

# Course Transfer and Appeals Policies

BL-ACA-H14

## About This Policy

**Effective Dates:**

04-02-2002

**Last Updated:**

12-01-2009

**Responsible University Office:**

Office of the Vice Provost for Undergraduate Education

## Scope

Students seeking to transfer credits to the Bloomington campus.

## Policy Statement

### I. Procedures for Requesting Course Transfers

Students should submit transcripts and course information to the appropriate Bloomington campus or school admissions office, which will make an initial determination concerning transferability. If consideration by a program unit officer is appropriate or requested by the student, materials will be forwarded by the admissions office. Materials for faculty review should include at least a syllabus, indicating statement of general course goals, schedule of topics covered, and readings, and students should be encouraged to supply additional material if they believe it will clarify the content and requirements of the course. If the materials are not in English, the student is responsible for supplying upon request a translation validated by an IU unit (all units should cooperate in validating student translations). The program unit officer will determine appropriate course equivalencies based on the principle that course coverage and requirements that achieve comparable curricular goals and standards should be treated as equivalent.

If the program unit officer determines that the incoming course should not be transferred for program credit, or should not be applied for the fulfillment of specific degree requirements, there should be a statement of the reasons for this decision, based on the materials submitted or on clear records of prior transfer student performance. In cases where course transfer is denied, or where the student is dissatisfied with the specific nature of the transfer approval granted, the student may appeal to the Course Transfer Appeal Board (CTAB). Students should be informed by the admission office processing their course transfer request of their right to appeal. In cases where a program unit comparability decision is based on an established proficiency test uniformly administered to transfer students, there shall be no further appeal.

### II. Bloomington Implementation Procedures of UFC Policy on Inter-Campus Transfer

Section II.E On the Bloomington Campus, ICT students wishing to appeal negative course equivalency decisions made by a program unit officer should petition the Course Transfer Appeal Board (CTAB). CTAB shall review ICT equivalency appeals under the same procedures used for external course transfers.

Reference: UFC Policy Section II.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.

### III. Course Transfer Appeal Board

The purpose of the Course Transfer Appeal Board (CTAB) will be to review student appeals of negative decisions concerning applications to transfer non-IU courses for credit and degree requirement applicability on the Bloomington campus.

CTAB will also review appeals concerning degree applicability of courses for students transferring from other IU campuses. CTAB membership will consist of eight tenured faculty members. Three will be appointed from COAS, representing humanities, social science, and natural & mathematical science disciplines. The remaining five will be appointed, one each, from the schools of Business, Education, HPER, SPEA, and Music. Appointment will be made by the Bloomington Faculty Council Nomination Committee for staggered two-year terms. The Nomination Committee will designate the chair annually. When appeals concern courses in other Bloomington schools, the chair of CTAB will request the relevant school to designate a faculty representative, who shall be a voting member of CTAB for that appeal.

Students should provide to the CTAB chair the course information that was submitted to the curricular office of the relevant unit, along with a copy of the statement of reasons why transfer for program credit or a specific comparability request was not granted. The Board will notify the relevant unit when appeals are filed, and provide the school dean an initial opportunity to confirm or reverse the equivalency decision within five working days. The Board may ask for further clarification from either the student or from the relevant unit, retaining copies of all correspondence, which will be open to the student to review. The Board will determine whether the stated reasons for denial of a specific transfer or equivalence request reflect the principle that course coverage and requirements that achieve comparable curricular goals and standards should be treated as equivalent. A majority vote is required to reverse a program unit decision. Board decisions will be transmitted by email and regular mail notice within fifteen working days of the submission of materials by the student. Decisions will be reported to the relevant unit admissions office, which will be responsible for ensuring that confirmations of negative decisions will be recorded, and that reversals that do establish equivalencies are forwarded to the Recorder and coded in IUCARE. A sustained review judgment will not be subject to further appeal for a period of five years.

## History

Approved: BFC 4/2/2002; 12/1/09

## Related Information

[ACA-55 Undergraduate Intercampus Transfers](#)

[ACA-56 Transfer of Credit Completed at the 100 and 200 Level](#)

[ACA-78 Transfer Credit Related to Military Service](#)

[ACA-82 Transfer Credit From an Associate's College Applied to an Indiana University Baccalaureate Degree](#)