

III. INSTRUCTIONS FOR THE ACADEMIC DEPARTMENT

Please examine the student's *International Transfer Credit Evaluation* (see description below) and other information provided by the student, such as course descriptions, textbook, and syllabi. If the course work appears to be equivalent to an IUPUI course and meets the guidelines listed below, please have the department chair or the designated official complete the *Departmental Evaluation Form for Distributing International Credit* on the page following (or back of) these instructions. **The form must be signed by the department chair or designate.**

Guidelines for Course Equivalencies:

- Use the *International Transfer Credit Evaluation*, not the student's transcript (see below). The amount of credit awarded for each course may differ from the amount appearing on the transcript; educational systems vary greatly and we have adjusted the credits to the system used at IUPUI.
- Credit for an IUPUI course may be given if the international university course (as indicated on the student's *International Transfer Credit Evaluation*) carries the same amount of credit as the IUPUI course **plus or minus one credit**.
 - **Fewer credits than the IUPUI equivalent course:** If two or more courses in combination are equivalent to an IUPUI course, then those courses may be combined to equal one IUPUI course. Use brackets or lines to make multi-course equivalence apparent. If the total credits awarded in the OIA evaluation for the combined courses exceed the IUPUI course credits, see the following guideline.
 - **More credits than the IUPUI equivalent:** If the international university course credits exceed what is required for the IUPUI equivalent course, the remainder will be left as undistributed at the level (#100-#400) you indicate.
- Courses have been evaluated as either a freshman (#100) or sophomore (#200) level with the default being lower level. Please make any adjustments to the undistributed level as you deem appropriate after reviewing course descriptions. (If it is clear to the international admissions evaluator that the course is advanced, then #300 may be awarded.)
- **In general you may only assign course equivalence for course work in your department.** A department representative in Political Science may not, for example, assign equivalence for Math courses. However, some subject areas can be covered by more than one department and we can, if requested, change the department to which the credits were originally assigned. If you believe an international university course that has been evaluated in a different department is equivalent to a course in your department, go ahead and distribute the credit by adding it to the *Departmental Evaluation Form*, noting and circling the change in departments so that we may update relevant records.
- If you believe that international admissions mistakenly awarded credit in your department, contact International Admissions at 274-7000 and let us know. We will correct the error.

ABOUT THE INTERNATIONAL TRANSFER CREDIT EVALUATION

The Office of International Affairs has completed the attached evaluation of work completed by the student at a college or university outside of the United States. This evaluation does not attempt to establish equivalence with IUPUI courses. That responsibility is left up to the individual departments. Instead, it lists transferable subjects in the order that they appear on the transcript and assigns credit to each.

Courses listed on the *International Transfer Credit Evaluation* have met the following criteria:

- They are college level and not remedial.
- They are in subjects taught at IUB, Purdue, or IUPUI
- English language courses have been completed in a country where English is the predominant native language.
- The student received a grade of at least "C", or its equivalent.
- If a course appears on the transcript but not in the evaluation, it probably did not meet one of the above criteria.
- The amount of credit awarded for each course may differ from the amount appearing on the transcript; educational systems vary greatly and we have adjusted the credits to the system used at IUPUI.

**DEPARTMENTAL EVALUATION FORM
FOR DISTRIBUTION OF INTERNATIONAL TRANSFER CREDIT**

(Note: Please feel free to make photocopies of this form if additional forms are needed.)

Guidelines for determining course equivalencies should accompany this sheet. If not, email ojaunder@iupui.edu or visit web site listed below. Be sure that the student's name & university ID # are completed on this form. Return completed forms to the Office of International Affairs - Admissions, 902 W. New York St, ES 2126. Please contact our office 274-7000 if you have any questions.

Last Name of Student	First Name	Mid Initial	University ID Number	Date

Indianapolis			
Campus	IUPUI School	IUPUI Department	Transfer College or University

Previous University Course ----- IUPUI Equivalent Course -----

Please copy the course title & credit hours as listed on the Intl. Transfer Credit Evaluation & NOT the transcript.		By completing this form you are awarding the student an IUPUI course that will appear on the student's transcript. The credit hours of the IUPUI course cannot exceed the original credit hours by more than one credit.			
ORIGINAL INSTITUTION COURSE TITLE	ORIG. CREDIT HOURS*	IUPUI DEPT.	IUPUI COURSE NUMBER	IUPUI COURSE TITLE	IUPUI CREDIT HOURS*

Signature of Department Chair or Designate: _____

Print Name of Department Chair or Designate: _____

Campus Telephone #: _____

Department: _____ Date: _____

Invalid without signature of Department Chair or Designate and printed name.

*Credit for an IUPUI course may be given, if the international university course (as marked on the *International Transfer Credit Evaluation*) carries the same amount of credit as the IUPUI course, plus or minus one credit. (See page3/Guidelines.)