

INDIANA UNIVERSITY
KELLEY SCHOOL OF BUSINESS
UNDERGRADUATE PROGRAM – INDIANAPOLIS

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):

1. Syllabus 2. Catalog descriptions 3. Textbook

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)

-----Do Not
Write Below This Line: For Undergraduate Program Office use

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*