

## Credit Transfer Policy/Procedures for IU Undergraduates Enrolling in Course(s) at Other Colleges

The Credit Transfer Agreement (CTA) form is for admitted and matriculated IU Bloomington undergraduates only. The purpose is to provide an evaluation of transfer credit **before** completing a course. Do not use this form to evaluate credits taken at other IU campuses or while studying abroad. Please check the Credit Transfer Service (CTS) at [cts.admissions.indiana.edu](http://cts.admissions.indiana.edu) in order to review your credit before filling out this form. If courses you wish to transfer to IU are listed on the CTS website, do not complete this form. If you have already taken a course for credit evaluation, please send us the official transcript with the posted grade for review. **We do not need this form to be completed if you have already taken the course.**

### Deadlines for Processing

Fall: June 1

Spring: November 1

Summer: March 1

### Instructions

1. You must submit copies of course descriptions from course catalogs or websites. The Office of Admissions cannot provide copies of course catalogs. Most colleges have their course catalogs and/or course descriptions online.
2. List the department, course number, and credits of the course you plan to take. If a specific IU course is needed, list the desired IU equivalent.
3. Credit from no more than **two schools** is evaluated for each session in which you intend to enroll. The Office of Admissions will evaluate only **six courses** per school for each session in question.
4. Please submit the completed CTA to the Office of Admissions in person or by emailing a scanned copy to [iuadmit@indiana.edu](mailto:iuadmit@indiana.edu). We will evaluate the listed courses, indicate the IU equivalents, and return the form to the address indicated on the top of the form. This process takes approximately two to three weeks.
5. Upon completion of the course(s), you must send an official transcript to the Office of Admissions, 300 N. Jordan Avenue, Bloomington, Indiana, 47405. We will evaluate the transcript and will update your record with credit in the course(s) in which you earned a grade of C (2.0/4.0) or better. For any course in which a grade of C- or below is received, no credit will be given. Transfer grades are not recorded in your IU GPA.
6. If you wish to dispute the distribution of these courses toward IU undergraduate degree requirements, you must contact the department you are requesting credit from.

**\* Official transcripts must be received in a sealed college/university envelope or sent electronically to [iublrcv@indiana.edu](mailto:iublrcv@indiana.edu). Transcripts previously opened will not be accepted for transfer credit.**

**Indiana University Bloomington  
Undergraduate Credit Transfer Agreement Form**

**Please print and read the reverse side carefully before completing this form.**  
**We do not need this form to be completed if you have already taken the course.**

Date: \_\_\_\_\_ University ID: \_\_\_\_\_ IU email: \_\_\_\_\_

Name: \_\_\_\_\_ Major: \_\_\_\_\_  
Address: \_\_\_\_\_ IU School/Division: \_\_\_\_\_  
City: \_\_\_\_\_ Class Standing: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of other college (**do not use for other IU campuses**): \_\_\_\_\_  
Session/semester of course to be taken: \_\_\_\_\_

Other College's Information (To be Completed by Student)					IU Equivalent (Completed by Admissions)			
OTHER COLLEGE DEPT	COURSE NUMBER	SEM HRS	QTR HRS	IU EQUIVALENT DESIRED (optional)	IU DEPT	COURSE NUMBER	SEM HRS *	QTR HRS **
1.							*	**
2.							*	**
3.							*	**
4.							*	**
5.							*	**
6.							*	**

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

\* Semester hours will transfer equally.  
\*\* If you attend a school on the **quarter** system, IU credit hours are computed as **two-thirds** of the total transferable quarter hours.

If "UNDI" is indicated, the credit hours are considered undistributed for the following reasons:

- IU does not offer a comparable course and the decision as to how these courses will fit into your undergraduate degree program is made by the degree granting school/division **or**
- The course is equated as "UNDI" by departmental request. To have the course transferred as a specific IU course, please contact that IU department directly.