

# Request to Have an International 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.

## **PREVIOUSLY TAKEN COURSES**

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. Obtain a detailed course syllabus. 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.**

## **PREAPPROVAL (Course not yet taken)**

If the course is not included in the CTS, you must follow the steps below to have the course evaluated.

1. Through [iStart](#), submit a request to establish a Credit Transfer Agreement (CTA) with International Admissions (IA). **Please be aware it can take IA up to 2 weeks to process and send you a CTA.**
  - a. The deadline to request a summer or fall CTA is May 1<sup>st</sup>. The deadline for spring is Nov. 15<sup>th</sup>.
2. IA will send you a copy of your approved CTA via e-mail.
3. If the CTA provided by IA includes ECON-UN articulations or indicates department approval is needed, you will need to fill out this form and follow these steps:
  - i. Obtain a detailed course syllabus. Course descriptions alone will not be accepted.
    - a. The ideal syllabus contains: institution/department, course title/number, MATH and ECON prerequisites/co-requisites, 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.
  - ii. 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.
  - iii. **Submit all course materials, the CTA provided by IA, and this completed form to Wylie Hall, Room 105.**

You will receive an email once 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.**
4. The Department of Economics will inform IA of the DUGS' decision.
5. IA will update your CTA.
6. After you complete the course(s), you need to send your transcript to IA in Poplars 221.
  - NOTE: The transcript you submit to IA **must** come from the same institution you listed on your CTA. The course title(s) and number(s) must be the exact same as those included on the course materials you submitted for review.

**IMPORTANT NOTES CONCERNING TRANSFER WORK**

\*\*International 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 submitted to [NEWTOIU@indiana.edu](mailto:NEWTOIU@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 IA.

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 up to 4 weeks.**

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Course One:**

School: \_\_\_\_\_

Location (Country, State, City): \_\_\_\_\_

Title of Course (include course number if available):  
\_\_\_\_\_

Preapproval: \_\_\_ -OR- Date course was taken: \_\_\_\_\_

IUB Course equivalent **suggested by student:**  
\_\_\_\_\_

**Information Below to Be Filled out by the  
Department of Economics**

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: \_\_\_\_\_

Comments:

**Course Two:**

School: \_\_\_\_\_

Location (Country, State, City): \_\_\_\_\_

Title of Course (include course number if available):  
\_\_\_\_\_

Preapproval: \_\_\_ -OR- Date course was taken: \_\_\_\_\_

IUB Course equivalent **suggested by student:**  
\_\_\_\_\_

**Information Below to Be Filled out by the  
Department of Economics**

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: \_\_\_\_\_

Comments: