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## Apprenticeship, Fieldwork, and Internship Transfer Courses

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This document **outlines only the process for consideration** of apprenticeship, fieldwork, and internship credit at the undergraduate level. Apprenticeships, fieldwork, and internship courses are unique to each individual student, and may be paid, volunteer, and/or credit bearing. *Transferring and evaluating these types of courses into IU for IU course credit requires an evaluator to consider different criteria that do not affect other courses.*

For the apprenticeship, fieldwork, and internship credit to be considered for evaluation, **the following conditions are generally considered necessary:**

1. The **credit must have been denoted as credit bearing** on an official transcript from the institution that originally granted the credit.
2. An official transcript from the original credit granting institution must be sent to the IU campus at which the student plans to be degree seeking.

If the apprenticeship, fieldwork, and/or internship course credit was not posted as credit bearing to the official transcript from the original institution, the credit cannot be evaluated under these guidelines, but may be evaluated under *Prior Learning Assessment (PLA) guidelines*.

### **Evaluation Considerations of Apprenticeship, Internship, & Fieldwork Courses:**

The assignment of an apprenticeship, internship, or fieldwork course as an equivalency for IU course credit is dependent on whether or not the school or department is able to accept those types of courses. For example, IU program residency requirements as well as department and/or program accreditation might influence how the credit is brought in and applied to a degree. Most times, the course will be brought in as undistributed credit.

As with any application of transfer credit toward degree requirements, there are limits to the number that may be applied. By IU policy, no more than 64 credits from a two-year associate college may be applied to any IU baccalaureate degree. In addition, the Higher Learning Commission's (HLC) statement on assumed practices sets a standard expectation that at least 25% of the degree credits are to be completed at the degree granting campus:

**HLC Assumed Practice B(b):** "The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically, institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission. Any variation from the typical minima must be explained and justified."

In addition, some major requirements are required to be taken at IU either by degree requirement or by program level accreditation limits on outside courses.

For more context, because the accrediting body for social work or other professional schools do not typically accept fieldwork or internships, students are expected to meet junior or senior year requirements from the degree granting institution. Some cite the HLC Assumed Practices, as most internships or fieldwork courses fall within the last two years of the degree. With the limit of 90 credits, it is expected that the upper level courses (300/400) will generally be taken at IU and not replaced by transfer credit.

### **Processing and Evaluation of Apprenticeship, Internship, & Fieldwork Courses:**

After the IU campus has received the official transcript from the credit granting institution, the IU campus should first determine if the institution is accredited in a way that allows the campus to accept transfer credit.

Apprenticeship, fieldwork, and internship credit that was awarded with an actual grade from the original credit granting institution will be awarded undistributed credit based on the subject of the course. The Office of Admissions at the campus reviewing the credit for the student is responsible for creating the rule to award undistributed credit and updating the student's record. As with pass/fail or satisfactory type grades, these courses cannot be used to meet major requirements unless the program specifies otherwise, but can generally count toward the total credits required for graduation. See the [Non-Graded Transfer Courses Guidance Document](#) for more on non-traditional courses.

Then, the campus will follow their prescribed practices of sending the course to the appropriate school or department that matches the incoming credit subject. Because this type of credit is student specific, the receiving school or department will determine if specific credit may be awarded over undistributed credit for that student. The school or department may require a student to submit documentation to complete the evaluation. If no school or department matches the incoming credit subject or takes ownership of the subject, the course credit will remain undistributed.

The school or department is **encouraged to do the following** if they determine the credit is equivalent to a program specific requirement:

1. **Add a waiver** in the student's record for the course to be updated to the new equivalency.
2. **Enter a note** into the student's record detailing the reason for awarding program specific credit.

If the student's declared academic program differs from the apprenticeship, internship, and/or fieldwork credit being evaluated, the school of department in which the student declared their major evaluates the credit on a student by student basis to determine if and how the credit may be applied to the student's degree.

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*If you have any questions or concerns with this guidance document,  
contact the UTO at [uto@iu.edu](mailto:uto@iu.edu).*