Overview

Admissions will record the completion of the Indiana Statewide General Education Core at other Indiana universities via the Student Milestone table. If a transcript arrives from an outside institution with a notation that the student completed the Indiana Statewide General Education Core, the student will have a milestone placed on their record. If no notation appears on the transcript, then no additional action will be taken by the admissions office beyond the normal review and posting of eligible transfer credit.

An example of a student notation from Purdue University:

![Example of Transcript Posting](image)

Set the INSTGEC Milestone

1. Navigate to: Records and Enrollment > Enroll Students > Student Milestones.
2. Click Add a New Value.
3. Enter the student ID, Academic Institution, and Academic Career.
4. DO NOT enter a Program Value.
5. Click Add. The Student Milestones page will be displayed.
6. Click by **Milestone** to locate the INSTGETRAN milestone code.

7. Select the code to return to the screen.

8. Click the **Milestone Level** to locate the institution from which the applicant received certification of the Indiana Statewide General Education Core.
9. Select the **Milestone Level** to return to the screen.
10. Navigate to the bottom of the screen in the Attempts section and select Completed in the **Milestone Complete** column.

11. Select **Date Attempted** and populate it with the date noted on the transcript of verification of the INSTGEC. If there is not a date associated in the note, use the transcript date.
12. Save the record.

13. From this point, the transfer credit may be reviewed and posted according to regular IU transfer credit policies.

**Update the Transfer Credit Model**

In the event an applicant’s transferable course work does not total 30 credit hours but the applicant has the notation on their record of the INSTGEC, the campus will update the transfer credit model to include course work enough to total 30 transferable hours via exception.
1. Navigate to: **Records and Enrollment > Transfer Credit Evaluation > Course Credits - Automated**

2. In the transfer credit screens in SIS, navigate to the specific course to update.

3. On the **Evaluator Details** tab, click Edit Equivalent Course icon.

4. Lookup the proper Course ID which would be the typical transfer credit course for this articulation. Select it to return to the screen.

5. Update the official grade to “E*” where the asterisk is the grade they received in the course i.e. a D is entered as ED.
6. Click **OK**.

7. Save and post the transfer credit model.