

INDIANA UNIVERSITY

*Principles and Procedures
for
Undergraduate Inter-Campus Transfers*

(by Action of the University Faculty Council: April 25, 2000)

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

- A. *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.*
- B. *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 Insite (particularly, the Advising option within Insite, also known as IUCARE) in exploring ICT options, and to coordinate receipt of and action on incoming*

ICT applications.

- C. 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.*
- D. 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.*
- E. 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 IUCARE to assess, at the time of ICT application and with the greatest possible predictability, how inter-campus transfer will 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. At present, this is sometimes not the case. Therefore, the university should design a procedure to realize this goal within a period of one year from the adoption of this policy, through a full review of existing courses that are presently identically numbered, and of the process whereby the Master Course List is maintained and used. This process may be coordinated by an appropriate administrative group, such as the Academic Officers Committee; judgments of specific course equivalencies should be determined by faculty in appropriate units on each campus, and faculty governance groups on the campus and university levels should be designated to exercise oversight over the process. At the end of this one-year process, university policy should stipulate that courses with identical numbers apply equivalently towards degree requirements on all campuses.*

- D. *For courses that are not identically numbered, Records' 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 were 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 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.