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

Please check the credit transfer service on our admissions website or go to http://cts.admissions.indiana.edu. If the courses you wish to transfer to IU are listed on the Credit Transfer Service web page, do not complete this form. The Credit Transfer Agreement form is for admitted and matriculated IU Bloomington students only. The purpose is to provide an evaluation of transfer credit prior to participation in the course. Do not use this form to evaluate credits taken at other IU campuses or while studying abroad.

PRIORITY DATES FOR PROCESSING:
May 15 – 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 degree requirements, you must contact the recorder of that department.
4. Credit from no more than TWO SCHOOLS is evaluated for each semester in which the student intends to enroll. The Office of Admissions will evaluate only SIX COURSES per school for each semester 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.
DATE _______________ UNIV ID _______________ E-MAIL __________________

NAME: ___________________ MAJOR ___________________

ADDRESS: ___________________ IU SCHOOL/DIVISION _______________

CITY: ___________________ CLASS STANDING ___________________

STATE: _____ ZIP ___________ SESSION OR SEMESTER ___________

NAME OF COLLEGE ____________________________________________

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 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.

5/2010 jkl - FORMS\CTA.FRM