

psychology@iupui

Guide to Transferring

Note: Request an electronic copy by emailing psyadv@iupui.edu. It will make following the numerous links in this document much easier.

Transferring into Psychology from Another IUPUI School or Unit

It is important to know what school or IUPUI unit you are currently in. You can find this information out by going to <http://onestart.iu.edu> and clicking on your **Student Services** tab and then clicking on your **Academics and Grades** tab. On the right hand side it should list your current enrollment status (what school or unit you are in) and right underneath you should also see the name and contact information of your academic advisor.

For students who would like to be Psychology majors and are currently IUPUI students in another school (e.g. Liberal Arts) or unit (University College), you'll need to "certify" into the School of Science by meeting the following criteria:

- Complete required coursework - Students must have completed PSY-B110 with a C or better. The GPA for Psychology coursework needs to be a 2.0 or better to transfer into the department.
- Students must have completed a minimum of 12 credit hours at IUPUI with a 2.0 or higher cumulative GPA.
- Students must fill out a form to certify to the School of Science/Psychology. This is done online at: <http://science.iupui.edu/undergraduate/admissions/current> If requirements are met, this process will take 4-6 weeks. You will be notified by email of your status from the School of Science Dean's office and a welcome letter and Entry Audit* will follow by regular mail.

**An Entry Audit is mailed when you are admitted to the school and the psychology major. This is an official document from the School of Science Recorder that documents how transfer and special credits apply to your degree. Keep a copy of this for your records.*

Transferring into Psychology from Another College/University

As part of your application review, the Office of Undergraduate Admission will review courses taken at other colleges and universities and determine where transfer credits can be awarded. In order to have your transcripts formally reviewed, you must first apply for undergraduate degree-seeking admission, and submit official transcripts from each school you have attended after high school. If you have received college credit while still attending high school, you still need to submit a transcript from the college awarding the credits.

Most often, IUPUI will transfer credits into the university from another college or university if there is an equivalency course offered on our campus. When an equal course is not available, the course may either be transferred in as an undistributed elective, or a decision may be made that there is no transferable credit.

IUPUI is accredited by the North Central Association of Colleges and Schools (NCA-HLC), and in order to transfer credits from another institution, IUPUI requires that the student received at least a grade of "C" or better and that the school be regionally accredited. When a school is not regionally accredited, we may transfer up to 15 hours of general education coursework only; however, this is not automatic, there are several other criteria those courses have to meet in order for them to transfer as undistributed credits.

How Do you Know if Transfer Courses Count?

Some courses that the university is familiar with transfer and distribute automatically other coursework will be designated as undistributed. You may initiate a review if you would like to have undistributed credit considered for equivalency to an IUPUI course or General Education Competency. This process must be initiated by your academic advisor. Before initiating the request, please gather information about the course, including a syllabus, course description and/or textbooks used as this will help your advisor expedite the request.

You may need to make registration decisions before you know how all of your transfer courses distribute. If this is the case, be sure to work with an academic advisor in psychology. One rule of thumb is if the course looks familiar to you, then avoid it until you know for certain.

For more information regarding the transfer process go to:

Transfer Tools: <http://enroll.iupui.edu/admissions/undergraduate/credit/>

How do Transfer Students Get Connected in Psychology?

- Read the ***“checklist for psychology majors”*** which can be picked up in the Psychology Advising Office in LD 123. This checklist offers suggestions about how to manage your education beyond just taking classes. It offers advice for students planning a career with their bachelor’s degree or admission into graduate or professional school. Begin to consider where you are on the checklist and what things you can be doing in the next semester or year to stay on track with your career and academic plans.
- Visit with the Peer Advisors in the Psychology Advising Office. These are student leaders who are well connected to the department and can offer advice on getting involved.
- Attend a Psychology Club/Psi Chi meeting. These two student organizations meet together monthly and offer opportunities to meet other psychology majors, to participate in service activities, and to learn more about psychology through guest speakers.