

Department of Spanish and Portuguese Transfer Credit.

If you have received transfer credit from another college or university, and you wish to have your transferred class(es) evaluated by the Spanish/Portuguese Department in order to determine an IU Bloomington course equivalency, you will need to complete the "Course Equivalency for Transfer Credit Petition Form" below. This process must be used for transfer credits from outside institutions, both within the US and abroad (e.g. overseas study credit, particularly overseas study credit received through non-IU programs).

Please note: there is no way the Director of Undergraduate Studies can guarantee a course taken abroad will transfer back as a given course in the IU system. Before you leave, the DUS can tell you which course might be a possible equivalency, but that is the extent of what we can guarantee. Whether or not a course you take overseas may transfer back as an IU course and which depends, among other things, on the materials, the syllabus, the exams and quizzes, and the amount you read and write in Spanish/ Portuguese/ Catalan in the course you take abroad. **It is your responsibility to submit all materials.** That is, you will need to bring all your materials back with you in order for them to be evaluated and to ascertain if there is a possible equivalency. You can do this in paper or electronic format (please note: if course materials are in a portal (like Canvas) in your program abroad, make sure to download all necessary materials before your return as you may not be able to access that portal once the semester is over).

Course Equivalency Petition for Transfer Credit:

Use this form if you would like to have transfer credit evaluated and converted into an equivalent IUB course in Spanish, Portuguese, or Catalan (see the College Bulletin for a list of our courses). You may list up to four courses on this form if they are from the same institution. Please use a separate form for each school. Your transfer credit may come from another American college or university or from a study abroad program. If you participated in an IU-sponsored study abroad program and your courses have predetermined IUB equivalencies (beyond undistributed overseas credit), you do not need this form because your courses should already have IUB names and numbers. If you do not know whether or not your program is/was IU-sponsored, please consult with the Office of Overseas Study.

Name: _____ Date: _____

I.D. Number _____ You are a: Major ____ or Minor ____

E-MAIL Address: _____

COURSES ALREADY TAKEN for the major or minor _____

Domestic College/University: _____

OVST, please list the name of the institution at which you studied overseas and the program: _____

Country (for OVST): _____

SEMESTER You took the classes: _____ What do you need _____

Please list the course(s) taken at this other university or college, in the U.S. or on a study abroad program, which you would like to have reviewed for an equivalent course in Spanish/Portuguese at IUB

Course: _____

Course: _____

Course: _____

Course: _____

Office use only:	Office use only:
IU Equ. _____	Dir. Initials _____
IU Equ. _____	Dir. Initials _____
IU Equ. _____	Dir. Initials _____
IU Equ. _____	Dir. Initials _____

Please attach a syllabus for each course listed above. With each syllabus please include as much of the following as possible: written exams, papers, other assignments, notes, text book information, and any other relevant materials.

You must then make an appointment with Professor Alejandro Mejías-López, Director of Undergraduate Studies, Department of Spanish and Portuguese, GA 2167 by calling 855-8612.