

College of Human Sciences

The College of Human Sciences (CHS) will assist veteran or active duty students in determining how their military coursework will transfer into CHS courses and/or help a student facilitate the evaluation in another ISU College. Courses may transfer in under three categories: 1) Equivalent: the military course is an exact match to an ISU course; 2) Substitute: the course is NOT an exact equivalent, but it is an approximate match to an ISU course; or 3) Course does not transfer: there is not an equivalent or substitute course in the student's program of study and will therefore be counted as an elective.

If the course is transferred into ISU and the ISU Admissions Office has already determined it to be an equivalent, no further action is necessary. If the course transfers into ISU and is not an equivalent, the student may seek approval to have the course reviewed by the offering department. In the College of Human Sciences, the following individuals will assist any ISU student in the review of the following departmental coursework:

- Apparel, Events, and Hospitality Management: Dawn Fiihr
- Food Sciences and Human Nutrition: Anne Oldham
- Human Development and Family Studies: Pat Walsh
- Kinesiology: Carol Cordell
- School of Education: Alicia Edwards

To begin the review process, a student should first contact his/her academic adviser to discuss military credit questions and applicability of credits. Once it is determined that military credit(s) should be reviewed, the student should follow the process below:

1. Student meets with the appropriate CHS adviser (listed above) and provides the adviser with information about which courses he/she would like to be reviewed. Many times, this will include list of course substitution options and a description of the military course(s).
2. Adviser and student complete the **"Request for Department Review of Transfer Course"** form.
3. Once complete, the adviser submits the transfer course form to the faculty evaluator for review. Departmental or College Curriculum Committees will be consulted as needed.
4. Once the faculty review is completed, the adviser informs the student of the results, and submits the transfer course form back to the Student Services Office in 131 MacKay, at which point appropriate degree audit changes are made. If the course is approved as an equivalent, the Student Services Office will submit the original form to the Admissions Office to add to the University's transfer database. If the course is deemed a permanent substitute in that academic program, the form will be submitted to the Degree Audit Officer for updating.