

Request to Have a Transfer Course Evaluated by the Department of Economics

Before submitting this request, please read all of the information below.

HAVE YOU CHECKED THE CREDIT TRANSFER SERVICE?

*Check the [Credit Transfer Service \(CTS\)](#).

- If the course appears with an IUB equivalent in the CTS, you do not need to submit an evaluation request.
- If the institution offering the transfer work reports course title only on the transcript, make sure the course title is exactly the same as the title included in the CTS.
- If the institution reports both course title and course number, make sure both the title and the number are the exact same as those of the course you took, or plan to take.

*Print the CTS page showing the equivalent course and keep that page as a record until the course has successfully transferred and been added to your IUB record.

If the course is not included in the CTS or appears as undistributed (UN) credit hours, you must submit official course materials to the Department of Economics for review. Follow the steps below to have the course content evaluated.

1. **A detailed course syllabus is needed.** Course descriptions alone will not be accepted.
 - a. The ideal syllabus contains: institution/department, course title/number, MATH and ECON prerequisites/co-requisites, titles of all prerequisite courses, a brief written description of the course goals, required and/or recommend texts/readings, a detailed listing of course topics, and a university/college/department web site (in English) that can be used to verify course title/number, prerequisites, and the structure of the department's undergraduate degree program.
2. Review [the College of Arts and Sciences Bulletin, Department of Economics](#) course descriptions to find the course that you think best matches the course you took. Include this course number in your request.
3. Submit all course materials and this completed form to Wylie Hall, Room 105. You will receive an email after the Director of Undergraduate Studies has evaluated your course materials and determined whether or not the course is equivalent to a specific IUB ECON course. **Processing may take up to 4 weeks.**

IMPORTANT NOTES CONCERNING TRANSFER WORK

The Office of Admissions determines whether or not a course can transfer in to IUB as well as the amount of credit an equivalent course can transfer in to IUB. Due to differences in credit systems the amount of credit transferred in through a course taken at another institution might be different than the amount carried by its IUB equivalent. **All credit amount questions must be directed to iuadmit@indiana.edu.

**Some IUB schools will not accept transfer credit and/or they have transfer credit limits and restrictions. Be sure to check with the advisor for your major to verify that the transfer course will count toward your degree.

**A solid 'C' or above must be earned in order for a course to transfer in to IUB. Transfer work completed with a 'C-' or below will not be accepted for transfer by the Office of Admissions.

Date: _____ Student name: _____

IUB Student ID#: _____ IUB School / Major: _____ / _____

IUB Email: _____ ; please use only your IUB email for all IUB correspondence.

You will be notified via email once the course has been evaluated. This process may take 2-4 weeks.

Please sign below acknowledging that you have read and understand the above information.

Student Signature: _____ Date: _____

Course One:

School: _____ Location (Country, State, City): _____
Title of Course (include course number if available): _____

Answer only one: Preapproval: _____ - **OR** - Date course was taken: _____

IUB Course equivalent **suggested by student:** _____
(The information in the box is to be filled out by the Economics Department)

Insufficient course materials given to evaluate this course: _____
If a course should receive undistributed credit, please indicate at what level (100, 200, etc.): _____
Equivalent IUB course number: _____
Add this course to the Credit Transfer Service Database: _____ - *if NO, please provide details below.*
Director of Undergraduate Studies approval: _____ Date: _____
Evaluated by Professor James Walker, Director of Undergraduate Studies; Economics Department
Comments: _____

Course Two:

School: _____ Location (Country, State, City): _____
Title of Course (include course number if available): _____

Answer only one: Preapproval: _____ - **OR** - Date course was taken: _____

IUB Course equivalent **suggested by student:** _____
(The information in the box is to be filled out by the Economics Department)

Insufficient course materials given to evaluate this course: _____
If a course should receive undistributed credit, please indicate at what level (100, 200, etc.): _____
Equivalent IUB course number: _____
Add this course to the Credit Transfer Service Database: _____ - *if NO, please provide details below.*
Director of Undergraduate Studies approval: _____ Date: _____
Evaluated by Professor James Walker, Director of Undergraduate Studies; Economics Department
Comments: _____