



UNIVERSITY ACADEMIC AFFAIRS

# UNIVERSITY TRANSFER OFFICE

## Guidance Document: Rule Definition

### Scope

All Indiana University campuses, schools, and departments

### Guidance Document Statement

- A. **Rule:** Indiana University defines a **rule** as an equivalency.
- B. **Equivalencies:** Equivalencies are decisions reached through content assessment and determination of external education. Equivalencies are standardized decisions, recorded in our student information system (SIS), posted in transfer equivalency tools, and applied equitably and automatically to students' academic credit reports.
  - a. Content assessment for external education does not guarantee awarded credit.

### Reason for Guidance Document

This document is designed to define a rule, briefly describe steps for determination of a rule, provide procedures for how a rule is created, and procedures to request exceptions to rules on a student-by-student basis.

### Procedures

- A. Criteria for determination of external education based on a set of standards
  - a. Set of standards refers to [Indiana University Transfer Credit Standards](#).
- B. To receive exceptions to rules, students must receive approval from the respective department chair or program coordinator specifying the exception the student will receive instead of the rule
  - a. Rules must be established before exceptions to rules may be requested and approved for specific students
- C. Equivalencies awarded to students will be awarded based upon the term students transfer external education to IU.
- D. Rules are not static and may change upon external education alterations, IU course curriculum modifications, or by content assessment.
- E. Equivalencies may be articulated as nontransferable, undistributed, or a direct equivalent.
- F. Equivalencies may be stored in SIS systems as one-to-one, many-to-one, many-to-many, multiple equivalencies for the same transfer course, and excess undistributed credit.
  - a. For many-to-one equivalencies and many-to-many, students must complete all external education courses part of the group and meet minimum grade requirements to be awarded credit for IU courses.
    - i. Students who fail to meet requirements for many-to-one and many-to-many equivalencies may not receive the equivalent credit at IU.

- b. For such cases when there are multiple equivalencies for the same transfer course, credit will only be awarded for one equivalency (not both).
  - i. Equivalencies will be awarded according to which one will satisfy the program requirements for the student who is receiving the equivalency.
  - ii. If it is unclear which equivalency will satisfy program requirements for a particular student, students will receive either equivalency at random.
    1. Students, staff, or faculty may request the alternative equivalency/equivalencies

## Definitions

- A. **Content assessment** refers to the review of information or requested materials by appropriate IU faculty or designees
- B. **External education** refers to evidence of college-level, competency-based learning, including coursework completed outside of IU
- C. **Applied equitably** is defined as credit awarded across all undergraduate disciplines and applicable to all students regardless of class-standing or modality.
- D. **Non-transferable** is defined as no credit will be awarded by IU.
- E. **Undistributed** refers to instances in which content assessment has determined learning outcomes are college-level but not 80% or more similar to a course offered at the receiving IU campus.
- F. **Direct equivalent** refers to instances in which content assessment has determined learning outcomes are 80% or more similar to a course offered at the receiving IU campus.
- G. **One-to-one** is defined as determination of how individual courses match (or are equivalent to) each other in terms of content, learning outcomes, relevance, and value.
- H. **Many-to-one** equivalencies refers to two or more courses match (or are equivalent to) a single IU course.
- I. **Many-to-many** equivalencies refers to two or more external courses match (or are equivalent to) one or more IU courses.
- J. **Multiple equivalencies for the same transfer course** refers to external courses which match (or are equivalent to) two or more IU courses.
- K. **Excess undistributed credit** refers to undistributed credit awarded for credit leftover after direct equivalent credit is awarded for external education courses which were more credits than the IU direct equivalent(s).

## Synonyms

- A. Rule: articulation rule, articulation, equivalency, equivalent, transfer course rule, universal equivalent, universal rule, universal articulation, match
- B. Content assessment: Official evaluation, evaluation, equivalency review, equivalency evaluation
- C. Academic credit reports: credit transfer report (CTR), credit posting
- D. One-to-one: course-to-course, single equivalency
- E. Many-to-one, many-to-many: groups, grouped rules, grouped equivalencies, grouped articulations
- F. Excess undistributed credit: leftover credit, extra credit