

Undergraduate Intercampus Transfers

ACA-55



About This Policy

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Responsible University Office:

Office of the Executive Vice President for University Academic Affairs

Responsible University Administrator:

University Faculty Council

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Policy Statement

History

[Back to top](#) ↗

Policy Statement

The faculty of Indiana University supports the equivalent application of comparable courses toward degree requirements, regardless of the campus where the course was completed.

I. Administrative Principles

- Each campus shall develop appropriate application procedures, forms, and deadlines for students wishing to transfer home campus within the IU system, and exchange such information.
- Each campus shall designate an office to provide initial information to students considering transfers to other campuses, to ensure that prospective incoming Undergraduate Inter-Campus Transfers (ICTs) are provided with appropriate procedural and academic guidance and advising, including guidance on the appropriate use of computer-accessible advising records in exploring ICT options, and to coordinate receipt of and action on incoming ICT applications.
- Decisions concerning ICT approval to any campus are determined by the appropriate office on the receiving campus, and governed by criteria approved by that campus.
- Students will be expected to give notification of decisions to accept or decline ICT approval, according to deadlines set by the receiving campus. Offices on both the home and receiving campuses of an ICT student shall share information concerning ICT approval and student decisions to transfer campuses.
- Wherever specified procedures fail clearly to apply to individual cases, decisions should be based on the best educational interests of the student; exceptions granted on the basis of individual cases shall not constitute precedents.

II. Course Equivalencies and Degree Requirements

- A. Computerized records shall be maintained so as to allow students to use the university's student records system to assess, at the time of ICT application, how inter-campus transfer will likely affect their progress towards a degree. Each campus shall develop procedures for course equivalency decisions that will ensure that prospective ICTs will be fully aware of how courses will apply towards degree progress at the time of transfer approval.

- B. Courses at the 100 and 200 levels should apply to degree requirements on any campus equivalently, regardless of the campus of origin. Distribution requirements should be treated with flexibility as long as intended goals are met.
- C. Courses offered on different campuses with identical numbers should be comparable enough in content and requirements to allow equivalent applicability towards degree requirements on any campus.
1. Beginning with the Fall 2001 term, identically numbered courses at the 100 and 200 levels are treated as equivalently applicable towards degree requirements on any campus.
 2. The UFC-EPC shall review the process whereby the Master Course Inventory is maintained and used, and recommend to the UFC changes that will ensure that identically numbered courses taught on different campuses will be adequately equivalent in content and requirements to allow equivalent applicability towards degree requirements on any campus.
 3. In cases where a unit's external accreditation can be shown to the UFC ICT Committee to be affected by ICT policy, that unit may limit the applicability of courses taken on a campus other than its own to the minimal degree necessary to maintain compliance with accreditation standards.
- D. For courses that are not identically numbered, Recorders' Offices for each campus, school, or division shall maintain lists of equivalencies for courses on all IU campuses. All equivalency decisions should be made by the most appropriate school, division, department, or program on a campus, and should apply for all programs on that campus. Courses that fulfill similar educational goals in terms of content and proficiency training should fulfill degree program requirements regardless of the campus on which they are offered. When substantive curricular changes occur in courses that may affect equivalence decisions, corresponding programs on other IU campuses should be notified. Equivalency designations will apply between courses as offered on specific campuses.
- E. Prospective ICTs may request reviews of the IUCARE equivalency indications for specific courses from the campus to which they wish to transfer. The review should be made by the appropriate degree-granting unit, and a substantive explanation of any negative decision should be recorded. Positive equivalency decisions should be reported to unit Recorders and coded. Campuses should designate an appropriate faculty committee to which negative decisions may be appealed. Equivalency reviews and appeals should be conducted in a timely fashion. A sustained review judgment will not be subject to further appeal for a period of five years.
- F. An ICT student is responsible for meeting all specific requirements for the major field as defined by the degree-granting unit on the receiving campus; departmental and school residency requirements may necessitate the completion of additional hours beyond the normal minimal requirement. Exceptions granted to students prior to transfer should, whenever possible, be honored by the degree-granting school.

[Back to top](#) ↗

History

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