

**CREDIT TRANSFER POLICY/PROCEDURES FOR IU UNDERGRADUATE STUDENTS
ENROLLING IN COURSES AT OTHER COLLEGES
PLEASE READ CAREFULLY**

The purpose of this form is to provide you with an evaluation of transfer credit(s) prior to your enrollment in the course(s). Before completing this form check the online credit transfer service at <http://cts.admissions.indiana.edu/index.cfm>. If the courses you wish to transfer to IU are listed on that Web page, do not complete this form. Do not use this form to request evaluation of credit of courses taken at other IU campuses.

This form will be processed for:

- Incoming, admitted freshmen (fall) who have paid their enrollment deposit
- Incoming, admitted freshmen (spring) and all incoming, admitted transfer students
- Students who have matriculated to IU Bloomington

PRIORITY DATES FOR PROCESSING:

May 1 – Summer

August 1 – Fall

December 1 – Spring

INSTRUCTIONS:

1. You must submit copies of course descriptions from course catalogs or websites. The Admissions Office cannot provide copies or course catalogs. You may be able to access some course catalogs at the Main Library.
2. List the department, course number and credits of the course you plan to take. If a specific course is needed, list the IU equivalent desired.
3. If you wish to dispute the distribution of these courses toward IU undergraduate degree requirements, you must contact the recorder of that department.
4. Credit from no more than TWO SCHOOLS is evaluated for each session in which the student intends to enroll. The Office of Admissions will evaluate only SIX COURSES per school for each session in question.
5. The Office of Admissions will evaluate the listed courses indicating the IU equivalent and return the form to the address you indicate on the top of the form. The process takes approximately 2-3 weeks.
6. Upon completion of the courses, YOU must request that an official* transcript be sent to the Office of Admissions, 300 N. Jordan Avenue, Bloomington, Indiana, 47405. We will evaluate the transcript and will update your permanent record with credit in those courses 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 G.P.A.

*** Official transcripts must be received in this office in a sealed college/university envelope. Transcripts previously opened WILL NOT be accepted for transfer credit.**

If you submit a college catalog that is to be returned, please make certain that your name and date are on the front outside cover. Please note the bulletins are destroyed every July if not picked up.

INDIANA UNIVERSITY
UNDERGRADUATE CREDIT TRANSFER AGREEMENT FORM
PLEASE PRINT

READ THE REVERSE SIDE CAREFULLY BEFORE COMPLETING THIS FORM

Date _____ Univ ID _____ E-mail _____
 Name: _____ Major/Plan _____
 Address: _____ IU School/Program _____
 City: _____ Class Standing _____
 State: _____ Zip _____ Session or Semester _____

NAME OF OTHER COLLEGE _____
 (DO NOT USE FOR OTHER IU CAMPUSES)

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 _____ Credentials Analyst _____

- * Semester hours will transfer equally.
- ** If you attend a school on the quarter system, IU credit hours are computed as two-thirds of the QUARTER hours taken.
- *** If "UNDI" is indicated, the credit hours will transfer as follows:
 1. IU does not offer an equivalent course. The decision as to how these courses will fit into your undergraduate degree program is made by the degree granting school/division.
OR
 2. 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.