

INDIANA UNIVERSITY

Principles and Procedures for Undergraduate Inter-Campus Transfers

(By action of University Faculty Council: November 14, 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.

1. 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.
 2. At the beginning of the Fall 2001 term, identically numbered courses at the 100 and 200 levels shall be treated as equivalently applicable towards degree requirements on any campus. If, prior to that date and in exceptional cases, degree granting units identify specific courses at these levels that are so uniquely articulated with major requirements on their campus that they must propose that these courses be distinguished through renumbering, then the UFC Agenda Committee shall appoint a special ICT Committee to evaluate such requests. This committee shall communicate with all relevant IU departments. Their judgments shall be binding.
 3. For identically numbered courses at the 300 and 400 level, units on all campuses shall review lists of all such courses to assess their equivalence, and to renumber as non-equivalent courses whose content significantly diverges on different campuses. The Academic Officers Committee, working with faculty governance, should coordinate this review. Judgments of specific course equivalencies should be determined by faculty in appropriate units on each campus, and differences of views among campuses should be adjudicated by the UFC ICT Committee, whose judgments shall be binding. This review and any necessary renumbering shall be complete before the Fall 2002 term.
 4. The UFC-EPC shall review the process whereby the Master Course Inventory is maintained and used, and recommend to the UFC changes that will ensure that identically numbered courses taught on different campuses will be adequately equivalent in content and requirements to allow equivalent applicability towards degree requirements on any campus. A new MCI policy will be determined before the end of the 2000-1 academic year.
 5. In cases where a unit's external accreditation can be shown to the UFC ICT Committee to be affected by ICT policy, that unit may limit the applicability of courses taken on a campus other than its own to the minimal degree necessary to maintain compliance with accreditation standards.
- 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.