

Indiana University
School of Continuing Studies
Master of Science in Adult Education

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The School of Continuing Studies

Created in 1975, the Indiana University School of Continuing Studies is a leader in today's educational revolution. With offices on the IU Bloomington and IUPUI campuses, we are committed to responding to your needs with high-quality undergraduate, graduate, and workplace learning opportunities.

Through our university-wide units and campus divisions, we offer unique academic programs for learners of all ages, employing the latest technologies to make these programs available to you where and when you want them.

Our offerings include:

- a high school diploma available entirely at a distance;
- an Associate of Arts in General Studies and a Bachelor of General Studies;
- a Master of Science in Adult Education;
- one of the world's largest independent study programs;
- workplace development and corporate training.

Master of Science in Adult Education

Adult Education Program Office

620 Union Drive, Room 129D, IUPUI
Indianapolis, IN 46202-5167
Telephone: 317-274-3456
<http://scs.indiana.edu/univ/msae.html>

Offered since 1946, the master's program in adult education is designed to provide the knowledge and skills required of an adult educator for employment in training or human resource development and a variety of post-secondary education or other organizations. This degree is available via online courses (with a short residency) through the School of Continuing Studies at the Indianapolis campus. Prospective students are strongly encouraged to contact the program office before application to discuss the scope of the program and the nature of delivery relative to their needs.

A wide variety of career opportunities are open to adult education graduates. Students in the program come from diverse backgrounds and are engaged in a wide range of careers. They can be found in education and training, performance improvement, organizational development, and as coaches or consultants in corporations, health care, post-secondary education, government agencies, not-for-profit organizations, professional organizations, and the military. Adult education courses may be taken as electives to supplement work in other major interest areas.

Application Procedure

Please read the guidelines below for information on application submission and on admission to the Master of Science in Adult Education Program. There are significant differences between the application procedures for U.S. citizens and permanent residents and those for international

students. Please read the general instructions together with the specific instructions for international students if it is relevant to your application. International students may NOT use the Online Application Form.

The deadlines for applying to the Master of Science in Adult Education Program are

July 1 for fall semester

November 1 for spring semester

To be complete, all applications must include the following items:

- [Completed graduate admission application form](#)
- [Statement of professional development and goals](#)
- [Two letters of reference](#)
- [Official transcripts from all universities attended*](#)
- [Official GRE scores*](#)
- Nonrefundable Application Fee (The amount of the fee is subject to change.)

*Cannot be submitted online; must be submitted by paper.

Graduate Admission Application Form

The Online Application

The online form is the only method of application. It is convenient and easy to use, and is submitted directly to IUPUI for immediate processing. This form should be submitted according to the detailed guidelines found at <http://www.iupui.edu/~resgrad/grad/onlineapp.htm>.

Online applications need to be supplemented with hard copy documents of transcripts and official GRE scores. It is preferred that these documents be submitted to the Department of Adult Education directly from the issuing institution.

The online application is used by several different programs on the IUPUI campus. Please read the directions on the Adult Education web page before completing it.

We must receive the application form, application fee, and all required documents by the deadline date of the semester for which you are applying.

Statement of Professional Development and Goals

Each prospective student must prepare a statement of professional development intent and professional goals. This statement addresses your reasons for selecting adult education as your course of graduate study. Please include your professional career goals and explain how a graduate degree in adult education will help you achieve them. This statement serves as the foundation of your professional development. It is an important part of your application and will become part of your program plan. It allows the Admissions Committee to evaluate the clarity of your goals and the suitability of your choice of major and degree to meet those goals.

Letters of Reference

Each applicant is required to submit two letters of reference. Letters of reference may be submitted electronically through the online application. References should be from faculty members,

employers, or professional colleagues who can comment from personal knowledge on the applicant's academic or professional qualifications for graduate study.

Transcripts

Applicants must send official transcripts from each institution of higher learning attended, **except Indiana University**, or make arrangements for official transcripts to be sent. Please send only one transcript per institution. Unconditional admission cannot be granted until the official transcript has been received showing the date the bachelor's degree was conferred.

GRE General Test

Applicants are required to submit Graduate Record Examination (GRE) general aptitude test scores. The GRE advanced tests and subject tests are not required. An official copy of the GRE scores, sent directly from Educational Testing Service, is required. The test must have been taken within five years prior to application. There is no minimum score requirement for the GRE. GRE scores are evaluated in conjunction with all other parts of the application.

For information on the GRE and application forms, contact the Educational Testing Service at 1-800-537-3160, or P.O. Box 6000, Princeton, N.J. 08541-6000. Applications are also available at <http://www.gre.org/> on the GRE website. For general information, call 1-800-GRE-CALL; for TTY call 609-734-9362.

Application Fee

The nonrefundable application fee may be submitted by MasterCard or Visa if you use the Online Application Form. The amount of the fee is subject to change.

International Students

International students wanting to apply to graduate programs at Indianapolis must apply through the Office of International Affairs, Union Building 207, 620 Union Drive, Indianapolis, IN 46202-2897, 317-274-7000. More information, including application deadlines, fees, and the online application form, is available on their website at http://www.iupui.edu/~oia/AD/admission_step1.html

TOEFL

Prospective students must demonstrate a level of English proficiency adequate for graduate study. In addition to the general application requirements, international applicants whose first language is not English must submit recent scores on the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 550 for the written version or 213 for the computer version is ordinarily required for admission to graduate programs. The Adult Education Program requires a score of 4.5 or better on the essay portion of the test. Official TOEFL test scores must be sent by the testing centers directly to the Office of Graduate Studies. For TOEFL tests, the Educational Testing Service's assigned code for the Office of Graduate Studies at IUPUI is 1325.

The TOEFL is administered by Educational Testing Service once each month at locations throughout the world. Information about registering to take the TOEFL may be obtained from the Educational Testing Service at <http://www.toefl.org> and from the Office of International Affairs listed above.

Admission Criteria

The Adult Education program employs the following criteria for admission:

1. A baccalaureate (bachelor's) degree from a college or university holding full regional or national accreditation is required for admission to all graduate programs. Applicants with a bachelor's degree from an institution holding only state accreditation may be granted conditional admission if their other application credentials are strong. Applicants in the last semester of a four-year undergraduate program may be granted interim admission until such time as a baccalaureate degree has been awarded.
2. Adult Education requires applicants to have a minimum undergraduate grade point average (GPA) of 3.20 (on a 4.00 scale) in all undergraduate course work for unconditional admission. Applicants will be considered for conditional admission with an undergraduate GPA of 2.50 or higher if
 - a. the GPA in the last year of course work is above a 3.20, or
 - b. the applicant has completed a minimum of 6 credit hours of graduate course work with a GPA of at least 3.40, or
 - c. the undergraduate degree was completed more than 10 years prior to application for graduate work and the applicant has since acquired strong work experience in the field.
3. Adult Education requires applicants to have a minimum GPA of 3.40 in graduate course work taken prior to application. Individual judgments are made about the rigor of the graduate work presented.
4. Adult Education requires applicants to take the general Graduate Record Exam (GRE). No subject tests or advanced tests are required. The test must have been taken within five years prior to application. GRE scores are evaluated in conjunction with all other parts of the application.
5. The applicant's professional development and goals statement must clearly state the reasons for selecting adult education as the applicant's course of graduate study. The statement must also include the applicant's professional career goals and explain how a graduate degree in adult education will help achieve them.
6. Letters of recommendation must document academic and scholarly performance or pertinent work experience, strong social and interpersonal skills, emotional maturity, and moral character. Letters of recommendation from professors, instructors, supervisors, or colleagues who know the applicant's academic and intellectual skills are preferred.
7. Admission to all graduate programs is subject to availability of space. Program faculty size, the number of students already in a program, and the number of new applicants all affect selection ratios in a given year.
8. Indiana University policy prohibits the use of the following characteristics in selecting students to graduate programs: age, gender, race, ethnicity, sexual orientation, religious preference, socioeconomic class, country of birth, physical handicap.

Admission Decision

When all application materials have been received, the application is reviewed for admission action by the Adult Education faculty. When the admission decision has been made, the applicant receives an official letter from the department chair indicating admission action.

Admission Categories

The following admission categories may result from the admission decision.

1. **Unconditional admission.** This is a full or nonprobationary admission status. This status indicates that the applicant has met all essential admission requirements. This admission

status is valid for two years. If an admittee fails to matriculate within this time, the admission status is terminated.

2. **Conditional admission.** This is a probationary admission status. This is awarded when all required application materials have been received and the applicant meets most, but not all, admission criteria. A set of conditions is specified (e.g., student must earn a minimum GPA of 3.5 in the first 12 credit hours of program course work). Conditional admission status is valid for the period indicated in the condition, usually no longer than one year. If the condition is met, unconditional admission is granted. If the condition is not met, admission status is terminated. Students may not graduate from a degree program unless they have achieved unconditional admission status.
3. **Denied admission.** Applicants who are denied admission to a degree program may reapply, or they may apply for admission to another graduate program. Applicants denied admission to a program may not take course work in that program area without the written permission of the department chair.
4. **Interim Admission.** This is a temporary admission status used to allow persons who seek admission to a graduate degree program, but whose applications are not complete due to exceptional and uncontrollable circumstances such as military deployment, to enroll for one semester while their applications are being completed. Interim status may be granted only if the evaluation of available application credentials indicates that the applicant is probably admissible. The department chair or the head of the program must recommend interim admission. This request must be approved by the director of Graduate Studies, Indianapolis. Interim admission is restricted to one semester or two summer sessions.

Enrollment in Classes

Registration Procedure

Online information about courses and enrollment may be found at <http://registrar.iupui.edu/>.

The Schedule of Classes lists all courses to be taught in the subsequent term, with meeting times, meeting locations, and instructors. It also contains procedural information for registering and an official university calendar.

All students wanting to enroll in Adult Education graduate courses must have an admission status of unconditional, conditional, or interim admission to the graduate degree program.

Academic Regulations

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.

Student Rights and Responsibilities

The rights of students are included in the Code of Student Rights and Responsibilities published by Indiana University, see <http://www.iupui.edu/code/>. Due process is followed in the event of disciplinary or other actions.

Students are responsible for planning their own academic program and for meeting the requirements for their degree. Faculty and academic advisors are available to assist students in meeting this responsibility.

Retention in Graduate Programs

Students admitted to graduate degree programs are expected to maintain a high level of scholarship and to make regular and sufficient progress toward program completion.

Maintaining Active Student Status

Students who have matriculated in a graduate degree program but fail to enroll in program course work for a period of two years are automatically terminated from the program. Students whose admission status is terminated because of a two-year lapse in enrollment may apply for readmission. They must meet current criteria for admission and, if readmitted, are subject to current program requirements.

Students in master's degree programs are expected to maintain a GPA of 3.30 or higher in graduate course work. Master's students whose graduate GPA falls below 3.00 are subject to probation and dismissal. Students may not graduate with GPAs in their program course work below this minimum specified level. Students so dismissed may apply for readmission. They will be readmitted only if there is substantial reason to expect that academic performance will improve.

Semester Load

Most Adult Education students are full-time working professionals and part-time graduate students. The typical load for a part-time graduate student is 3 to 6 credit hours per semester. Full-time graduate students typically enroll in 9 to 12 credit hours per semester. The maximum allowable course load for graduate students is 16 credit hours in any semester. Each summer session is six weeks long, and the maximum allowable course load for each session is 7 credit hours.

Grading

Policy for Assigning Grades

The following policy has been adopted for graduate courses in the Master of Science in Adult Education Program:

A	=	Outstanding achievement. Unusually complete command of the course content; exceptionally high level of scholarship.
A-	=	Excellent achievement. Very thorough command of course content; very high level of scholarship.
B+	=	Very good achievement. Thorough command of course material.
B	=	Good achievement. Solid, acceptable performance.
B-	=	Fair achievement. Acceptable performance.
C+	=	Not wholly satisfactory achievement. Marginal performance on some aspects of the course requirements.
C	=	Marginal achievement. Minimally acceptable performance on course assignments.
C-	=	Unsatisfactory achievement. Inadequate knowledge of course content. (Courses with a grade of C- or lower may not be counted in graduate programs.)

Minimum Grade Point Average

Indiana University course grading is on the following four-point scale:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0.0

Grade points are computed by multiplying the number of credit hours for a course times the course grade value. Grade point average (GPA) is computed by dividing the total number of hours completed into the total number of grade points earned.

Pass/Fail Grading (P/F)

Pass/Fail grading allows students who earn any grade from an A to a D- in a course to have a grade of P recorded on their transcript. The P grade is not averaged in the GPA. Courses taken under the Pass/Fail grading option may not be included in graduate degree programs.

Satisfactory/Fail Grading (S/F)

Courses graded Satisfactory/Fail (S/F) are not the same as courses graded Pass/Fail (P/F). S/F grading is applied to all students in a class. Only a few graduate courses, including some workshop courses and thesis courses, are eligible for S/F grading. A grade of F is included in the GPA, but a grade of S does not affect GPA. Faculty advisor approval is required in advance to include S/F graded courses in the graduate degree program.

Incomplete Course Work (I)

A grade of Incomplete may be assigned when, at the end of the term, a student has not completed all course requirements. This grade may be given only when the completed work is of passing quality. If the course work has been completed, but is of poor quality, a grade of I may not be given. Incomplete is not to be used as a mechanism for deferring a low grade.

Unfinished course work must be completed within one calendar year from the date the grade of I is assigned. The course must ordinarily be completed with the original course instructor. The instructor then files a Removal of Incomplete Form and assigns a letter grade. Incomplete grades that are not removed within one year are changed to a grade of F. This change occurs automatically unless the student requests a petition for extension from the course instructor. Students may not reenroll in a course in which they have a grade of I.

Accumulation of Incomplete Courses

Graduate students with an inordinate number of incomplete courses will not be allowed to register in additional courses. As a rule, graduate students with nine or more hours of I or R grades will be disallowed further enrollment.

Deferred Grade (R)

An R, indicating that the grade has been deferred, may be assigned in courses where work is expected to take longer than the assigned term to complete (usually summer session courses). Unlike a grade of I, a grade of R does not automatically change to an F.

Withdrawal from Courses (W and WF)

Withdrawal from enrollment in a course during the drop/add period (in the first week of each term) is not recorded on a student's transcript. Withdrawal after this time is recorded as a W on the student's transcript. During the first quarter of each term, students may withdraw without instructor

consent. After the first quarter, instructor approval is required. If a student is failing at the time of withdrawal, or simply discontinues attending the class, a grade of WF (withdrawal with failure) is assigned. This is treated as an F in grade point averaging. Near the end of the term withdrawal is not allowed at all, except in cases where a student is withdrawing from all classes. See Schedule of Classes for pertinent dates.

Courses Counted in Graduate Programs

Courses at the 500 level and above are designated as graduate courses at Indiana University. Beginning master's courses are at the 500 level; advanced master's and beginning doctoral courses are at the 600-700 level. A student may include up to 6 credit hours of 300- and 400- level (undergraduate) courses in the Concentration component of the Adult Education degree. These courses must be selected in consultation with and approved by the student's faculty advisor.

Credit for Course Work Completed

Unless otherwise noted in the course description, a course that has been successfully completed for credit (received a grade of A, B, C, D, or P) may not be re-taken for credit. In exceptional circumstances, a student may petition the department chair for permission to re-take a course. If, after consultation with the faculty teaching the course, permission is granted, the student may enroll in the course. The grades for **both** courses will appear on the official university transcript; however, only the second grade will be used to compute the student's GPA **within the program**. Both grades will be included in the student's general graduate GPA calculation.

Transfer Courses

Some graduate course work completed at other universities may be transferred into degree programs at Indiana University. All course work transferred must be from an accredited college or university. No transfer credit will be given for a course with a grade lower than B. Courses graded P (Pass) may not be transferred into the adult education graduate program. Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the student's performance in the course was at or above a grade of B.

All transferred courses must be relevant to the student's program of studies. They must be approved by a program advisor and by the department chair. An official transcript is required for course work to be transferred. A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred.

Master's degree students must complete a minimum of 27 credit hours of course work at Indiana University. Beyond this, graduate course work may be transferred from other universities.

Course Revalidation

Course work used in graduate degree programs must have been taken recently, or it must be revalidated. Revalidation is a process whereby a student demonstrates current knowledge of course material that was not taken recently. For all graduate degree programs, course work over seven years old must be revalidated. For master's programs, the seven years is counted back from the date of approval of the student's program of studies. Courses over 20 years old may not be used in graduate programs.

Several methods of revalidating old courses are available:

1. Passing an examination specifically covering the material taught in the course (such as a course final examination).
2. Passing a more advanced course in the same subject area, taken more recently (within the seven years).

3. Teaching a comparable course.
4. Publishing scholarly research that demonstrates substantial knowledge of the course content and understanding of fundamental principles taught in the course.
5. Presenting evidence of extensive professional experience that requires the application of material taught in the course.

Courses taken more than seven years before admission to the program must be revalidated individually. The revalidation evidence for each course must be assessed by an Indiana University faculty member teaching the course being revalidated. The revalidating faculty member must be personally convinced, based upon present evidence, that the student has current mastery of basic course concepts and principles. If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the department chairperson. No more than 9 semester hours of revalidated course work may be included in the Adult Education graduate program.

Workshop, Correspondence, and Activity Courses

Up to three hours of credit gained through workshop courses (including conference and institute courses) may be used in the master's degree program. Some workshop courses are identified by the word "workshop" in their title. Other workshop courses are taught under regular course numbers. The department chair, following guidelines provided by the Adult Education faculty, has the responsibility to determine which course offerings are to be counted as workshop courses.

Courses Taken by Graduate Non-Degree Students

Courses the student may have taken as a Graduate Non-Degree student may or may not be allowed to count in the graduate degree program. This judgment will be made by a program advisor and by the department chair after the student has been admitted to the program. Normally a graduate degree program will count a maximum of 12 credit hours the student earned as a Graduate Non-Degree student. Graduate Non-Degree students are normally not allowed to take any online courses within the Department of Adult Education.

Auditing Courses

Students may register for courses on an audit basis. Audited courses are listed on the student's transcript but carry no credit, and no students are allowed to audit classes without registering as an auditor. The registration fee for auditing courses at Indianapolis is the same as the fee for taking the course for credit.

Undergraduate Students in Graduate Courses

There are two conditions under which undergraduate students may enroll in graduate courses: (1) Students in their junior or senior year may take graduate courses that will count toward their undergraduate degree if the graduate courses are relevant to their program of study and there is no similar undergraduate course available. (2) With the approval of the Adult Education department chair, students in their last undergraduate semester may take graduate courses that may apply to a graduate degree. Ordinarily, graduate courses taken prior to the last semester may not be applied to a graduate program. No course may be applied to both an undergraduate and graduate program. In addition, students who meet either of these conditions must have an undergraduate GPA of 3.00 or higher and must obtain approval of the department chair.

Academic Integrity

Academic integrity requires that students take credit only for their own ideas and efforts. The following acts are prohibited because they undermine the bonds of trust and cooperation among members of this academic community and between us and those who may depend on our knowledge and integrity. We fully expect you to complete all course work honestly. Honesty is not only the best policy—it's the only policy!

Cheating. Cheating involves submitting work in a written assignment or exam that is not your own. Cheating includes

- copying someone else's work.
- allowing someone else to copy your work.
- having someone else complete your work for you.
- using unauthorized material to help you complete your work.

If a course instructor detects cheating on a written assignment or exam, the instructor may recommend—depending on the severity of the cheating—that you receive

- a reduced grade for the written assignment or exam.
- no credit for the written assignment or exam.
- a reduced grade for the entire course.
- a failing grade for the entire course (forfeiting all course fees).

Plagiarism. Plagiarism is a special kind of cheating in which you steal someone else's work and present it as your own. If you use the ideas, words, or statements of another person or source to support your ideas, you must always give credit to the person or source.

If a course instructor detects plagiarism in a written assignment or exam, the instructor may recommend—depending on the severity of the plagiarism—that you receive

- a reduced grade for the written assignment or exam.
- no credit for the written assignment or exam.
- a reduced grade for the entire course.
- a failing grade for the entire course (forfeiting all course fees).

Fabrication. A student must not intentionally falsify or invent any information or citation in an academic exercise.

Facilitating Academic Dishonesty. A student must not intentionally or knowingly help another commit an act of academic dishonesty.

Academic Appeals. A student contesting the academic decisions made by an Adult Education faculty member should submit a written appeal to the department chair. In every case, the student must first attempt to resolve the issue at the class/instructor level before submitting the written complaint or appeal. Any appeal must be initiated before the end of the last day of class of the next semester, fall or spring, immediately following the session in which the academic decision was made or the event occurred.

For more information, see the Code of Student Rights and Responsibilities published by Indiana University: <http://www.iupui.edu/code/>.

Graduation

Application for Graduation

Degree conferral for graduate programs occurs four times per year, in May, June, August, and December. An application for graduation must be submitted at least three months prior to the date of degree conferral. Students who expect to graduate in June or August may participate in the previous May commencement ceremony if they apply for graduation by March 1st. The Application for Graduation Form is available on the department website.

If changes in the remaining program of studies occur, these must be approved by the department chair prior to the date of filing an Application for Graduation Form.

Commencement Ceremony

There is one commencement ceremony per year for the IUPUI campus, in May. Students who have graduated in December, and those who expect to graduate in May, June, or August, are sent a packet by the campus alumni association in March that contains information about participating in the commencement ceremony. The packet includes information about ordering a cap and gown and information about the Adult Education commencement diploma ceremony for graduates. The commencement ceremony is sponsored and administered by the Indiana University Alumni Association.

Requirements for Master's in Adult Education

Program of Studies

Each student completes a Professional Development Planning Guide for use in planning the specific courses to be included in the student's program of studies. This form is available from the department office or the department website. It must be completed, signed by the student's advisor, and submitted to the department office no later than six months after matriculation in the program. The student should retain a copy of the form. Another copy must be submitted to the program office at least three months prior to the date of graduation from the program.

Faculty Advisor

A faculty advisor from the Adult Education Program must be selected by the student or assigned by the department. Students should check with the department office for information about the assignment of faculty advisors.

Master's degree students must complete all program course work within six years of matriculating in the program.

Students must complete a minimum of 36 credit hours, including the following:

Students matriculating Fall 2003 or prior may complete the previous program of study or opt into the revised program of study beginning Spring 2004.

Program of Study for Students Matriculating Spring 2004 or later

Adult Education Core Courses (23 credit hours):

- D500 Introduction to Adult Education Theory (3 cr.)
- D505 Adult Learning through the Lifespan (3 cr.)
- D506 Adult Education Planning and Development (3 cr.)
- D512 Forms and Forces of Adult Education (3 cr.)
- D521 Participation Training (2 cr.)
This course has a residency requirement - not available online.
- D525 Introduction to Distance Education Systems (3 cr.)
- D620 Adult Education Research (3 cr.)
- D640 Capstone Seminar in Adult Education (3 cr.)

Professional Focus Area Courses (13 credit hours):

- D523 Small Group Theory in Adult Education (3 cr.)
 - D600 The Teaching-Learning Transaction in Adult Education (3 cr.)
 - D613 The Organizational Context of Adult Education (3 cr.)
 - D615 Adult and Continuing Education in Collegiate Settings (3 cr.)
 - D625 Variable Topics (variable cr.)
 - D550 Practicum in Adult Education (1-3 cr.)
 - D590 Independent Study in Adult Education (1-3 cr.)
 - D599 Master's Thesis in Adult Education (6 cr.)
 - D650 Internship in Adult Education (1-6 cr.)
 - D660 Readings in Adult Education (1-6 cr.)
- Other courses from related areas not to exceed 9 credit hours from outside of the Adult Education department.

Adult Education Course Descriptions

D500 Introduction to Adult Education Theory (3 cr.) A study of the writings of major adult education theorists, including Lindeman, Knowles, and Friere. Adult education theories of practice in historical perspective. Students develop and defend their personal theories of practice.

D505 Adult Learning through the Lifespan (3 cr.) Review of selected adult education literature describing the adult lifespan as it relates to participation in learning projects and adult education programming. Identify how social and cultural forces influence the engagement of adults in the learning process.

D506 Adult Education Planning and Development (3 cr.) Investigate the theory and research of program planning and development for adults, including processes used to develop educational programs in various settings. Topics include needs assessment, program design and development, implementation, and evaluation.

D512 Forms and Forces of Adult Education (3 cr.) The history and current status of adult education in the United States; the nature, scope, purpose, and historical development of adult education institutions and program areas.

D521 Participation Training (2 cr.) Team building in groups; collaborative program planning and implementation; application of the design to appropriate settings; training in roles of group leader, observer, and recorder; recognition and treatment of dysfunctional behaviors in group settings. Emphasis on functional aspects of group cohesion, consensus decision making, shared leadership, and evaluation. This course is available only in residence.

D523 Small Group Theory in Adult Education (3 cr.) Theory undergirding small group practices in adult education; emphasis on conditions of collaborative effectiveness in decision-

making groups and learning groups; consideration of major models of group formation and development; and implications of theory for social practice.

D525 Introduction to Distance Education Systems (3 cr.) P: D505 or D500 recommended. A systems-based overview of distance education. Topics include program and technology planning, implementation, and assessment; operations management; program evaluation; learner support; and other critical issues.

D550 Practicum in Adult Education (1-3 cr.) P: D505 or D506, and consent of instructor. Supervised practice in instructional planning, teaching, and program development in adult educational settings in schools and agencies.

D590 Independent Study in Adult Education (1-3 cr.) Individual research or study with an Adult Education faculty member, arranged in advance of registration. A one- or two-page written proposal should be submitted to the instructor during the first week of the term specifying the scope of the project, project activities, meeting times, completion date, and student product(s). Ordinarily, D590 should not be used for the study of material taught in regularly scheduled courses.

D600 The Teaching-Learning Transaction in Adult Education (3 cr.) P: D505, D512, or consent of instructor. Critical inquiry into the design of adult learning activities. Includes a review of current theory and research in the teaching-learning transaction and the designing and evaluating of instruction for adults.

D613 The Organizational Context of Adult Education (3 cr.) P: D500, D506, D512, or D620. The study of contemporary organizational development and performance improvement theory and practice in the context of professional practice in adult education including the investigation and critical analysis of the theories and research methods undergirding these topics.

D615 Adult and Continuing Education in Collegiate Settings (3 cr.) P: D512 and D506 or consent of instructor. Development and management of adult and continuing education programs in collegiate settings, history of adult-oriented programs in higher education, types of programs and services for adult learners, demographic and enrollment trends, current and emerging markets and roles and responsibilities of ACE professionals.

D620 Adult Education Research (3 cr.) P: D505 or D500. Survey course designed to develop an understanding of the philosophies that inform current research paradigms, the methods associated with those paradigms, and the relationship between theory and practice in adult education. This course uses current research articles and case studies as a means to critically examine issues of design, methodology, and trustworthiness.

D625 Topical Seminar: (variable title) (1-3 cr.) Systematic study of current issues and problems related to the theory and practice of program development and research in adult education.

D640 Capstone Seminar in Adult Education (3 cr) Seminar supporting the completion of a Capstone Project involving information gathering, analysis, and interpretation which integrates theoretical and practical knowledge gained in the AE program and applies it to actual or anticipated work settings. Students also develop and reflect upon a portfolio of their work completed during the program.

D650 Internship in Adult Education (1-6 cr.) P: D500, D506, D613, D625, or consent of instructor. Relates theory to practice through supervised field work experiences and faculty appraisal and guidance. Students plan, conduct, and evaluate adult education programs in various institutional and community settings.

D660 Readings in Adult Education (1-6 cr.) P: Consent of student's major area advisor. Guided individual study designed to meet the professional individual needs of advanced graduate students. Consultations with instructor required. One section of this course will be designated as the Capstone Seminar each Fall and Spring semester for 3 credit hours.

Master's Thesis Option

A master's thesis is an option in many program areas. Most master's students in adult education, however, do not write a thesis. Students who choose to write a thesis are not exempt from

completing the Capstone Seminar. Carrying out a master's thesis research and writing a master's thesis are particularly valuable experiences for students who seek a scholarly career. Students who choose to carry out a master's thesis should incorporate appropriate research course work in their program of studies.

Students who opt to do a master's thesis must enroll in 6 credit hours of D599 Master's Thesis as part of the minimum 36 credit hour requirements for the degree. A master's research committee must be appointed. This committee consists of two or three faculty members. The thesis director must be from the major area of specialization.

The thesis study must include the gathering of information or data to answer a question that has been posed that is pertinent to the area of specialization of the student's major. A thesis manuscript must be written and submitted to the research committee. Upon approval by the research committee, the department chair, and the dean, two bound copies of the thesis must be filed with the department chair.

The thesis manuscript must explain all aspects of the study, including the question posed, the rationale for the study, a review of literature, method and procedure for collecting information to answer the question, procedure for data reduction, synthesis and analysis, and conclusions of the paper. The format presented in the APA Manual of Style must be followed. The printing and figures must be in black ink on white paper. Figures must be on 8.5 by 11 inch paper.

The thesis must be defended at an oral, public examination. The announcement of this examination must be submitted to the Graduate Studies office four weeks prior to the examination date for dissemination to school faculty. The committee members assess the quality of the manuscript and of the oral defense. They must approve the thesis in order for a passing grade to be awarded in D599.

Forms for the appointment of a thesis committee, for the acceptance of a thesis proposal, and for the passing of the oral defense, as well as information about the format for the thesis manuscript, are available in Guide to the Preparation of Master's Thesis in Education, available from the Adult Education office.

University Administrative Services and Policies

IUPUI Career Center

The IUPUI Career Center assists students, alumni, faculty, and staff in developing and implementing a sound career planning strategy, as well as to obtain occupational information on employment trends, career opportunities and job placement.

For more information, please contact the Career Center at 815 West Michigan Street, University College, 3rd floor, Indianapolis, IN 46202, Phone: (317) 274-2554, Fax: (317) 278-7588, Email: career1@iupui.edu

Students with Disabilities

Indiana University provides reasonable disability support services and/or auxiliary aids that facilitate the education of eligible students with temporary or permanent disabilities. The extent to which these services are supplied is based on a student's individual needs as supported by documentation and on academic requirements of the course(s). Consistent with federal law, students seeking any accommodation for completion of course assignments and examinations must

provide documentation of the disability to the Adult Education Program office within 45 days of course enrollment. For more information, please contact IUPUI Adaptive Educational Services, Joseph T. Taylor Hall (UC), Room 137, 815 W. Michigan St. Indianapolis, IN 46202 Tel: (317) 274 3241 TDD/TTY: (317) 278 2050 Fax: (317) 278 2051 Email: aes@iupui.edu

Release of Student Information

In accordance with the Family Educational Rights and Privacy Act, students are permitted access to their academic files. In order to protect student confidentiality, we are generally prohibited from releasing information contained in a student's record without the student's written permission. Exceptions to this general rule include parents of students who are dependents, as defined by IRS standards, and faculty and staff of a student's school or university who have legitimate educational interests.

Certain information is public and will be released unless you file the appropriate form. Public information is limited to the following:

- name
- address
- phone number
- major field of study
- dates of attendance
- admission or enrollment status
- campus, school, college, or division
- class standing
- degrees and awards
- activities
- sports and athletic information

Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance. The only exception to this policy is release of a final grade to high schools for students enrolled for credit.

To obtain the form for restricting the release of information, contact Office of the Registrar, IUPUI, Campus Center Suite 250, 420-University Boulevard, Indianapolis, IN 46202-5144

Nondiscrimination Policy

Indiana University has an affirmative action office on each of its campuses and will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Important Information

While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, or other matters. A student's Indiana University email address is considered the official means of communication between the institution and the student. It is the student's responsibility to monitor their university email account for important official information.