

INDIANA UNIVERSITY KOKOMO INTERCAMPUS TRANSFER PROCEDURES

Students must meet the intercampus guidelines of the campus they wish to transfer.

Students may access the intercampus transfer application on the following web sites:

- <http://www.iupui.edu/~moveiu/>
- www.iuk.edu
Student Services → Registrar → Students → Transfer from one campus to another.
- <http://www.iuk.edu/registrar> → Students → Transfer from one campus to another.

Transferring FROM the Kokomo campus to another IU campus

- Check with **your present** advisor to discuss eligibility requirements to transfer to another campus.
- Access one of the web sites above. Complete the intercampus transfer application and route to the appropriate campus.
- The receiving campus will notify students if they have been accepted to that campus.

List of Contact Offices:

Bloomington: iuadmit@indiana.edu
East: fyork@indiana.edu
Fort Wayne: ipfwadms@ipfw.edu
Kokomo: udivtrans@iuk.edu
IUPUC: sblizard@iupui.edu
IUPUI: erroll@iupui.edu
IUPUFW: ipfwadms@iupui.edu
Southbend: regofc@iusb.edu
Southeast: admissions@iusb.edu
Northwest: regisnw@indiana.edu

Transferring TO the Kokomo Campus

- Check your present campus to discuss eligibility requirements to transfer.
- Meet with your present academic advisor to discuss academic preparation, grades, etc. needed for intercampus transfer.
- Access web site and complete the online intercampus transfer application.
- Application will be routed to proper office on Kokomo campus.
 - Registrar's Office – Temporary transfer
 - University Division – Permanent transfer
- Advisor from the appropriate major will contact the student regarding the status of a permanent transfer to Indiana University Kokomo.
- Registrar's office will contact the student regarding the status of the temporary transfer.

Advisors on Kokomo Campus

Business – Joan Hoch – KO185 - (765) 455-9450- jhoch@iuk.edu

Nursing – Morris Starkey – KE220 - (765) 455-9384- mstarke@iuk.edu

Education – Charlotte Miller – KO176- (765) 455-9367- cmiller@iuk.edu

School of Arts and Sciences – Cathy Barnes – KO 238A (765) 466-9436- cibarnes@iuk.edu

Allied Health – Robert Roales – SM212 – (765) 455-9371- rroales@iuk.edu

Natural, Information & Mathematical Sciences – Robert Roales – SM212 – (765) 455-9331- rroales@iuk.edu

SPEA – Carol Garber – KE340– (765) 455-9330- cagarber@iuk.edu

Labor Studies – Bill Merlo – KE345 – (765) 455-9387- wmello@indiana.edu

Continuing Studies/ACCEL –Lori Collins– KM116 – (765) 455-9426- lcollins@iuk.edu

University Division – Christal Atkins – KE120 – (765) 455-9309- udivtran@iuk.edu

E-mail Contacts

Permanent Transfer: udivtran@iuk.edu

Temporary Transfer: registra@iuk.edu

- ❖ Advisors should forward a copy of the On-line Inter-Campus Transfer Application to the Admissions Office for each student who is accepted to transfer to IU Kokomo. The term, program plan, and class standing should be noted in the e-mail.
- ❖ The Admissions Office will forward the appropriate information regarding the student to the Registrar's Office.
- ❖ The Registrars Office will run the Repeat Rules-Mode A for students transferring into IU Kokomo so that that student's course record will be updated.

Intercampus Transfer (ICT) from another IU campus

Students on other IU campuses are eligible to complete an intercampus transfer as long as they have not been dismissed from another IU campus. If a student has been dismissed, the IU Kokomo readmission policy applies. Moreover, when a student's GPA and total credits would warrant dismissal from IU Kokomo's, IU Kokomo readmission policy will apply.

Students requesting an ICT with a cumulative GPA of 2.0 or greater and/or a most recent semester GPA of 2.0 or greater are considered in good standing. Students who do not meet the above criteria are probationary transfers. The IU Kokomo policy regarding probation and dismissal will apply to these students.

TEMPORARY INTERCAMPUS TRANSFERS

Intercampus Transfer Information for UDIV Staff

Trans B1, B2, B3, B4 – Temporary transfers from within IU system is directed to the Registrar's Office. Registrar's staff will complete all the necessary paperwork. UDIV staff will do academic advising if students need it.

Trans B9 – Outside of IU system (Ball State, Purdue, Manchester, Indiana State, etc.) are directed to Office of Admissions. Student must verify proof of good standing and complete application if appropriate through Admissions. Admissions staff will process RAF and send to Registrar's Office. Students will be sent a letter by Admissions to contact UDIV office if they need advising. This is for first time students or ones that were previously admitted as TRANS.

Permanent Transfers

UDIV will process all permanent ICT

Copies of electronic form from student sent to us (UDIV office). Once we receive we will send copy to appropriate advisor to act on.

Copies of all ICT forms must be kept in the UDIV Office for one year. After report is tabulated the forms may be discarded.

All ICT of students transferring to another IU campus must be processed through the University Division Office.

February 28, 2007