



INDIANA
WESLEYAN
UNIVERSITY

Degree Completion Resource Guide

College of Adult and Professional Studies
Student Services
1900 W. 50th Street
Marion, IN 46953
(800) 621-8667 ext. 2359
Fax (765) 677-2380
<http://caps.indwes.edu/StudentServices>

WHEN YOU NEED HELP WITH:

Accounting/Billing

For all programs in Cleveland, Ohio: (800) 234-5327 Option 2 (LEAP Accounting)

For Nursing or Graduate Education programs (except Cleveland):
(800) 621-8667 ext. 2878

For Graduate Education Electives:

Canter classes: (800) 669-9011 (Canter & Associates)

PLS classes: (800) 862-7263 (Performance Learning System)

or: <http://caps.indwes.edu/electives/graduate/education>

For Business & Management programs onsite classes and online students in Indiana, Louisville, or Cleveland:

(800) 234-5327 Option 2 (LEAP Accounting)

For undergraduate electives: (800) 621-8667 ext. 2878 (Accounting)

Address/Information Changes

Online form at <http://myiwu.indwes.edu> or call (800) 621-8667 ext. 2359

If you are changing a name, official documentation of the change will first be required by the University.

Crisis/Chaplain

Call (800) 621-8667 ext. 2359 or request a local pastoral referral at:

<http://caps.indwes.edu/StudentServices/chaplain/index.htm>

Financial Aid

Call the Financial Aid Office at (800) 621-8667 ext. 2516
or email apsfinaid@indwes.edu

Library Services

Off Campus Library Services (OCLS) is available to assist you with research at <http://www.indwes.edu/ocls/>, by email at ocls@indwes.edu, or phone (800) 521-1848.

Technical Support/Student Portal

Call (800) 621-8667 ext. 2331

Textbooks/Materials

Call Textbook Distribution at (800) 621-8667 Option 6

Withdrawing from a Class

Call Withdrawal Specialist (800) 621-8667 ext. 2865, 2877, or 2911
or email registration.change@indwes.edu

Other Issues/questions

Contact Academic Advisor (pages 18-20) or call (800) 621-8667 ext. 2359

DEGREE REQUIREMENTS

ASSOCIATE IN BUSINESS (ASB)

UNV111	Phil/Prac Lrn 1	2 Cr	
ENG140	Comm I	3 Cr	
ENG141	Comm II	3 Cr	
BUS105	Intro Amer Bus	3 Cr	
PHE140	Concepts Well	2 Cr	
BIL102	NT Survey	3 Cr	
COM115	Human Comm	3 Cr	
MAT110	Bus Math	4 Cr	
HST160	Western Civ	3 Cr	
ECO205	Basic Econ	3 Cr	
PSY155	Psych Pers Adj	3 Cr	
ENG242	Lit & Ideas	3 Cr	
<i>Bridge Start Remaining 24 Cr through BUS 225</i>			
BUS215	Hum Res Mgt	3 Cr	
BUS220	Acct Bus	3 Cr	
FINA180	Hum: Fine Arts	3 Cr	
PHL283	Phil & Chr Tht	3 Cr	
BUS150	Pers Finance	3 Cr	
BIO203	Environ Consv	3 Cr	
BUS230	Global Issues	3 Cr	
BUS225	Legal Environ Bus	3 Cr	
BUS274	Bus Case Study	3 Cr	(62)

ASSOCIATE IN TECHNOLOGY (AST)

UNV111	Phil/Prac Lrn 1	2 Cr	
ENG140	Commun I	3 Cr	
ENG141	Commun II	3 Cr	
CIT112	Intro CIT	3 Cr	
PHE140	Concepts Well	2 Cr	
BIL102	NT Survey	3 Cr	
COM115	Human Comm	3 Cr	
CIT220	Desktop App	4 Cr	
HST160	Western Civ	3 Cr	
MAT108	Mod Con Math	3 Cr	
PSY155	Psych Pers Adj	3 Cr	
ENG242	Lit & Ideas	3 Cr	
<i>Bridge Start Remaining 24 Cr through CIT272</i>			
CIT140	Oper Syst Concept	3 Cr	
CIT120	Intro Prog Concept	3 Cr	
FINA180	Hum: Fine Arts	3 Cr	
PHL283	Phil & Chr Tht	3 Cr	
CIT262	Netwrk Commun	3 Cr	
CIT260	Database Concept	3 Cr	
CIT270	E-Com/Web Dev	3 Cr	
CIT272	Hdwr/sftwr Trbsh	3 Cr	
CIT280	Prj Mgt/Integ	3 Cr	(62)

ASSOCIATE IN CRIM. JUSTICE (ASCJ)

UNV111	Phil/Prac Lrn 1	2 Cr	
ENG140	Comm I	3 Cr	
ENG141	Comm II	3 Cr	
CRJ 181	Intro Crim Just	3 Cr	
PHE 140	Concepts Well	2 Cr	
BIL102	NT Survey	3 Cr	
COM115	Human Comm	3 Cr	
MAT100	Analys Resrch	3 Cr	
HST160	Western Civ	3 Cr	
CRJ 202	Intro Correct	3 Cr	
PSY150	Gen Psych	3 Cr	
ENG242	Lit and Ideas	3 Cr	
<i>Bridge Start Remaining 24 Cr through CRJ 318</i>			
CRJ 246	Criminology	3 Cr	
FINA180	Hum: Fine Arts	3 Cr	
CRJ242	Mod Police Prob	3 Cr	
PHL283	Phil & Chr Tht	3 Cr	
CRJ 268	Crisis Interven	3 Cr	
PSY 250	Dev Psych	3 Cr	
CRJ 270	Homeland Scrtcy	3 Cr	
CRJ 318	Crim Proced	3 Cr	
CRJ 290	Colloq Crim Just	4 Cr	(62)

ASSOCIATE IN ACCOUNTING (ASA)

UNV111	Phil/Prac Lrn 1	2 Cr	
ENG140	Comm I	3 Cr	
ENG141	Comm II	3 Cr	
BUS105	Intro Amer Bus	3 Cr	
PHE140	Concepts Well	2 Cr	
BIL102	NT Survey	3 Cr	
COM115	Human Comm	3 Cr	
MAT110	Bus Math	4 Cr	
HST160	Western Civ	3 Cr	
ECO205	Basic Econ	3 Cr	
PSY155	Psych Pers Adj	3 Cr	
ENG242	Lit & Ideas	3 Cr	
<i>Bridge Start Remaining 24 Cr through BUS 225</i>			
ACC201	Acct Prin I	3 Cr	
ACC210	Spreadsheets	3 Cr	
FINA180	Hum: Fine Arts	3 Cr	
PHL283	Phil & Chr Tht	3 Cr	
BUS150	Pers Finance	3 Cr	
ACC220	Payroll Acct/Tax	3 Cr	
ACC202	Acct Prin II	3 Cr	
4 BUS225	Legal Environ Bus	3 Cr	
ACC230	Bus Taxation	3 Cr	(62)

DEGREE REQUIREMENTS (cont)

ASSOCIATE IN CHRISTIAN MINISTRIES (ASM)

UNV111	Phil/Prac Lrn I	2 Cr
ENG140	Comm I	3 Cr
ENG141	CommII	3 Cr
BIL101	Old Test Survey	3 Cr
PHE140	Concepts Wellness	2 Cr
BIL102	New Test Survey	3 Cr
REL232	Christian Doctrine	3 Cr
MAT108	Mod Cncpts Math	3 Cr
HST160	Western Civ	3 Cr
BIL201	Mthds in Bible Study	3 Cr
PSY150	General Psych	3 Cr
ENG242	Lit & Ideas	3 Cr
BIL235	Life & Letters Paul	3 Cr
FINA180	Hum: Fine Arts	3 Cr
REL228	Defend Christ Faith	3 Cr
PHL283	Phil & Chr Tht	3 Cr
REL280	Preach/Teach Bible	3 Cr
REL235	Worship	2 Cr
REL235P	Worship Practicum	1 Cr
REL264	Intro to Pastoral Stud	2 Cr
REL264P	Pastoral Stud Pract	1 Cr
CED255	Loc Church Educ	3 Cr
CED255P	Loc Church Educ Prac	1 Cr
REL275	Evangel & Global	3 Cr
REL275P	Evangel & Global Prac	1 Cr (63)

GENERAL STUDIES (ASGS)

Required Electives:	
UNV111 or UNV181	2 or 3 Cr
Lib Arts Appreciation	1 Cr
Required Liberal Arts:	
English Comp	3 Cr
Social Science	3 Cr
Physical Education	2 Cr
Science or Math	3 Cr
Biblical Literature	3 Cr
Fine Arts	3 Cr
Humanities Electives	9 Cr
(ENG242, HST180, FINA180, PHL283)	
Required Concentration*	15 Cr
<u>Additional Electives**</u>	<u>17 or 18 Cr</u>
Total	(62)

**Courses may be transferred into IWU and applied toward the ASGS. 30 graded credit hours, including 9 of the Concentration credits, must be earned at IWU.*

DEGREE REQUIREMENTS (cont)

ACCOUNTING (BSA)

ACC201	Acct I**	3 Cr
ACC202	Acct II**	3 Cr
ADM201	Prin Self Mgt	2 Cr
ACC311	Int Fin Acct I	3 Cr
ACC312	Int Fin Acct II	3 Cr
ECO330	Microecon	3 Cr
ECO331	Macroecon	3 Cr
ADM447	Business Law	3 Cr
ACC341	Mgrl Cost Acct I	3 Cr
MGT425	Issues in Ethics	3 Cr
ACC423	Auditing	3 Cr
ADM448	Strat Planning	3 Cr
ACC451	Adv Acct	3 Cr
ACC371	Fed Inc Tax I	3 Cr
ACC372	Fed Inc Tax II	3 Cr
ACC491	Acct Seminar	3 Cr
Total Credit Hours		(41**)

** 47 including ACC201, 202

BUSINESS ADMINISTRATION (BSBA)

ADM201	Prin Self Mgmt	2 Cr
MGT302	Mgmt & Ldrshp	3 Cr
MGT205	Prof Comm	3 Cr
ADM316	Comp/Info Proc	3 Cr
ADM320	Bus Stats	3 Cr
ECO330	Microecon	3 Cr
ECO331	Macroecon	3 Cr
MGT425	Issues in Ethics	3 Cr
BUS220P	Mgrl Acct Pre-Req	0 Cr
ADM471	Mgrl Acct	4 Cr
ADM474	Mgrl Finance	4 Cr
MGT421	Strat Mktg Mgmt	3 Cr
ADM447	Business Law	3 Cr
ADM495	Seminar in Bus	3 Cr
Total Credit Hours		(40)

INFORMATION SYSTEMS (BSBIS)

ADM201	Prin Self Mgt	2 Cr
BIS216	Info Sy/Proj Man	3 Cr
MGT205	Prof Comm	3 Cr
BIS220	Anlys Thnk Prob	3 Cr
BIS344	Vis Basic.Net Prog	4 Cr
BIS346	Java Prog	4 Cr
MGT421	Strat Mktg Mgmt	3 Cr
BUS220P	Mgrl Acct Pre-Req	0 Cr
MGT412	Fin Plng & Cntrl	3 Cr
BIS324	Ntwk, Sys, Secur	4 Cr
BIS320	Man Rel Data Sys	3 Cr
BIS353	Web Appl Dev	4 Cr
BIS460	Bus Sys Anlys Dsgn	4 Cr
Total Credit Hours		(40)

CRIMINAL JUSTICE (BSCJ)

CRJ281	Prin Crim Just	3 Cr
CRJ309	Youth & Crime	3 Cr
ADC210	Adictions Theory	3 Cr
CRJ320	Divrsty Crim Just	2 Cr
CRJ358	Crim Law	3 Cr
CRJ472	Court Proced	3 Cr
CRJ461	Ethics Crim Just	3 Cr
CRJ463	Forensics	3 Cr
CRJ465	Const Law	3 Cr
CRJ467	Research Methods	3 Cr
CRJ322	Terrorism	3 Cr
CRJ324	Risk Anlys & Sec	3 Cr
CRJ422	Disaster Prep	3 Cr
CRJ424	Emerg Leadership	3 Cr
CRJ486	Practicum	1 Cr
Total Credit Hours		(42)

BIBLICAL STUDIES (BSB)*

UNV181	Lead Change	3 Cr
BIL203	Adv Bible St	3 Cr
BIL303	Synoptics	3 Cr
BIL301	Pentateuch	3 Cr
BIL302	Historical Books	3 Cr
BIL304	Johannine Lit	3 Cr
REL424	Christian Theo II	3 Cr
BIL410	Wisdom Lit	3 Cr
BIL404	Acts of Apostles	3 Cr
BIL402	Major Prophets	3 Cr
REL241	Survey of Crch Hst	3 Cr
BIL412	Romans & Galatians	3 Cr
REL410	World Faith Sys	3 Cr
REL483	Bib Stud Colloq	3 Cr
Total Credit Hours		(42)

*BSB also requires the following prereq:

BIL101	Old Test Survey	3 Cr
BIL102	New Test Survey	3 Cr
BIL201	Methods In Bib Study	3 Cr
OR		
BIL202	Inductive Bib Study	3 Cr
BIL232	Bas Christian Doct	3 Cr

DEGREE REQUIREMENTS (cont)

MANAGEMENT (BSM)

ADM201	Prin Self Mgmt	2 Cr
MGT302	Mgmt & Ldrshp	3 Cr
ADM316	Comp/Info Proc	3 Cr
MGT205	Prof Comm	3 Cr
MGT432	Organ Behav	3 Cr
MGT435	Pers Manage	3 Cr
MGT425	Issues in Ethics	3 Cr
BUS220p	Mgrl Acct Pre-Req	0 Cr
MGT412	Fin Plng & Cont	3 Cr
MGT421	Strat Mktg Mgmt	3 Cr
MGT450	Negot/Confl Res	3 Cr
MGT441	Phil Corp Cult	3 Cr
MGT460	Int'l Issues Bus	3 Cr
MGT490	Hum Res Dev	2 Cr
ADM495	Seminar in Bus	3 Cr
Total Credit Hours		(40)

MARKETING (BSMK)

ADM201	Prin Self Mgmt	2 Cr
MGT421	Strat Mktg Man	3 Cr
MGT302	Man & Ldrshp	3 Cr
MKG348	Service Mktg	3 Cr
MGT425	Issues in Ethics	3 Cr
BUS220p	Man Acct Pre-Req	0 Cr
ADM474	Man Finance	4 Cr
MKG353	Sales	3 Cr
ECO330	Microecon	3 Cr
MKG346	Consum Behav	3 Cr
MGT460	Int'l Issues Bus	3 Cr
MKG357	Advertising	3 Cr
ADM448	Strat Planning	3 Cr
MKG398	Mktg Research	3 Cr
MKG496	Mktg Seminar	3 Cr
Total Credit Hours		(42)

NURSING (RNBSN)

NUR224	Nur Informatics	2 Cr
NUR205	Nur Role Hlth Car	3 Cr
NUR332	Nur Theor Clinic	3 Cr
NUR365	Ethics	2 Cr
NUR370	Gerontology	3 Cr
NUR437	Pathophysiology	3 Cr
NUR334	Assess Well Adult	2 Cr
NUR436	Research	3 Cr
NUR350	Sem Nurs Ldrshp	3 Cr
NUR235	Poverty	2 Cr
NUR401	Intercult Nur	3 Cr
NUR460	Pop Foc Nur Care Com	5 Cr
NUR237	Alt Med/Nur Thrpy	2 Cr
NUR490	Mgmt in Nur	4 Cr
Total Credit Hours		(40)

GENERAL STUDIES (BSGS)

Required Electives:	
UNV111 or ADM201	2 Cr
or UNV181 for 3 Cr	
Gen Studies Colloq	1 Cr
Required Liberal Arts:	
Biblical Literature	3 Cr
Religion/Philosophy	3 Cr
English Comp	9 Cr
Social Science	6 Cr
Science	3 Cr
Math	3 Cr
Fine Arts	3 Cr
Required Concentration*	20 Cr
<u>Additional Electives</u>	<u>71 Cr</u>
Total Credit Hours	(124)

ALL BACHELOR PROGRAMS REQUIRE A TOTAL OF 124 SEMESTER HOURS TO GRADUATE. THIS INCLUDES CORE, LIBERAL ARTS AND ELECTIVE REQUIREMENTS.

**Courses may be transferred into IWU and applied toward the BSGS. 30 graded credit hours, including 9 of the Concentration credits, must be earned at IWU.*

DEGREE REQUIREMENTS (cont)

BACHELOR OF SCIENCE LIBERAL ARTS REQUIREMENTS

Bible: (3 Cr)

Bible, Religion, or Philosophy: (3 Cr)

English: Composition, Speech or Literature (9 Cr)

Social Sciences: Psych, Soc, Eco, Geography, History, or Pol Sci. (6 Cr)

Math: Math, Alg, Trig, Calc, Geom (3 Cr)

Science: Biol, Chem, Geology, Earth Science, Astrology (3 Cr)




Foreign Language or Fine Arts: Music, Art, Foreign Language (3 Cr)

Electives: Meet with Advisor to determine any additional credits needed:
(See page 18-20 for Advisor contact information)

PRE-REQUISITE REQUIREMENTS

Some courses require **Pre-requisites** to insure students have the fundamental knowledge necessary to take a subsequent class. Pre-requisite accounting courses are included in the schedule of core classes and may be taken for a set fee and no credit. Students accepted into the BS Accounting program must fulfill a Math pre-requisite to begin their program.




Pre-requisite requirements may be met through:

- ø Elective coursework for credit that meets pre-requisite requirements taken at IWU or other accredited colleges or universities, including CLEP/DANTES testing
- ø Pre-Requisite Testing at IWU for Accounting and Math
 -  \$25.00 testing fee
 -  Score of 70% or higher on 40 question exam; no credits
 -  Photo ID

Pre-requisite tests must be taken at least 2 weeks prior to a scheduled pre-requisite core course. *Contact your Advisor prior to registering for a pre-requisite test and to make arrangements for taking the test.*

SCHEDULE OUT COURSES AND ELECTIVES

The Department of Education (DOE) requires students using financial aid to “Schedule Out” their courses to meet one of the following criteria:

-  24 Credits over a minimum of 30 weeks of instruction
-  Degree Completion
-  Degree Completion with scheduled plan for remaining credits needed

Contact your Student Services Advisor to schedule out your electives. See pages 18-20 for Advisor contact information.

ELECTIVE OPTIONS

Elective credits needed to complete the 124 semester credit hours may be fulfilled in a variety of ways. You may want to consider:

1. Indiana Wesleyan University Elective Courses

- ∅ Onsite classes
- ∅ Online classes
- ∅ Self Study (1 cr)
- ∅ Bridge Program
- ∅ Certificate Studies

2. Standardized Tests

- ∅ College Level Examination Program (CLEP)
- ∅ Defense Activity for Non-Traditional Education Support (DANTES)

3. Assessed Learning Portfolio (Options 1 or 2)

- ∅ Licenses, Certifications, and Apprenticeships (Opt. 1)
- ∅ Lifelong Learning Essays (Opt. 2)
- ∅ Non-Transferable Coursework (Opt. 2)

4. Credit for Military Service

5. Transfer Credits

- ∅ Regionally accredited universities, colleges
- ∅ Correspondence, Independent Study

Electives must not duplicate credits transferred or scheduled to be taken through:

IWU Core Programs: ASA, ASB, ASCJ, ASM, AST, BSA, BSB, BSBA, BSBIS,
BSCJ, BSM, BSMK, RNBSN

Accredited colleges and universities

Standardized Testing (CLEP, DANTES)

Assessed Learning Portfolio

Any questions about duplication of credit and degree requirements should be discussed with your Student Services Advisor prior to enrolling in a class, registering for a test, or completing work for the Portfolio. **An Elective Approval Form must be completed prior to taking classes at another university.** *All credits must be recorded and verified by 5:00 p.m. six (6) business days prior to the scheduled graduation date.*

INDIANA WESLEYAN ELECTIVES

IWU Elective courses are available to students who have received an acceptance letter from the university. IWU Elective courses do not duplicate any courses in the **BACHELOR CORES**. However, these courses may duplicate **TRANSFERRED CREDIT** or courses taken in IWU's **ASSOCIATE** cores. Check with your Student Services Advisor prior to registering for IWU Elective courses to avoid credit duplication and to confirm that the Elective course chosen will fulfill degree requirements.

The Elective Course Schedule is published annually or may be accessed at the following website under Search for Courses:

<http://caps.indwes.edu/Electives/undergraduate>

or

<http://myiwu.indwes.edu>

Onsite elective classes are intensive by nature. They are four-hour sessions, one night a week or Saturday mornings, for five weeks. Online elective classes offer flexibility in scheduling yet are just as intensive as onsite classes. Both 1 credit and 3 credit electives are offered online. *Please note that a minimum number of students (6) must be registered by the registration deadline in order for that class to start. Students should keep this in mind as they plan their elective schedule, remembering that an enrollment-driven elective course that is cancelled will effect long term goals and possibly postpone graduation.*

The **Elective Course Schedule** includes electives offered onsite and online. Students should contact their Academic Advisor to schedule elective courses.

Students may request an elective class be added to the current elective schedule by submitting an **Add-on Request Form**. A minimum of 6 names is needed for submission. Students may request faculty, site, day, date, and time. These requests can only be honored by availability of faculty, site, and dates, and must be submitted 8-10 weeks prior to requested start date. The **Add-on Request Form** can be accessed by obtaining a current **IWU Elective Course Schedule** or online at <http://caps.indwes.edu/Electives/undergraduate>

*All IWU elective courses **must be completed** eleven (11) business days prior to the scheduled graduation date.*

For further information, contact **Mary Guy, Coordinator of Electives**, at (800) 621-8667 ext. 2343 or mary.guy@indwes.edu.

CLEP TESTING
(COLLEGE LEVEL EXAMINATION PROGRAM)

QUESTIONS

<i>Credit Value</i>	Each test can be worth 3-12 credit hours depending on the test taken and score received.
<i>Time Limit</i>	Yes. These are computerized, timed tests that have a 90 minute time limit. Student should allow a minimum of 2 hours for testing.
<i>Will I Get A Grade & Will It Effect My GPA</i>	No grades are given. You must meet a minimum score to receive credit. Credit from testing will neither raise nor lower GPA and will NOT be counted as Honor Credits..
<i>Study Guides</i>	Study guides are available from CLEP, public libraries, bookstores or IWU Testing Centers. See also: http://www.collegeboard.com/highered/clep/index.html or http://caps.indwes.edu/studentservices/form.htm
<i>Costs</i>	\$85.00 (\$70.00 CLEP/\$15.00 IWU registration). In addition, \$25.00 per credit for each exam passed to have credits added to transcript. Transcript fees will be paid at Testing Center upon passing.
<i>Can I Cancel Or Reschedule</i>	Yes, but you forfeit the \$15.00 registration fee.
<i>Registration Forms</i>	Registration forms are available from any Student Services Advisor.
<i>Test Dates</i>	Exams are given by appointment. Call testing center to schedule appointment.
<i>How Will I Know If I Passed</i>	Results of test will be available to student immediately upon completion of test. Official notification from CLEP will be sent to IWU. NOTE: CREDITS ARE NOT APPLIED TO STUDENT RECORD UNTIL TRANSCRIPTION FEES AND OFFICIAL SCORE REPORTS ARE RECEIVED IN MARION. Transcription fees may be paid in advance at time of registration or at Testing Center upon passing the test.
<i>How Do I Register</i>	Contact Advisor to approve test prior to registering. Register online with credit card (MC, Visa, Discover) or credit-on-account at: http://caps.indwes.edu/studentservices/testing.htm . If registering by personal check or cash, contact Advisor or nearest Education Center for a registration form. Mail form with payment directly to AGO Accounting at address on form. Test Center will contact student to schedule test once registration is received.
<i>Test Centers</i>	Cincinnati, OH; Cleveland, OH; Columbus, IN; Dayton, OH; Ft Wayne, IN; Greenwood, IN; Indianapolis, IN; Kokomo, IN; Louisville, KY; Marion, IN; Merrillville, IN; Shelbyville, IN
<i>Other Info</i>	Photo ID required at time of testing. In order to be eligible for graduation, official scores must be received by IWU two weeks prior to scheduled graduation.

DANTES TESTING

(DEFENSE ACTIVITY FOR NON TRADITIONAL EDUCATION SUPPORT)

QUESTIONS

<i>Credit Value</i>	Each test taken and passed is worth 3 credit hours .
<i>Time Limit</i>	Yes . These are computerized, timed tests that have a 2 hr time limit. Student should allow a minimum of 2 hours for testing. Written tests are available.
<i>Will I Get A Grade & Will It Effect My GPA</i>	No grades are given . You must meet a minimum score to receive credit. Credit from testing will neither raise nor lower GPA and will NOT be counted as Honor Credits..
<i>Study Guides</i>	Study guides are available through your advisor or online at: http://www.getcollegecredit.com (see also: http://caps.indwes.edu/student-services/form.htm)
<i>Costs</i>	\$85.00 . (\$70.00 DANTES/\$15 IWU registration fee). In addition, \$25.00 per credit for each exam passed to have credits added to transcript. Transcript fees will be paid at Testing Center upon passing.
<i>Can I Cancel Or Reschedule</i>	Yes , but you forfeit the \$15.00 registration fee.
<i>Registration Forms</i>	Registration forms are available from any Student Services Advisor.
<i>Test Dates</i>	Exams are given by appointment. Call testing center to schedule appointment.
<i>How Will I Know If I Passed</i>	Results of test taken ONLINE will be available to student immediately upon completion of test. Students taking written tests will receive notice of score 4-5 weeks after completing test. Official notification from DANTES will be sent to IWU. NOTE: CREDITS ARE NOT APPLIED TO STUDENT RECORD UNTIL TRANSCRIPTION FEES AND OFFICIAL SCORE REPORTS ARE RECEIVED IN MARION. <i>Transcription fees may be paid in advance at time of registration or at Testing Center upon passing the test.</i>
<i>How Do I Register</i>	Contact Advisor to approve test prior to registering. Register online with credit card (MC, Visa, Discover) or credit-on-account at: http://caps.indwes.edu/student-services/testing.htm . If registering by personal check or cash, contact Advisor or nearest Education Center for a registration form. Mail form with payment directly to AGO Accounting at address on form. Test Center will contact student to schedule test once registration is received.
<i>Test Centers</i>	Cincinnati, OH; Cleveland, OH; Columbus, IN; Dayton, OH; Ft Wayne, IN; Greenwood, IN; Indianapolis, IN; Kokomo, IN; Louisville, KY; Marion, IN; Merrillville, IN; Shelbyville, IN
<i>Other Info</i>	Photo ID required at time of testing. In order to be eligible for graduation, official scores must be received by IWU two weeks prior to scheduled graduation.

ASSESSED LEARNING PORTFOLIO

The Assessed Learning Portfolio (ALP) is a student-prepared document of experiential learning in the areas of professional training, and personal and professional learning experiences. The ALP is the way students petition to receive college credit for experiential learning. Only credit is awarded and no grade is given. Therefore, the student's GPA is not effected. For further information you may contact **Patty Bragg**, Coordinator for ALP at:

(800) 621-8667 ext. 2374 or (765) 677-2374 or patty.bragg@indwes.edu.

The portfolio development manual can be obtained at the following website:

<http://caps.indwes.edu/StudentServices/pla.pdf>

Maximum Credits Earned:

Bachelor Students: A maximum of 40 credit hours can be earned

Associate Students : No credits can be applied toward an Associate degree.

What Items Are Evaluated:

License, Certification, Apprenticeship (workshops, seminars, and in-house training for which the number of contact hours and attendance can be verified in writing, real estate sales/broker, insurance sales, paramedic, EMT, firefighter, state police academy, etc.)

Documented Courses (formal training, seminars and workshops)

Non-Transferrable Courses earned at non-transferrable business or technical schools or colleges or universities

Lifelong Learning Essays (experiential, college-level learning)

The ALP may be submitted anytime after acceptance to IWU and through one year after completion of a bachelor program. The ALP must be submitted by:

February 1 for April Graduation

May 1 for August Graduation

September 1 for December Graduation

CREDIT FOR MILITARY SERVICE

If you have military service, you may have earned college credit. Credit can be evaluated by requesting a transcript from your military branch be submitted directly to IWU.

Air Force service after January 1, 1973, contact:

Community College of the Air Force
130 W. Maxwell Blvd.
Simler Hall, Suite 104
Maxwell AFB 36112-6613
(334) 953-7848
<http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

Army, Army National Guard, or Army Reserve with a basic active service date on or after October 1, 1981, should contact:

Manager
AARTS Operations Center
415 McPherson Avenue
Ft Leavenworth, KS 66027-1373
<http://aarts.army.mil/>

Coast Guard Training Institute

Commanding Officer
USCG Institute
5900 South West 64th Street
Room 235
Oklahoma City, OK 73169-6990

Marines service after June 1, 1990 and

Navy service after January 1, 1975 contact:

SMART Operations Center, NETPDTC N2
6490 Saufley Field Road
Pensacola, FL 32509-5204
(877) 253-7122 or <https://smarts.navy.mil>

*All **official military transcripts** must be in the **Marion** office by **5:00 p.m. six (6) business days** prior to the scheduled graduation. If a military transcript cannot be obtained directly from your military branch, a DD214 or its equivalent may be submitted for evaluation of credit.*

TRANSFER CREDITS

Courses may be taken at other regionally accredited universities or colleges whose coursework is recognized by IWU and transferred in as elective credit. ***Prior to taking courses at another university, you will be required to complete and return the Request for Elective Approval form to your Student Services Advisor in order to verify the transferability of courses. The Request for Elective Approval form can be obtained from your Advisor or the following website:***

<http://caps.indwes.edu/student-services/form.htm>

Distance Education, Online Courses, Independent Study and Correspondence Courses are also options for obtaining elective credit. Things you should know prior to taking courses from another university or college:

- ∅ All courses must be ***pre-approved by an IWU Student Services Advisor***
- ∅ A maximum of ***twelve (12) credit hours of correspondence*** courses may be transferred to IWU
- ∅ Students can only transfer courses with a grade of ***“C” or higher***
- ∅ If the course requires exams, IWU Student Services Advisors are available to proctor or monitor the exams
- ∅ All official transcripts from other schools must be in the Marion office by ***5:00 p.m. six (6) business days*** prior to the scheduled graduation. Request official transcript be sent to:

Indiana Wesleyan University
Attn: Student Services - AGO
1900 W. 50th St.
Marion, In 46953

- ∅ You may be asked to submit a course description or syllabus for verification of transferability

If you have attended seminars, workshops, or training programs that have been recommended for college credit by the **American Council on Education (ACE)**, then you may request a transcript by contacting and registering with **ACE** at (202) 939-9434.

GRADUATION REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

- ø Completion of Core and all required curriculum
 - 62 Credits for : ASA, ASB, ASCJ, AGS and AST
 - 64 Credits for: ASM
- ø Cumulative GPA of 2.0 or higher
- ø “C” grade or above in ENG140, ENG141
- ø Payment of all Tuition and Fees
 - Call (800) 621-8667 to request tuition and account information

BACHELOR OF SCIENCE DEGREE

- ø Completion of at least 124 Credit Hours
- ø Completion of Core Curriculum with the Following GPA:

Accounting (BSA/OL)	41 Credits	GPA 2.25
Biblical Studies (BSB/OL)	42 Credits	GPA 2.25
Bus. Administration (BSBA/OL)	40 Credits	GPA 2.25
Criminal Justice (BSCJ/OL)	40 Credits	GPA 2.25
General Studies (BSGS)	20 Credits *	GPA 2.25
Management (BSM/OL)	40 Credits	GPA 2.25
Information Systems (BIS/OL)	40 Credits	GPA 2.25
Marketing (BSMK/OL)	42 Credits	GPA 2.25
Nursing (RNBSN/OL)	40 Credits	GPA 2.75
- ø Completion of at least 30 credit hours in Liberal Arts (See Required Liberal Arts under GENERAL STUDIES p. 7)
- ø Cumulative GPA (Combined Core, Lib Arts, and Electives) of:
 - 2.00 For BSA, BSB, BSBA, BSCJ, BIS, BSM, BSMK Programs
 - 2.75 For RNBSN Program
- ø Payment Of All Tuition And Fees
 - Call 800-621-8667 to request tuition and account information

* 20 credits refers to Concentration Courses; minimum of 30 hours must be upper level courses

ACADEMIC HONORS

A Bachelor degree student is eligible for academic honors when all the following requirements are met.

- ø **Completion of 80 +** hours in which **grades were earned** from a regionally accredited institution or by the Association for Biblical Higher Education (ABHE);
- ø **Completion of 40+** hours in which **grades were earned** from IWU;
- ø **Cumulative grade point average (GPA)** of:

3.5+	‘Cum Laude’
3.7+	‘Magna Cum Laude’
3.9+	‘Summa Cum Laude’

Honors are calculated only on **grades earned** from transferred credits and credits taken at IWU. Honors GPA is indicated on the student’s grade report and is listed directly below the cumulative Grade Point Average (GPA).

SPECIAL NOTATION: *Credits from ITT, International Business College, Portfolio, Military, and CLEP/DANTES testing WILL NOT COUNT toward honors GPA.*

ROLES AND RESPONSIBILITIES

ADVISOR

- ø **Show** students how to obtain their desired degree level of education.
- ø Upon request of student, **check** current academic status and communicate remaining degree completion requirements.
- ø **Discuss** and **provide** options for obtaining elective credits.
- ø **Work** with student to schedule out courses to meet Department of Education requirements.
- ø **Inform** students of their responsibilities for obtaining their desired degree level of education.
- ø **Listen** and **respond** to students' concerns and requests.
- ø **Provide** students with contact information.

STUDENT

- ø **Contact** Advisor with concerns and requests.
- ø **Schedule** and **meet** with Advisor at least one time during core program.
- ø **Read, understand** and **follow** university policies, procedures, and requirements as stated in Student Bulletin.
- ø After meeting with an Advisor, **review** Degree Completion Plan and, if necessary, schedule out electives to meet Department of Education and Financial Aid requirements to degree completion.
- ø **Contact** Financial Aid to verify funds and potential funding issues.
- ø **Be aware** of graduation requirements and deadlines.
- ø **Accept** full responsibility for:
 - ø **contacting** Advisor,
 - ø **completing** degree requirements, and
 - ø all academic decisions.

Commencement Dates

2008

December 13

2009

April 25

August 8

December 19

STUDENT SERVICES ADVISING/TEST CENTERS

CINCINNATI EDUCATION CENTER

(513) 881-3619

Cincinnati and Lawrenceburg/Rising Sun, IN

Advisor Asst. Cindy Witmer *cindy.witmer@indwes.edu*
Advisor Chris Marshall *chris.marshall@indwes.edu*
Address 9286 Schulze Drive
West Chester, OH 45069
Fax (513) 881-3616

CLEVELAND EDUCATION CENTER

(216) 525-6164

Cleveland and Surrounding Area

Advisor Asst. Deborah Levy *deborah.levy@indwes.edu*
Advisor Dave Wright *dave.wright@indwes.edu*
Address 4100 Rockside Road
Cleveland, OH 44131-2198
Fax (216) 525-6169

COLUMBUS EDUCATION CENTER

(866) 709-0067 or (812) 376-7346

Bloomington, Columbus, Connersville, Jeffersonville, New Albany, Sellersburg, Seymour,

Advisor Asst. Sandy Cain *sandra.cain@indwes.edu*
Advisor Jim Newell *jim.newell@indwes.edu*
Address 726 Washington Street
Columbus, IN 47201
Fax (812) 376-7356

DAYTON EDUCATION CENTER

(937) 298-4401

Dayton, Western Ohio

Address 2912 Springboro West
Moraine, OH 45439
Fax (937) 298-4406

Advisor Chris Marshall *chris.marshall@indwes.edu*
Advisor Phone (513) 881-3604
Advisor Fax (513) 881-3616

FT WAYNE EDUCATION CENTER

(866) 248-2435 or (260) 436-7874

Auburn, Bluffton, Columbia City, Elkhart, Ft Wayne, Huntington, Kendallville, Warsaw

Advisor Asst. Amanda Goff *amanda.goff@indwes.edu*
Advisor Terri Emrick *terri.emrick@indwes.edu*
Address 8211 West Jefferson Blvd
Ft Wayne, IN 46804
Fax (260) 436-4387

GREENWOOD EDUCATION CENTER

(866) 709-0067 or (812) 376-7346

Greenwood, Southport (Indy South)

Address 1500 Windhorst Way
Greenwood, IN 46143

Advisor Asst. Sandy Cain *sandra.cain@indwes.edu*
Advisor Jim Newell *jim.newell@indwes.edu*
Fax (812) 376-7356

INDIANAPOLIS NORTH EDUCATION CENTER

(800) 456-5327 or (317) 818-4853

Greenfield, Indianapolis, Indy East, New Castle, Richmond

Advisor Asst. Jan Moreen *jan.moreen@indwes.edu*
Advisor Steven Day *steven.day@indwes.edu*
Advisor Donna Howard *donna.howard@indwes.edu*
Address 3777 Priority Way South Drive
Indianapolis, IN 46240
Fax (317) 818-4883

STUDENT SERVICES ADVISING/TEST CENTERS

INDIANAPOLIS WEST EDUCATION CENTER (800) 456-5327 or (317) 713-6151

Evansville, Indy West, Jasper, Loogootee, Plainfield, Terre Haute, Vincennes

Advisor Asst.	Jan Moreen	<i>jan.moreen@indwes.edu</i>
Advisor	Chris Walker	<i>chris.walker@indwes.edu</i>
Address	6325 Digital Way	
	Indianapolis, IN 46278	
Fax	(317) 713-6161	

KOKOMO EDUCATION CENTER (866) 728-0431 or (765) 868-7308

Address	1916 E. Markland Avenue	
	Kokomo, IN 46901	
Advisor Asst.	Matthew Jourdan	<i>matthew.jourdan@indwes.edu</i>
Advisor	Allison Toren	<i>allison.toren@indwes.edu</i>
Fax	(765) 452-0742	

LEXINGTON EDUCATION CENTER (859) 519-3000

Address	1792 Alysheba Way, Ste 150	
	Lexington, KY 40509	
Fax	(859) 519-3006	
Advisor Asst.	Brian Adams	<i>brian.adams@indwes.edu</i>
Advisor	Sheila Davis	<i>sheila.davis@indwes.edu</i>
Advisor Phone	(502) 261-5000	
Advisor Fax	(502) 261-5011	

LOUISVILLE EDUCATION CENTER (502) 261-5000

Advisor Asst.	Brian Adams	<i>brian.adams@indwes.edu</i>
Advisor	Sheila Davis	<i>sheila.davis@indwes.edu</i>
Address	1500 Alliant Avenue	
	Louisville, KY 40299	
Fax	(502) 261-5011	

MARION EDUCATION CENTER (800) 621-8667 x 2359 or (765) 677-2359

Anderson, Marion, Muncie, Portland, General Studies

Address	1900 West 50th Street	
	Marion, IN 46953	
Secretary	Deb Shields	<i>deb.shields@indwes.edu</i>
Advisor	Terri Emrick	<i>terri.emrick@indwes.edu</i>
General Studies	(765) 677-1518	
Advisor Asst.	Teresa Secrest	<i>teresa.secrest@indwes.edu</i>
Advisor	Amy Spurlock	<i>amy.spurlock@indwes.edu</i>
Fax	(765) 677-2380	

MERRILLVILLE EDUCATION CENTER (800) 621-8667 x 5106 or (219) 769-5106

Chesterton, Gary, Hammond, La Porte, Lafayette, Logansport, Merrillville, Michigan City, Mishawaka, Plymouth, Portage, Rensselaer, South Bend, Valparaiso, Westville

Address	8415 Georgia Street	
	Merrillville, IN 46410-6939	
Advisor	Benita Lester	<i>benita.lester@indwes.edu</i>
Advisor Phone	(219) 769-5106	
Advisor Fax	(219) 769-5104	

STUDENT SERVICES ADVISING/TEST CENTERS

ONLINE

(800) 621-8667 x 1518 or (765) 677-1518

Address	1900 West 50th Street Marion, IN 46953	
Advisor Asst.	Teresa Secrest	<i>teresa.secrest@indwes.edu</i>
Advisor	Don Glenn	<i>don.glenn@indwes.edu</i>
Advisor	Amy Spurlock	<i>amy.spurlock@indwes.edu</i>
Advisor	Ronda Thompson	<i>ronda.thompson@indwes.edu</i>
Advisor	Allison Toren	<i>allison.toren@indwes.edu</i>
Fax	(765) 677-2426	

SHELBYVILLE EDUCATION CENTER

(317) 392-5180

Batesville, Greensburg, Rushville, Shelbyville

Address	2325 Intelliplex Dr, Shelbyville, IN 46176	
Fax	(317) 392-5181	
Advisor Asst.	Sandy Cain	<i>sandra.cain@indwes.edu</i>
Advisor	Jim Newell	<i>jim.newell@indwes.edu</i>
Advisor Phone	(866) 709-0067	

