

IUPUI Graduate Office Instructions for completing Graduate Transfer Credit Report form

Transfer of Credit

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or higher and unless the course was completed within the time limit prescribed. (See “Graduate Credit—General” in the Graduate School Bulletin) The following restrictions apply:

1. Candidates for the M.A., M.S., LL.M., or M.A.T. degree may offer up to 9 hours of graduate credit from other institutions.
2. Candidates for the M.A.T. degree who are graduates of Indiana University may offer up to 12 hours of graduate credit from other institutions.
3. Candidates for the M.F.A. degree may offer up to 20 hours of graduate credit from other institutions.
4. Candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions.

The number of accepted credits hours may vary by program and school.

It must be emphasized that the transfer of credit is not an automatic occurrence.

Students must obtain the written consent of their department before transfer credit will be added to their records.

Transfer credit report form should not be sent until student begins their first term of program’s courses (i.e., student admitted for Fall, send form after 100% assessment, September or later). Student must be in **active** term status or enrolled to process and post transfer credit(s).

There are always exceptions when evaluating transfer work. We look at each student's record individually. The student's IUPUI School/Dept. will have the final say as to how courses are transferred. [*Meaning the School/Dept. evaluation of the course(s) to be transferred into IUPUI and how the course(s) match the IUPUI equivalent course(s) in the Student’s Plan of Study.*]

All fields must be complete for this form to be processed, with the exception of the anticipated graduation term. Insert graduation month or term **only if student is currently in review status** when making the request. Prepare a separate form for each institution transferring graduate credit to IUPUI.

Note: If you have more than ten (10) courses to transfer from one institution use additional forms, (label page 1 of 2, page 2 of 2), have all forms signed, dated, and attach form(s) with appropriate transcript(s) together.

Use official SIS program and plan codes (i.e. PPSY6/CLPSYPHD, NURS5/FAMNPMSN, BUS5/GADMMBA, SWK5/SWKMSW, PHST6/PHSTDPHD, LAW7/LAWLLM, DENT6/DNTPHPHD, MGEN6/MMGENTPHD, SPEA5/CJUSMPA, etc.).

Incoming institution section: Provide term & year (i.e., Fall 2015, Wint 2016, Spr 2015, Sumr 2016) course was taken, subject area, course #, course title, and number of credits and grade shown on the transcript.

Note: The number of credits approved for the IU equivalent course may be different from the number of credits shown on transcript for the incoming course. Enter approved number of credit hours in the sem cr hrs. aprv’d column. Courses taken at another institution on a quarter system rather than a semester system will be evaluated carrying fewer credit hours, (e.g., 3cr hr course on quarter system will transfer in as 2 semester cr hrs). **Refer to IU’s quarter hour conversion table.**

Quarter Hours Conversion to Semester Hours: Total transferable quarter hours (excludes non-passing and remedial courses) are multiplied by two-thirds. This gives us the total semester hours we will grant. Each quarter hour course has a specified equivalent as shown below:

5 quarter hours = 3 semester hours (can be up to 3.5 hours)

4 quarter hours = 2.5 semester hours (can be up to 3.0 semester hours)

3 quarter hours = 2 semester hours (unchangeable)

2 quarter hours = 1 semester hour (can be up to 1.5 hours)

1 quarter hour = 0.5 semester hours (can be up to 1.0 hour) not likely but. . .

Notice that although there is a suggested amount of hours to assign, assigning them in this exact manner does not always produce the required total number of semester hours. For this reason, it is sometimes necessary to add 0.5 to some of the courses. [*i.e.* 4 qtr. hrs. = 2.5 semester hours to equal an IU course of 3.0 credit hrs. it could be to increase the 2.5 to 3.0.]

IUPUI – Equivalent Courses: If department deems a specific course equivalent to an IUPUI-taught course, that can be noted and added to the transcript as that specific course (with a T grade). If just a general credit count is being used (i.e., “30 credits counted towards degree requirements”) they can also be listed as Undistributed by typing “UNDI” into the “Catalog# or UNDI level” column. Departments may also use a combination of these options.

Required for international transfers: Course #'s and Grades, usually on transcripts or mark sheets, institution grading system/program grading scale, program course units, course description/syllabus, and institution accreditation. (FCA should provide you with some of this information) graduate credit must be validated along with # of years to equal US equivalent degree.

Graduate School/depts. (policies and approval)

Only grades of “B” or better are acceptable - no pass/fail grades. Follow restrictions that apply and when possible provide equivalent IU course # for the incoming course instead of using undistributed.

Transfer credit forms are to be prepared by the school/dept. personnel, faculty advisors, and program directors or dept. chair review and sign for approval, before form is forwarded to Graduate School.

Forms are processed and posted for the semester received from Graduate Schools/Depts.

Submitted forms for the Graduate Schools/depts. are reviewed for final approval & signature of Graduate School Associate Dean prior to posting.

Send the completed, legible, scanned form and (non-IU) transcript (front and back) to gradrec@iupui.edu .

Professional Schools/depts. (policies and approval)

- 1) Professional Schools/Depts. transfer credit forms are to be prepared by appropriate school/dept. faculty, advisors or staff and signed by the School/Dept.
- 2) Professional Schools/Depts. should refer to individual School transfer credit policy for guidelines or IU Graduate School Bulletin. Provide equivalent IU course # for the incoming course.
- 3) Professional Schools/depts. will follow their submission and posting process.

Additional Graduate Office Notes:

IUPUI Schools/Depts. cannot grant more semester credit hours for an equivalent IU course than what the course was issued as, 3 credits, 1-6 credits, 2 credits, etc. (i.e., Program topics courses are usually issued with variable (Semester) credit hours as 1-6 or 2-9 credit hours, specific/core academic courses are usually issued as 1 or 2 credit hours and 3 credit hours.)

Note: For an incoming course(s) less credit can be given for the IU equivalent course or elective Undistributed Level 500 course(s) but more credit cannot be given than what the IU course(s) are issued as. This applies to the incoming course(s) that do not meet criteria of the IU course(s) and/or conversion of Quarter hours course(s) to Semester hour course(s).

Revalidation

Normally, a course may not be counted toward degree requirements if it has been completed more than (a) five years prior to the awarding of the degree for master’s students or, (b) seven years prior to the passing of the qualifying examination for Ph.D. students.

See Revalidation Methods in General Forms & General eDocs, <https://graduate.iupui.edu/forms/index.html>