

## Guidelines for Credit Transfers (GSIR Exchange Program)

June 2025

### Requirements:

- ✓ You may transfer **up to 10 IUJ credits** from the host school.
- ✓ Final credit transfer approval will be determined at a GSIR faculty meeting after your return to IUJ.

### Credit Conversion Guidelines:

- A minimum of **11.25 classroom hours** is required to earn 1 IUJ credit.
- Credits are assigned in 1-credit intervals, based on the total classroom hours of the courses taken.

### Credit Conversion Table:

|   |        |       |        |       |        |       |
|---|--------|-------|--------|-------|--------|-------|
| Minimum Classroom Hours at Host Schools | 11.25H | 22.5H | 33.75H | 45.0H | 56.25H | 67.5H |
| Credits Given at GSIR                   | 1      | 2     | 3      | 4     | 5      | 6     |

### Notes:

- This table does NOT apply to language courses.
- Exam weeks are not included in total classroom hours.

### Credit Transfer Procedures:

#### 1. Submission Requirements:

Submit the following documents to the Office of Academic Affairs (OAA) **within one month** of your return to IUJ:

- ✓ **Application for Credit Transfers**
- ✓ **Official transcript** issued by the host school
- ✓ **Course syllabi** for all courses you wish to transfer

#### 2. Review Process:

The OAA will evaluate your documents and present them at a GSIR faculty meeting for final approval.

#### 3. Notification of Results:

Once approved, the OAA will notify you and finalize the credit registration.

#### 4. Grading Policy:

Transferred credits will be recorded on a **Letter Grade** basis and will be included in your GPA calculation.

### **Important Notes:**

1. Advanced Seminar Exemption:
  - During your study abroad period, you are exempted from taking **Advanced Seminar**.
  - You must **compensate for the missing 2 Advanced Seminar credits** by taking another GSIR content course.
  - Communication with your supervisor is essential before and during the study abroad period to ensure proper research planning and activity progress.
  
2. Language Courses:

You may transfer credit from a language course as 1 IUJ credit only if all the following conditions are met:

  - a) The course content is closely related to your thesis or research topic.
  - b) The course has more than 22.5 contact hours.
  - c) The credit transfer is approved by your academic supervisor.
  
3. Duplicate Content Restriction:

You cannot receive credit twice for the same or similar content.

#### Examples

- International Politics: IRP students cannot transfer credit from a course with overlapping content with “International Politics,” a core course at IUJ.
  - Cost Benefit Analysis: You cannot register for “Cost Benefit Analysis” at GSIR if you already transferred credit from a course with similar content.
4. If Total Earned Credits Exceed 10 IUJ Credits

If you earn more than 10 credits at the host school, you must adjust your credit transfer to comply with the maximum limit. You have two options:

    - a) Transfer all courses, but reduce the number of credits per course to stay within the 10-credit limit.
    - b) Select specific courses not to transfer, so that your total credit transfer remains within 10.

### **Contact:**

If you have any questions or concerns, please feel free to reach out to the OAA.

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