technology program will:

1. demonstrate the breadth of knowledge in the principals of restorative dental prosthesis and dental sciences.
2. demonstrate proficiency in the technical competency skills necessary to perform at or beyond an entry-level position in a dental laboratory.
3. comprehend and apply dental terminology, and technical advancements in the dental technology profession.
4. demonstrate ethical work habits and behavior patterns required for success and advancement in the dental profession.
5. demonstrate the need for continued learning and professional development locally, nationally and internationally in the field of dental laboratory technology.
6. demonstrate written, oral and multimedia skills necessary to communicate effectively in multicultural/diverse settings.
7. demonstrate skills in critical thinking, interpretation, reasoning, questioning, and decision making in the dental profession.
8. demonstrate proficiency in interpreting and evaluating current dental prosthetic research and apply that knowledge to demonstrate dental laboratory skills necessary for life-long learning.
9. promote the dental technology profession through service-learning activities, affiliations with professional organizations, and partnerships with dental companies and the community.

Dental Clinician BSDT Health Care Administration Curriculum

Dental Clinician BSDT - Health Care Administration Curriculum

Year One - Fall Term

Course	Course Title	Credits	Min Grade
DAST-A211	Oral Pathology, Physiology, Anatomy	1	C-
DAST-A212	Dental Therapeutics & Medical Emergencies	2	C-

DAST-A221	Microbiology & Asepsis Technique	2	C-
DAST-A214	Oral Anatomy, Histology, & Embryology	3	C-
DAST-A231	Dental Materials Lecture I	3	C-
DAST-A271	Clinical Science I	4	C-
DAST-A303	Radiology Clinic I	3	C-
Total Units		19	

Year One - Spring Term

Course	Course Title	Credits	Min Grade
DAST-A232	Dental Materials Lecture II	1	C-
DAST-A282	Practice management, Ethics, & Jurisprudence	2	C-
DAST-A162	Written & Oral Communication	2	C-
DAST-A242	Introduction to Advanced Dental Practice	2	C-
DAST-A305	Radiology Clinic II	2	C-
DAST-A241	Preventive Dentistry & Nutrition	3	C-
DAST-A272	Clinical Science II	4	C-
Total Units		16	

Summer Term

Course	Course Title	Credits	Min Grade
DAST-A273	Advanced Clinical Practice	6	C-
DAST-A390	Expanded Restorative Functions	4	C-

Year Two - Fall Term

Course	Course Title	Credits	Min Grade
DAST-A122	Introduction to Dentistry	1	
ENGL 13100	Reading, Writing, and Inquiry I	3	C
	General Education Core: Arts and Humanities	3	C
COM 11400	Fundamentals of Speech Communication	3	C
	General Education Core: Life & Physical Science	3	C
Total Units		12	

Year Two - Spring Term

Course	Course Title	Credits	Min Grade
PSY 12000	Elementary Psychology	3	C
RADX-R185	Understanding Medical Terminology	3	
MA 15300 or MA 21300	College Algebra OR Finite Mathematics	3	C
PBHL-S120	Introduction to Community Health	3	
Total Units		12	

Year Three- Fall Term

Course	Course Title	Credits	Min Grade
DAE-E351	Advanced Dental Materials Techniques for Auxiliaries	3	C-
ENGL 23301	Intermediate Expository Writing	3	

PBHL-H120	Health Care Delivery in the US	3	
OLS 25200	Human Behavior in Organizations	3	C
	Elective	3	
Total Units		15	

Year Three- Spring Term

Course	Course Title	Credits	Min Grade
	General Education Core: Life & Physical Sciences	3	C
PBHL-H346	Organizational Behavior & Human Resources for Healthcare	3	
DAST-A301	Advanced Orthodontic Procedures	3	C-
	General Education Core: Cultural Understanding	3	C
Total Units		12	

Year Four - Fall Term

Course	Course Title	Credits	Min Grade
	General Education Core: Analytical Reasoning (List A or B)	3	C
	Concentration 3 Elective: Students must take 3 credits from any Public Health course not used as a program		
	Elective	3	
PBHL-H432	Health Care Marketing	3	
Total Units		12	

Year Four - Spring Term

Course	Course Title	Credits	Min Grade
DHYG-H405	Introduction to Health Care Research	3	C
	Concentration 3 Elective: Students must take 3 credits from any Public Health course not used as a program		
DAST-A300	Special Topics in Dental Education	3	C-
	Elective	3	
Total Units		12	

Dental Clinician BSDT Health Care Administration Year One (43 units)

Fall Term

Course	Course Title	Credits
DAST-A211	Oral Pathology, Physiology, Anatomy	1
DAST-A212	Dental Therapeutics & Medical Emergencies	2
DAST-A221	Microbiology & Asepsis Technique	2
DAST-A214	Oral Anatomy, Histology, & Embryology	3
DAST-A231	Dental Materials Lecture I	3
DAST-A271	Clinical Science I	4
DAST-A303	Radiology Clinic I	3

Spring Term

Course	Course Title	Credits
DAST-A232	Dental Materials Lecture II	1
DAST-A282	Practice management,	2

	Ethics, & Jurisprudence	
DAST-A162	Written & Oral Communication	2
DAST-A242	Introduction to Advanced Dental Practice	2
DAST-A305	Radiology Clinic II	2
DAST-A241	Preventive Dentistry & Nutrition	3
DAST-A272	Clinical Science II	4

Summer Term

Course	Course Title	Credits
DAST-A273	Advanced Clinical Practice	6
DAST-A390	Expanded Restorative Functions	3

Year Two (29 units)**Fall Term**

Course	Course Title	Credits
DAE-E351	Advanced Dental Materials Techniques for Auxiliaries	4
DAST-A122	Introduction to Dentistry	1
RADX-R185	Understanding Medical Terminology	3
PBHL-S120	Introduction to Community Health	3
ENGL 13100	Reading, Writing, and Inquiry I	3

Spring Term

Course	Course Title	Credits
MA 15300	College Algebra or MA 21300-Finite Mathematics I	3
PSY 12000	Elementary Psychology	3
DAST-A301	Advanced Orthodontic Procedures	3

PBHL-H120	Health Care Delivery in the US	3
COM 11400	Fundamentals of Speech Communication	3

Year Three (24 units)**Fall Term**

Course	Course Title	Credits
General Education Core	Analytical Reasoning (List A or B)	3
ENGL 23301	Intermediate Expository Writing	3
PBHL-H346	Organizational Behavior & Human Resources for Healthcare	3
General Education Core	Cultural Understanding	3

Spring Term

Course	Course Title	Credits
General Education Core	Life & Physical Sciences	3
PBHL-H432	Health Care Marketing	3
OLS 25200	Human Behavior in Organizations	3
	Elective	3

Year Four (24 units)**Fall Term**

Course	Course Title	Credits
General Education Core	Life & Physical Science	3
Elective	Concentration Elective	3
General Education Core	Arts & Humanities	3
	Elective	3

Spring Term

Course	Course Title	Credits
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DHYG-H405	Introduction to Health Care Research	3
DAST-A300	Special Topics in Dental Education	3
	Concentration Elective	3
	Elective	3

Student Learning Outcomes

PROGRAM MISSION STATEMENT

The mission of the Indiana University Fort Wayne Certified Dental Assisting Program is to offer an exceptional, diverse, and inclusive educational program; prepare students to be highly skilled oral healthcare professionals; and maintain and cultivate working partnerships with the community. The program is committed to excellence in the theory and practice of dental assisting and in the development of competent, socially sensitive, and ethically responsible dental professionals.

PROGRAM GOALS

1. Develop and incorporate skills in critical thinking, interpretation, reasoning, questioning, and decision-making.
2. Apply principles from basic sciences, social sciences, clinical practice, and dental technology to deliver comprehensive care to their patients.
3. Practice and apply safe delivery of patient care.
4. Develop competence in assessing, evaluating, planning, and treating oral conditions and diseases.
5. Develop effective verbal and nonverbal interpersonal communication skills.
6. Recognize good health practices and promote these ideals to others.
7. Promote ethical behavior required in the practice of dentistry.
8. Assume a leadership and collaborative role in the advancement of the dental assisting profession through community activities and affiliations with professional organizations.
9. Recognize the need for life-long learning and professional development.

Courses

These are courses for the IUFW Allied Dental Education programs. The number of credit hours is indicated in parentheses following the course title.

IU School of Medicine

Medical Imaging and Radiologic Sciences

IU Fort Wayne offers a Bachelor of Science in Medical Imaging with two concentration options, Radiography (or Radiologic Technology) or Sonography (or Ultrasound Technology).

The Medical Imaging Program concentrations include general education and professional education courses. Students are designated as pre-medical imaging – radiography or pre-medical imaging – sonography majors as they complete required general education prerequisite

courses and prior to admission to the professional program. Admission to the professional portion of either program is competitive and is based on a composite score derived from the prerequisite GPA, submitted recommendation forms, medical imaging preadmission testing, and a personal interview. Completion of course work alone does not ensure admission. Students must apply for admission to the professional program of choice directly to the Office of Medical Imaging and Radiologic Sciences by the first business day of March.

The professional education curriculum is a structured, full-time, 33-month program beginning Fall semester each year. Professional education is a combination

of classroom and laboratory instruction and clinical experience. In clinical practice, students utilize the theories and concepts that are presented in the professional curriculum. Under the supervision of physicians and registered technologists, students will progress from observing to assisting, and subsequently to completing the imaging examinations.

All students in the process of completing prerequisite course work are strongly encouraged to seek academic advisement from the Pre-Medical Imaging advisor.

Radiography

Radiographers (or Radiologic Technologists) use radiation to produce images of the human body for the purpose of medical diagnosis. In addition to completing coursework and clinical rotations focused in Radiography, students in the Medical Imaging Radiography Track at IUFW have the opportunity to explore and study several post primary imaging modalities and career pathways such as CT, MRI and Mammography.

Upon program completion, students will be awarded a Bachelor of Science in Medical Imaging. Graduates are eligible to apply to sit for the American Registry

of Radiologic Technologists (ARRT) Examination in Radiography. Each graduate must pass the national exam and become certified as a Radiologic Technologist in Radiography before applying for certification examination in another modality.

Sonography

Sonographers (or Ultrasound Technologists) use sound waves to produce images of the human body for the purpose of medical diagnosis. Students in the Medical Imaging Sonography Track at IUFW will complete coursework and clinical rotations in abdomen, obstetrics and gynecology, and vascular sonography.

Upon program completion, students will be awarded a Bachelor of Science in Medical Imaging. Graduates are eligible to apply to sit for the American Registry

of Radiologic Technologists (ARRT) Examination in Sonography and/or the American Registry for Diagnostic Medical Sonography (ARDMS) Examinations.

Admission Standards and Procedures

Admission Criteria

Admission to the Medical Imaging program from Pre-Medical Imaging is limited and competitive, based on a total composite score of the following:

- Prerequisite curriculum GPA (Must be 2.5 minimum in order to qualify for preadmission testing)
- Applicant Recommendation Forms (COMPLETED BY NON-FAMILY MEMBERS)
- Preadmission testing
- Personal interview *

* If the number of qualified applicants far exceeds the number of positions available, the program's Admission Committee reserves the right to limit the number of applicants to be interviewed to one and a half times the number of positions available in the class.

Completion of the prerequisite coursework and meeting the minimum requirements does not guarantee admission.

Application Requirements

Applicants seeking admission to the Medical Imaging program must meet the following requirements to sit for the preadmission test:

1. Be admitted to IUFW as a degree seeking student (active status is required prior to submitting admission materials).
2. Complete and submit all Application Forms
3. Complete at least 13 credit hours of the prerequisite curriculum with a minimum 2.5 prerequisite curriculum grade point average. The prerequisite curriculum grade point average (GPA) is a calculation used only for the Medical Imaging admission process.
4. Earn a grade of C- or better in all prerequisite curriculum coursework.
5. Complete BIOL 20300, BIOL 20400 and a Math course within 5 years of admission to the professional program.
6. Applications and other required application materials may be submitted between the first business day of November and the first business day of March each year. [IUFW Medical Imaging Program Admissions](#)

Special Considerations:

1. Applicants may complete the equivalents of these courses at other colleges and universities. A student may make multiple attempts at a prerequisite course, with the most recent grade calculated in the Prerequisite curriculum GPA.
2. Students may petition to fulfill some requirements with courses taken at a higher level than the specified course provided that the prerequisite course requirement has been fulfilled. This petition must be indicated by using the SUBSTITUTE COURSE COMPLETION portion of the Prerequisite Checklist Form. Students must earn a C- or better in the substitute course. If approved, the substitution grade will be calculated into the prerequisite curriculum GPA provided it is higher than the grade for the course being replaced. Prerequisite curriculum coursework and grades from all post-secondary institutions attended will be reviewed and evaluated. Equivalents to pre-admission testing requirements will be evaluated on an individual basis.

Admittance to the Program

In order to be admitted to the Medical Imaging program, applicants must complete all Prerequisite curriculum course work by the end of spring semester with a grade of C- or better in each course and maintain a minimum 2.5 Prerequisite curriculum grade point average.

Upon acceptance to the program, final admission is contingent upon an applicant meeting the following requirements:

- Possess skills and abilities required under the MIRS Technical Standards and Physical Demands and Environmental Conditions or request accommodation through Services for Students with Disabilities
- Complete a background check that meets the requirement for clinical site placement
- Pass a drug screening test
- Complete a physical examination and submit a health record with documentation of required immunizations
- Obtain an Indiana State Board of Health Radiology Permit (Radiography Track)
- Have personal health insurance
- Complete and maintain compliance as required by clinical sites.

Upon acceptance into the Medical Imaging Program, students will be provided with the forms and information necessary to complete the above listed additional requirements. Expenses incurred in meeting these requirements are the responsibility of the applicant.

Prerequisite Requirement

The Prerequisite curriculum is:

- **RADX-P170** - Fundamentals of Radiologic and Imaging Physics
- **BIOL 20300** - Human Anatomy & Physiology I
- **BIOL 20400** - Human Anatomy & Physiology II
- **COM 11400** - Fundamentals of Speech Communication
- **ENGL 13100** - Elementary Composition
- Choose **two** of the following courses:
 - **COM 21200** - Approaches to the Study of Interpersonal Communication (recommended) **OR**
 - **PSY 12000** - Elementary Psychology **OR**
 - **SOC 16101** - Principles of Sociology
- Choose **one** of the following courses:
 - **CS 11200** - Computer Science for Everyone **OR**
 - **PSY 20100** - Introduction to Statistics in Psychology **OR**
 - **STAT 30100** - Elementary Statistical Methods I
- Choose **one** of the following courses:
 - **MA 15300** - College Algebra **OR**
 - **MA 21300** - Finite Mathematics I

Course descriptions may be found in the IUFW Bulletin. Note: Two additional general education courses must be completed prior to the final academic year of the professional program; however, students are encouraged

to complete these courses prior to program entry if possible.

Accreditation Radiography

The Medical Imaging Program - Radiography Track is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT):

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

Sonography

The Medical Imaging Program- Sonography track is in the process of seeking accreditation from the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS):

6021 University Boulevard, Suite 500, Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 866-738-3444
www.jrcdms.org

Student Learning Outcomes Mission Statement

Medical Imaging and Radiologic Sciences at IU Fort Wayne is committed to preparing highly qualified medical imaging technologists by integrating an outstanding baccalaureate academic education with a comprehensive clinical experience.

Medical Imaging Program Goals for Student Learning

Students in the IUFW Bachelor of Science in Medical Imaging program will learn to:

1. Communicate effectively in the health care setting.
2. Utilize critical thinking and problem-solving skills.
3. Model professionalism.
4. Demonstrate clinical competence.

Student Learning Outcomes

Students in the IUFW Bachelor of Science in Medical Imaging program will be able to:

- Exercise effective interpersonal communication skills with patients.
- Apply effective interdisciplinary communication skills.
- Execute logical procedural variations for non-routine situations.
- Evaluate image quality.
- Exhibit the professional responsibilities of medical imaging technologists.
- Engage in self-development related to professional practice.
- Demonstrate clinical procedural proficiency.
- Utilize appropriate safety practices.

Admission for Bachelor Completion

Students who have completed an A.S. degree or diploma from an accredited imaging program, and currently hold ARRT and/or ARDMS certification, are eligible to complete the BSMT. The School of Medicine (SOM), Medical Imaging and Radiologic Sciences (MIRS) faculty will review transfer credit and special credit eligibility* on an individual basis. Please contact us to make an appointment for transcript and credit evaluation.

*The mechanisms by which a student may be awarded special credit include credit by professional credentials and credit by professional work experience.

Academic Regulations

Students enrolled in the IU School of Medicine professional Medical Imaging Program are governed by the following academic standards:

- Grading System
- Program Cumulative GPA
- Good Academic Standing

Grading System

Final achievement in a particular RADX course is indicated by a letter grade that is translated into the 4.0 grading system below

	Grade	Scale	Grade Points
Exceptional Achievement	A+	99-100	4.0
	A	96-98	4.0
	A-	94-95	3.7
Above Average	B+	92-93	3.3
	B	89-91	3.0
	B-	87-88	2.7
Average	C+	85-86	2.3
	C	82-84	2.0
	C-	80-81	1.7
Below Average	D+	78-79.9	1.3
	D	75-77	1.0
	D-	73-74	0.7
Failure	F	72 & below	0.0

Program Cumulative GPA

Program Cumulative GPA is the average for all RADX courses taken by the student and will be verified at the end of each grading period to establish academic standing.

Good Academic Standing

To be in good standing in MIRS, the following three requirements must be maintained throughout the three years in the Program:

- Students must achieve a grade of C- or better in all RADX courses.
- Students are also required to maintain a Program Cumulative GPA of 3.00.
- Students must complete the required clinical hours and competency standards within defined time frames.

Students who fail to meet the requirements for Good Academic Standing are subject to dismissal from MIRS

Immunizations and Insurance

Required Immunizations

The following immunizations are required for students admitted to Medical Imaging and Radiologic Sciences. It is recommended that students begin the immunization process prior to admission to the program, as some immunizations require six (6) months to complete the series.

- Measles, Mumps, and Rubella (series of 2) - e.g. MMR
- Tetanus and Diphtheria (within last 10 years - must not lapse during program) - e.g. Td, Tdap
- Varicella (Chicken Pox, series of 2) - e.g. VAR **OR** documented History of Disease
- Hepatitis B (series of 3) - e.g. HepB, HepA-HepB
- Polio (series of 3) - e.g. OPV, IPV
- COVID-19 vaccine may be required for clinical placement

Positive titer documentation (showing immunity) may be accepted in place of immunization documentation.

Tuberculosis (TB) Test and Influenza Vaccine

An annual TB test and influenza vaccine will be required for all students enrolled in the professional medical imaging program. Other vaccinations may be required by affiliated clinical sites. More information regarding this requirement will be provided to students enrolled in the program.

Health Insurance

Students enrolled in a program in the health sciences may be exposed to possible injuries and communicable diseases. All students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student.

Medical Imaging BS Degree Requirements

- General Education/Prerequisites (35 Credits)
- Professional Curriculum - Required Courses (85 credits)

General Education and Prerequisites

GENERAL EDUCATION/PREREQUISITES 36 Credits

1. CORE COMMUNICATION - TWO CONTENT AREAS (2 courses, 6.0 Cr Hrs)

Dept	Course	Title	Cr Hrs
*ENGL	13100	Writing	3
*COM	11400	Speaking & Listening	3

2. SOCIAL SCIENCES -2 Courses (6.0 Hrs)

Dept	Course	Title	Cr Hrs
Choose two of the following courses			
*COM	21200	Approaches to the Study of Interpersonal Communication (recommended)	6
		OR	
*PSY	12000	Elementary Psychology	
		OR	3
*SOC	16101	Principles of Sociology	

3. ARTS and Humanities - 1 Course (3.0 Hrs)

Option	Course	Cr Hrs
CHOOSE 1 ELECTIVE	Choose 1 Elective that meets the General Education requirement for Arts and Humanities	3

4. CULTURAL UNDERSTANDING - 1 course (3.0 Cr Hrs)

Option	Course	Cr Hrs
CHOOSE 1 ELECTIVE	Choose 1 Elective that meets the General Education requirement for Cultural Understanding	3

5. ANALYTICAL REASONING - TWO CONTENT AREAS - 1 course from each list (6.0 Cr Hrs). At least one course must be from List A. Second course can be from List A or B

Options	Course	Title	Cr Hrs
+LIST A – choose 1			3
	*MA 15300	Algebra and Trigonometry	

	I (Preferred) OR	
	*MA 21300	Finite Math
+Enrollment in List A math courses requires placement or completion of prerequisite course		
++LIST B – choose 1		3
	*CS 11200	Survey of Computer Science OR
*PSY 20100	Introduction to Statistics in Psychology	OR
*STAT 30100	Elementary Statistical Methods	
++Enrollment in PSY 20100 or STAT 30100 requires MA 15300 as a prerequisite		

6. LIFE AND PHYSICAL SCIENCES - 2 Courses (8.0 Cr Hrs minimum)

Dept	Course	Title	Cr Hrs
*BIOL	20300	Human Anatomy and Physiology	4
*BIOL	20400	Human Anatomy and Physiology	4

7. Program Requirement - 1 Course (3.0 Cr Hrs)

Dept	Course	Title	Cr Hrs
RADX	P170	Fundamentals 3 of Radiologic and Imaging Physics	

- Courses marked with an asterisk (*) must be completed by spring semester prior to the planned start date of the professional program, and will be used to calculate the cumulative prerequisite coursework GPA.
- Additional general education courses must be completed prior to the final academic year of the professional program; however, students are encouraged to complete these courses prior to program entry if possible.
- Biology courses and a college math course must be completed within 5 years of anticipated program start date.

Medical Imaging BS Curriculum Professional Curriculum Information

Radiography Track

Second Year - 29 Cr Hrs

Fall

Dept	Course	Title	Cr Hrs
RADX	R105	Orientation to Radiography and Medical Imaging	3
RADX	R106	Fundamentals of Patient Care for Medical Imaging	3
RADX	R111	Radiography I	3
RADX	R270	Radiologic Physics	3

Spring

Dept	Course	Title	Cr Hrs
RADX	R190	Introduction to Clinical Education	3
RADX	R211	Radiography II	3
RADX	R215	Medical Imaging Modalities	3
RADX	R271	Foundations of Image Acquisition	3

Summer

Dept	Course	Title	Cr Hrs
RADX	R191	Medical Imaging Clinical Education I	2
RADX	R304	Medical Imaging Anatomy	3

Third Year - 29 Cr Hrs

Fall

Dept	Course	Title	Cr Hrs
RADX	R192	Medical Imaging Clinical Education II	3
RADX	R255	Radiation Biology and	3

RADX	R185	Protection in Radiography Medical Terminology	3
RADX	R371	Advanced Image Acquisition	3

Spring

Dept	Course	Title	Cr Hrs
RADX	R291	Medical Imaging Clinical Education III	3
RADX	R206	Advanced Patient Care for Medical Imaging	3
RADX	R305	Radiographic Image Critique	3
RADX	R307	Pharmacology for Medical Imaging	3

Summer

Dept	Course	Title	Cr Hrs
RADX	R292	Medical Imaging Clinical Education IV	2
RADX	R315	Exploring Modalities	3

Fourth Year - 27 Cr Hrs**Fall**

Dept	Course	Title	Cr Hrs
RADX	R293	Medical Imaging Clinical Education V	3
RADX	R306	Radiographic Pathology	3
RADX	R400	Leadership in Medical Imaging	3
RADX	R401	Legal and Ethical Issues in Medical Imaging	3
RADX	R410	Imaging Informatics and Acquisition Technology	3

Spring

Dept	Course	Title	Cr Hrs
RADX	R391	Clinical Education VI	3
RADX	R310	Seminar in Radiography	3
RADX	R450	Quality Management	3
RADX	R481	Medical Imaging Internship Capstone	3

**Sonography BSMT Curriculum
Second Year - 29 Cr Hrs****Fall**

Dept	Course	Title	Cr Hrs
RADX	R105	Orientation to Radiography and Medical Imaging	3
RADX	R106	Fundamentals of Patient Care for Medical Imaging	3
RADX	S111	Abdominal Sonography I	3
RADX	S271	Sonography Physics and Instrumentation I	3

Spring

Dept	Course	Title	Cr Hrs
RADX	S190	Introduction to Clinical Education	3
RADX	S215	Abdominal Sonography II	3
RADX	S211	Obstetric & Gynecologic Sonography I	3
RADX	S371	Sonography Physics and Instrumentation II	3

Summer

Dept	Course	Title	Cr Hrs
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RADX	S191	Sonography Clinical Education I	2
RADX	R304	Medical Imaging Anatomy	3

Third Year - 30 Cr Hrs

Fall

Dept	Course	Title	Cr Hrs
RADX	S192	Sonography Clinical Education II	3
RADX	S212	Obstetric & Gynecologic Sonography II	3
RADX	R185	Medical Terminology	3
RADX	S112	Vascular Sonography I	3

Spring

Dept	Course	Title	Cr Hrs
RADX	S291	Sonography Clinical Education III	3
RADX	R206	Advanced Patient Care for Medical Imaging	3
RADX	S206	Vascular Sonography II	3
	Elective	RECOMMENDED: RADX-R307 Pharmacology or RADX- R320 Professional Development in Medical Imaging	

Summer

Dept	Course	Title	Cr Hrs
RADX	S292	Sonography Clinical Education IV	3
RADX	R306	Medical Imaging Pathology	3

Fourth Year - 26 Cr Hrs

Fall

Dept	Course	Title	Cr Hrs
RADX	S293	Sonography Clinical Education V	4
RADX	R400	Leadership in Medical Imaging	3
RADX	R401	Legal and Ethical Issues in Medical Imaging	3
RADX	R410	Imaging Informatics and Acquisition Technology	3

Spring

Dept	Course	Title	Cr Hrs
RADX	S391	Sonography Clinical Education VI	4
RADX	S310	Seminar in Sonography	3
RADX	R450	Quality Management in Medical Imaging	3
RADX	R481	Medical Imaging Internship Capstone	3

Courses

Indiana University School of Nursing

Mission, Vision & Values

Mission

Indiana University School of Nursing (IUSON) prepares outstanding nurses to be clinicians, educators, leaders, innovators, and scientists. We partner with students, healthcare professionals, organizations, and communities to inspire lifelong learning and create knowledge to improve the health of the people we serve.

Vision

Indiana University School of Nursing (IUSON) is a global leader in creating innovative learning environments that support excellence in education and research to advance the health of the world's citizens.

Core Values

These core values are fundamental to the success of the nursing profession and the Indiana University School of Nursing community. They serve as the foundation for our work, how we interact with one another, and help guide the strategies we employ to fulfill our vision, mission, and strategic goals. We are supportive of one another's efforts, loyal to one another, and care for one another both professionally and personally. We embrace, own, and are energized by these core values.

- **Respect** - We create a positive environment by treating all people with mutual respect and sensitivity, recognizing the importance of their contributions and diversity.
- **Responsibility** - We accept responsibility for our actions.
- **Trust** - We foster trust by acting with honesty, integrity, and openness.
- **Dialogue** - We build community through dialogue by sharing and respecting our diversity of opinions, views, and expertise.

Diversity Statement

Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of Indiana University School of Nursing, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity.

"Diversity includes consideration of socioeconomic class, gender, age, religious belief, sexual orientation, and... disabilities, as well as race and ethnicity. Diversity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity... also means acknowledgment, appreciation, and support of different learning styles, ways of interaction, and stimulating forms of discourse derived from interaction and collaboration with persons from diverse backgrounds and experiences. American Association of Colleges of Nursing's Statement on Diversity and Equal Opportunity, 1997, p. 1. To fulfill this commitment, we strive to:

- Promote curriculum content that reflects a commitment to diversity
- Develop a comprehensive academic success model
- Recruit and retain students, faculty, and staff from diverse backgrounds
- Establish and maintain links to the diverse communities of the city, the state, the nation, and the world
- Identify resources that support diversity, promote academic excellence, and enrich our academic environment
- Promote research that reflects commitment to cultural diversity
- Promote culturally competent practice among students, graduates, and faculty

Accreditation, Memberships & Designations Accreditation

- Commission on Collegiate Nursing Education, 655 K Street, Suite 750, Washington, DC 20001, 202-887-6791; BSN, MSN, and DNP programs
- Indiana State Board of Nursing; BSN program
- American Nurses Credentialing Center's Commission on Accreditation Center for Professional Development and Lifelong Learning

Memberships

The School of Nursing is an agency member of the National League for Nursing's (NLN) Council of Baccalaureate and Higher Degree Programs, Commission on Collegiate Nursing Education (CCNE), as well as the Committee for Institutional Cooperation (CIC). The school is also a constituency member of the National League for Nursing and the American Association of Colleges of Nursing.

Designations

We are designated an NLN Center of Excellence in Nursing Education in two categories and are the first school in the history of the National League for Nursing to carry two designations:

- Center of Excellence in Nursing Education; Creating Environments that Promote the Pedagogical Expertise of Faculty, 2006 - 2027
- Center of Excellence in Nursing Education; Creating Environments that Advance the Science of Nursing Education, 2012 - 2026

The IU School of Nursing Core

The Indiana University-designated "core school" of Indiana University School of Nursing (IUSON) is comprised of schools of nursing on four IU campuses: Indianapolis, Bloomington, Columbus, and Fort Wayne. These schools operate as one administrative unit to offer baccalaureate, master's, and doctoral degrees. Administration of the core school resides primarily in Indianapolis on the Indiana University-(IUI) campus.

Admission Requirements and Procedures

Find your path. Whether you are coming to a nursing program for the first time, are an RN with an associate's degree or diploma who is seeking to complete your Bachelor of Science in Nursing (BSN), or someone who has earned a bachelor's degree but wants to pursue a career in Nursing, we have a program to fit your needs. The BSN traditional track fits students coming right out of high school as well as adult learners. RNs can quickly and easily complete the BSN degree with our flexible online degree completion option designed for the working Registered Nurse (RN). The BSN Accelerated Second Degree program applies credits from a previous bachelor's degree, allowing completion of a BSN in as little as 16 months.

Bachelor of Science in Nursing Tracks

- Traditional Bachelor of Science in Nursing

- RN to BSN
- Accelerated Second Degree

RN to BSN Admission Requirements

RN to BSN Admission Requirements

Associate degree or diploma prepared registered nurses who graduated from an accredited nursing program are eligible to apply to the BSN Degree program if they meet the published admission criteria for the RN to BSN Online Degree Completion Option. Registered nurses seeking admission to the Indiana University School of Nursing must apply to a specific campus.

How to Apply

1. Apply for admission to Indiana University Fort Wayne in the fall, spring, or summer semesters. An application can be obtained at: [How to Apply](#)
2. Transfer of credit from other colleges or universities is completed during the admission process by the Office of Admissions. Transfer credit will be awarded for courses with a minimum grade of C, if courses being transferred are essentially equivalent to required course work. Official transcripts, verifying previous academic background, are required to complete the transfer process and should be sent to the Office of Admissions.

To be eligible to apply to the RN to BSN Degree Completion Option, students must meet the following requirements:

1. Be admitted to Indiana University as a degree-seeking student (meet IU requirements for admission).
2. Have graduated from a nationally or regionally accredited nursing program. *IUSON Policy AFS-50.*
3. Have a current, unencumbered RN license in the state in which you are practicing and/or plan to meet practicum requirements.
4. Achieve a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for all courses attempted.
5. Complete required general education courses with a grade of C or above; a C- is not acceptable. A grade of C or above must be obtained by the second attempt.
6. Complete a drug screen upon admission and renew it annually. It is the responsibility for each student to pay the fee for the screening directly to an IUSON approved vendor. Contact a nursing advisor for more information.
7. Provide proof of current CPR certification, drug screening, and health insurance coverage.
8. Purchase a national criminal background report.

Traditional BSN Pre-Licensure Track Admission Requirements

BSN Admission Requirements: Traditional Pre-Licensure Track

Application deadlines and due dates for the IUSON are found below:

Fall Entry

- Applications available online: January 15
- Deadline to apply: 5 p.m. on April 15
- Courses used for application must be completed by end of Spring term.

Spring Entry

- Applications available online: July 15
- Deadline to apply: 5 p.m. on October 15
- Courses used for application must be completed by end of Fall term.

The admission process is competitive, and acceptance depends on the number of applicants and the applicant's ability to compete academically in the pool of applicants.

Students seeking admission to the nursing major must meet the following eligibility criteria (*IUSON Policy AFS-15*):

1. Be admitted to Indiana University-Fort Wayne as a degree-seeking student.
2. Earn a 3.0 GPA for the 29-31 credits of required nursing program requirements. Grades earned in transfer courses will count in the calculation of admission GPA.
3. The following application requirements must be met by courses listed on the application to the nursing major on the Core Campus: English Composition, Introductory Psychology, Introductory Sociology, Human Anatomy and Physiology, and Finite Math. Additional courses to be entered on the application: are to be selected from an approved list which may be campus specific. The total number of credit hours used to meet the application requirements is typically 29-31 credits. In the case of courses with a laboratory component, the didactic and lab are considered one course. The grade earned on the most recent attempt will be used for calculation of GPA for admission purposes. This policy relates to IU and transfer courses, and students who are not able to meet the minimum criteria are ineligible for admission consideration.
4. The applicant must achieve a grade of C (2.0) or higher for each course and an overall weighted admission score of 3.0 or higher in all nursing program requirements. This criterion also applies to any student wishing to transfer required courses from a university other than Indiana University. Applicants may use up to a maximum of seven (7) credits of Special Departmental (S) or Test (T) credit (e.g., Advanced Placement or departmental examination credit). The Anatomy & Physiology and Microbiology requirements must be met with graded college coursework, not by S or T credits.
5. The applicant must complete all required course work by established deadline. This includes independent studies, correspondence course work and courses for which students have received an incomplete (I). Students wishing to transfer required course work from a university other than Indiana University must be in good academic standing in that university (i.e., must not have been dismissed)

and have achieved a grade of C (2.0) or higher in courses for which transfer is being requested.

As part of the application process, the applicant must submit a Student Criminal Disclosure form to communicate any issues that would be documented on a national criminal background check.

Applicants who do not meet one or more of the above criteria may request special consideration by the campus Admission, Progression and Graduation (APG) Committee to which admission is requested. Consult campus policies and practices to determine the appropriate process to be followed on the campus you wish to attend.

If denied admission, the applicant may reapply to the Bachelor of Science in Nursing Program in a subsequent semester if eligibility is maintained. The applicant is not automatically considered; the student must re-submit an application. Students are allowed to apply for the program up to three (3) times.

Students will be admitted to the baccalaureate nursing program for a specific semester and are expected to enter the program that semester. Students not entering that specific semester must reapply for a subsequent semester on a competitive basis. Students will not be considered for further admission if they have declined an admission offer two times. *IUSON Policy AFS-15*

Student Learning Outcomes

As a graduate of the BSN program, you will be:

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

BSN Accelerated Second-Degree Admission Requirements

BSN Accelerated Second-Degree Admission Requirements

Application deadlines and due dates for the IUSON BSN Accelerated Second-Degree Track are found below and on the IU School of Nursing Website.

Fall Entry

- Applications available online: January 15
- Deadline to apply: 5 p.m. on April 15
- Courses used for application must be completed by end of the Spring term.

Spring Entry

- Applications available online: July 15
- Deadline to apply: 5 p.m. on October 15
- Courses used for application must be completed by end of the Fall term.

The admission process is selective, and acceptance depends on the number of applicants and the applicant's ability to compete academically in the pool of applicants. Students are allowed to apply for the program three (3) times. Admission to the baccalaureate nursing major and concurrent entrance to the School of Nursing is open to those meeting the following admission criteria (Policy AFS-16):

1. Students may apply for admission to the Accelerated BSN Second-Degree Track during the senior year of the initial baccalaureate degree or following graduation as long as all of the application criteria are fulfilled. If applying during completion of the initial baccalaureate degree, admission will be conditional on degree completion with a 2.7 cumulative GPA. Failure to complete the baccalaureate degree with the required GPA will cause an admission offer to be rescinded.
2. Students must be admitted to Indiana University (specifically to the campus applying for) as a second degree-seeking student.
3. Anticipated completion or completion of a bachelor's degree must be from a regionally accredited institution, and the baccalaureate degree should have at least 120 credits.
4. Students must have *fully completed* the following BSN required prerequisite coursework by the established deadline. Required BSN course work may be completed at Indiana University or transferred from another college or university. If transfer credit, the student may not apply until this credit is evaluated and accepted by IUFW.
 1. Anatomy and Physiology, I and II (BIOL 20300 and BIOL 20400 or acceptable transfer courses, in-person lab required)
 2. Microbiology (BIOL 22000 or acceptable transfer course, in-person lab required)
 3. English Composition (ENGL 13100 or acceptable transfer course)
 4. Introductory Psychology (PSY 12000 or acceptable transfer course)
 5. Introductory Sociology (SOC 16101 or acceptable transfer course)

6. Communications (COM 11400 or acceptable transfer course)
 7. Statistics elective (300/400 level required)
 8. Life and Physical Science/Math elective (2)
 9. Cultural Understanding elective
 10. Arts and Humanities elective
 11. Each campus within the IU School of Nursing Core will utilize coursework within a student's first degree on the application to satisfy the general education core as it exists on each campus to equal at least 50 credits. These grades will be incorporated into the Nursing Application GPA.
5. Students must demonstrate a grade point average of 3.0 on a 4.0 scale for all required prerequisite coursework used for application to this BSN program track.
 6. Students must complete the first baccalaureate degree with an accumulated GPA of at least 2.7. If the student graduates with an overall GPA below 2.7, the conditional admission offer will be rescinded.
 7. Time limitation on specific courses: Knowledge and competencies developed in courses that fulfill the requirements for anatomy and physiology, microbiology, and upper division statistics are considered to be time limited for individuals pursuing an undergraduate degree in nursing. If any of these courses were taken more than seven years prior to the application to the nursing undergraduate degree, the applicant must validate the related knowledge and competencies through portfolio or repeating the course to be eligible for admission and progression.
 8. Students who wish to apply to this track of the BSN program must not have been dismissed from another school of nursing.
 9. In order to be eligible for clinical placement, students must have a social security number in order to apply. Students applying without a social security number will have an offer of admission rescinded.
 10. Students must submit application by specified published dates. Applications received after deadlines may not be considered for requested admission cycle. Students may reapply in a following academic cycle.
 11. Entering students must complete a national criminal background check. If there are findings on the background check that preclude clinical placement, the admission offer will be rescinded. Consult with the Assistant Dean if you have questions.

Admission Process

1. Students transferring to Indiana University from another institution will have their transcript evaluated by the Admissions Office of Indiana University and the School of Nursing before determining admission eligibility.
2. Students meeting above admission criteria and applying for a specific admission cycle will be admitted based on the Nursing Application GPA.
3. Students will be admitted to the Accelerated BSN Second-Degree Track for a specific admission cycle, and are expected to enter that cycle. Students not entering that specific admission cycle may reapply for admission to a subsequent admission cycle.

4. Students will be held to all existing BSN policies related to admission, progression, and graduation not addressed in this policy (IUSON Policy AFS-16).

Degree Programs

The baccalaureate program offers a cutting edge, concept and competency-based curriculum for the education of professional nurses competent in meeting the current and future health needs of society. The curriculum prepares graduates to function across a continuum of health care environments, using evidence-based interventions in the practice of nursing.

BSN Degree Requirements

Bachelor of Science in Nursing (BSN)

Students in the BSN program are responsible for meeting degree requirements. The School of Nursing makes every attempt to provide students with academic advising and program planning assistance. The students are accountable for complying with all published academic policies related to the BSN program. To be eligible for graduation from the Bachelor of Science in Nursing program, students must complete a minimum overall number of credit hours required for the degree, as well as a minimum number of credit hours which must reflect nursing major courses, dependent upon program option which they are pursuing. Credits earned in remedial learning skill courses do not count towards the credit hour requirement. Credits from successfully repeated courses can only be used once toward the overall credit hours needed for the BSN degree.

Additionally, all students in the BSN program are responsible for meeting the following degree requirements: *IUSON Policy AFS-26*

1. Achieve an IU cumulative grade point average of at least a C (2.0). This includes all transfer course work applied to degree.
2. Complete at least 30 credit hours of required nursing major courses on the IU campus awarding the BSN degree.
3. Complete all BSN degree requirements within the timeframe prescribed by each program. Traditional 4-Year BSN, 5 years; Accelerated Second Degree, 3 years; RN-BSN, 4 years.
4. Apply to graduate the semester prior to completing all degree requirements following the published procedures on campus awarding degree.

BSN Traditional Track

Complete a minimum of 120 credit hours with a grade of C or higher in each didactic course and an S (Satisfactory) in all clinical/practicum courses required for the degree. Of the 120 credit hours, 75 credit hours must be nursing major courses.

RN to BSN Online Degree Completion Option

Complete a minimum of 120 credit hours with a grade of C or higher in each didactic course and an S (Satisfactory) in all clinical/practicum courses required for the degree. Of the 120 credit hours, 33-39 credit hours must be nursing major courses, 34-37 credit hours will be via special credit, and 50 or greater credit hours will be general education.

BSN Accelerated Second-Degree Track

Complete a minimum of 120 credit hours with a grade of C or higher in each didactic course and an S (satisfactory) in all clinical/practicum courses required for the degree. Of the 120 credit hours, 64 credit hours are nursing major courses and 50 credit hours will be from required general education courses using transfer credit where applicable. Additional credit hours may be selected from the previous bachelor's degree to meet the 120 total credit hours required for the BSN degree.

Traditional BSN Requirements**Traditional BSN Curriculum****Undergraduate Programs****120 Credit Hours**

1. General Education (GEC) Requirements
2. Prerequisite Courses
3. Professional Education

IUFW BS General Education Requirements

Category	Course	Course Title	Credits
Core Communication Writing	ENGL 13100	Reading, Writing & Inquiry I	3
Core Communication Speaking and Listening	COM 11400	Fundamentals 3 of Speech Communication	3
Analytical Reasoning - A	MA 21300	Finite Mathematics	3
Analytical Reasoning - B	NURS-H355	Data Analysis 3 Practice and Research	3
Life and Physical Sciences	BIOL 20300	Human Anatomy & Physiology	4
Life and Physical Sciences	BIOL 20400	Human Anatomy & Physiology	4
Cultural Understanding	See list *	IUFW General Education	3
Arts/ Humanities	See list **	IUFW General Education	3
Social Sciences	SOC 16101	Principles of Sociology	3

Psychology	PSY 12000	Elementary Psychology	3
TOTAL			32

IUFW Nursing BSN Prerequisite Courses**Year 1**

Term	Course	Course Title	Credits
Sem 1	BIOL 20300	Human Anatomy & Physiology	4
	ENGL 13100	Reading, Writing, & Inquiry	3
	PSY 12000	Elementary Psychology	3
	MA 21300	Finite Mathematics I	3
	FWHS-H101	Introduction to Health Sciences	1
	Elective	Open Elective 2	
Sem 1 Total Credits			16
Sem 2	BIOL 20400	Human Anatomy & Physiology	4
	SOC 16101	Principles of Sociology	3
	CHM 10400 OR Social Science	Living Chemistry OR Social Sciences General Education course	3
	GEC	Arts and Humanities IUFW General Education	3
	COM 11400	Fundamentals 3 of Speech Communication	3
Sem 2 Total Credits			16

IUFW Nursing BSN- Required Courses**Year 2**

Term	Course	Course Name	Credits
Sem 1	NUTR 30300	Essentials of Nutrition	3
	NURS-B244	Comprehensive Health Assessment	2
	NURS-B245	Health Assessment: Practicum	2
	NURS-B234	Promoting Healthy Populations	4
	NURS-B235	Promoting Health Populations Practicum	1
	NURS-B253	Professionalism in Collaborative Practice	3
Sem 1 Total Credits			15
Sem 2	BIOL 22000	Microbiology for Allied Health Professionals	4
	NURS-B260	Fundamentals of Nursing Practice	5
	NURS-B261	Pathophysiology and Pharmacology for Nursing Practice	4
	NURS-L230	Health Care Delivery Systems	3
Sem 2 Total Credits			16

IUFW Nursing BSN- Required Courses

Year 3

Sem 1	NURS-H355	Data Analysis for Practice and Research	3
	NURS-H356	Clinical Nursing Care 1: Biophysical Processes	5
	NURS-B334	Transitional Care of	5

		Families and Populations	
	GEC	Cultural Understanding	3
		IUFW General Education	
Sem 1 Total Credits			16

Sem 2	NURS-H360	Clinical Nursing Care 2: Interactive Processes	5
	NURS-H371	Clinical Nursing Care 3: Adaptive Processes	5
	NURS-R375	Nursing Research and Evidence Based Practice	3
Sem 2 Total Credits			13

IUFW Nursing BSN- Required Courses

Year 4

Sem 1	NURS-H476	Clinical Nursing Care 4: Complex Processes	5
	NURS-L430	Leadership in Health Care Delivery	5
	NURS-H303	Pediatric Clinical Immersion	1
	NURS-S474	Applied Health Care Ethics	3
Sem 1 Total Credits			14

Sem 2	NURS-S488	Synthesis for Professional Nursing Practice	3
	NURS-S483	Clinical Nursing Practice Capstone	3
	NURS-B444	Nursing Intensive: Managing	5

	Health and Illness Across Care Environments	
Elective	Open Elective 3	
Sem 2 Total Credits		14

Academic Standing & Progression

Good Standing

Students who maintain a minimum cumulative grade point average (GPA) of 2.0 and earn a grade of C (2.0) or better in all required general education and didactic courses and a grade of S in all required practicum/clinical courses and are progressing normally will be considered in good standing.

Out of Sequence (OOS)

A student who has maintained the minimum cumulative GPA, and earned a passing grade in all required courses, but who has interrupted his/her course of study, or is in part-time study in tracks in which a dictated full-time progression plan is in place is considered out of sequence. (Not applicable to RN to BSN students whose plan of study is flexible.) This includes:

- Students transferring into to IUSON are out of sequence:
 - Permanent transfer students are out of sequence until such time as they have been placed in a permanent seat in a cohort.
- Students who have withdrawn from required courses for any reason are out of sequence until the student has successfully completed the courses from which he/she has withdrawn.
- Students who have opted to sit out from required courses for any reason are out of sequence until the student has successfully completed a full semester upon return.

Note: Once an out-of-sequence student has been permanently placed in a new cohort in full-time study and after one initial successful semester following the interruption or transfer, he/she is no longer out of sequence and is in good standing. Part-time students are always out of sequence.

Students who have interrupted their program of study for any reason or desiring transfer to an IUSON core school are required to submit a written request to the chairperson of the BSN C/SA Admission, Progression, and Graduation (APG) Committee. Students seeking reentry should make their request (received by the APG committee) by March 15 for fall semester and September 15 for spring. All requests for reentry will be evaluated on the basis of the availability of resources. Reentry of students who have interrupted their study for any reason is not guaranteed. Students who reenter must adhere to the policies and curriculum of the School of Nursing that are in effect at the time of reentry. Transfer students should refer to the student transfer Policy AFS-38 for details. *IUSON Policy AFS-21*

Progression in coursework in the nursing major

Nursing courses must be taken in the sequence indicated in the curriculum plan. A student must complete the entire semester of nursing courses before progressing to the next semester. Exceptions to this may be granted by the APG committee or may be in place by agreement for particular tracks or courses in the BSN plan of study (students should confer with a nursing advisor).

Academic Probation

Students enrolled in the Indiana University School of Nursing BSN Program will be placed on academic probation when any of the following conditions exist:

- The cumulative GPA falls below C (2.0)
- The semester GPA falls below C (2.0)
- A grade below C (2.0) has been received in a required didactic course, or a grade of F has been earned in a required practicum/clinical course. This includes required general education courses, as well as nursing major courses.
- A failing grade may be given for the following:
 - failure to meet course objectives;
 - academic dishonesty, misconduct, or personal misconduct as defined by Indiana University;
 - unsafe clinical behavior: including (but not limited to) HIPAA violations, breaking agency policies, breaking course rules related to clinical behavior.

Students who are on Academic Probation shall:

- Meet with the appropriate academic advisor or designee on campus at least three times per semester to plan for academic success;
- Complete a required plan for tutoring/remediation during the time period in which he/she is on probation. This plan is completed with the appropriate academic advisor or designee on the campus. Students on academic probation will not be released to register for the next semester until these conditions have been fully met.

Academic Probation will be removed and a student returned to "good standing" when all of the following conditions exist:

- The cumulative GPA returns to C (2.0) or higher.
- The semester GPA is C (2.0) or higher.
- A minimum grade of C (2.0) has been received in the required didactic courses completed and a grade of S has been earned in the required practicum/clinical courses completed. All other specific conditions, if required, have been met.
- The student has secured a permanent placement in a new cohort.

Note: Students who have been dismissed and reinstated will remain on academic probation throughout the remainder of the program. *IUSON Policy AFS-21*

RN to BSN Online Degree Completion Option

RN to BSN Online Degree Completion Option

The RN to BSN Online Degree Completion Option is designed for the working RN who has earned an associate degree or diploma in nursing and is busy with career and family responsibilities but wants to be prepared to meet the future challenges of health care by completing a Bachelor of Science in Nursing (BSN) degree.

All nine Indiana University School of Nursing campuses across the state of Indiana collaboratively created the RN to BSN Online Degree Completion Option. Following are highlights of the program:

- Nursing courses are distance accessible, using web-based and video technologies so that you do not have to come to campus.
- Earn your BSN where you live, in the midst of a busy schedule.
- The program is flexible: once you complete general education coursework, you can complete nursing courses in 12 months of full-time study or 18–24 months of part-time study.
- Nursing courses are delivered in condensed, six- or eight-week learning modules.
- Tailored clinical experiences where you work.

Because this program builds on the courses you have already completed, you will receive credit for many of the general education courses completed as part of your ASN or diploma program.

Special Credit Courses

Following the successful completion of the first semester of nursing classes, special credit is awarded for the courses listed below. In order to receive a BSN degree, your official transcript must reflect fulfillment of all requirements, including 34 hours of special credit for these courses:

NURS-B261: Pathophysiology & Pharmacology, 4 cr.
 NURS-B260: Fundamentals of Nursing Practice, 5 cr.
 NURS-H356: Biophysical Processes, 5 cr.
 NURS-B334: Transitional Care of Families, 5 cr.
 NURS-H360: Interactive Processes, 5 cr.
 NURS-H371: Adaptive Processes, 5 cr.
 NURS-H476: Complex Processes, 5 cr.

Requirements & Sample Curriculum Plan RN to BSN Online Degree Requirements

The minimum requirement for RN to BSN students pursuing the BSN degree is 120 credit hours. Students beginning the required nursing courses must complete all coursework in four years. Failure to register in each sequential semester, excluding summer sessions, constitutes an interruption in the program. Students who reenter must adhere to the policies and curriculum in effect at the time of reentry. Students who interrupt their program of study jeopardize their chances of completing nursing courses in four years.

Required Coursework

RN to BSN coursework consists of general education and nursing courses. All courses must be completed with a grade of C or above by the second attempt. General education courses completed at other universities may be applicable toward your degree program if credits are accepted by the Office of Admissions or determined to be equivalent by the IUSON. All but nine (9) general education credits must be completed before enrolling in nursing courses. *IUSON Policy AFS-30*

Plans of Study

Designed to be flexible with your work schedule and busy lifestyle, the RN to BSN Online Degree Completion Option can be pursued by following a full- or part-time plan of study. With the exception of NURS-B331 which must be taken first and NURS-R470 which must be taken last, courses may be taken in any order. Below are examples of plans of study which the School of Nursing recommends for the full-time and part-time options. To obtain a program planning sheet tailored to your educational goals, first be admitted to IUFW then email an IUSON Fort Wayne Academic Advisor at fwnuradv@iu.edu.

Sample Curriculum Plans

Full time study (12 months, or 3 semesters)

Semester 1	
1st 8 weeks	NURS-B331 Transition to BSN Nursing
	NURS-B304 Nursing Seminar 1: Health Policy
2nd 8 weeks	NURS-S475 Health of the Community
	NURS-H355 Data Analysis
Total Credits 12	
Semester 2	
1st 8 weeks	NURS-S474 Health Care Ethics
	NURS-R375 Nursing Research & Evidence-Based Practice
2nd 8 weeks	Nursing Practice Elective
	NURS-S487 Nursing Management
Total Credits 12	
Semester 3	
1st 8 weeks	NURS-B404 Nursing Seminar 2: Informatics
	Nursing Practice Elective
2nd 8 weeks	NURS-R470 Clinical Nursing Practice Capstone
Total Credits 9	

Part-time study (18 months, or 4 semesters)

Semester 1	
1st 8 weeks	NURS-B331 Transition to BSN Nursing

2nd 8 weeks	NURS-R375 Nursing Research & Evidence-Based Practice NURS-H355 Data Analysis Total Credits 9
Semester 2	
1st 8 weeks	NURS-S474 Healthcare Ethics Nursing Practice Elective
2nd 8 weeks	NURS-S475 Health of the Community Total Credits 9
Semester 3	
1st 8 weeks	NURS-B304 Nursing Seminar 1: Health Policy Nursing Practice Elective
2nd 8 weeks	NURS-S487 Nursing Management Total Credits 9
Semester 4	
1st 8 weeks	NURS-B404 Nursing Seminar 2: Informatics
2nd 8 weeks	NURS-R470 Clinical Nursing Practice Capstone Total Credits 6

Semester 6

1st 8 weeks	NURS-R470 Clinical Nursing Practice Capstone
Total Credits 3	

Residency Requirements

Thirty hours of residency credit is required for the BSN degree. This requirement is met by completing 30 hours of nursing courses through Indiana University. Independent study via correspondence courses will not count towards the residency requirement.

Undergraduate Programs**Philosophy Statement**

Faculty members in the BSN program believe that a BSN education prepares students to meet the current and future health needs of society through a comprehensive academic foundation in the sciences and humanities coupled with exceptional professional preparation, preparing students for current and future roles across the continuum of settings for health care delivery. Faculty in the BSN program understand that our students bring a wide range of educational and other experiences to the educational setting and believe that the educational plan should be tailored to the needs of our learners.

Faculty in the BSN program also recognize that learning encompasses knowledge, skills, and affective domains. Each track of the BSN coursework focuses on mastery of conceptual knowledge; demonstration of competencies in nine program outcome areas; and embodiment of exemplary professionalism that includes the values inherent in the profession. Recognizing that BSN graduates will practice in an ever-changing health care environment, students are prepared to understand health care policies and their rapidly-changing impact on care delivery.

Faculty have planned each track of the BSN to offer a cutting edge and evidence-based curriculum to prepare students for careers as professional nurses who are competent care providers, prepared to practice to the full capacity of the professional nurse role in diverse settings and situations. We value diversity and prepare students to provide ethical, holistic, culturally sensitive, patient-centered care. This may focus on and include acute and chronic care and wellness and illness situations, in consideration of those diverse patients and clients we serve: individuals across the lifespan; families in different developmental stages; and communities, aggregates, and populations.

As part of professional nursing in today's complex care environments, nurses must be accountable leaders and managers, as well as knowledgeable care coordinators, engaging as full partners with interprofessional team members. Furthermore, the faculty believes that as professional nurses, BSN graduates must be exceptional communicators, collaborate effectively, and be able to use and embrace technology and information management systems to achieve high quality, safe patient care outcomes.

Part-time study (24 months, or 6 semesters)

Semester 1	
1st 8 weeks	NURS-B331 Transition to BSN Nursing
2nd 8 weeks	Nursing Practice Elective Total Credits 6
Semester 2	
1st 8 weeks	NURS-B304 Nursing Seminar 1: Health Policy
2nd 8 weeks	NURS-H355 Data Analysis Total Credits 6
Semester 3	
1st 8 weeks	NURS-S474 Healthcare Ethics
2nd 8 weeks	NURS-S475 Health of the Community Total Credits 6
Semester 4	
1st 8 weeks	NURS-B404 Nursing Seminar 2: Informatics
2nd 8 weeks	NURS-S487 Nursing Management Total Credits 6
Semester 5	
1st 8 weeks	Nursing Practice Elective
2nd 8 weeks	NURS-R375 Nursing Research & Evidence-Based Practice Total Credits 6

Purpose

The baccalaureate program offers a curriculum plan designed to meet learner needs while preparing professional nurses competent in meeting the current and future health needs of society. The curriculum prepares graduates to function as practitioners in a variety of settings including acute care, primary care, and community focused care, to name a few. The BSN program provides a foundation for leadership positions and graduate study.

The graduate of the BSN program possesses a broad knowledge of the humanities, the biological and social sciences, and nursing. As a BSN graduate, the nurse applies well-developed problem-solving skills in caring for individuals, families, and communities.

Program Learning Outcomes

As a graduate of the BSN program you will be:

- A critical thinker who demonstrates intellectual engagement and uses evidence as a basis for clinical reasoning and decision making
- A culturally sensitive individual who provides holistic, individual, family, community, and population-centered nursing care
- A knowledgeable care coordinator who facilitates access to resources across the continuum of healthcare environments in order to meet the evolving healthcare needs of individuals, families, communities, and populations
- An individual who understands and considers the impact of healthcare policy, finance, and regulatory environments on care delivery
- An individual who embodies the professional identity of the nurse and who translates the inherent values of the nursing profession into the ethical and legal practice of nursing
- An effective communicator who collaborates with inter-professional team members, patients, and their support systems for improved health outcomes
- A competent care provider who is prepared to practice to the full capacity of the professional nurse role in diverse health care environments
- An accountable leader and manager who applies principles of systems and organizational processes and balances resources to promote quality care and patient safety
- An individual who embraces and employs innovations in information management and technology in the delivery of quality patient care

Prospective students should acquaint themselves with curriculum requirements, course sequencing, and other degree requirements, along with the requirements for admission to the BSN program on each campus. Students are responsible for meeting all degree requirements.

BSN Accelerated Second-Degree

BSN Accelerated Second-Degree Track

The Bachelor of Science in Nursing (BSN) Accelerated Second-Degree track is designed for students who have

earned a bachelor's degree in a non-nursing field and want to pursue a nursing career. The program moves at a fast pace - 4 semesters of year-round, full-time study - with a concept-based, cutting edge curriculum that prepares you for a career as a profession nurse.

You will work with nursing faculty in the school and expert nurse preceptors in the community as part of the clinical and practical experiences of the program, gaining exposure to hospital and community-based nursing. In addition, you will participate in simulation exercises and interprofessional education experiences with IU students in other health care fields.

Requirements & Sample Curriculum Plan BSN Accelerated Second-Degree Track Sample Curriculum Plan

Semester One	Credits
NURS-B237 Promoting Healthy Populations	3
NURS-B247 Comprehensive Health Assessment	3
NURS-B245 Health Assessment Lab	2
NURS-B260 Fundamentals of Nursing Practice	5
NURS-B261 Pathophysiology & Pharmacology for Nursing	4
Total Credits	17

Semester Two	Credits
NURS-R375 Nursing Research and Evidence-Based Practice	3
NURS-B334 Transitional Care of Families & Populations	5
NURS-B253 Professionalism in Collaborative Practice	3
NURS-H356 Biophysical Processes	5
Total Credits	16

Semester Three	Credits
NURS-H360 Interactive Processes	5
NURS-H371 Adaptive Processes	5
NURS-L330 Leadership in Healthcare Delivery and Policy	4
NURS-S474 Healthcare Ethics	3
Total Credits	17

Semester Four	Credits
NURS-H476 Complex Processes	5
NURS-S483 Capstone	3
NURS-B445 Managing Health and Illness Across Care Environments	3
NURS-S489 Second Degree Synthesis for Professional Nursing	3
Total Credits	14

Residency Requirements

Thirty hours of residency credit is required for the BSN degree. This requirement is met by completing 30 hours of nursing courses through Indiana University. Independent study via correspondence courses will not count towards the residency requirement.

Academic Procedures & Requirements

Below is a select list of key student processes and requirements.

Completion of Degree Requirements

The School of Nursing must receive notices of removal of Incomplete and Deferred grades, special credit grades, and independent study course grades no later than three weeks before the end of classes in the student's last semester prior to graduation.

Professional Liability Insurance

Indiana University provides liability insurance to each nursing student while in the clinical setting, provided that the student is enrolled in clinical course work. Students not enrolled in clinical courses are not covered by liability insurance and will not be allowed into the clinical setting. Students who are employed in a health care facility should check with their employers regarding liability insurance requirements. IU School of Nursing does not cover students beyond the classroom and/or clinical settings.

Health Insurance

Health insurance is mandatory, and students are expected to demonstrate insurance coverage upon entrance to the program and continued coverage throughout the program. *IUSON Policy AFS-08*

Criminal Background Checks

Students currently enrolled in the IU School of Nursing will be required to submit a national criminal background check upon admission and will be required to renew it annually. It is the responsibility of each applicant and student to pay the fee for the screening directly to Castle Branch-Certified Profile. Each year, students will be required to submit their requests for an updated national criminal background check report. *IUSON Policy AFS-28*

An updated national criminal background check will also be required for any student being readmitted or transferring to the program.

CPR Requirements

Current certification in cardiopulmonary resuscitation (CPR) is required. Students must be certified through an approved course or instructor. The approved courses are American Red Cross Professional Rescuer, American Heart Association Health Care Provider, and BLS Provider Certification. CPR training must include:

- Infant
- Child
- Adult
- Individual rescue
- Two-person rescue
- Automated external defibrillation

Current CPR certification must be maintained throughout the student's entire nursing program. Students must have current CPR certification on file in order to participate in clinical settings.

Immunizations and Other Health Requirements

Immunizations, training, and/or screenings are required by the School of Nursing and the clinical agencies. Evidence of receipt of all immunization requirements should be in the form of a signed statement from the healthcare provider or copy of titer results from an approved provider. Students who do not have proof of all required immunizations will be administratively withdrawn from all nursing classes. Please contact the Nursing Advisors for a complete and current list of the required immunizations. All immunizations, trainings, and screenings are at the student's expense. *IUSON Policy AFS-03*

Drug Screening

Students currently enrolled in the IU School of Nursing will be required to complete a drug screen upon admission and will be required to renew it annually. It is the responsibility of each applicant and student to pay the fee for the screening directly to the IUSON approved vendor. Please contact the nursing advisors for detailed information about scheduling a screening.

Students may be asked to submit to random drug screens anytime throughout their program in compliance with contract requirements of clinical agencies where students are placed. Positive drug screens may prevent a student from participating in clinical learning experiences. Lack of participation could constitute course failure and potential for dismissal from the program.

Students with Disabilities

To facilitate the success and adaptation of undergraduate students with disabilities, the School of Nursing conforms to the applicable federal, state, and university policies, regulations, and definitions regarding students with disabilities. These include providing services that comply with external and internal policies and laws to

qualified students, providing reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student; upholding academic standards in the context of these policies and services; assisting qualified students with disabilities by providing auxiliary aids and obtaining reasonable accommodations including modifications of programs and courses that do not fundamentally alter the essential nature of the program, through collaborative efforts with academic and service units of IUFW; and maintaining legally appropriate confidentiality for students with disabilities except where permitted by law. *IUSON Policy AFS-11*

Students with physical, mental, or learning impairments are encouraged to consult with advisors for assistance in meeting degree requirements. Students with disabilities must meet all academic and technical skill requirements of their program. Programs for academically disadvantaged students are available on all IU campuses.

Special Expenses

Students at the School of Nursing can expect to incur special expenses as they progress through the BSN program. Please see the nursing advisors for more details. Expenses can include but are not limited to:

- Clinical and/or lab supplies
- Clinical fees - certain courses at the School of Nursing are assessed clinical fees in addition to credit hour charges
- Uniform - All undergraduate nursing students must purchase designated uniform/IUSON polo/scrubs and wear it, along with appropriate identification, while in clinical settings as required. Registered nurse students may wear a professional uniform appropriate to the clinical setting. Students not appropriately attired will be dismissed from the clinical area by the clinical instructor or their instructor.
- Assessment Test fees associated with BSN application, and as required at any time during the program
- Integrated testing fees
- Programmatic expenses, such as annual criminal background check fees, computing expenses, and immunization costs

Technology and Information

School of Nursing students must be able to send and receive email and send and receive attachments. They should be comfortable using a Web browser to access Canvas, the University's learning management system, and to navigate the course environment and use the tools included in their courses. Students should use appropriate internet etiquette in online communications. They should be able to search for and access nursing-related materials on the Web and to return to those sites later by using stored Web addresses. Students should be able to competently use Microsoft Word and PowerPoint to create and appropriately format written assignments and basic presentations. They should be able to differentiate

between scholarly and popular sources of information on the Web and to evaluate sources for general reliability and trustworthiness. To update skills, students have many opportunities for both classroom and online learning sources through the [IUPUI Health Technology Services](#).

Students participating in Web-based courses and/or those using video web-conferencing should have consistent access to computers with appropriately configured software and reliable Internet access at sufficient speeds (see <https://kb.iu.edu/d/bboi> for specific information). The University officially supports both Mac and Windows based computers, but some software is not available for Mac computers. Students can download applications by logging in with their IU Network ID and password to <https://iuanyware.iu.edu/vpn/index.html>. Students are expected to install and maintain up-to-date virus detection software to prevent spreading harmful viruses and malware to faculty and other students when sharing files.

Use of Social Media

IUSON faculty, staff, and students must adhere to the IU and IUSON policies and procedures and [HIPAA](#) obligations related to patient privacy, confidentiality, and code of conduct at all times when using the Internet and social media sites. IUSON policies toward the use of social media are guided by the National Council of State Boards of Nursing. In the event that a violation of the social networking policy has occurred, the student's case will be handled according to the IUSON process for dealing with academic misconduct as outlined in the IU Code of Student, Rights and Responsibilities. Students who violate the policy are subject to disciplinary actions which may lead to dismissal from the program. *IUSON Policy AFS-10*

Formal Communication

The School of Nursing recognizes students' Indiana University email address as the only official means of formal communication with students. All students are required to have an Indiana University email address.

Transportation

Clinical practice learning experiences are varied in setting and are located within the communities and counties surrounding the IU Fort Wayne campus. Students traveling to and from all clinical experiences, are responsible for providing their own transportation, and are expected to carry the appropriate insurance. The School of Nursing is not liable for any traffic violations or auto accidents that occur during student commutes.

Professional and Technical Standards

Both the program learning outcomes in the Baccalaureate program-and the supporting curriculum components adhere to the American Association of Colleges of Nursing (AACN) [Essentials of Baccalaureate Education for Professional Nursing Practice](#). BSN students are expected to demonstrate the ability to meet the competency statements of the BSN Essentials by the completion of the BSN program. Students are also held to the following professional and technical standards:

1. [American Nurse Association](#) (ANA) Standards of Practice & Standards of Professional Performance
2. [American Nurse Association](#) (ANA) Code of Ethics

Essential Abilities

The School of Nursing faculty has specified essential abilities (technical standards) critical to the success of students in any IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria, and matriculating students are expected to meet all progression criteria as well as these essential abilities (technical standards) with or without reasonable accommodations:

1. Essential judgment skills to include: ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving patient conditions and coming to appropriate conclusions and/or prioritized courses of actions.
2. Essential physical functions to include: ability to meet physical expectations to safely and competently perform interventions required in the practice of nursing. Behaviors that demonstrate essential physical expectation include, but are not limited to walking without assistance, lifting, bending, and stretching without limitations consistent with course and program expectations. Additionally, being able to perform hand hygiene and use Personal Protection Equipment (PPE) consistently for the safety and protection of students and patients.
3. Essential neurological functions to include: ability to use senses of sight, hearing, touch, and smell to make correct judgments regarding patient conditions. Behaviors that demonstrate essential neurological expectation include, but are not limited to, observation, listening, understanding relationships, writing, and sensory abilities consistent with course and program expectations.
4. Essential communication skills to include: ability to communicate effectively with fellow students, faculty, patients, families, and all members of the health care team. Verbal, non-verbal, electronic, and written skills will consistently demonstrate effective, professional communication.
5. Essential emotional coping skills to include: ability to demonstrate the behavioral attributes necessary to safely engage in the practice of nursing as determined by professional standards of practice. Anger, dyscontrol, lack of self-control, disengagement, lethargy, and erratic mood are examples of behaviors indicative of ineffective coping.
6. Essential intellectual/conceptual skills to include: ability to measure, calculate, analyze, synthesize, and critically evaluate in order to engage competently in the safe practice of nursing.
7. Other essential behavioral attributes include: ability to engage in activities consistent with safe nursing practice free from the influence of any substance

that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as student in the School of Nursing and as a developing professional nurse.

Students failing to meet these essential abilities, as determined by faculty, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames.

Undergraduate Policies

The following undergraduate policies are covered in this section:

- Academic Standing and Probation
- Academic Progression
- Alternative Course Credit
- Clinical and Practicum Absences Policy
- Course Grade Appeals
- Dismissal & Reinstatement
- Eligibility for Licensure
- Orientation
- Auditing Courses
- Time Limits
- Transfer
- Residency Requirements
- Withdrawal

Academic Standing and Probation

Good Standing

Students who maintain a minimum cumulative grade point average (GPA) of 2.0 and earn a grade of C (2.0) or better in all required general education, program requirement, and didactic courses and a grade of S in all required practicum/clinical courses and are progressing normally will be considered in good standing. *IUSON Policy AFS-21*

Academic Probation

Students enrolled in an Indiana University School of Nursing BSN Program will be placed on academic probation when any of the following conditions exist:

1. The cumulative GPA falls below C (2.0)
2. The semester GPA falls below C (2.0)
3. A grade below C (2.0) has been received in a required didactic course, or a grade of F has been earned in a required practicum/clinical course. This includes required general education courses, as well as nursing major courses.
4. A failing grade may be given for the following:
 1. failure to meet course objectives
 2. academic dishonesty, misconduct, or personal misconduct as defined by Indiana University;
 3. unsafe clinical behavior: including (but not limited to) HIPAA violations, breaking agency policies, breaking course rules related to clinical behavior

Students who are on Academic Probation shall:

1. Meet with the appropriate academic advisor or designee on the home campus at least three times per semester to plan for academic success.

Students may not register until they complete the three (3) meetings.

2. Complete a required plan for tutoring/remediation during the time period in which he/she is on probation. This plan is completed with the appropriate academic advisor or designee on the campus. Students on academic probation will not be released to register for the next semester until these conditions have been fully met.

Academic Probation will be removed and a student returned to "good standing" when all of the following conditions exist:

1. The cumulative GPA returns to C (2.0) or higher.
2. The semester GPA is C (2.0) or higher.
3. A minimum grade of C (2.0) has been received in the required didactic courses completed, and a grade of S has been earned in the required practicum/clinical courses completed. All other specific conditions, if required, have been met.
4. The student has secured a permanent placement in a new cohort.

Note: Students who have been dismissed and reinstated will remain on academic probation throughout the remainder of the program. *IUSON Policy AFS-21*

Academic Progression

Problems related to a student's academic progression that emerge during enrollment in his/her undergraduate nursing program are handled through a committee hearing process. Students requesting an exception to policy may petition for a waiver to the BSN Admission, Progression, and Graduation (APG) Committee. Students wishing to make an appeal to APG should consult an academic advisor in the School of Nursing for information regarding this process.

Alternative Course Credit in the BSN Program

The School of Nursing has established procedures for assessing, validating, and evaluating objective evidence of prior learning (academic work or professional experience) and skill attainment related to course outcomes in order to award course credit or exemption for undergraduate nursing courses. Students may validate prior learning where applicable through the following:

Course Equivalency

This policy applies to nursing students who wish to seek equivalency related to nursing courses in order to award course credit and/or exemption for undergraduate nursing courses, with the exception of the capstone course in the BSN program. This policy does not apply for students seeking credit for graduate level nursing courses. *IUSON Policy AFS-19*

- Undergraduate nursing students may submit the syllabus/syllabi from a prior nursing course(s) to determine equivalency for a course in the student's plan of study for a BSN degree.
- The course must have been passed with a C or better as documented by transcript.
- The course must be eligible for course credit as determined by campus administration.

- Graduate level courses may be submitted for credit for undergraduate credit equivalency, but if accepted for undergraduate credit, are not later eligible for consideration toward a graduate degree at IUSON.
- The course will be subjected to a review process, and only courses (or combinations of courses) that demonstrate achievement of at least 75% of the learning outcomes/objectives for the course will be eligible for equivalency
- The request for equivalency review must be submitted at least 3 months prior to the time when the student would begin the course, according to the student's plan of study.
- The student will receive blinded written feedback regarding the outcome of the review, and written feedback and outcome of the review will be posted to the student record. There is no appeal process for the course equivalency request.

Portfolio

Students may validate prior learning (academic work, or professional experience) by preparing a portfolio to demonstrate acquisition of content and skills commensurate with outcomes/competencies/objectives or specific course(s). Students may also submit course syllabi and transcripts for course equivalency. The student must demonstrate satisfactory academic standing.

1. Student meets with academic advisor to review portfolio process, criteria needed for portfolio, and deadline dates (two semesters before the course is offered).
2. Student meets with instructor for a brief review of the student's work/experiences/previous courses.
3. If faculty agrees there is potential for special credit, student should meet with an advisor and register for appropriate class.
4. Academic advisor notifies instructor of student registration for appropriate class.
5. Student gathers evidence for the portfolio following the IUSON guidelines and sends the portfolio to the instructor by a specific time/date.
6. Instructor reviews the material, notifies the student, and completes the Portfolio Review Form. It is sent to the Associate Dean (or appropriate administrative designee) for a signature. Dean's office sends approved portfolio to academic advisor to initiate "special credit".
7. If all course requirements are complete, the academic advisor applies for "special credit".
8. If special credit is approved with minor changes, the student is to register for the course or for independent study and complete faculty expected course outcomes/objectives:
 1. Instructor informs student of the activities needed for the portfolio
 2. Faculty signs this form upon the completion of the needed items and returns the form to the academic advisor.
 3. Academic advisor sends the special credit form to the Registrar.

If special credit is denied, the student meets with the academic advisor and registers for the required course.
IUSON Policy AFS-20

Clinical Absence and Practicum Policy

Students are required to successfully complete a minimum number of clinical hours in each clinical practicum course as listed in the course syllabus. Clinical practicums are defined as: practicum/clinical/simulation/Inter-Professional Education/laboratory experiences as they strive to meet course objectives/outcomes. Failure to complete all regularly scheduled or substituted clinical practicums places the student at risk for not meeting course objectives. Students absent from clinical practicums may receive a failing grade if the absence is not appropriately communicated and/or the amount of missed clinical hours exceeds the amount of time that clinical faculty can accommodate for make-up. Students may be allowed to withdraw according to *IUSON Policy AFS-23* if clinical hours cannot be made up or take an incomplete according to University policy as dictated by the timing and circumstances surrounding the absences. *IUSON Policy AFS-22*.

Course Grade Appeals

The purpose of the course grade appeal is to provide recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned. Faculty have the authority and responsibility to fairly judge the quality of student work in the courses they teach, including written, examination, clinical, and laboratory performance. The purpose of the policy on student grade appeals is to provide a system that affords recourse to a student who has evidence or believes evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. The grade appeals procedure is designed to protect students from grade assignments that are inconsistent with policy followed in assigning grades to others in the course.

IU School of Nursing Policy AFS-18 outlines the Course Grade Appeal process and the appropriate procedural steps therein. A grade will not be raised because a faculty member graded tests, projects, or assignments severely, providing the faculty member applied the same rigorous standards to all students. Nor will proof that a faculty member has been antagonistic toward the student be sufficient cause to raise a grade unless evidence exists that such antagonism did in fact result in a lower grade. The grounds for appeal are limited.

Appeal Protocol Levels:

1. Primary Level: Should a student have a concern about a course grade, the student should first seek an appointment to discuss the grade with the course faculty member. The student should contact the faculty member within five (5) working days of receipt of the grade. A working day includes Monday through Friday excluding university holidays or other days that the university is closed for any reason. The grade may be received through a formal

notification of the grade as may occur at the end of a clinical course or through the grade posted on One.IU, whichever comes first. The faculty member shall meet with the student promptly to discuss the concern.

2. Intermediate Level: Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Assistant Dean of Academic Programs, who will meet with the student, consider evidence in the matter, and draw a conclusion which shall be communicated to the faculty member and student.
3. Final Level: Following this meeting, if the student continues to believe that an inappropriate grade has been assigned, the student should promptly seek an appointment with the Associate Dean. The Associate Dean shall meet with the student, consider the matter fully, and provide a written summary of the final findings to the student, copied to the faculty, and Assistant Dean. *IUSON Policy AFS-18*

Dismissal and Reinstatement

Dismissal

A student will be dismissed from the BSN program when, in the judgment of the Admission, Progression, and Graduation (APG) Committee on the Core campus, there is either:

1. A lack of progress towards the degree, including, but not limited to any of the following:
 1. Failure to achieve a 2.0 semester grade point average in any two (2) consecutive semesters;
 2. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any two (2) required nursing courses (didactic or practicum/clinical) on the first attempt;
 3. Failure to achieve a grade of C (2.0) or S (Satisfactory) in any required nursing course (didactic or practicum/clinical) by the second attempt;
 4. Failure of more than three (3) general education courses required for the BSN degree. Of the three courses, only two (2) failures will be allowed in science coursework (including both preadmission and during degree coursework). Any grade below C (2.0) is considered failing;
 5. A pattern of repeated withdrawals from nursing courses (over two (2) or more semesters) constitutes a lack of progress;
 6. Failure to meet IUSON Essential Abilities expectations.

OR

2. An issue pertaining to personal integrity or conduct. Issues will include, but not be limited to, the following:

1. Failure to meet Code of Student Rights, Responsibilities, and Conduct. For example: falsification of records or reports; plagiarism; or cheating on an examination, quiz, or any other assignment (see Code of [Student Rights, Responsibilities, and Conduct](#)).

2. Lack of personal integrity or conduct demonstrating unfitness to continue preparation for the profession of nursing. Integrity and conduct will be judged according to the most recent standards of the as adopted by the American Nurses' Association.

Reinstatement

A student who has been dismissed from the School of Nursing for academic failure or any other reason may request reinstatement only one time. A student who has been dismissed from and been denied reinstatement to any of the three tracks at the Indiana University School of Nursing (Traditional BSN, Accelerated BSN, or RN to BSN) may after a period of seven years re-apply to the School of Nursing upon the discretion of APG. *IUSON Policy AFS-31*

Eligibility for Licensure

Those who apply for licensure examination as a registered nurse in the state of Indiana are required to submit to the Indiana State Board of Nursing (ISBN) written evidence, confirmed by oath, that they:

1. Have not been convicted of any act that would constitute grounds for disciplinary sanction under the Indiana State Board of Nursing rules and regulations or of any felony that has direct bearing on their ability to practice competently (note that relevant convictions include the possession and use of drugs or controlled substances);
2. Have completed a high school course of study or its equivalent as approved by the appropriate educational agency;
3. Have completed all graduation requirements at a state-accredited school of nursing.

Each student is responsible for meeting licensure application deadlines. Students who wish to be licensed in another state must contact that state's board of nursing directly. Students are responsible for processing all required licensure-related forms and applications and for meeting all state requirements for licensure. A graduate is eligible to schedule a date to take the computerized licensure examination once the State Board of Nursing has cleared the graduate to do so. Detailed instructions for completed the licensure process can be found at the Indiana State Board of Nursing [website](#).

International students and graduates of foreign nursing programs should contact the Indiana State Board of Nursing for licensure requirements specific to them if they wish licensure in this state.

Orientation

All students enrolled for the first time in nursing program courses in the School of Nursing are required to attend the nursing orientation program at the beginning of the semester for which they are admitted. Freshmen and transfer students are expected to attend the campus orientation program.

Auditing Courses

Students may register for general education classes that will not apply to their BSN degree on a credit or audit basis. Students auditing a course must officially register

for the class and pay any applicable fees. Upon completion, the course is entered on the permanent university transcript as taken for no credit (NC). Required general education courses taken for NC will not apply toward completion of nursing degree requirements.

Students should check with an academic advisor as to procedures and fees for auditing classes. Students may not audit nursing practicum courses. Permission to audit a didactic nursing course depends on availability of space, faculty consent, and demonstration of adequate program progression on the part of the student.

Time Limits

Time limits placed on courses used for application to the BSN

Knowledge and competencies developed in courses that fulfill the requirements for Anatomy and Physiology, Finite Math, Microbiology, and Statistics are considered to be time limited for individuals pursuing an undergraduate degree in nursing. If any of these courses were taken more than **seven years prior** to the application to the nursing undergraduate degree, the applicant must validate the related knowledge and competencies through testing, portfolio, or repeating the course to be eligible for admission and progression. *IUSON Policy AFS-15*

Time limits on completion of the BSN Program

Time limits for completing all BSN degree requirements beginning at the time of enrollment in the first nursing course are as follows: Traditional 4-Year, five (5) years; RN-BS, four (4) years; Accelerated Second Degree, three (3) years. *IUSON Policy AFS-26*

Transfer

Students requesting a transfer of any type should meet with an academic advisor at IUSON. Students on any IU Campus must meet with and receive a letter that supports the transfer from the Assistant Dean or Director of Academic Affairs on the campus from which they are transferring. This letter must be sent directly from the Nursing Dean/Assistant Dean to the Chair of the Indiana University School of Nursing BSN Admission, Progression, and Graduation (APG) Committee. The student must also notify an academic advisor on the campus from which they are transferring regarding their intent to transfer. The policies listed below will further outline the detailed procedures for each type of transfer request.

Student Permanent Transfer

The School of Nursing provides a mechanism for students who wish to permanently transfer from any other Indiana University Campus to the BSN Program on a Core Campus. *IUSON Policy AFS-38*

Student Permanent Transfer from Other University

IUSON provides a mechanism for nursing students from ACEN (formerly NLNAC), NLEA or CCNE Accredited BSN Programs other than Indiana University to permanently transfer to the BSN Program on a Core Campus. The Indiana University School of Nursing reserves the right to accept or deny transfer of credit based on the guidelines outlined in the policy. *IUSON Policy AFS-38*

Withdrawal

Withdrawals (grade of W) are issued to students wishing to withdraw from any or all courses during designated periods in the academic term.

Students must abide by the deadline dates posted by the registrar for each campus. A grade of W will appear on student transcripts when students self-withdraw during the electronic drop (edrop) period.

Following this, students wishing to withdraw must initiate a Late Drop request via One.IU or complete the official withdrawal form for each course and obtain the appropriate signature; with the faculty assigning a grade of W or F, per university policy. If the student performance was at a C level or satisfactory in a pass/fail course, a grade of W will be assigned, whereas students not passing at the time of withdrawal will be assigned a grade of F. The instructor and campus dean/associate dean/designee will determine if the grade of W will be issued. A grade of F will be recorded on the official transcript if a student stops attending but does not officially withdraw from a class.

Students withdrawing from nursing course work must complete this work prior to progression in the program. Students enrolled in non-standard nursing courses may withdraw according to the following guide:

- Students may withdraw with an automatic grade of W during the first 50% of the term.
- Students may withdraw with appropriate signature any time after the first 50% of the term, up until a full 75% of the term is complete. Withdrawals during this period are assigned a W or an F, according to university policy.
- Calendar start and stop dates posted with the registrar are adhered to for non-standard terms, regardless of the proportion of work completed via self-scheduled or self-paced clinicals or courses of study.

Withdrawal from a required didactic nursing course requires withdrawal from co-requisite nursing practicum course(s) unless a full 75% of the practicum course has been completed. Withdrawal from a required practicum nursing course requires withdrawal from co-requisite nursing didactic course(s), unless a full 75% of the didactic course has been completed.

Students withdrawing from required nursing coursework will be considered out-of-sequence students. The date of graduation for out-of-sequence students is not guaranteed.

Students who withdraw from the nursing major in the first semester without beginning coursework must seek readmission to the program (i.e. students who do not show up for the program at the start of the term).

More than three (3) academic withdrawals in a semester from nursing or required science courses are considered lack of progress toward the degree. If a student withdraws from a course that requires automatic withdrawal from a co-requisite course, this withdrawal from the two courses will be counted as one withdrawal. A pattern of multiple withdrawals across more than one semester (more than four in over two semesters, or a similar pattern) may be considered lack of progress toward the

degree by the Admission, Progression, and Graduation committee and may influence a request for consideration of reinstatement to the nursing program.

Students are encouraged to seek advice from advisors, faculty, or the Assistant Dean of Academic Programs when considering withdrawing from coursework, retaking coursework, and upon reinstatement to the BSN program. *IUSON Policy AFS-23*

Residency Requirements

Thirty hours of residency credit is required for the BSN degree. This requirement is met by completing 30 hours of nursing courses through Indiana University. Independent study via correspondence courses will not count towards the residency requirement

Courses

All courses are preceded by the abbreviation "NURS." The number of credit hours is indicated in parentheses following the course title. The abbreviation P refers to the course's prerequisite(s); C refers to corequisite(s).

IU School of Social Work

This four-year degree program prepares students for generalist social work practice. It helps students develop the competence to apply knowledge, values, and skills to practice with individuals, small groups, organizations, and communities. The program also prepares students for graduate education. The B.S.W. degree equips the practitioner to work with people who are encountering challenges related to personal or social circumstances. In addition, qualified graduates may apply for advanced standing to the IU School of Social Work or other M.S.W. programs nationwide.

Admission Standards and Procedures

Apply to IU Fort Wayne BSW Program

Admission to the Indiana University School of Social Work (IUSW) is competitive. We have Bachelor's programs located across the state of Indiana.

COHORT:

Fall Admission Application Deadline: July 1

Spring Admission Application Deadline: December 1

To apply to the BSW program, review the [IUSW BSW website](#) and [admission instructions](#).

Admission Standards Admission Criteria

Enrollment in the BSW program requires formal admission to the IU School of Social Work. The following are the minimum requirements for consideration for admission to the program:

1. Regular admission to the university.
2. Completion of a minimum of 12 credit hours.

3. Satisfactory completion (grade of C or higher) of the required course SWK-S 141 Introduction to Social Work.
4. A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
5. Evidence of characteristics or potential required of competent social work practitioners as defined in the mission statement of the School. Such evidence may be derived from application materials, letters of reference, pertinent work or volunteer experience, and performance in SWK-S 141 Introduction to Social Work.
6. It is the policy of the School of Social Work that no student or applicant who has been convicted of sex offenses against children shall be eligible for admission or continuation into the BSW, MSW or Ph.D. programs.

After Submission

Once you submit your application, you will receive a number of emails regarding the application process:

- The first email includes a copy of your application.
- The second email notifies you of your application progress.
- As part of the IUSSW application process, you must provide one professional (direct supervisor) or academic reference. Once your reference provides the necessary information requested by the School, you will receive an email that confirms your application is ready for committee review.

Applications Decisions

Once the committee review is complete, you will receive an email with a decision of admission. To accept an offer of admission, you must complete an intent form within a given time frame. Failure to meet this deadline may be cause for cancellation of admission. The offer of admission provides specific details about the intent form and enrollment process.

Should you choose not to enroll in the semester for which admission was granted, the IUSSW allows deferrals of up to one year. If you defer admission, you must confirm your intent at the time of the next enrollment/admission period.

Admissions with Conditions

Full admission to the BSW Program is granted when all admission requirements are met. Conditional admission is granted upon meeting specific requirements. Conditional admission is changed to full admission once you have met the specified condition(s). Failure to fulfill these condition(s), as stated in the offer of admission, may result in cancellation of admission.

Accreditation

IU School of Social Work is accredited by the Council on Social Work Education and has been helping students acquire social work skills since 1911. The Bachelor of Social Work program is competency based.

Student Learning Outcomes

Through a rigorous course of study, students develop the ability to:

- Demonstrate ethical and professional behavior
- Engage in practice which respects diversity and difference
- Advance human rights as well as social, environmental, and economic justice
- Engage in research informed practice
- Assess, intervene and evaluate practice with individuals, families, groups, organizations and communities

In addition to top-notch faculty and classroom experiences, the BSW program offers an extensive internship opportunity where students work in agencies, learn from veteran social workers, and discover what they would like to do upon graduation.

Mission Statement and Values

Mission, Vision and Values

Mission Statement

The mission of the IUSSW is excellence in education, research and service to promote health, well-being, and social and economic justice in a diverse world.

Vision

An exemplary university and community-based collaboration advancing social and economic justice, empowerment, and human well-being in a changing global landscape.

Underlying Values

SOCIAL and ECONOMIC JUSTICE

- equity
- fairness
- security
- inclusion
- access to resources
- ethics
- nurturance
- respect
- commitment
- stability
- transparency

DIVERSITY

- equal access
- commitment to diversity
- celebration of diversity
- recruitment of diversity for students, faculty and staff
- embraced and embodied diversity
- equity
- fairness security
- inclusion

EFFECTIVENESS

- continuing improvement
- leadership
- adaptability
- balance

- critical thinking
- professionalism
- joy in work

EMPOWERMENT

- maximizing on individual and collective potential
- individual and collective critical consciousness
- continuous questioning of the world around us

EXCELLENCE

- professionalism
- cooperation
- commitment
- balance
- adaptability
- continuous improvement
- critical thinking
- leadership

INTEGRITY

- honesty
- openness
- trustworthiness
- accountability
- personal and professional standards
- respect of differences
- commitment to our mission

Academic Policies

It is the responsibility of the student to be aware of all published academic regulations.

Incompletes

A grade of Incomplete can be granted and noted on the final grade report by the instructor when a substantial portion of the course work has been satisfactorily completed, the course work is of passing quality, and the student is experiencing some hardship that would render the completion of course work unjust to hold them to the time limits previously established. A grade of Incomplete will revert to an "F" after one academic year or when the incomplete contract requirements are not fulfilled.

Pass/Fail Option

Participants who are working toward a bachelor's degree and are in good standing (not on academic probation) may take up to eight elective courses on a Pass/Fail basis (no letter grade assigned). A Pass/Fail course may not be used to satisfy any of the area requirements. Pass/Fail courses may, however, be used to meet the 300- to 400-level course requirements.

Dean's List

All undergraduate students majoring in Social Work and achieving a 3.75 grade point average (GPA) or higher during a fall or spring semester are placed on the Dean's Honor List. These honor students will receive letters from the dean recognizing their meritorious efforts.

Graduation with Honors

Each year, graduating students who rank in the upper 10 percent of their graduating class are recognized by graduating with Distinction (Highest, High, and With

Distinction). These students are awarded specially colored "cords" which they wear attached to the shoulder of their graduation gowns during the commencement ceremony.

Cheating and Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- Quotes another person's actual words, either oral or written;
- Paraphrases another person's words, either oral or written;
- Uses another person's idea, opinion, or theory; or
- Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.
- Please check the IU Code of Conduct for further information.

Academic Probation

Students who earn less than a "C" in a required Social Work course or drop below an overall or Social Work GPA of 2.5 will be placed by the program director (or designee) on academic probation or dismissed from the program. To remain in the BSW Program, these students are required to meet with the director upon request and sign a contract that addresses a plan for their success. They must raise both the Social Work and overall GPA to 2.5 within an academic year to avoid automatic dismissal. Any student receiving below a "C" in a required core social work course must repeat the course and earn a "C" or above.

Social Work

Bachelor of Social Work Curriculum

Degree Requirements

BSW Educational Requirements

The curriculum for the BSW degree consists of a minimum of 120 credit hours provided through required and elective courses. Of these credit hours, 42-45 credit hours are devoted to supportive liberal arts courses and 52 credit hours to social work courses.

BSW General Education Requirements & Program Support Courses

Degree requirements are divided into four areas. General education, support courses, required courses and electives. General education course requirements vary by campus. Students are expected to meet the general education requirements specific to the campus to which they are applying. The BSW Program has basic educational requirements consistent across campuses. The BSW program support courses are listed below. Work with your BSW Academic Advisor to ensure you meet both the campus and BSW general education requirements.

BSW Program Support Courses

- Professional Writing Skills OR a writing course approved by the student's campus
- Public Speaking

- Modern American History
- Human Biological Science
- American Government
- Introductory Psychology
- Introduction to Sociology
- A 3 credit 300 or 400 level Social Work elective, Psychology, or Sociology course

BSW Social Work Requirements (15 courses)

- SWK-S 102 Understanding Diversity in a Pluralistic Society (3 cr.)
- SWK-S 141 Introduction to Social Work (3 cr.)
- SWK-S 221 Human Growth and Development in the Social Environment (3 cr.)
- SWK-S 251 History and Analysis of Social Welfare Policy (3 cr.)
- SWK-S 331 Generalist Social Work Practice I: Theory and Skills (3 cr.)
- SWK-S 322 Small Group Theory and Practice (3 cr.)
- SWK-S 332 Generalist Social Work Practice II: Theory and Skills (3 cr.)
- SWK-S 352 Social Welfare Policy and Practice (3 cr.)
- SWK-S 371 Social Work Research (3 cr.)
- SWK-S 423 Organizational Theory and Practice (3 cr.)
- SWK-S 433 Community Behavior and Practice (3 cr.)
- SWK-S 442 Integrated Practice-Policy Seminar (3 cr.)
- SWK-S 472 Social Work Practice Evaluation (3 cr.)
- SWK-S 481 Social Work Practicum I (6 cr.)
- SWK-S 482 Social Work Practicum II (7 cr.)

Bachelor of Social Work

Bachelor of Social Work (BSW) Curriculum

First Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
ENGL	13100	Reading, Writing, & Inquiry I	3	
		Also meets: Core Communication - Writing General Education		
PSY	12000	Elementary 3 Psychology		
		Also meets: Social Science General Education		

MA	21300	Finite Mathematics I	3	
		MA 21300 Recommended but can be fulfilled by other qualifying courses		
		Also meets: Analytical Reasoning List A General Education		
SWK-S	141	Introduction to Social Work	3	C
	Total Credits		15	
	Cumulative Total		15	

First Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
COM	11400	Fundamentals of Speech	3	
		Also meets: Core Communication - Speaking & Listening General Education		
PHIL	11100	Ethics	3	
		Also meets: Arts & Humanities		
BIOL	10000	Introduction to the Biological World		
		Also meets; Life & Physical Science General Education		
SOC	16100	Principles of Sociology	3	
		Also meets:		

		Social Science	
	Elective	3	
Total Credits		15	
Cumulative Total		30	

Second Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	221	Human Growth & Development in Social Environment	3	C
POL	10300	Introduction to American Politics	3	
		Also meets: Social Science General Education		
ENGL	23301	Intermediate Expository Writing	3	
		Elective	3	
		Elective	3	
	Total Credits		15	
	Cumulative Total		45	

Second Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	372	Statistical Reasoning in Social Work	3	
		Also meets: Analytical Reasoning List B General Education		
		SWK-S372 Recommended but can be fulfilled by other qualifying courses		
SWK-S	251	History and Analysis of Social	3	C

		Welfare Policy	
HIST	10601	American History II	3
NUTR	30300	Essentials of Nutrition	3
		Elective	3
	Total Credits		15
	Cumulative Total		60

Third Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	331	Generalist Social Work Practice I: Theory & Skills	3	C
SWK-S	322	Small Group Theory & Practice	3	C
		300-400 level Social Work, Psychology or Sociology elective	3	
		Elective	3	
		Elective	3	
	Total Credits		15	
	Cumulative Total		75	

Third Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	332	Generalist Social Work Practice II: Theory & Skills	3	C
SWK-S	352	Social Welfare Policy Practice	3	C
SWK-S	371	Social Work Research	3	C
		Elective	3	
		Elective	3	
	Total Credits		15	
	Cumulative Total		90	

Fourth Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	423	Organizational Theory and Practice	3	C
SWK-S	442	Practice-Policy Seminar in Fields of Practice	3	C
SWK-S	481	Social Work Practicum Elective	6	C
			3	
	Total Credits		15	
	Cumulative Total		105	

Fourth Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	433	Community Behavior and Practice	3	C
SWK-S	472	Social Work Practice Evaluation	3	C
SWK-S	482	Social Work Practicum II	7	C
		Elective	2	
	Total Credits		15	
	Cumulative Total		120	

Recommended Elective List: Students may choose any course not already required for the degree. However, selecting from the following course list is recommended.

- HSRV 16900 Introduction to Wellness and Stress Management
- PSY 25100 Health Psychology
- PSY 37100 Death and Dying
- PSY 44400 Human Sexual Behavior
- SOC 31400 Social Aspects of Health and Medicine
- PSY 31700 Addictions: Biology, Psychology and Society
- PSY 36700 Adult Development and Aging
- RADX-R185 Medical Terminology

Bachelor of Social Work TSAP**Bachelor of Social Work - BSW-TSAP - Curriculum**

Transfer Single Articulation Pathway (TSAP) degree programs at IUFW allow students at Ivy Tech Community College and Vincennes University to earn an associate

degree in a specified field and then transfer to IU with junior status to complete a bachelor's degree in the same field.

First Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
		Human Services to Social Work TSAP Milestone		
		Milestone Details: Check your student record for the Human Services to Social Work TSAP milestone to verify eligibility for this plan of study.		
		Required Semester of Completion: Year 1, Fall		
SWK-S	102	Understanding Diversity in a Pluralistic Society	3	C
SWK-S	141	Introduction to Social Work	3	C
SWK-S	322	Small Group Theory and Practice	3	C
SWK-S	331	Generalist Social Work Practice I: Theory & Skill	3	C
		Elective	3	
	Total Credits		15	
	Cumulative Total		15	

First Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	332	Generalist Social Work Practice II: Theories & Skills	3	C
SWK-S	352	Social Welfare Policy and Practice	3	C
SWK-S	371	Social Work Research	3	C
		Elective	3	
		Elective	3	
	Total Credits		15	
	Cumulative Total		30	

Second Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	481	Social Work Practicum I	6	C
SWK-S	423	Organizational Theory and Practice	3	C
SWK-S	442	Integrated Practice - Policy Seminar in Selected Fields of Practice	3	C
		Elective	3	
	Total Credits		15	
	Cumulative Total		45	

Second Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
SWK-S	482	Social Work Practicum II	7	C
SWK-S	433	Community Behavior and Practice Within a Generalist Perspective	3	C
SWK-S	472	Practice Evaluation	3	C
		Elective	2	

Total Credits	15
Cumulative Total	60

Recommended Elective List: Students may choose any course not already required for the degree. However, selecting from the following course list is recommended.

- HSRV 16900 Introduction to Wellness and Stress Management
- PSY 25100 Health Psychology
- PSY 37100 Death and Dying
- PSY 44400 Human Sexual Behavior
- SOC 31400 Social Aspects of Health and Medicine
- PSY 31700 Addictions: Biology, Psychology and Society
- PSY 36700 Adult Development and Aging
- RADX-R185 Medical Terminology

Courses

IU School of Health and Human Sciences

Vision

Advancing wellness, enhancing human experiences, and elevating quality of life for all.

Mission

The School of Health & Human Sciences advances healthcare, kinesiology, sport, and event tourism through education, research, and community engagement. Leveraging its urban location, university reputation, deep community partnerships, and highly regarded faculty, the school prepares students to influence the future of these professions through a variety of degree offerings and scholarly activities.

The School of Health & Human Sciences offers a variety of undergraduate programs at IUFW:

- Bachelor of Science in Health Sciences
- Certificate in Rehabilitation & Disability Studies
- Certificate in Global Health & Rehabilitation
- Certificate in Gerontology
- Certificate in Nutrition
- Minor in Serious Illness & Supportive Care

In order to be accepted into either undergraduate certificates or the minor, the student must be admitted to IU Fort Wayne and currently enrolled in one of IU Fort Wayne's bachelor degree programs.

Our **Bachelor of Science in Health Sciences** allows students to explore a number of health-related disciplines and prepares for a wide variety of career options.

All Certificates are available to all IU Fort Wayne degree seeking students, regardless of major.

Admission Standards and Procedures

Application Requirements for Health & Human Sciences programs at IUFW

The Office of Undergraduate Admissions is responsible for coordinating admissions for the BS in Health Sciences for new students. Please see <https://www.iufw.edu/admissions/index.html> for more information. Students pursuing the Nutrition Certificate and Rehabilitation & Disability Studies Certificate must also be pursuing a bachelor's degree at IUFW.

High school applicants

Incoming freshmen are eligible for direct admission (beginning spring 2022) to the School of Health & Human Sciences if **all the following conditions are met**.

- Student is admitted to IUFW.
- Student indicated Health Sciences as the intended major.
- Student earned a cumulative high school grade point average of 3.45 on a 4.0 scale OR a 3.0 with an academic honors diploma or equivalent.

Students who don't qualify for direct admission to Health & Human Sciences can still be admitted to IUFW as a pre-Health Sciences major. Pre-Health Sciences students can still take classes for the intended major and then be admitted into SHHS as a current student applicant when those admission standards are reached.

Transfer, returning, and second bachelor's degree applicants

Incoming transfer, returning, and second bachelor's degree applicants are eligible for direct admission to the School of Health & Human Sciences if **all the following conditions are met**.

- You were admitted to IUFW.
- On your admissions application, you indicated Health Sciences as your intended major.
- You earned a cumulative college grade point average of 2.5 or higher on a 4.0 scale.

International applicants

Whether you plan to enroll at IUFW as an incoming freshman or a transfer student, as an international student you'll apply through the [Office of International Affairs](#).

Current IUFW students

Students currently enrolled at IUFW intending to enter the Health Sciences major must meet the following criteria for admission:

- Minimum 2.5 cumulative GPA
- Earn 12 credits from IUFW
- Declared as an IUFW pre-health sciences major

Students will be admitted to the school following the posting of final grades. **No application is required.**

Admission Standards

Admission Requirements

For students beginning college for the first time:

High School Diploma

Indiana Core 40 or Academic Honors

Minimum 3.0 GPA

Minimum combined SAT score of 1000 or ACT score of 21

For current IU students:

Minimum 12 IU credits completed

Minimum 2.5 GPA

All SHHS courses must be completed with a grade of C or better

Meet with SHHS Academic Advisor

Required Application Materials

Accreditation

The School of Health and Human Sciences shares with the other schools of the university the accreditation accorded Indiana University as a member of the North Central Association of Colleges and Schools.

In addition, the professional programs are individually accredited by appropriate governing agencies within the discipline. See program-specific sections.

Student Learning Outcomes

IUFW Health and Human Sciences Student Learning Outcomes

Academic Policies

It is the responsibility of the student to be aware of all published academic regulations online.

Incompletes

A grade of Incomplete can be granted and noted on the final grade report by the instructor when a substantial portion of the course work has been satisfactorily completed, the course work is of passing quality, and the student is experiencing some hardship that would render the completion of course work unjust to hold them to the time limits previously established. A grade of Incomplete will revert to an "F" after one academic year or when the incomplete contract requirements are not fulfilled.

Pass/Fail Option

Participants who are working toward a bachelor's degree and are in good standing (not on academic probation) may take up to eight elective courses on a Pass/Fail basis (no letter grade assigned). A Pass/Fail course may not be used to satisfy any of the area requirements. Pass/Fail courses may, however, be used to meet the 300- to 400-level course requirements.

Dean's List

All undergraduate students majoring in Health Sciences and achieving a 3.5 grade point average (GPA) or higher during a fall or spring semester are placed on the Dean's Honor List. Part-time students will be placed on the list if they achieve a 3.5 GPA or higher for at least 6

consecutive credit hours. These honor students will receive letters from the dean recognizing their meritorious efforts.

Graduation with Honors

Participants who complete a minimum of 60 credit hours for the Bachelor of Science in Health Sciences at Indiana University will graduate with honors if they attain the appropriate grade point averages. On most campuses, an average GPA of 3.90 or higher is recognized with highest distinction, 3.75 to 3.89 with high distinction, and 3.50 to 3.74 with distinction. No more than 10 percent of a class can graduate with honors.

Cheating and Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- Quotes another person's actual words, either oral or written;
- Paraphrases another person's words, either oral or written;
- Uses another person's idea, opinion, or theory; or
- Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.
- Please check the IU Code of Conduct for further information.

Academic Probation

Students are automatically placed on academic probation when their cumulative GPA falls below a 2.0 for 12 consecutive credit hours. Students are removed from probationary status when their GPA, for 12 credit hours, increases to at least 2.0. If the cumulative GPA continues to be below 2.0 students will remain in probationary status. They remain in this status for another 12 consecutive credit hours of course work, during which time the GPA must be raised to at least 2.0. If after two consecutive semesters a student's GPA is still below a 2.0, the student will be dismissed from the university.

Students directly admitted to the Health Sciences program, in their first semester of their first year, are subject to dismissal if their GPA (after attempting 12 or more credit hours) fails to reach a 1.0. Students may also be dismissed from the program for failure to comply with any other academic requirements stipulated by the program to remove the probational status.

Health Sciences

Bachelor of Science - Health Science

Bachelor of Science in Health Sciences

Bachelor of Science - Health Sciences

First Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
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FWHS	H101	Introduction1 to Health Sciences		C
ENGL	13100	Reading, Writing, & Inquiry I	3	C
		Also meets: Core Communication - Writing General Education		
PSY	12000	Elementary3 Psychology		
		Also meets: Social Science General Education		
		Analytical Reasoning List A General Education	3	
		Recommended: MA 21300, MA 22900, MA 15300 or MA 15900		
HSRV	16900	Introduction3 to Wellness Stress Management		
HLSC	H200	Survey of U.S. Health Care System	3	C
	Total Credits		16	

First Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
COM	11400	Fundamentals of Speech	3	
		Also meets: Core Communication - Speaking & Listening General Education		

HLSC	H210	Introduction3 Rehabilitation		C
HLSC	H250	Health/ Rehab Systems Across World	3	C
BIOL	20300	Human Anatomy and Physiology General Education - Arts & Humanities	4 3	
Total Credits			16	

Second Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
BIOL	20400	Human Anatomy and Physiology	4	
ENGL	23301	Intermediate Expository Writing	3	
HLSC	H264	Disability & Society	3	C
HLSC	H220	Aging and the Older Person	3	C
		Elective	3	
Total Credits			16	

Second Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
PSY	36900	Lifespan Development	3	
RADX	R185	Medical Terminology	3	
		General Education - Cultural Understanding	3	
		Elective	3	
		Elective	3	
Total Credits			15	

Third Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
HLSC	H362	Legal and Regulatory Aspects in Rehabilitation	3	C
HLSC	H315	Health Screening	3	C

STAT	30100	for Practitioners Elementary3 Statistical Methods	3	C-
		Also meets: Analytical Reasoning List B General Education		
NTRD	N265	Scientific Foundations of Human Nutrition	3	C
PSY	35000	Abnormal Psychology	3	
Total Credits			15	

Third Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
		Elective	3	
HLSC	H363	Ethical Considerations in Medical Decision Making	3	C
HLSC	H365	Diversity Issues in Health	3	C
HLSC	H440	Medical & Psychological Aspects of Disability	3	C
		Elective	3	
Total Credits			15	

Fourth Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
HLSC	H445	Program Evaluation	3	C
HLSC	H442	Research in Health/ Rehab Sciences	3	C
HLSC	H475	Career Development for Health Professionals	3	C
		Elective	3	
		Elective	3	
Total Credits			15	

Fourth Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
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HLSC	H441	Admin/ Supervision of Rehab Organizations	3	C
HLSC	H495	Health Internship Elective	6 3	C
	Total Credits		12	

Certificate in Nutrition

Certificate in Nutrition

To earn the certificate, students must

- Complete a minimum of 12 credits in accordance with the specified curriculum; and
- Earn a minimum grade of C in each course.

Curriculum

The Certificate in Nutrition curriculum consists of four required 3-credit hour courses which are offered 100% online.

NTRD-N 265	Scientific Foundations of Human Nutrition; 3cr
NTRD-N 365	Translating Nutrition: From Theory to Practice; 3cr
NTRD-N 420	Human Nutrition through the Lifespan; 3cr
HLSC-H 361	Health Screening for Practitioners; 3cr

Health Sciences - Certificate in Rehabilitation and Disabilities

Health Sciences - Certificate in Rehabilitation and Disabilities

This certificate helps students recognize and address issues that face people with disabilities. Graduates receive entry-level skills and competencies preparing them for professional work in a variety of programs that serve various rehabilitation populations.

To earn the certificate, students must

- Complete a minimum of 15 credits in accordance with the specified curriculum; and
- Earn a minimum grade of C in each course.

Curriculum

The Certificate in Rehabilitation and Disability Studies curriculum consists of five required 3-credit hour courses which are offered 100% online.

HLSC-H210	- Introduction to Rehabilitation; 3 cr
HLSC-R320	- Survey of Adaptive Rehabilitation Technology; 3cr
HLSC-R 330	- Approaches to Rehabilitation Case Management; 3cr
HLSC-H440	- Medical & Psychological Aspects of Disability; 3 cr

HLSC-R425 - Generational Impact on Current Rehabilitation Topics

Health Sciences - Certificate in Global Health & Rehabilitation

Health Sciences - Certificate in Global Health & Rehabilitation

This certificate offers students an opportunity to explore medical health and rehabilitation systems in other countries and understand how a global perspective contributes to the health of nations.

To earn the certificate, students must

- Complete a minimum of 15 credits in accordance with the specified curriculum; and
- Earn a minimum grade of C in each course.

Curriculum

The Certificate in Global Health & Rehabilitation Studies curriculum consists of five required 3-credit hour courses

HLSC-N265	-Scientific Foundations of Human Nutrition or Equivalent; 3 cr
HLSC-H250	- Health & Rehab Systems Across the World; 3cr
HLSC-I380	- Health and Rehabilitation Professionals in Developing Countries; 3cr
HLSC-I435	- Global Rehabilitation Perspectives in Aging; 3cr
HLSC-I470	- International Service-Learning in Rehabilitation; 3cr

Health Sciences - Certificate in Gerontology

Health Sciences - Certificate in Gerontology

As the population ages, the demand for a workforce better able to understand the changes impacting this generation increases. With this certificate program, students gain the skills to work with families and individuals going through this process and are prepared to help them navigate these complicated life challenges. The Gerontology Certificate can be completed 100% online.

To earn the certificate, students must

- Complete a minimum of 18 credits in accordance with the specified curriculum; and
- Earn a minimum grade of C in each course.

Curriculum

The Certificate in Gerontology Studies curriculum consists of six 3-credit hour courses, four of which are required (indicated with an *). You choose two electives from the remaining list. All courses are offered 100% online.

HLSC-G350	- Survey of Programs for Older Adults* ; 3cr
HLSC-G370	- Psychosocial Aspects of Aging* ; 3cr
HLSC-G375	- Physical Change and Aging*; 3cr

HLSC-G450 - Seminar in Gerontology* ; 3cr
 HLSC-H220 - Aging and the Older Person; 3cr
 NTRD-N265 - Nutrition and Exercise (or equivalent); 3cr
 HLSC-G410 - Service Learning in Geriatrics; 3cr

Health Sciences - Minor in Serious Illness & Supportive Care

Health Sciences - Minor in Serious Illness & Supportive Care

A minor in Serious Illness and Supportive Care is designed to provide students with a foundational understanding of the medical, psychological, and ethical aspects of caring for individuals facing life-threatening conditions. Covered topics include the etiology of serious illness, pain management, palliative care, medical decision-making, and the psychological and social dimensions of patient support. This interdisciplinary program equips students with the knowledge and skills needed to offer compassionate, holistic care to individuals during their most vulnerable moments. It prepares them for careers in healthcare, social work, counseling, or other fields where empathy and expertise in critical care support are essential.

To earn the minor, students must

- Complete a minimum of 12 credits in accordance with the specified curriculum; and
- Earn a minimum grade of C in each course.

Curriculum

The Minor in Serious Illness & Supportive Care curriculum consists of four 3-credit hour courses, three of which are required and one elective. All courses are offered 100% online.

HLSC-P340 - Introduction to Palliative Care; 3 cr

HLSC-P350 - Medical Decision Making in Popular Film; 3cr

HLSC-H363 - Ethical Considerations in Medical Decision Making; 3cr

Elective: One 3-credit course from an approved list of courses from Religion, Health Communications, Philosophy, Sociology, English, or Medical Humanities

Courses

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Courses

IU Richard M. Fairbanks School of Public Health

PUBLIC HEALTH

Whether your interests are in community health, disease prevention, data analysis, hospitals, or the quality of our environment, the work is here to be done. The

Fairbanks School of Public Health connects students with opportunities to make a significant impact.

The Fairbanks School of Public Health is proud to be offering the following degrees on our IU Fort Wayne campus:

BS in Health Services Management

The Bachelor of Science in Health Services Management at the IU Richard M. Fairbanks School of Public Health prepares students for entry-level managerial and administrative positions in health care organizations, including medical and dental practices, nursing homes and other long-term care facilities, hospitals and health systems, insurance companies, and more.

Certificate in Community Health

The Undergraduate Certificate in Community Health provides students with the knowledge, skills and hands-on experience that prepares them to tackle real-world health problems.

Community Health Minor

Gain the knowledge, skill and hands-on experience to improve the health of communities.

Health Administration Minor

Learn the current thinking and research on the administration of the health care system.

Health Data Science Minor

Use cutting-edge technologies to gain insights in biomedical data.

Admission Standards and Procedures

Fort Wayne is the perfect place to start thinking about public health. Here you can learn to strengthen communities by assessing health problems, preventing disease and using big data to improve health on a local, national or global scale.

Admission Standards

Admission Requirements

Direct Admit Criteria:

- Once you have been admitted to IU Fort Wayne, you are eligible for direct admission to the IU Richard M. Fairbanks School of Public Health if you meet the following minimums:
 - 2.8 high school GPA and 1,000 on the SAT (19 on the ACT)
 - OR
 - 3.0 high school GPA without submission of SAT or ACT scores

Current IUFW Students:

- 2.5 previous term GPA

- 2.5 Cumulative GPA
- 12 hours completed at IUFW
- Completion of ENGL 13100 with a grade of "C" or better

For Intercampus Transfer Students:

- Must have earned a 2.5 undergraduate cumulative and previous semester GPA
- Must maintain at least a 2.5 semester and cumulative grade point average (GPA) to remain in good academic standing and graduate from this program

External Transfer Students:

If you are transferring to IU Fort Wayne from another university, please email Juli Hagler juhagler@iu.edu for more information.

Accreditation

The IU Richard M. Fairbanks School of Public Health is proud to be fully accredited by the Council on Education for Public Health (CEPH). Accreditation is the culmination of a rigorous multi-year process involving an extensive self-study and a site visit by an accreditation team. The school's official accreditation report can be sent upon request by contacting Amelia Hurt at amehurt@iu.edu.

Student Learning Outcomes

Fairbanks School of Public Health Student Learning Outcomes

Bachelor of Science in Health Services Management

The Bachelor of Science in Health Services Management at the IU Richards M. Fairbanks School of Public Health prepares students for entry-level managerial and administrative positions in health care organizations, including medical and dental practices, nursing homes and other long-term care facilities, hospitals and health systems, insurance companies, and more.

Competencies

After completing the Bachelor of Science in Health Services Management, students will be able to:

Domain One: Communication and Relationship Management

1. Build and manage relationships with peers, faculty, alumni and healthcare professionals.
2. Communicate information and ideas in a clear, concise, organized, and effective manner for the intended audience in writing (i.e. reports, emails, and briefs) and through presentations.
3. Collaborate in diverse teams utilizing interpersonal skills, recognizing and demonstrating sensitivity to diverse points of view.

Domain Two: Professionalism:

4. Carry oneself in a professional manner that aligns with ethical, legal and professional standards.

Domain Three: Leadership

5. Develop leadership skills including: self-awareness, conflict management, resilience, adaptability, influence, initiative, and accountability.

Domain Four: Knowledge of the Healthcare System

6. Describe the structure and functioning of health delivery, public health, and health services organizations and the importance of a population health perspective.

Domain Five: The Business Skills and Knowledge

7. Apply quality, strategic planning, management, organizational behavior and human resource theories and tools to manage organizational resources, confront challenges and improve outcomes in health organizations.

8. Examine marketing principles and understand how they are utilized to increase growth of a health organization's market share.

9. Explain how data and health information technology are used to improve organizational performance and population health.

10. Utilize financial tools, principles and practices to analyze budgets and financial documents to determine the financial performance of health services organizations.

Academic Policies

Policies for Good Academic Standing, Dismissal and Reinstatement:

Good Academic Standing

A student whose semester and IU cumulative GPA (fall/spring/summer) is 2.5 or higher. Students must have an IU cumulative GPA of 2.5 or higher to graduate.

Academic Warning

A student whose semester GPA (fall/spring/summer) falls below 2.5, but whose IU cumulative GPA remains 2.5 or higher.

Academic Probation

A student whose IU cumulative GPA (fall/spring/summer) falls below 2.5 for the first time. Students on academic probation must follow strict conditions as established by the Undergraduate Academic Progress Committee during this probation period.

Final Academic Probation

A student whose IU cumulative GPA (fall/spring/summer) falls below 2.5 for a second time. Students on final academic probation must follow strict conditions as established by the Undergraduate Academic Progress Committee during this final probation period.

The semesters in which a student is placed on academic probation may or may not be consecutive.

Dismissal

A student on whose IU cumulative GPA (fall/spring/summer) falls below a 2.5 for a third time will be subject to dismissal from Fairbanks School of Public Health at the discretion of the Undergraduate Academic Progress Review Committee. The semesters in which a student earns an IU cumulative GPA below 2.5 may or may not be consecutive.

Reinstatement

Students who have been dismissed from the Fairbanks School of Public Health for academic reasons may petition for readmission after their semester and IU cumulative GPAs have returned to good academic standing. In order to allow sufficient time for considering a petition for readmission, an eligible student should submit a petition before June 15th for the fall semester, October 15th for the spring semester, or March 15 for either summer session.

Policies for Dean's List, Grading Grade Replacement, Grade Appeal, Incomplete, Withdrawal, Forgiveness

Dean's List

Students who are enrolled in 12 or more hours of coursework are named to the Dean's List if they have earned a GPA of 3.5 or higher for the fall or spring terms. Courses must be taken for a letter grade; pass/fail credit hours are not counted in the Dean's List determination. The Dean's List is not computed for the summer sessions. Students with a grade of incomplete cannot be named to the Dean's List until the incomplete is removed.

Grade Replacement

Grade replacement is available only for courses taken at Indiana University. Students can use grade replacement for a maximum of 15 credit hours towards their first bachelor's degree. Students can request a grade replacement no more than twice for a single course, and each attempt counts toward your 15-credit limit.

Grade replacement is available only for courses taken at Indiana University. Students can use grade replacement for a maximum of 15 credit hours towards their first bachelor's degree. Students can request a grade replacement no more than twice for a single course, and each attempt counts toward your 15-credit limit.

To use grade replacement, the repeated course grade should be the same as or higher than the student's previous attempt at the course. A student must receive a letter grade upon retake in order to change the previous grade. Any replaced grades will be excluded from the student's GPA, and the credit hours from the original course will not be counted.

For grade replacement applied to courses taken between 1996 and summer 2021: the replaced grade remains on the student's academic record with an X placed next to the original grade. For grade replacement applied to courses taken during fall 2021 and beyond: the replaced grade will appear on your academic record as an X.

Replacement does not occur automatically. Students must notify their School of Public Health academic advisor that the course has been taken a second time and that they wish to use grade replacement for the course.

Grade Appeal

A student may appeal a course grade at the completion of the course to resolve a grade discrepancy or a grade dispute. Petitions for changes of grades from concluded courses older than five years will not be considered. The grade change petition form and additional information can be found [here](#).

Incomplete

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. Students should contact their instructor to determine if they are eligible for the incomplete. Poor performance is not grounds for an incomplete.

In some cases, the instructor may recommend or require a student to attend another term (or portion of a term) of the course to remove the incomplete. In this case, the student should not register for the course a second time. Instead, they should make arrangements with the instructor to remove the "I". Note that sitting in on a course to remove an "I" does not count as part of a full-time or part-time load for financial aid purposes or for loan deferments.

Once the student has completed the work the instructor will change the incomplete to the appropriate letter grade. A grade of incomplete must be removed within the time specified by the instructor of the course; if not, the grade automatically changes to an F one calendar year after the incomplete was given.

Withdrawal

Students must formally withdraw from courses in the timeframe allowed by the Registrar's office. Failure to withdraw properly will result in receiving grades of F in your courses. Students are responsible for all course fees, plus any applicable late fees, through the time of official withdrawal. This information including deadline dates can be found on the academic calendar on Student Central

Dropping classes during the automatic W period: After the 100% refund period, all drop requests require the approval of an academic advisor. Students will receive a W (withdrawn) on their transcript.

Dropping classes after the automatic W deadline: After the automatic W deadline students will need approval from their academic advisor, instructor, and school's dean. Additional information may be required to consider a drop this late in the semester. These requests are considered only in extraordinary circumstances beyond the student's control. Students may contact their instructor for other options such as obtaining an "I" incomplete grade. No drop requests will be processed once final exams begin.

Forgiveness Policy

The Fairbanks School of Public Health follows the IU Indianapolis policies and processes for grade forgiveness. The Fresh Start Policy applies to former IU students pursuing a first undergraduate degree who have been away from the IU system and have not attended any other college or university, including any campus of IU, for the last five years. For further information, visit [Fresh Start at IU Indianapolis](#).

Policies for Student Rights and Responsibilities, Confidentiality, and Academic Integrity

Student Rights and Responsibilities

The School of Public Health fully supports the rights and responsibilities of students as defined in the IU and Purdue Fort Wayne Code of Student Rights, Responsibilities, and Conduct. The Student Code spells out the expectations for faculty and students, and it provides the framework for the School of Public Health's judicial process, which can be accessed at the School of Public Health website.

A student is entitled to rights in the pursuit of his or her education; freedom from discrimination and harassment; and freedom of association, expression, advocacy, and publication. A student also has the right to contribute to University governance, to receive accommodations for disabilities, and to access records and facilities. In accordance with federal law, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

A student is responsible for upholding and following all applicable codes of conduct, including the [Indiana University and Purdue Fort Wayne Student Code](#) and course policies on classroom etiquette and disorderly conduct, and for obeying all applicable policies and procedures and all local, state, and federal laws. A student is responsible for facilitating the learning process, attending class regularly, completing class assignments and coming to class prepared. In addition, a student is responsible for planning his or her own academic program, planning class schedules, and for meeting the requirements for his or her degree or certificate programs. Faculty and academic advisors are available to assist students in meeting degree requirements. A student is responsible for maintaining and regularly monitoring his or her university accounts including e-mail and bursar accounts. A student is responsible for using university property and facilities in the pursuit of his or her education, while being mindful of the rights of others to do the same. A student is responsible for upholding and maintaining academic and professional honesty and integrity.

Confidentiality of Student Records

In accordance with Indiana University regulations, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

Academic Integrity

Academic integrity is a basic principle of intellectual life that holds students responsible for taking credit only for ideas and efforts that are their own. Academic dishonesty violates that principle and undermines the bonds of trust and cooperation among members of the university community, and it is not tolerated. Academic misconduct

includes cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. Students are responsible for knowing what behaviors and activities constitute these different forms of academic misconduct. Penalties and procedures that are applicable when academic misconduct or dishonesty occurs are described in the *IUFW Code of Student Rights, Responsibilities, and Conduct*. More information about the IU Richard M. Fairbanks School of Public Health policy and procedures is available in the Undergraduate Student Handbook on the Richard M. Fairbanks School of Public Health website in the [Student Portal](#).

Sex Offenders Screening Policy for Students/Applicants

Students and applicants should be aware that criminal convictions may result in ineligibility for participation in certain courses/activities within the School of Public Health. Questions regarding the School's policy on such matters should be addressed to the appropriate program director.

Policies Concerning Degree Requirements

Applicability of Degree, Certificate and Minor Requirements

Students may choose to complete either the specific degree, certificate, or minor requirements published in the appropriate bulletin at the time of admission to Fairbanks School of Public Health or those in the bulletin current at the time of graduation.

Application for Degree

All students must complete the [IUFW graduation application form](#) and return to Student Central by posted deadlines in order to have their degree awarded. This form should be completed by February 15 for May and August graduates and September 15 for December graduates.

Degree Completion

Students are expected to complete the requirements for their undergraduate degree within 10 years of admission to the School of Public Health. Students are allowed to continue beyond this time period only at the Program Director. If a student has not taken classes for two or more major semesters (fall/spring), he/she must satisfy program requirements of the School of Public Health in effect at the time of reactivation. Requests for deviation from requirements listed in the bulletin must be approved in writing by the Program Director, whose decision is final. If a student has been out of college for more than 3 years, any course older than 10 years will not count toward degree progression.

Course Substitution and Course Waiver

Requests for course substitutions and course waivers must be made to the academic advisor.

Degrees Awarded with Distinction

The IU Richard M. Fairbanks School of Public Health recognizes outstanding performance by awarding bachelor's with three levels of distinction to students who rank in the upper 10 percent of their IU Richard M. Fairbanks School of Public Health graduating class by major and have completed a minimum of 60 hours at

Indiana University for a B.S. The levels of distinction are as follows: highest distinction, 3.90 and above; high distinction, 3.70 through 3.89; distinction, 3.50 through 3.69.

Double-Counting

Students should consult with their academic advisor regarding double count policies for their selected programs. School of Public Health students are prohibited from earning a certificate or minor in the same area of their major.

Grade Point Average Requirement

Hours/Residency Requirement for degree

The Fairbanks School of Public Health requires a minimum 30 of the 120 required credit hours earned for bachelor's degrees be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission. Any variation from the typical minima must be explained and justified.

Internship Credit

Each Fairbanks School of Public Health bachelor program provides an opportunity for students to complete an internship for academic credit. Students are encouraged to consult with their academic advisor for additional details.

Other Academic Programs

School of Public Health students may choose to pursue a **minor** or **certificate** from another school or department or within School of Public Health in an area other than their degree or major. Students interested in a minor should contact that department for additional information.

Pass/Fail Credit

Deadlines for exercising this option are published on the Student Central website ([Pass/Fail](#)) and are strictly enforced. Students interested in this option should contact their academic advisor for additional details.

Requirements for a Second Bachelor's Degree

Students must petition the School of Public Health for approval to work toward a second bachelor's degree. If permission is granted, students are required to take a minimum of 30 credit hours beyond the credits used for the first bachelor's degree and to satisfy all the requirements for the second degree. Generally, the School of Public Health encourages students to work toward a graduate certificate rather than a second bachelor's degree. The appeals process is coordinated through the admissions counselor and the FSPH Student Success and outreach coordinator.

School of Public Health

Bachelor of Science in Public Health

Bachelor of Science in Health Services Management Bachelor of Science in Health Services Management

The Bachelor of Science in Health Services Management at the IU Richards M. Fairbanks School of Public Health prepares students for entry-level managerial and administrative positions in health care organizations, including medical and dental practices, nursing homes and other long-term care facilities, hospitals and health systems, insurance companies, and more.

First Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
FWHS	H101	Introduction1 to Health Professions		
ENGL	13100	Reading, Writing, & Inquiry I Also meets: Core Communication - Writing General Education General Education Core: Analytical Reasoning: MATH - MA 21300 or MA 15300	3	C
PBHL	H120	Health Care Delivery in the US	3	
PBHL	P109	Introduction3 to Public Health Open Elective	2	
	Total Credits		15	
	Cumulative Total		15	

First Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
COM	11400	Fundamentals of Speech Also meets: Core Communication - Speaking & Listening		

		General Education	
		Introduction3 to Biostatistics - General Education Core: Analytical Reasoning: Analytical - PBHL- B300 or STAT 30100	
		General Education Core: Life and Physical Sciences	3
PBHL	H101	Influencing 3 the Public's Health	
		General Education Core Elective: Arts and Humanities	3
		Total Credits	15
		Cumulative Total	30

Second Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
ECON	20100	Introduction to Microeconomics	3	
PBHL	H200	General Education Core: Cultural Understanding	3	
		Health Care Accounting	3	
PBHL	H320	Health Systems Administration	3	
PBHL	H325	Health Information Technology Management and Policy	3	
		Total Credits	15	
		Cumulative Total	45	

Second Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
PBHL	H245	Professionalism in the Healthcare Workplace	3	
PBHL	H352	Health Finance and Budgeting	3	
		General Education Core: Life and Physical Sciences	3	
		Open Elective	3	
		Open Elective	3	
		Total Credits	15	
		Cumulative Total	60	

Third Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
PBHL	H354	Health Economics	3	
PBHL	H353	ADV Health Finance and Budgeting	3	
		Management of Health Service Operations	3	
PBHL	H375	Health Service Management Application Course:	3	
		PBHL-H305, PBHL-H310, PBHL-H315, PBHL-H330, PBHL-H380, PBHL-H411, PBHL-H420, or PBHL-H455	3	
		Open Elective	3	
		Open Elective	3	

Total Credits	15
Cumulative Total	75

Third Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
PBHL	H346	Organizational Behavior and Human Resources for Healthcare	3	
PBHL	H345	Operations Management and Quality Improvement in Healthcare	3	
		Health Service Management Application Course		
		PBHL-H305, PBHL-H310, PBHL-H315, PBHL-H330, PBHL-H380, PBHL-H411, PBHL-H420, or PBHL-H455		
		Open Elective	3	
		Open Elective	3	
	Total Credits		15	
	Cumulative Total		90	

Fourth Year - Fall Semester

Subject	Course	Title	Cr Hrs	Min Grade
PBHL	H379	Career Preparation in Health Services Management	3	
PBHL	H474	Health Administration Ethics Seminar	3	

Health Service Management Application Course	3
PBHL-H305, PBHL-H310, PBHL-H315, PBHL-H330, PBHL-H380, PBHL-H411, PBHL-H420, or PBHL-H455	
Health Service Management Application Course	3
PBHL-H305, PBHL-H310, PBHL-H315, PBHL-H330, PBHL-H380, PBHL-H411, PBHL-H420, or PBHL-H455	
Open Elective	3
Open Elective	3
Total Credits	18
Cumulative Total	108

Fourth Year - Spring Semester

Subject	Course	Title	Cr Hrs	Min Grade
PBHL	H401	Strategic Planning in Health Care Organizations	3	
PBHL	H432	Health Care Marketing	3	

PBHL	H475	Health Services Management Capstone	3
		Health Service Management Application Course	3
		PBHL-H305,	
		PBHL-H310,	
		PBHL-H315,	
		PBHL-H330,	
		PBHL-H380,	
		PBHL-H411,	
		PBHL-H420, or	
		PBHL-H455	
	Total Credits		12
	Cumulative Total		120

Certificate in Community Health

Certificate in Community Health

Eligibility

1. To earn the certificate, students must complete a minimum of 18 credits in accordance with the specified curriculum, and a "C" or higher is required in each course.
2. Students who successfully complete the requirements for the certificate will have this credential added to their official transcript. A printed certificate resembling a diploma will be awarded upon graduation.
3. Public Health students majoring in Community Health are not eligible for the Community Health Certificate.
4. Current IUFW students should contact their advisor to declare this certificate.

Curriculum

The certificate in Community Health curriculum consists of nine 3-credit hour courses:

- PBHL S120 – Introduction to Community Health
- PBHL S315 – Community Organizing for Health Promotion
- PBHL S349 - Research Methods in Community Health
- PBHL S415 - Applied Health Promotion Methods
- PLUS - Pick any two of the following courses:
 - PBHL S305 - Careers in Public Health
 - PBHL S337 - Health Equity & Social Determinants of Health

- PBHL S422 - Coaching for Health Behavior Change

Community Health Minor

Community Health Minor

Through the Minor in Community Health, students gain knowledge, skills and hands-on experience that prepares them to tackle these real-world problems. You must complete the required courses with a grade of "C" or better in all courses credited to the minor. Students should contact their advisor to declare this minor.

Students will take these four 3 credit courses:

- PBHL-S 120 Introduction to Community Health
- PBHL-P 109 Introduction to Public Health
- PBHL-S 337 Health Equity and Social Determinants of Health
- PBHL-S 415 Applied Health Promotion Methods

Students will take one of the following 3 credit courses:

- PBHL-S 422 Coaching for Health Behavior Change
- PBHL-S 315 Community Organizing for Health Promotion
- PBHL-S 220 Navigating the Maze of Healthy Living
- PBHL-S 349 Research Methods in Community Health

Health Administration Minor

Health Administration Minor

Through the Health Administration minor, students will learn the current thinking and research on the administration of the health care system. All minor courses must be completed with a "C" or higher. Students should contact their advisor to declare this minor.

Students will take these two 3-credit courses:

- PBHL H120 Health Care Delivery in the US
- PBHL H375 Management of Health Services Organizations

Choose three elective courses for 9 credits:

- PBHL H320 Health Systems Administration
- PBHL H411 Chronic and Long Term Care Administration
- PBHL H420 Health Policy
- PBHL H432 Health Care Marketing
- PBHL H441 Legal Aspects of Health Care Administration
- PBHL H330 Global Public Health
- PBHL H310 Lean in Healthcare
- PBHL H325 Health Information Technology, Management and Policy
- PBHL H346 Organizational Behavior and HR Management in Healthcare
- PBHL H345 Operations Management and Quality Improvement in Health Organizations
- PBHL H305 Medical Group Management
- PBHL H315 High Risk Health Behaviors and Harm Reduction
- PBHL H101 Influencing the Public's Health
- PBHL H455 Topics Course

Health Data Science Minor

Health Data Science Minor

The minor in health data science will introduce students to the language of data in health applications so they are able to transform, visualize, analyze, and interpret information in a modern data science pipeline, presenting fundamental concepts of biostatistics through the use of computing and simulation. All minor courses must be completed with a "C" or higher. Students should contact their advisor to declare this minor.

Students will take these four 3-credit courses:

- PBHL-B275 Probability without Tears and Calculus
- PBHL-B304 Biostatistics for Health Data Scientists: A computational Approach
- PBHL-B384 Classical Biostatistical Regression Methods
- PBHL-B420 Introduction to Biostatistical Learning
- PBHL-B352 Fundamentals of Data Management in R

Courses

Degrees

IU Fort Wayne offers numerous degree programs designed to maximize your potential in the health care community without ever needing to leave the Fort Wayne area.

Our inspired, caring faculty work together across disciplines to create a uniquely connected health sciences learning environment that focuses on treating the whole person. From your very first day, you'll see the difference this makes in our programs.

Undergraduate Programs

Bachelor's Degree (Baccalaureate) Programs

The typical undergraduate degree program is either a bachelor of science or a bachelor of arts degree. The degree typically takes four years for full-time students and substantially longer for part-time students. IU Fort Wayne's bachelor's degrees are awarded in the professional schools and within the arts and sciences.

Certificate Programs

Certificate programs resemble minors but generally require more credit hours. Some certificate programs are a stand-alone program, which means that a student does not have to be working toward a two- or four-year degree to complete the certificate program. Specific requirements can be found in the section for the school offering the certificate. <https://www.iufw.edu/academics/index.html>

Graduate and Professional Programs

While degrees are awarded through the IU Indianapolis campus, students wishing to pursue a [Master of Social Work](#) or a [Doctor of Medicine](#) may do so on the IU Fort Wayne campus. Specific programs requirements can be found on their school websites.

When to Apply

When to Apply

Generally, you may apply as early as one year in advance of your proposed enrollment.

If you file an application with all required credentials and the application fee by the priority date, you will receive full consideration for the semester requested. If admitted, you will be invited to an orientation program during which you will register for classes. If you file an application after the priority date, you will be considered on a space-available basis and if admitted, you will likely attend a later orientation session and register for classes during the last days of registration. After the priority date admission may close without advance notice. The website will contain current admission review status for each approaching term.

Application Deadlines

Priority date	Term
August 1	Fall (begins late August or early September)
December 15	Spring (begins in early January)
April 15	Summer I (begins in early May)
June 10	Summer II (begins in mid-June)

Please note that [Dental Hygiene & Dental Assisting](#), [Nursing](#) and the [Undergraduate Medical School Health Profession Program](#) have strict application deadlines for those students who have met all entrance requirements and who wish consideration for entry directly into the major. See appropriate Web page for deadline information.

Letters of Admission

With the admission letter, students receive information about required next steps, including establishment of their computing accounts, placement testing, Advising and Registration Days, and transfer of credits (if pertinent).

- Types of Freshman Admission and Qualifications
- Types of Transfer Admission and Qualifications

Types of Freshman Admission and Qualifications

IUFW offers beginning freshmen enrollment as degree-seeking student.

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associates, or bachelor's degree program, apply as a degree-seeking student (even if you are unsure of which degree program). As a beginning freshman, you must not have enrolled in any college, business, or vocational school after high school graduation.

For a beginning student, we will examine your high school record including courses completed; grades earned, and

standardized test results. The trend in your grades and the difficulty of your courses are also important.

High School Graduates Admission Requirements

- Graduated from high school or will graduate before enrolling.
- The best preparation for college studies is the completion of a strong college-prep curriculum. If you are a current Indiana high school student, you are expected to complete Core 40 and are strongly encouraged to earn the Academic Honors Diploma.

If you are not in an Indiana high school, you should complete the following core of classes to be considered for admission:

- 4 years of college-prep English
- 3-4 years of mathematics, including second-year algebra (We highly recommend 4 years.)
- 3 years of social sciences
- 3 years of laboratory science
- 4 years of some combination of foreign language, computer science or additional mathematics, laboratory sciences, social sciences, or English courses. Some IUPUI schools require additional courses.
- You must provide the results of your SAT or ACT, including the Writing Section of the test (scores must be received at IUPUI by August 1). If your class has graduated and a fall semester has passed since you graduated, you do not need to take the SAT or ACT. (However, if you did take the test, we would like to see the results, especially for scholarship consideration.) The results of the writing section assist you and your academic advisor with placement into a writing course. Though test results are considered during the admission review, we do not deny students strictly based on their test results.
- Though no grade point average guarantees admission to IUPUI, we generally expect to see students with a "C" average when reviewing applications. The trend in your grades and the difficulty of your courses are also very important, and we review favorably those students who have improved their grades in their junior and senior years. The two most important factors will be the courses you attempted and the grades you earned.
- Adult students over the age of 21 should note that SAT or ACT scores are not required and, although a high school transcript is the primary criteria for admission, the Admissions Committee also considers such things as military experience after leaving high school.

If you have significant deficiencies in either academic preparation or performance, IUPUI will defer your acceptance until you complete designated courses at Ivy Tech Community College or another regionally accredited two-year or four-year college.

GED Admission Requirements

Students enrolling at IUPUI who have not attended college after earning a GED are considered beginning freshmen students. The following are the admission requirements:

- Earned the GED.

- If you are under 19 years of age, you must provide the results of an ACT or SAT test.

Depending on your GED score, you will either be granted admission or deferred to complete coursework at Ivy Tech Community College or another regionally accredited two-year or four-year institution.

Types of Transfer Admission and Qualifications

Transfers from Other IU Campuses

Students who are eligible to transfer to IUPUI as degree candidates from another campus of Indiana University must meet the degree requirements of the IUPUI school from which they expect to graduate. Students who plan to obtain a degree from another campus should contact and remain in contact with the dean of their prospective school for specific information on course, degree, and residency requirements.

A student at another Indiana University campus, whether coming to IUPUI on a temporary or permanent basis, should review the information about intercampus transfer at <https://www.iupui.edu/admissions/how-to-apply/intercampus/index.html>.

If a student has earned college credits at another school after leaving the IU campus, the student must provide an official transcript to the IU Fort Wayne Student Central office (2101 East Coliseum Blvd., Neff Hall 110, Fort Wayne, IN 46805).

Transfers from Other Universities

A student from any other college or university must complete an official undergraduate application through the IUPUI Office of Admissions (<https://www.iupui.edu/admissions>). Applicants are required to provide official transcripts from all post-secondary institutions they have attended.

IUPUI has increasing numbers of articulation agreements with Ivy Tech Community College that permit credits to transfer to IUPUI. No courses completed before the fall 1990 semester will transfer. For more information, visit the transfer student portion of <https://www.iupui.edu/admissions>.

Degree-Seeking Students

If you wish to enter an undergraduate certificate, associate's, or bachelor's degree program, you will apply as a degree-seeking student (even if you are unsure of which degree program).

Admission Standards General Policy

If you have fewer than 26 hours of transferable work, you must provide a high school transcript as well as transcripts of all college work. If you were not admissible from high school, you are expected to complete any review courses that your college requires as well as freshman composition, college algebra, and courses in the general education area (e.g. psychology, sociology, history, speech, biology, political science). You must have a total of 26 transferable hours with a cumulative grade point average of a 2.0 once this contract has been established.

If you were admissible from high school or you have more than 26 hours of transferable work, you must have a cumulative grade point average of at least 2.0 on a 4.0

scale and be eligible to return to your previous college.

If you do not have a 2.0 or you not eligible to return to your former school, you must sit out for one regular semester. (Note: Students who were deferred must have a cumulative grade point average of 2.0 or higher in order to be considered for admissions.) Summer sessions do not count. If you have been dismissed twice, you must be out of school for two full semesters to be considered for admission. Please mail a statement with your application explaining what caused the low grades and how you will approach your studies at IUFW.

Admission on Probation

Assuming you were admissible from high school but your GPA is below a 2.0, you will be considered for admission on probation provided you have met or are meeting the required length of time out of school. If you were not admissible from high school, you must complete 26 transferable hours and have a cumulative GPA of 2.0 at another school or university before being able to transfer to IUFW. In some cases, students with GPA's below a 2.0 will be required to file a petition and perhaps schedule an interview. After reviewing your application, the Office of Undergraduate Admissions will advise you if you must take these steps.

Credentials Needed

- Official college transcript from every college attended.

An official copy is one that has the embossed or raised seal of the school. Fax copies, photocopies, and grade reports are not considered official.

- High school transcript or GED results if you have fewer than 26 credit hours of transferable work.
- Please note that you are responsible for mailing the request to your former colleges and paying whatever fee is charged.

Transfer Credit

Acceptance of credit from other accredited institutions, including Purdue University, is performed by the IUPUI Office of Admissions, Campus Center, Indianapolis, IN 46202-5143, (317) 274-4591.

If the work was completed elsewhere, only courses with grades of C (2.0) or higher are transferred for possible use toward an IUFW degree. No courses with grades of C- or lower will transfer to IUFW. None of the grades transferred from other colleges or universities count in the IUFW grade point average. Some schools, however, may consider such grades for admission purposes and other academic matters.

Course work taken at another institution for which there is an equivalent Indiana University course (in terms of course description, level, and prerequisites) will generally be transferred as credit in the equivalent courses. Other course work will be transferred as undistributed and reviewed by the appropriate department or school to determine how it will be counted toward degree requirements. In addition, the university does not accept the transference of special credit by examination awarded by another college or university.

Courses taken at another institution on a quarter system rather than a semester system will be evaluated as carrying fewer credit hours (e.g., a 3 credit hour course

taken on a quarter system will transfer as 2 credit hours). Many course equivalences for most Indiana colleges may be found on the IUPUI admissions Web site at [IUFW Apply Transfer](#).

Courses taken at foreign institutions that are accredited at the same level as IUFW will be transferred into IUFW as undistributed credit rather than as specific courses. In general, the international admissions evaluator will designate the credit as lower-division course work with a 100 number, though if it is clear that the course work warrants a 200 or 300 number, such designations will be used. If students want courses to count for specific classes, they must obtain an official translation of the course description and any other material, such as a syllabus, that explains the course content. With that material, the department offering the course can determine whether there is an equivalent IUFW course. An individual within each department or school will be responsible for making the determination and informing the Office of International Affairs, using the Undistributed Transfer Credit Departmental Evaluation Form. Subsequently, the appropriate changes will be made on the student's official transcript.

The decision about which courses are counted in a student's IUFW GPA depends on where the courses were taken. Course work taken at another Indiana University campus will be counted in a student's IUFW GPA.

How accepted credit is applied to program requirements is determined by the school and/or department that offer the course(s). Courses that were completed 10 years ago (or even more recently) may not be accepted in some programs and must be approved by the individual school and department awarding the degree.

Academic Advising

New and transfer students receive their initial academic advising during [advising and registration day](#). During their time at IUFW, students should meet often with their academic advisors as they update their [degree plans](#). Advisors help students chart their semester course schedules, identify avenues for involvement on campus, explore major and career options, utilize campus resources, and stay on track for graduation.

Students admitted to their degree-granting schools will be advised in their intended schools or programs. Students can explore degree maps and complete their academic plans at [igps.iu.edu](#).

Financial Aid & Scholarships

Learning to manage your time and money can be a complicated process, but it doesn't have to be a stressful one. At IU Fort Wayne, we're happy to help you every step of the way. To see what types of financial aid are available and how to apply visit our site at <https://www.iufw.edu/paying-for-college/index.html>.

Registration Appointment

All students enrolled during one academic term are automatically given a registration appointment for the following term(s). For example, a student enrolled in the Fall term will be given appointments for the Spring. You will be notified via email when your registration appointment day and time has been assigned so be sure

to monitor your inbox. At that point, you will be able to log in to the **Student Center** via One.IU and view the **Enrollment Dates** on the right to check your registration appointment time.

If you previously attended IUFW but are not enrolled in the current term and wish to enroll, contact Student Central to confirm your registration eligibility.

Students who are enrolled on another IU campus or who were last enrolled on another IU campus but did not graduate, should complete the [inter-campus transfer form](#).

Undergraduate students who are newly admitted to the university will receive information regarding registration from the Admissions Center.

Dropping and Adding Classes

Before dropping a class, each student should discuss options with their academic advisor as dropping a class should only be done when truly necessary and should be considered along with adding a different class to stay on track to graduate. To drop a course and make a successful transition into another class, students are encouraged to drop and add before classes begin though the online drop and add process available through the first week of classes for major semesters. Students who drop before or during the first week of classes will receive no grade and pay no late drop fees.

Students wishing to add a course after the start of the term should do so as close to the start of the semester as possible, as instructors may refuse students admission into classes if they believe that students have already missed too much work in the new class.

During summer school, students should drop and add during the first three days of classes.

During the first four weeks of regular semesters, partial refunds are given for dropped courses and depending on the time of year, signatures of advisors and instructors are needed.

Students who choose to withdraw from a semester must officially drop all classes. Failing to attend class does not mean a student has dropped a class but rather will result in an F in the course(s). Failing to pay for the course(s), once registered, will result in both an F and a bill for the course. For more information on dropping and adding classes, students should visit the Registrar website: <https://www.iufw.edu/register/drop-add/>

Enrollment (Class) Permissions and Holds

Class Permissions: Schools may restrict enrollment in particular courses, so students should review the course descriptions, paying particular attention to class notes. For instance, some courses, are open only to students officially enrolled in certain schools. Other courses may be restricted to students with sophomore, junior, senior, or graduate student status. Finally, some courses require a student to have completed one or more courses prior to enrollment (known as "prerequisites"). Otherwise ineligible students who believe their personal preparation overrides the restrictions of a class may seek the department's or instructor's permission to enroll in the class. If achieved, an official in the department will add a class permission to that student's record which students may view in their

Student Center from One.IU. Once the class permission has been added, the student may add the class.

Holds: On occasion, students have a hold placed on their enrollment. When this occurs, they cannot register for courses because they have failed to meet some requirement of the university or school and cannot proceed until the problem is resolved. Problems that result in a hold include failure to pay tuition or other fees, neglecting to provide immunization or citizenship information, etc.. Students with unpaid library fines, outstanding parking tickets, or a disciplinary problem also may be placed on hold. Students can review their status on One.IU, and if they find they have such a hold, they should contact the office(s) listed on that hold to resolve the problem.

Fees

IUFW tuition is set annually by the Trustees of Indiana University. Current fees appear on our website (<https://www.iufw.edu/admissions/cost-aid/index.html>).

The fee estimator will give an estimate of fees for the number of credit hours and program for which you register. Some fees not included in the estimate: New students are charged a New Student Enrollment fee one time; parking, books and supplies.

Bills are sent electronically via the student IU email address. If the student is eligible for financial aid the aid will either appear as an anticipated aid credit if prior to ten days before the start of the semester or as a credit on the student account. Please check your student account via OneIU (<https://one.iu.edu>) for your student account, financial aid information, and much more student information.

Registration

Registration for first-time students takes place in conjunction with orientation. In subsequent semesters, students register themselves online via OneIU (<https://one.iu.edu>).

IU e-MAIL

All students are issued university e-mail addresses when they set up their IT account. Should students choose to use a different e-mail provider, they should forward their university e-mail to their preferred service provider in order to be sure to receive important university announcements about:

- Placement into a waitlisted class
- Registration appointments
- Enrollment Permissions and Holds
- Administrative withdrawal
- Faculty FLAGS in a course

Other important topics you should know

- Dropping and Adding Classes
- Fees
- Nontraditional Scheduling Options
- Registration Agreement

Nontraditional Scheduling Options

IUFW offers numerous educational options outside the traditional classroom. These classes are found at convenient locations, at times stretching over seven days

and nights, and, in addition to regular course formats, are offered online or , on TV.

Online Courses

Increasingly, online classes are part of the way IU offers classes. A selection of courses offered online each term can be found at <http://iuonline.iu.edu/classes/search.php>.

Registration Agreement

When students register, the university reserves specific class spaces for those students; and commits resources to provide the instruction that has been selected. The students, then, assume the responsibility for paying those course fees or for notifying the university if they decide not to attend. The availability of courses is subject to change. A class may be cancelled due to low enrollment or departmental staffing considerations. The department canceling a class will notify registered students and help them make alternate arrangements, if necessary. Registered students also will be notified if the meeting time and/or location of a course has changed since the student registered.

Registration will not automatically be cancelled for nonpayment of fees. Students must either pay their fees or drop all of their classes by the end of the first week of classes if they do not intend to return to IUPUI for the semester. Canceling registration by the first week of classes releases class spaces in time to be available to other students. Students who decide to cancel their registration should log on to OneIU (<https://one.iu.edu>) Self Service, go to Student Center, Type 'Drop/Add' in the search box and hit enter. Select the appropriate task. Note that there are different Drop/Add tasks depending on the time of the semester.

Waitlisting

Occasionally, students will be unable to register in a class because it is filled to capacity. Seats may open up, however, if registered students drop the class during the registration period. Students who encounter a closed class during registration should place themselves on the class waitlist (and designate another class to drop if placed into the preferred class, as appropriate). Through the automated waitlist system, the first person to make a waitlist request for a class is placed at the top of the list. When a seat opens up, as long as there are no other restrictions or conflicts, that person is registered automatically for the course (and automatically dropped from a different class if that was requested as part of the original student waitlist request). If placed into a waitlisted class, students are notified via email at their University email account.

Graduation Requirements

Completion of Degree Requirements

When students contact the recorder about graduation, they should double-check that they in fact will have completed graduation requirements. Schools have different tools available for degree check including academic advising reports and degree maps. Some schools perform degree audits either when students file for graduation or at the beginning of their senior year. Students should go over requirements and audits

with their advisors to make sure they are on track to graduate and contact the school recorder with questions. Common mistakes that result in students' failure to graduate are unacceptable grades, not registering for required courses, dropping courses, or otherwise failing to complete required courses. Students may graduate with incompletes on their record, provided they are not for required courses. Campus residency requirements stipulating that a certain number of hours must be completed at this campus before graduating also affect graduation eligibility.

Required Grade Point Average

In addition to completing all the required course work, students must have a specific overall grade point average and a specific GPA in their major to graduate. Most schools also require grades of C or higher in major courses. Students should familiarize themselves with the policies of their program.

Applying for Graduation

Candidates for graduation must apply to graduate with the recorder of their school at least one year prior to their expected graduation date. Details concerning the application deadlines of specific schools and any additional requirements related to graduation are available from the school recorder or the school sections of this bulletin.

Undergraduate Overview

Admission

The best and most complete information source on admission standards and procedures is online at <https://www.iupui.edu/admissions/index.html>. This page contains links for an online application form, detailed instructions, and relevant deadlines. The individual school websites also provide information about admission for undergraduates and links to other key offices' Web sites.

IUPUI General Education Core Curriculum

All first-year IUPUI students will complete 30 credit hours of general education coursework, known as the General Education Core, prior to graduation with an associate degree or baccalaureate degree. Transfer students who have not received certification for completing the general education core at their prior institutions also must complete the IUPUI General Education Core. General education coursework is aligned with the [Indiana Statewide Transferable General Education Core](#) competency domains and, once completed, will subsequently transfer to another Indiana state educational institution.

The IUPUI General Education Core is also based on the IUPUI Principles of Undergraduate Learning, the essential ingredients of an undergraduate educational experience at IUPUI. More specific expectations for IUPUI's graduates are determined by the faculty in a student's major field of study. Together, these expectations speak to what graduates of IUPUI will know and what they will be able to do upon completion of their degrees. It is important to note that the IUPUI General Education Core does not add to, subtract from, or change any requirements for a specific major. Students need to work closely with an

academic advisor to determine what relationship, if any, exists between requirements for general education and requirements for a specific major.

The IUFW General Education Core provides a strong foundation for a rich and intellectually challenging undergraduate experience. Hundreds of courses have been rigorously reviewed and approved to the IUFW General Education Core to provide students with a diverse array of options for fulfilling their general education requirements. Coursework is divided into the broad domains of foundational intellectual skills (core communication, analytical reasoning, and cultural understanding) and intellectual breadth and adaptiveness (life and physical sciences, arts and humanities, and social sciences).

Criminal Activity Disclosure

IUFW is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants who have been convicted of any felony or a misdemeanor such as simple battery or other convictions for behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the university, but does require review.

Orientation

All new students and transfer students beginning at IUFW for their first degree-seeking semester must attend the Student Orientation Program. An overview of the campus community and resources will be provided to the students. They will also receive information about the school or program in which they are interested, receive support and guidance, meet with an academic advisor, register for classes, participate in an interactive information session, and receive their student ID card.

Students are required to obtain their technology account before attending orientation (see Office of Admissions materials). They also must pay a new student fee that is assessed of all students who are beginning their first semester in a degree-seeking program, including intercampus transfers and students seeking a second degree. The fee is not contingent on participation in the program.

Reservations are required. For more information or to schedule orientation, please go online at <https://www.iufw.edu/admissions/admitted> or call (260) 481-4136.