



COLLEGE OF
ARTS AND SCIENCES

INDIANA UNIVERSITY
Office of the Executive Dean
Bloomington

Resumption of Undergraduate Studies Inquiry Form

Introduction

Credits earned in pursuit of a degree in the College of Arts and Sciences do not expire and a student does not "lose credits" if credits are "old." What does change over time, however, are degree requirements and how the credits earned count toward these requirements. According to College policy, when more than eight years have elapsed since a student in the College first began work on a bachelor's degree, the student forfeits the right to fulfill the requirements that were in place when the degree work was first started. Normally, the student is required to fulfill whatever newer requirements are in place when the student resumes study. This sometimes affects the amount of coursework that is required for the student to complete the degree. Each student's case is reviewed individually.

Because the process of determining remaining degree requirements is often labor-intensive and complicated, the College has initiated a multi-step process. The first step is to complete and submit this form. After doing so, a representative from the College Recorder's Office will retrieve and analyze your academic records. Understanding your goals and limitations will help in making recommendations and identifying potential obstacles for degree completion. The entire process can take 8 to 12 weeks, assuming you act in a timely manner.

After your record is retrieved and reviewed, you will be invited by email to speak with the representative from the College Recorder's Office who is assisting with your case. Should you decide to move forward with degree completion in the College of Arts and Sciences, the representative will guide you through the next steps in the process. See page 2 of this form for submission instructions.

Part I. Basic information (please print)

Form fields for basic information: Last Name, First Name, Middle Name, Address, City, State, Zip Code, Phone Number, Email Address, Date of Birth, Other Name(s) Used While at IU, IU Student ID No., Dates Attended IU.

Part II. Academic work since leaving IU

If you have completed coursework at another institution since leaving IU, please provide the information below.

Table with 3 columns: School, Dates, Approximate number of credit completed. Includes three rows for data entry.

Part III. Intentions and limiting factors

Please answer the following questions to help us understand your plans for degree completion and any factors that may affect your ability to do so.

- Indicate which of the following best describes your current goal regarding degree completion (select one):
 - A. I intend to complete the baccalaureate degree and major I was pursuing before stopping my studies. I have little or no interest in other possibilities.
 - B. If feasible, I intend to complete the baccalaureate degree and major I was pursuing before stopping my studies, but I am open to other possibilities.
 - C. I intend to complete whichever IU Bloomington baccalaureate degree I can earn the quickest.
 - D. I intend to complete a specific baccalaureate degree and major in the College of Arts and Sciences that I was not previously pursuing. It is (list below):

Degree/major: _____

- Indicate which of the following best describes how you intend to take classes in order to complete your degree (select one):
 - A. I live in (or can easily commute to) Bloomington to attend classes in person on campus.
 - B. Though it may be difficult, I will be able to make arrangements to attend some classes in person on the Bloomington campus.
 - C. I cannot return to Bloomington, but live near another IU campus.
 - D. I cannot return to Bloomington or another IU campus. I hope to finish the degree by transferring courses taken at another college or university.
- Please provide any additional information below that you feel would be helpful for us to know about your current situation and future plans.

Part IV. Signature

My signature below indicates that I am the person listed in Part I of this form and that the information provided is, to the best of my knowledge, true and accurate. It also indicates that I understand that my degree requirements are not official until all steps of the review process are complete and I have been informed in writing of its outcome.

Signature

Date

Submit completed form to:

Recorder's Office • College of Arts and Sciences • Owen Hall • 790 E. Kirkwood Ave. • Bloomington, IN 47405-7101
Phone: (812) 855-1821 • Fax: (812) 855-2157 • Email: coasrecd@indiana.edu

College Recorder's Office Use Only

Processes	Original Term Data	Student Follow-up	Notes:
SIS Actvtd: _____	System Mtrc: _____	Invitation: _____	
CHER: _____	IUB Mtrc: _____	Convers.: _____	
P/D Rev.: _____	RQ: _____	Email 2: _____	
Sus/Exp: _____	Program: _____	8YR Form: _____	
Repeat Rls: _____			