

INDEPENDENT STUDY

2010

Overview

The College of Professional Studies specializes in making professionally oriented degree programs accessible to students who cannot attend college full-time in a traditional format. Curricula are adapted for delivery through the Accelerated Degree Program, which compresses a traditional 15-week semester into a much shorter session. Undergraduate courses are offered in nine five-week sessions each year, while graduate courses are offered in eight six-week sessions each year. Most classes meet once a week allowing students to earn a degree while balancing commitments to family, work, and other activities. Students also can earn credit through standardized exams such as CLEP and DANTES or by completing the portfolio process to document prior learning after taking our Credit for Learning course.

The College of Professional Studies also offers distance education programs. Distance Education students can pursue degrees via online courses or Independent Study.

The College of Professional Studies removes many obstacles facing working adults by streamlining services. You can register online or by phone, fax, mail, or e-mail. Most paperwork can be handled online or by calling the Warrior Information Center (WIN). The university's goal is to make administrative tasks as convenient as possible so that you, the student, can focus on academics.

Degree Options

Degree programs at Indiana Tech are designed to provide students with the knowledge and skills needed for rewarding careers. The university recognizes that each student is an individual and has unique goals. With that in mind, the College of Professional Studies offers 8 degree options with a variety of concentrations. Each student can choose the degree that fits his or her goals and, in many cases, combine two or more concentrations for a tailor-made education.

Independent Study Program degree options in the College of Professional Studies for the 2010-11 academic year are listed below.

- Associate of Science in Accounting
- Associate of Science in Business Administration
 - Management
 - Production Management
- Associate of Science in General Studies
- Bachelor of Science in Accounting
- Bachelor of Science in Business Administration
 - Human Resources
 - Management
 - Marketing
- Bachelor of Science in Organizational Leadership

Independent Study Policies

General Procedures

Many courses required for the undergraduate degrees offered through the College of Professional Studies can be completed through the Independent Study Program. An Independent Study class is initiated when a student completes an Independent Study Program Registration Form. The completed form, along with the tuition, is returned to the CPS office. Independent Study Courses must be paid for prior to beginning the course. A university faculty member is then assigned as a mentor to guide the student through the course work. Courses begin on the 15th of each month and must be completed within six months. Course are self-paced, self-directed study.

Textbooks and materials are mailed to the student's home. The courses are offered in an electronic format via the internet. A paper alternative is available for those that have restricted computer access. The MAP is utilized in place of the instructor's lecture.

Exams and Homework Assignments

Instructions for submitting Assignments and Exams will be included with the course materials either sent via mail or available electronically. Instructors will grade the assignments and return feedback and a grade to the student within two weeks.

Policy on Incompletes

If you are unable to complete the requirements of a course due to extenuating circumstances, an Incomplete grade (I) may be granted by an instructor. If an Incomplete is granted, the instructor will set a deadline for all work to be completed. All Incomplete grades and deadlines are subject to approval by the dean.

Withdrawal and Switch Policies

Students in the Independent Study Program will receive a 100 percent refund if they withdraw within 10 days after their registration. If a student withdraws 11 to 30 days after registration he or she will receive a 50 percent refund. Students may switch from the Independent Study Program to the Accelerated Degree Program within 90 days of their initial start date. Withdrawals with record (W) are allowed from 11 to 90 days after registration. Students must notify the College of Professional Studies office in writing to withdraw. A student may not withdraw after 90 days.

Students taking an Accelerated Degree course may switch into the same course in the Independent Study Program no later than the third week of a five-week class and the fifth week of a 10-week class. A student cannot switch from ADP to the Independent Study Program if he or she is failing the course. The cost to switch into an Independent Study course is \$50. Only one switch is permitted for each class. Students taking an Independent Study course may switch into an Accelerated Degree course no later than three months past the start date of the Independent Study course, contingent on the course being available. Both the Petition to Switch form and fee must be submitted to the Director of Distance Education.

Academic Credit Load

A student may register for up to two courses in the Independent Study Program. If the student completes both courses within the six-month time allotment, he or she may receive permission from the Associate Dean to take three courses simultaneously.

ISP Fee Structure For 2010-11

Tuition (includes textbooks)	\$355 per credit hour
Portfolio Assessment Tuition.....	\$30 per credit hour
Application Fee\$	25
Petition to Switch Fee	\$50
Change of Curriculum.....	\$10

By registering for classes, the student accepts and agrees to abide by the university's policies and regulations. The student understands that the university will assess 1.5 percent late charges for past due balances and will turn over a student's account to an outside agency due to lack of payment. Furthermore, in the event the university has to incur any expenses collecting this account, the student agrees to pay all the cost of collection. This includes, but is not limited to, a collection agency fee and/or any reasonable attorney fees. The student authorizes the university to release financial information about his or her account to those concerned with collecting the balance due.

Associate of Science in Accounting

An Associate of Science in Accounting prepares students to perform junior level accounting jobs such as bookkeeping, accounts payable, accounts receivable, payroll, and inventory tracking and analysis. Students are also prepared to continue the pursuit of a Bachelor of Science in Accounting.

Business Administration

BA 1200	Foundations of Business	3
BA 2010	Principles of Management	3
BA 2850	Managing in a Legal Environment	3

Math

MA 1000	Foundations of College Math	3
MA 1025	Mathematical Problem-Solving	3
MA 2025	Statistical Problem-Solving	3

Accounting & Information Systems

ACC 1010	Accounting Principles	3
ACC 2140	Managerial Accounting	3
ACC 2300	Intermediate Accounting I	3
ACC 2320	Intermediate Accounting II	3
ACC 2340	Intermediate Accounting III	3
ACC 2430	Cost Accounting I	3
ACC 2440	Cost Accounting II	3
MIS 1300	Software Tools	3

English

ENG 1250	English Composition I	3
ENG 1270	English Composition II	3
ENG 2320	Professional Communication	3

Humanities & Social Sciences

HUM 2000	Introduction to Humanities	3
PSY 1700	Introduction to Psychology	3
SS 2200	Macroeconomics	3
SS 2210	Microeconomics	3

Approved Electives 3

Total Credits 63

Associate of Science in Business Administration —Management

The Associate of Science in Business Administration with a concentration in management prepares students for positions such as a team leader, supervisor trainee, or a staff person in a variety of business functions such as marketing and sales, human resources, or operations. Students also are prepared to continue the pursuit of a Bachelor of Science in Business Administration.

Business Administration		English	
BA 1200	Foundations of Business 3	ENG 1250	English Composition I 3
BA 2010	Principles of Management 3	ENG 1270	English Composition II 3
		ENG 2320	Professional Communication..... 3
Management Concentration		Humanities & Social Sciences	
BA 2020	Operations Management 3	HUM 2000	Introduction to Humanities 3
BA 2410	Human Resource Management 3	PSY 1700	Introduction to Psychology..... 3
BA 2430	International Management 3	SS 2200	Macroeconomics 3
BA 2500	Marketing..... 3	SS 2210	Microeconomics 3
BA 2850	Managing in a Legal Environment 3		
Math		Approved Electives 3	
MA 1000	Foundations of College Math 3	Total Credits 63	
MA 1025	Mathematical Problem-Solving 3		
Accounting & Information Systems			
ACC 1010	Accounting Principles 3		
ACC 2140	Managerial Accounting..... 3		
MIS 1300	Software Tools..... 3		

—Production Management

The Associate of Science in Business Administration with a concentration in production management prepares students for production support positions in any manufacturing firm. Students also are prepared to continue in pursuit of a Bachelor of Science in Business Administration.

Business Administration		English	
BA 1200	Foundations of Business ³	ENG 1250	English Composition I 3
BA 2010	Principles of Management 3	ENG 1270	English Composition II 3
		ENG 2320	Professional Communication..... 3
Production Management Concentration		Humanities & Social Sciences	
BA 2020	Operations Management 3	HUM 2000	Introduction to Humanities 3
BA 2600	Occupational Safety and Health ³	PSY 1700	Introduction to Psychology 3
BA 2700	Organizational Behavior ³	SS 2200	Macroeconomics 3
BA 3110	Project Management I..... 3	SS 2210	Microeconomics 3
Math		Approved Electives 3	
MA 1000	Foundations of College Math 3	Total Credits 63	
MA 1025	Mathematical Problem-Solving 3		
MA 2025	Statistical Problem-Solving 3		
Accounting & Information Systems			
ACC 1010	Accounting Principles..... 3		
ACC 2140	Managerial Accounting..... 3		
MIS 1300	Software Tools..... 3		

Associate of Science in General Studies

The associate degree in general studies is structured to offer students a broad, general base upon which to build. This curriculum is designed for students seeking a two-year degree with a course of study that can be customized to their personal or career objectives, as well as for students who are undecided in their career plans. Students who are planning to transfer to a four-year curriculum should consult with their academic advisors regarding the most appropriate choice of electives.

Math & Information Systems

MA 1000	Foundations of College Math	3
MA 1025	Mathematical Problem-Solving	3
MIS 1300	Software Tools.....	3

English

ENG 1250	English Composition I	3
ENG 1270	English Composition II	3
ENG 2320	Professional Communication	3

Humanities & Social Sciences

HUM 2000	Introduction to Humanities	3
HUM	Electives	6
PSY 1700	Introduction to Psychology.....	3
SS	Electives	6

Approved Electives24

Total Credits 63

Bachelor of Science in Accounting

A Bachelor of Science in Accounting prepares students to perform senior level accounting jobs that include financial accounting activities, cost accounting, auditing, and tax work.

Business Administration

BA 1200	Foundations of Business	3
BA 2010	Principles of Management	3
BA 2020	Operations Management	3
BA 2410	Human Resource Management	3
BA 2500	Marketing.....	3
BA 2700	Organizational Behavior	3
BA 2850	Managing in a Legal Environment	3
BA 3200	Business Ethics	3
BA 4910	Business Policy & Strategic Planning.....	3
FIN 3600	Corporate Finance.....	3

Math

MA 1000	Foundations of College Math	3
MA 1025	Mathematical Problem-Solving	3
MA 2025	Statistical Problem-Solving	3

Accounting & Information Systems

ACC 1010	Accounting Principles.....	3
ACC 2140	Managerial Accounting.....	3
ACC 2300	Intermediate Accounting I.....	3
ACC 2320	Intermediate Accounting II.....	3
ACC 2340	Intermediate Accounting III.....	3
ACC 2430	Cost Accounting I.....	3
ACC 2440	Cost Accounting II.....	3
ACC 2500	Individual Tax Accounting	3
ACC 3300	Auditing.....	3
ACC 3500	Corporate Tax Accounting.....	3
ACC 4700	Advanced Accounting I.....	3
ACC 4740	Advanced Accounting II.....	3
MIS 1300	Software Tools.....	3

English

ENG 1250	English Composition I	3
ENG 1270	English Composition II	3
ENG 2320	Professional Communication.....	3

Humanities & Social Sciences

HUM 2000	Introduction to Humanities	3
HUM	Electives (3 credits must be literature)	6
PSY 1700	Introduction to Psychology	3
SS 2200	Macroeconomics	3
SS 2210	Microeconomics	3
One of the two following courses		3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

Science

One of the two following courses		3
BIO 1000	Introduction to Biology	
SCI 2000	Contemporary Issues in Science	

Human Resources Concentration

BA 2600	Occupational Safety and Health	3
BA 3650	Compensation Management	3
BA 3800	Labor Relations	3
BA 4700	Training and Development	3
PSY 3740	Counseling Techniques	3

Approved Electives12

Total Credits 123

Bachelor of Science in Business Administration —Human Resources

The human resources concentration provides practical knowledge of the major areas of human resource management that can be readily applied across industries. The human resource curriculum is augmented with other business courses to give students a well-rounded knowledge of business.

Business Administration

BA 1200	Foundations of Business	3
BA 2010	Principles of Management	3
BA 2020	Operations Management	3
BA 2410	Human Resource Management	3
BA 2430	International Management	3
BA 2500	Marketing.....	3
BA 2700	Organizational Behavior	3
BA 2850	Managing in a Legal Environment	3
BA 3200	Business Ethics	3
BA 4910	Business Policy & Strategic Planning.....	3
FIN 3600	Corporate Finance.....	3

Math

MA 1000	Foundations of College Math	3
MA 1025	Mathematical Problem-Solving	3
MA 2025	Statistical Problem-Solving	3

Accounting & Information Systems

ACC 1010	Accounting Principles.....	3
ACC 2140	Managerial Accounting.....	3
MIS 1300	Software Tools.....	3

English

ENG 1250	English Composition I	3
ENG 1270	English Composition II	3
ENG 2320	Professional Communication	3

Humanities & Social Sciences

HUM 2000	Introduction to Humanities	3
HUM	Electives (3 credits must be literature)	6
PSY 1700	Introduction to Psychology	3
SS 2200	Macroeconomics	3
SS 2210	Microeconomics	3
	One of the two following courses	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

Science

	One of the two following courses	3
BIO 1000	Introduction to Biology	
SCI 2000	Contemporary Issues in Science	

Human Resources Concentration

BA 2600	Occupational Safety and Health	3
BA 3650	Compensation Management	3
BA 3800	Labor Relations	3
BA 4700	Training and Development	3
PSY 3740	Counseling Techniques	3

Approved Electives24

Total Credits 123

Bachelor of Science in Business Administration — Marketing

The marketing concentration is designed to provide the student with a thorough understanding of all the areas that comprise the marketing arena. The graduate will be armed with practical knowledge that can be readily applied in this area of expertise across all industries. The marketing curriculum is augmented with other business courses to help round out the graduate's knowledge of business.

Business Administration

BA 1200	Foundations of Business	3
BA 2010	Principles of Management	3
BA 2020	Operations Management	3
BA 2410	Human Resource Management	3
BA 2430	International Management	3
BA 2500	Marketing.....	3
BA 2700	Organizational Behavior	3
BA 2850	Managing in the Legal Environment	3
BA 3200	Business Ethics	3
BA 4910	Business Policy & Strategic Planning.....	3
FIN 3600	Corporate Finance.....	3

Math

MA 1000	Foundations of College Math	3
MA 1025	Mathematical Problem-Solving	3
MA 2025	Statistical Problem-Solving	3

Accounting & Information Systems

ACC 1010	Accounting Principles	3
ACC 2140	Managerial Accounting.....	3
MIS 1300	Software Tools.....	3

English

ENG 1250	English Composition I	3
ENG 1270	English Composition II	3
ENG 2320	Professional Communication	3

Humanities & Social Sciences

HUM 2000	Introduction to Humanities	3
HUM	Electives (3 credits must be literature)	6
PSY 1700	Introduction to Psychology	3
SS 2200	Macroeconomics	3
SS 2210	Microeconomics	3
	One of the two following courses	3
SS 2720	Group Dynamics	
SS 2800	Introduction to Sociology	

Science

	One of the two following courses	3
BIO 1000	Introduction to Biology	
SCI 2000	Contemporary Issues in Science	

Marketing Concentration

BA 2550	Personal Selling	3
BA 2800	E-Commerce.....	3
BA 3300	Marketing Research.....	3
BA 3500	Advertising	3
BA 3550	International Marketing	3
BA 4500	Purchasing	3

Approved Electives21

Total Credit Hours 123

Bachelor of Science in Organizational Leadership

The organizational leadership program provides students with the leadership competencies needed for middle management success in a variety of job families and functions. To fully develop the leadership skills of students, the program focuses on four key competency areas: operations and administrative competencies; human relations and interpersonal competencies; decision-making and critical thinking competencies; and communication competencies.

Operations & Administrative Competencies		Communication Competencies	
BA 1200	Foundations of Business3	ENG 1250	English Composition I 3
BA 2010	Principles of Management3	ENG 1270	English Composition II 3
BA 2410	Human Resource Management3	ENG 2320	Professional Communication..... 3
BA 2500	Marketing.....3		
BA 2850	Managing in the Legal Environment3	Humanities & Social Sciences	
MIS 1300	Software Tools.....3	HUM 2000	Introduction to Humanities 3
		HUM	Electives (3 credits must be literature) 6
Human Relations & Interpersonal Competencies		PSY 1700	Introduction to Psychology..... 3
BA 2700	Organizational Behavior3	SS 2800	Introduction to Sociology 3
BA 3710	Leadership3	SS or PSY	Electives 3
OL 3000	Employee Development.....3		
PSY 2000	Understanding Diversity3	Math & Sciences	
SS 2850	Conflict Resolution3	MA 2025	Statistical Problem-Solving 3
			One of the two following courses 3
Decision-Making & Critical Thinking Competencies		BIO 1000	Introduction to Biology
BA 3200	Business Ethics3	SCI 2000	Contemporary Issues in Science
OL 3200	Managing Organizational Change & Continuous Improvement 3		
OL 3300	Quantitative Decision Making3	Approved Electives33	
OL 3400	Financial Systems for Decision Making ..3	Total Credits. 120	
OL 4000	Strategic Planning3		
OL 4100	Qualitative Decision Making3		
OL 4900	Organizational Leadership Capstone3		

Student Resources and Services

www.IndianaTech.edu

The Indiana Tech Web site holds a wealth of information for current and prospective students. Visit www.IndianaTech.edu when you need information on topics such as class locations, course schedules, Credit for Learning, and financial aid. The Web site also allows you to complete a variety of administrative tasks online. Forms that can be completed online or downloaded in PDF format include:

- Admissions applications
- Registration forms
- Financial aid applications
- Payment option forms
- Petitions for graduation
- Transcript requests
- Change of curriculum forms

my.IndianaTech.edu

In addition to the public Web site at www.IndianaTech.edu, the university also provides services to students at

my.IndianaTech.edu. These services include:

- A personal secure account to use in computer labs
- An IndianaTech.net e-mail account
- Access to your grades, schedule, and degree progress

To activate your account, visit www.IndianaTech.edu/its. Go to the Student Accounts box and click on "Click Here for more information." Then click in the Account Activation box. You will be required to verify your ID number, birth date, social security number, first name, and last name. You then will be permitted to set your password.

Warrior Information Network

The Warrior Information Network consolidates the administrative services into one convenient resource. A phone call to 888.832.4742 will take care of most of your needs at the university, including:

Registrations

Class withdrawals

Tuition payments

Updates of personal information (name, address, e-mail, shipping address, etc.)

There are three ways to contact the WIN:

- E-mail: WIN@indianatech.edu.
- Telephone: 888.832.4742, from 8:30 a.m. to 6 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. Friday with the exception of holidays.
- Fax: 260.424.4831 or toll-free 888.832.4844.

General Information

Accreditation

Indiana Tech is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. For more information on accreditation, contact the Higher Learning Commission at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440. The university is approved and officially recognized by

the U.S. Office of Education and the U.S. State Department and is approved by the State Approval Agency for the enrollment of veterans and eligible persons.

Change of Name or Address

Please notify the ISP director at ISP@indianatech.edu of any name, address, e-mail, or telephone number changes. Name changes require appropriate documentation.

Academic Policies

Earning College Credit

There are several ways you can earn credit toward your degree from Indiana Tech:

- Successfully completing Indiana Tech courses either in class, online or through Independent Study
- Transferring credit from other colleges
- Passing standardized tests such as CLEP, the College- Level Examination Program, or the Defense Department's DANTES program
- Using military experience or corporate training, which when evaluated may be worthy of college credit
- Turning your prior learning into college credit through the Credit for Learning Program (ENG 2220). Please see the College of Professional Studies Student Handbook for more information on this option.

Change of Curriculum Policy

Students wishing to change degree programs must complete the Change of Curriculum Form (available on our Web site at www.IndianaTech.edu) and return it with a \$10 fee to the registrar. Forms returned without the required fee will not be processed. Upon changing curriculums, the student must follow all conditions of the new curriculum.

Students may change to the curriculum of the current year with the approval of the registrar. Students may not change to a curriculum in force prior to their enrollment, nor may students revert to previous curriculum requirements after officially changing to a current year curriculum.

Academic Credit Load

Undergraduate students are allowed to register for two classes per session up to 18 credits in a semester. The 18 credit limit includes all methods of delivery: in class, online and Independent Study.

Graduation Policies

Petition for Graduation

In order to graduate, all students must file a Petition for Graduation with the registrar's office. Petitions are processed on a monthly basis and sent to the faculty for approval. The process takes a minimum of 45 days from the date the petition is received, so please be patient with the registrar's staff while the petition travels through the review and faculty approval process.

Students can submit their petitions when they are within 4 months of the anticipated course work completion date, or when:

- Associate students have earned 45 credits
- Bachelor students have earned 102 credits
- Graduate students have earned 24 credits

For a copy of the Petition for Graduation form, please call the Warrior Information Network or visit our Web site at www.IndianaTech.edu.

Commencement Ceremony

Students planning to participate in the May commencement exercises must file the petition prior to February 1. Petitions filed after February 1 will not be accepted for participation in the commencement ceremonies.

Note: Undergraduate students must be within 15 credits by March 30 to participate in May commencement. Graduate students must be within 12 credits by March 30 to participate in May commencement.

Graduation Requirements—Undergraduate

To qualify for graduation from Indiana Tech, you must successfully complete:

- All necessary credit hours required for the degree. Bachelor's degrees require a minimum of 30 hours earned at Indiana Tech. At least 21 of the 30 hours must be among the last credits completed by the student before graduation. Associate degrees require 15 hours earned at Indiana Tech, with at least 9 of the 15 being among the last credits completed before graduation. Individual exceptions to the policy can be made only with written approval by the vice president of academic affairs.
- Required courses in all areas of major study with a minimum cumulative grade point average of 2.0
- All courses, required and elected, at an overall minimum cumulative grade point average of 2.0
- All financial obligations to the university

Independent Study Classes

Independent Study courses are truly independent. Classes begin on the 15th of each month, and enrollment is open year-round. You work at your own pace, corresponding with an instructor either via online communication or traditional mail correspondence. These classes are an excellent option if you have the self-discipline to work independently and ensure that you complete all coursework within the six months allowed.

Visit www.IndianaTech.edu/DistanceEd for more information or contact the Warrior Information Network to register for classes.

The courses listed below are currently available through Independent Study. Courses marked with an asterisk (*) are no longer part of the curriculum and will be offered for a limited time only.

ACC 1010	Accounting Principles	ENG 1100	Introduction to College Writing (formerly ENG 1245)
ACC 2140	Managerial Accounting (formerly ACC 1040)	ENG 1250	English Composition I (formerly ENG 1255)
BA 1200	Foundations of Business	ENG 1270	English Composition II (formerly ENG 1265)
BA 2010	Principles of Management (formerly BA 1400)	ENG 2220	Credit for Learning
BA 2020	Operations Management (formerly BA 2000)	ENG 2320	Professional Communication
BA 2410	Human Resource Management	FIN 3600	Corporate Finance (formerly BA 3600)
BA 2430	International Management	HUM 2000	Introduction to Humanities
BA 2500	Marketing	HUM 2010	Origins of the Western World
BA 2550	Personal Selling	HUM 2020	Achievements of the Modern Western World
BA 2600	Occupational Safety & Health	HUM 3310	Interpretation of Fiction
BA 2700	Organizational Behavior (formerly BA 3750)	HUM 3330	American Writers
BA 2800	E-Commerce	HUM 3710	Ethics
BA 2850	Managing in a Legal Environment	HUM 3720	Advanced Critical Thinking
BA 3110	Project Management I	IS 1100	Introduction to Information Systems*
BA 3150	Project Management II	MA 1000	Foundations of College Mathematics
BA 3200	Business Ethics	MA 1025	Mathematical Problem-Solving
BA 3300	Marketing Research & Decision Making	MA 1035	College Algebra*
BA 3500	Advertising	MA 2025	Statistical Problem-Solving
BA 3550	International Marketing	PSY 1700	Introduction to Psychology
BA 3650	Compensation Management (formerly BA 2650)	PSY 3720	Child & Adolescent Psychology
BA 3710	Leadership formerly (formerly BA 2710)	PSY 3730	Aging
BA 3800	Labor Relations	PSY 3740	Counseling Techniques
BA 4010	Quality Management	PSY 3760	Abnormal Psychology
BA 4500	Purchasing	SS 2200	Macroeconomics
BA 4510	Retailing	SS 2210	Microeconomics
BA 4700	Training & Development	SS 2800	Introduction to Sociology
BA 4800	Public Relations	SS 2810	Social Problems
BA 4910	Business Policy & Strategic Planning		

Independent Study Registration Form **INDIANA**TECH

College of Professional Studies

Student Information

Name: _____
Last First Middle Maiden

Home Address: _____
Street

_____ City State ZIP

Home Phone: _____ Business Phone: _____

E-mail Address: _____ Social Security #: _____

Student ID #: _____

Tuition:
 \$355 per credit hour
 (Valid until June 30, 2011)
 All courses are 3 credit hours.

Check here if above is a change of address, phone number, or e-mail.

I wish to enroll in the following course(s):

Course number	Course name	Credit Hours	Cost Per Hour	Total Cost of Tuition	Desired Start Month	For Office Use		
						Start	End	Preq.

Payment Information

Payment must accompany the Registration Form. All forms without the required tuition will be returned to the student.

- Payment by Check
 Payment by Financial Aid
 Payment by Tuition Voucher
 Payment by Credit Card: Indiana Tech accepts MasterCard, Visa, Discover, and American Express. If you are paying the tuition by credit card, please complete the following section:

Please circle the appropriate bank card: MC Visa Discover American Express

Card Number: _____ Exp. Date: _____

Name as it appears on the card: _____ Amount to be billed: _____

Signature: _____

Please return the completed form to:
 Indiana Tech
 1600 E. Washington Blvd.
 Fort Wayne, IN 46803
 (800) 288-1766 ext. 2428 • (888) 832-4844, fax

For Office Use Only:

Ck # _____ Amt: _____ Charged: _____ Shipped: _____ App Code: _____
 Computer (M): _____ (bb): _____ Letter: _____ Rev. 6/10

Independent Study Information

College of Professional Studies

INDIANA**TECH**

Independent Study Fee Structure For 2010-11

Tuition (includes textbooks):	\$355 per credit hour
Portfolio Assessment Tuition:	\$30 per credit hour
Application Fee:	\$25
Change of Curriculum:	\$10

By registering for classes, the student accepts and agrees to abide by the university's policies and regulations. The student understands that the university will assess 1.5 percent late charges for past due balances and will turn over a student's account to an outside agency due to lack of payment. Furthermore, in the event the university has to incur any expenses collecting this account, the student agrees to pay all the cost of collection. This includes, but is not limited to, a collection agency fee and/or any reasonable attorney fees. The student authorizes the university to release financial information about his or her account to those concerned with collecting the balance due. Indiana Tech accepts Visa, MasterCard, American Express, and Discover cards. Classes taken through the Independent Study Program include textbooks and all course materials.

Withdrawal & Refund Policy

Students may withdraw without record within the first 10 days after registration (the 25th of the month). Withdrawals between day 11 and day 90 of the enrollment period will receive a grade of *W*. Withdrawals after the 90th day will receive a grade based on the work completed. Students must request withdrawals in writing to the director of Independent Study. The date of withdrawal is the date the written request is received at Indiana Tech. Requests may be faxed to the (888) 832-4844.

Tuition refunds are based on the start date of the course and apply as follows:

Withdrawal within 10 days	100 percent
Withdrawal within 11 to 30 days	50 percent

Petition to Switch

Students taking an Accelerated Degree Program course may switch into the same course in the Independent Study Program no later than the third week of a five-week class and the fifth week of a 10-week class. A student cannot switch from ADP to the Independent Study Program if he or she is failing the course. The cost to switch into an Independent Study course is \$50. Only one switch is permitted for each class.

Students taking an Independent Study course may switch into an Accelerated Degree course no later than three months past the start date of the Independent Study course, contingent on the course being available. Both the Petition to Switch form and fee must be submitted to the Director of Independent Study.