

Indiana University Bloomington General Education Program

Form TR-UNDI: Request for Unarticulated Transfer Credit to Apply to GenEd Requirements

Student Information

Student name: _____

University ID number: _____ IU email: _____

Course Information

Course number: _____ Course title: _____

University/College at which course was taken: _____

Semester/Term and year in which course was taken: _____

Course appears on your IU transcript as: _____

IU Bloomington GenEd requirement to which you believe this course may apply (check **one**):¹

- | | |
|--|--|
| <input type="checkbox"/> English Composition | <input type="checkbox"/> Social & Historical Studies |
| <input type="checkbox"/> Mathematical Modeling | <input type="checkbox"/> Natural & Mathematical Sciences |
| <input type="checkbox"/> Arts & Humanities | <input type="checkbox"/> World Cultures |

Checklist

The following items **must** be submitted with this form for review by the General Education Committee:

- Course description
- Prerequisites
- Complete syllabus
- List of assignments
- Reading list for course
- Student statement explaining rationale for applying this transfer course toward the IU Bloomington GenEd requirements. Please explain how the course aligns with the designated learning outcomes for the GenEd requirement to which you believe the course should apply. (For details on the GenEd learning outcomes, see <http://www.iu.edu/~bulletin/iub/general-education/2011-2012/learning-outcomes/>.)

Transfer courses cannot be evaluated for the IU Bloomington General Education Curriculum without all of the course information listed above. Failure to submit the required information will result in the denial of the request. Additional documentation (such as exams and quizzes, papers written for the course, etc.) may be required by the review committee

¹ For details on the IU Bloomington General Education learning outcomes, see <http://www.iu.edu/~bulletin/iub/general-education/2011-2012/learning-outcomes/index.shtml>.

IU Bloomington General Education Policy on Undistributed Transfer Credit

With appropriate approval, transfer credit that appears on a student transcript as “Undistributed” **may** apply toward GenEd Common Ground requirements. Students who wish to have undistributed transfer credit evaluated for possible application to their GenEd requirements should first contact the Office of Admissions to request course articulation through the standard procedure. If such transfer credit cannot be articulated to an IU Bloomington course, the student may request that the undistributed credit be evaluated for applicability to GenEd requirements. Applicability of undistributed transfer credit to GenEd Common Ground requirements requires approval of the appropriate academic unit (as determined by the subject matter of the course) and of the GenEd Committee. Students must meet published deadlines for the evaluation of undistributed transfer credit and will not be allowed to file a petition for a single course more than once.

Transfer credit will be reviewed for applicability to GenEd Common Ground requirements only after the student has completed the course and the transfer credit appears on the student’s Indiana University transcript.²

Before submitting this form, please verify the following:

- The transfer credit has been processed by the IU Bloomington Office of Admissions and appears on my IU transcript.
- I have contacted the IU Bloomington Office of Admissions and followed their standard procedure for requesting course articulation for the transfer credit identified on this request form.
- The Office of Admissions, in consultation with the appropriate departmental faculty, has determined that no equivalent course is offered at IU Bloomington.
- I have included all of the required course information listed in the checklist on the front of this form.

Student signature: _____ Date: _____

Please submit completed form and all required materials to:

**General Education Committee
Office of the Vice Provost for Undergraduate Education
Maxwell Hall 100
IU Bloomington**

In accordance with the policies of the Indiana University Bloomington GenEd Program, this request is		
Approved: _____	Denied: _____	Date: _____
Comments: _____		

² For additional details on the IU Bloomington General Education policy on transfer credit, see <http://www.iu.edu/~bulletin/iub/general-education/2011-2012/policies/transfer-credit.shtml>.