REQUEST FOR EVALUATION OF TRANSFER CREDIT

A separate form should be filled out for each Business course you wish to have reviewed for transfer credit. Return this form with supporting documentation to the Kelley School of Business Undergraduate Office. BS 3024.

PLEASE TYPE OR PRINT

Date _______________

Name __________________________________________  Student I.D.# ___________________

Address_____________________________________  City/State/Zip_______________________

Day Telephone ____________________    Evening Telephone _____________________

IU COURSE WHICH YOU ARE REQUESTING BE REPLACED BY THE TRANSFER COURSE:

IU Kelley School of Business Course Number and Title __________________________

An evaluation of the course will include course comparisons on all or part of the following aspects. Please provide as many items for this review as possible. (Courses will NOT be evaluated without a syllabus):


TRANSFER COURSE FOR WHICH YOU ARE REQUESTING EVALUATION:

Course Dept & Number ________  Course Title ________________________________

Credit Hrs Received _____  Sem and Yr Taken _______  Grade Received _____ Semester/Quarter System (please circle)

Institution Name & Address ________________________________________________

(City & State)

AACSB Accredited? ____  Yes      _____ No

Sent To: __________________________________ Dept: __________________  Date:_______

I recommend that this course ___ be accepted ___ not be accepted as the equivalent of ________________

IU Course Number and name

Reasons: ______________________________________________________________________

______________________________________________________________________________

____________________________    __________________________
Professor                         Date

When Evaluation is Complete Return to:    Laura Owens

BS 3024
Occasionally, students are admitted to IUPUI with transfer credit for courses that do not have an exact IUPUI equivalent course. These courses are transferred to IUPUI as “undistributed credit”. In other words, students receive credit for hours taken (generally counted as electives in a degree program) but these courses do not match specific course descriptions. Students are therefore required to take the courses at IUPUI that meet specific program requirements.

If students wish to have these courses taken at other institutions evaluated for Indiana University Kelley School of Business course equivalency, they must provide documentation to support this request. The Kelley School of Business is accredited by the American Assembly of Collegiate Schools of Business (AACSB) and the North Central Association (NCA). To maintain and protect this important certification of quality, the Kelley School of Business will carefully scrutinize requests for course equivalency. In general, we grant equivalency for courses taken at AACSB accredited institutions for substantially similar courses offered at Kelley School of Business.

To submit a request for evaluation of course equivalency students must complete the Request for Evaluation of Transfer Credit form on the back of this page, provide a syllabus, and provide at least one additional item from the following list. Some syllabi contain course descriptions, in which case the syllabus is all that is needed. Except for the textbook, all items must be provided in the English language. Students may be asked to schedule an interview with a faculty member from the department offering the equivalent course.

- Syllabus (required)
- Textbook
- Course description
- Exams
- Certified analysis (in English) of coursework taken outside of the United States

The Undergraduate Policy Committee
Indiana University Kelley School of Business
Indianapolis Campus
May 1, 1999