I. Introduction
Transfer credit is posted for credits earned at accredited institutions, military training, designated national examinations, and special departmental credits.

II. Authority for determining the transfer of credit
A. The Constitution of the IUPUI Faculty ARTICLE II. FACULTY RIGHTS AND RESPONSIBILITIES states:

The faculty shall:

3. develop curricula, course content, academic procedures, and degree requirements, and nominate candidates for degrees, subject to the rights of review by appropriate governing bodies within the universities and by appropriate external bodies when their prerogatives are affected;

http://www.iupui.edu/~fcouncil/constitution.html

See also 2.2 of the Constitution of the Indiana University Faculty http://www.indiana.edu/~ufc/enabling.htm

B. As an extension of the right to develop the curriculum, the faculty of each department determine the transferability of credit. Approval for the awarding of credit is approved by the chair of the department or designee. Departments may only approve credit for courses offered by their department. (Administrative practice)

III. Evaluating and Posting credit through examination or special training
A. Advanced Placement (AP) examinations
Departmental policy determines the required score, amount of credit, and whether credit posted is elective or equivalent to an IUPUI course. IUPUI honors all AP examinations. Consult http://www.enroll.iupui.edu/creditbyexamination.shtml for departmental policies on specific AP examinations and credit policy. (Administrative practice)

B. College Level Examination Program (CLEP) - some IUPUI departments recognize CLEP subject examinations and award credit depending on examination and score. Not all CLEP examinations are honored. Consult http://www.enroll.iupui.edu/creditbyexamination.shtml for departmental policies on specific CLEP examination and credit policy. Exception: the faculty in the School of Continuing Studies has a policy recognizing all CLEP examinations using the American Council on Educations recommended passing score. If the IUPUI department does not recognize the CLEP test in question or if the score required by the department is not met (but ACE score is met), undistributed departmental credit is granted. (Administrative practice)

C. Defense Activity for Non-Traditional Education Support Program (DANTES)- some IUPUI departments recognize DANTES subject examinations and award credit depending on examination and score. Not all DANTES examinations are honored. See http://www.enroll.iupui.edu/creditbyexamination.shtml for departmental policies on specific DANTES examinations and credit policy. Note that the faculty in the
School of Continuing Studies has a policy recognizing all DANTES examinations using the American Council on Education recommended passing score. If the IUPUI department does not recognize the DANTES test in question or if the score required by the department is not met (but ACE score is met), undistributed departmental credit is granted. (Administrative practice)

D. International Baccalaureate Examinations (IB)- the IB program offers both subsidiary and higher level examinations and can lead to an International Baccalaureate Diploma. Students earn the diploma by completing a rigorous set of courses and completing international examinations. This program is recognized by all major universities in the world. IUPUI grants credit for all IB examinations taken at the higher level when scores of 4 or higher are earned. Transfer credit policies were established jointly by the Office of International Affairs and Undergraduate Admissions. (Administrative practice)

E. Departmental Examinations and Special Credit- Some departments have made special credit arrangements with agencies, training centers, and, in some cases, high schools. Signed agreements are given to the appropriate agency or school and when the student completes the designated agreement and enrolls at IUPUI, the department submits a special credit request to the Office of the Registrar. The same process is followed for special credits by departmental examination. The Office of Undergraduate Admissions does not have a role in these processes. Credit is posted by the Office of the Registrar. Credit is never posted if the student does not enroll at IUPUI. (Administrative practice)

F. Military Training Credit- By APPC policy, the posting of military credit is handled as follows: See APPC minutes October 2004

(1) Credit for military training is posted based on American Council on Education (ACE) guidelines.
(2) By Purdue University faculty policy, a maximum of 8 hours of credit may be posted for military training. Therefore students pursuing a Purdue major at IUPUI will be limited to 8 hours of credit. (Purdue Policy per Office of Registrar memo)
(3) Indiana University has no limit on the number of credit hours posted for military training. By APPC policy only 15 hours of credit for military training is posted. This policy was adopted by APPC because most of the credit was undistributed elective credit and after two or three years of enrollment at IUPUI, students were losing financial aid eligibility under Satisfactory Academic Progress policies and were requesting that excess credit be dropped. In situations when the student’s advisor determines additional credit should be posted, a written statement requesting additional posting of credit can be directed to the Office of Admissions. Note that the School of Continuing Studies has no limit on the amount of credit.

G. Credit by examination posted on other college transcripts.
(1) Such credit will not transfer unless the student “validates” the posted credit by examination by taking a course within the same department at the same level or a higher level.
(2) The validation must occur at the same institution that posted the credit by examination. (Administrative practice)

IV. Posting credit for work completed at regionally accredited institutions (regional accreditation such as North Central, Western, Southern, etc). The following general policies are followed:

A. The credit evaluators in the Office of Undergraduate Admissions utilize the course descriptions written in the institution’s course bulletin and compare the description to the IUPUI courses. If the course titles match and eighty percent or more of the course description matches the IUPUI course, the course is considered equivalent. (Administrative practice)
B. If the descriptions do not match, the course is listed as undistributed or elective credit at the same level as the course is offered, e.g., a course numbered at the 200 level that is not equivalent to an IUPUI course is transferred as 200 level elective credit. (Administrative practice)

C. Credits are not gained or lost in the evaluation. This means:
1. Quarter hours are converted to semester hours (e.g. 3 quarter hours equals 2 semester hours). Fraction credit is listed as .5 credit. 4 quarter hours equals 2.5 semester hours. 5 quarter hours equals 3.0 semester hours.
2. A course worth 4 hours at school “x” which articulates to a 3 hour course at IUPUI transfers as the IUPUI course (3 hours) plus 1 hour of elective credit.
3. A course worth 3 hours at school “x” which articulates to a 4 hour course at IUPUI transfers as the IUPUI course (3 hours). This happens on rare occasions and usually it is an institution operating on a quarter system.

D. Per IU faculty policy courses taken at any two year college that are comparable to 300 level course at IUPUI must be transferred as 200 level undistributed elective credit. (UFC March 27, 2001)

E. There is no limit for the amount of transfer credit posted. Each IUPUI academic unit determines the amount of course work that will be accepted for the degree as well as determining the amount of resident credit that must be completed to earn the degree from the IUPUI academic unit. (Administrative practice based on individual academic unit policy)

F. There is no time limit for the acceptance of transfer credit; however, if the coursework is ten or more years old, the dates will be so noted on the electronic transfer report and student must discuss the courses with his or her IUPUI academic advisor. Some programs have time limits for completion of specific courses. There are limits to the amount of transfer credit that can be used to satisfy degree requirements. Graduate credit is not transferable to an undergraduate degree program unless requested by the Dean in the school that will grant the degree. (Administrative practice based on individual school policy)

From IUPUI Bulletin: How accepted credit is applied to program requirements is determined by the school and/or department that offer the course(s). Courses that were completed 10 years ago or even more recently may not be accepted in some programs and must be approved by the individual school and department awarding the degree. (Administrative practice based on individual school policy)

G. The Office of Undergraduate Admissions will post all transferable credit. The student’s academic advisor and/or Dean of the school offering the major makes the final determination regarding which transfer courses will count towards a student’s major and degree. (Administrative and individual school practice)

H. By IU faculty policy, only courses in which the student earned a C grade or higher will be transferred. Courses with C- grades are not transferable. (Effective Jan 1985 following clarification of practice by University Registrar and Director of Admissions with Co-Secretaries of UFC. Confirmed in McNabb memo April 26, 1985)

Pass/fail courses are considered transferable provided student earns a grade of Pass.

Satisfactory/fail courses are considered transferable provided student earns a grade of Satisfactory.

Purdue grades are the exception to the C requirement. All Purdue courses with grades yielding credit toward graduation are considered transferable. (Administrative practice to ensure Purdue transfer students are treated in a fashion similar to IU-intercampus transfers).
I. Reconsideration of courses evaluated as not equivalent may be requested by either the student or the student’s IUPUI advisor. When challenged, the following procedures are followed:

1. Student contacts Undergraduate Admissions Credit Evaluation Section.
2. Credit evaluator will re-examine the course to determine if an error was made in the initial evaluation or in the recording of the information.
   a. If the information was recorded correctly, the credit evaluator will provide the student with written information directing the student to contact the chair of the department which offers courses in the discipline for the course in question. The credit evaluator will provide the bulletin description for the original course and the student must provide syllabus, text title, and if possible papers written or other materials utilized to enable the department chair to evaluate the equivalency of the course.
   b. The departmental chair must provide the Undergraduate Admission Credit Evaluation Section written approval to change the evaluation from elective credit to equivalent credit. Only the department and IUPUI school offering the courses in that discipline may authorize a change, e.g. only business courses may be re-evaluated by the appropriate department in Kelley School of Business. If a course is cross listed, either department may authorize a change but only for a change to that department’s course number. If no department exists, the Associate Dean of the student’s school may authorize departmental credit. For example OLS# or COAS#.

J. Posting credit for applicants with more than 90 hours of work completed prior to transfer to IUPUI.
   1. By APPC policy for second degree applicants (bachelor degrees), all 100, 200 and 300 level courses would be loaded and any 400 level courses taken in the department relevant to the new major. See APPC minutes December 2003
   2. For all applicants with 90 hours or more of credit, transfer credit will be posted for all 100, 200, and 300 and any 400 level courses taken in the department relevant to the new major. An advisor can request the posting of additional credits by providing the Director of Admissions with a request (email or memo) citing the institution and courses that need evaluation.

V Posting credit for work completed at nationally accredited institutions.

The following policy was approved by APPC: See APPC minutes January 2006
A. The institution must be listed in American Council on Education (ACE) “Accredited Institutions of Post Secondary Education”
B. The institution must grant associate or bachelor degrees
C. A maximum of 15 hours of elective credit may be posted
D. If student challenges evaluation:
   1. If no error occurred in the posting of the credit, the credit evaluator will provide the student with a brief statement directing the student to the department chair which offers courses in the discipline for the course in question. The credit evaluator will provide the bulletin description and student must provide syllabus, text title, and if possible examinations or papers written.
   2. Departmental chair must provide written approval to change the evaluation from elective credit to equivalent credit. Only the department and IUPUI school offering the courses in that discipline may authorize a change, e.g. only business courses may be re-evaluated by appropriate department in Kelley School of Business. If a course is cross listed, either department may authorize a change but only for a change to that department’s course number. If no department exists, the Associate dean of the student’s school may authorize departmental credit. For example OLS# or COAS#.