Use this form if you would like to have transfer credit evaluated AND if you do not have a formal syllabus for the course. Please use a separate form for each course.

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, you do not need this form because your courses should already have IUB course numbers and titles. If you do not know whether or not your program was IU-sponsored, please consult with Overseas Study.

NAME: __________________________________________

IU ID# : _________________________________________

EMAIL ADDRESS: _______________________________

LOCAL PHONE: __________________________________

COLLEGE or UNIVERSITY
or STUDY ABROAD PROGRAM: ________________________________

COUNTRY (for OVST): _____________________________________________

SEMESTER OF ENROLMENT: _______________________________________

COURSE NUMBER: ________

COURSE TITLE: _____________________________________________

Please attach to this form the following information:

- A brief outline of the course (main topics, how many days on each topic, lecture or discussion or visit to a site or museum)
- A list of all required readings (include textbooks, documents, journal readings, microfiche, novels, poetry, etc.)
- Supplementary readings (include readings recommended by the professor)
- A list of the quizzes with a brief description (multiple choice, short answers); keep copies of all your work—this information may be needed to determine how to distribute your credit.
- A list of the exams with a brief description (i.e. midterm and final, multiple choice, short answer, essay, take-home or in-class)
- A list of the writing assignments with a brief description (include formal papers, informal writing, e.g. journals, in-class writing, page lengths; was research required? were quotations from primary sources required?)

Deliver your materials to the Department of Classical Studies, Ballantine Hall 547, to the attention of the Director of Undergraduate Studies.