



## INDIANA UNIVERSITY

UNIVERSITY DIVISION  
Office of the Vice Provost for Undergraduate Education  
Bloomington

### Information for University Division Students

#### Re: Taking coursework at a non-IU institution

1. **University Division does not encourage or discourage your taking courses on non-IU campuses.**
2. You are responsible for understanding how coursework taken elsewhere will impact your degree progress, your academic standing, and your potential for academic success at IUB.
3. To determine if/how specific courses you plan to take at a non-IU institution will transfer to IU Bloomington, go to the IUB Office of Admissions' Credit Transfer Service found at <http://cts.admissions.indiana.edu/index.cfm>. Print copies of your personalized "Shopping Cart" of potential equivalencies to document your rationale for considering enrollment in specific courses at a non-IU institution.
4. Make sure you understand IU's "Credit Transfer Policies" posted on <http://cts.admissions.indiana.edu/policy.cfm>.
5. If the non-IU institution you wish to attend requires evidence of your current academic standing or an official university signature on your application, go to the Office of the Registrar at 408 N. Union St. between 9am-4pm, Monday-Friday to request appropriate documentation. Take a picture ID with you.
6. If the non-IU institution you wish to attend requires evidence of your completed coursework at IUB, remember that you can print an unofficial transcript from your Student Center. If you need an *official* transcript, go to <http://registrar.indiana.edu/> and click the "Transcripts" link.
7. If the non-IU institution you wish to attend requires information related to your disciplinary record, go to the Office of Student Ethics, 801 N. Jordan, or call 812-855-5419.
8. See your University Division advisor if you have questions or concerns.

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### Information for Non-IU System Institutions

#### Re: Enrollment of University Division students from Indiana University-Bloomington

1. **University Division at Indiana University Bloomington has no authority to grant permission by letter or other means to IUB students who wish to take courses on non-IU campuses. IUB students are responsible for their own enrollment decisions.**
2. IU Bloomington academic placement test scores and prerequisite course requirements are relevant only to courses offered at IU Bloomington. Therefore, University Division advisors do not make placement recommendations for courses offered by other institutions and cannot overrule prerequisite coursework required and enforced at other institutions.

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