



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT REGISTRATION DIVISION  
Maidan Garhi, New Delhi – 110 068

ANNEXURE-I

**Application for Change of Course for BDP students who have sought admission 'afresh' in order to complete the left over course(s)**

1. Enrolment No. (Old) 

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 (New) 

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 RC Code: \_\_\_\_\_

2. Fee paid for change of course(s): Prog. \_\_\_\_\_ DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Bank \_\_\_\_\_  
(fee @ Rs.350/- for 2/ 4 Credits Course, @ Rs.700/- for 6/ 8 Credits Course)

3. Name & address of student \_\_\_\_\_

Phone/Mobile (with STD Code) \_\_\_\_\_

4. Change of course applied for: \_\_\_\_\_ E-mail \_\_\_\_\_

Courses registered in the 1 <sup>st</sup> / 2 <sup>nd</sup> year under New Enrol.#		Change of course required	Remarks
1 <sup>st</sup> year	1.	2.	3.
2 <sup>nd</sup> year			

**NOTE:**

- Under no circumstances student will be allowed to opt more than **32 credits in a year**.
- Separate Demand Draft** be **prepared** for change of course(s) favouring 'IGNOU' payable at New Delhi.
- If the dates of counselling and/or practical classes clash by way of merging the left over courses of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year, students are required to **apply for repeat/missed practical(s)** to the Regional Director, **in the next session**, as per University rules.
- Application for change of course of **BDP students who have sought 'fresh admission' in order to complete the left over course(s)** would be direct handled by Student Registration Division (SRD).
- Please mail this Form along with DD to Registrar, SRD, Block 3, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068.

Signature of student with date \_\_\_\_\_

## Rules & Regulations

### Internal Credit Transfer (CT) for BDP (B.A/B.Com/B.Sc./BTS/BSW)

- (i) Full credit transfer would be allowed if the syllabus and methodology now in vogue are similar to that governing the student under the old enrolment.
- (ii) Credit transfer fee @Rs.250/- per course, is to be paid by way of a Demand Draft drawn in favour of 'IGNOU' payable at New Delhi.
- (iii) Students would be allowed to change the courses registered for the 1<sup>st</sup> year under new Enrol.No., against the left over courses of 2<sup>nd</sup> and/or 3<sup>rd</sup> year, **subject to maximum of 32 credits** in a given academic year, by remitting the prescribed fee. For this, they will have to apply separately in the prescribed Form (enclosed as Annexure-I). A separate Demand Draft be submitted for change of course fee (@Rs.350/- per course for 2 or 4 credit and @Rs.700/- per course for above 4 credits).
- (iv) Change of course is permitted in the 1<sup>st</sup> year; provided the left-over courses do not exceed 32 credits. If the left-over courses exceed 32 credits then the students can apply for change of course when they re-register for the 2<sup>nd</sup> year courses in the new Enrol. No.
- (v) Change of course is accepted in 'one go' only.
- (vi) Under no circumstances students will be allowed to opt more than 32 credits in a year under new Enrol. No.
- (vii) A student is required to complete courses worth 96 credits only, including the credit transfer allowed courses, for the award Bachelor's degree (B.A/B.Com/B.Sc./BTS/BSW) under New Enrolment Number.
- (viii) If the dates of counselling and/or practical classes clash by way of merging the left over courses of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year, students are required to **apply for repeat/missed practical(s)** to the Regional Director concerned, in the next cycle/ session, as per University rules.
- (ix) Students are required to spend at least a **minimum of one year duration** to complete the left over courses in the new Enrolment Number, provided the courses do not exceed 32 credits. If the left over courses exceed 32 credits, the duration for completion of the programme would be extended further depending upon the no. of credits for the left over course(s).
- (x) **For issue of self-instructional material of changed course(s), if any, students may contact the respective Regional Centre.**
- (xi) As usual, all Credit transfer cases of BDP would be directly handled by Student Registration Division (SRD) at Headquarters. required, SRD will forward to the School concerned to examine the admissibility of credit transfer or otherwise.

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[illegible][illegible]

## UNDERTAKING

I, \_\_\_\_\_, a student of BDP of IGNOU, request for Internal Credit Transfer of the courses successfully completed by me under old Enrolment No. \_\_\_\_\_, as detailed above. I undertake **not to revive** the registration of these courses for credit transfer to any other programme of the university. Option exercised herein is firm and final. Self-attested copies of Marksheet/Grade Card are enclosed. I understand that **credit transfer will not be granted for the course(s) wherein the syllabus has been revised** by the university.

Mail this Credit Transfer form along with **Demand Draft** to:

**The Registrar,  
Student Registration Division,  
Indira Gandhi National Open University,  
Block 3, Maidan Garhi, New Delhi – 110 068.**

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

### External Credit Transfer Scheme in BDP (B.A/B.Com/B.Sc.)

#### **Credit Transfer**

“Credit transfer” means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

#### ***Eligibility***

The credit transfer scheme is applicable only to those candidates who have not completed their degree from any other recognised university but are willing to complete it through IGNOU as per rules provided.

#### ***Modalities***

- i) Normally credit transfer will be applicable only from a diploma to an equivalent diploma and from a graduate degree to a graduate degree.
- ii) Credit transfer will be permissible in the case of students coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “Deemed to be University”, or an “Institution of National Importance”, or institutions recognised by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- iii) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.
- iv) In order to get a diploma/degree from IGNOU, **a student will be required to earn at least 50% credits from IGNOU**. For example, a **B.A/B.Com/B.Sc. student should earn at least 48 credits** from IGNOU for an IGNOU degree.
- v) The degree certificate or the mark sheet given to the students will specifically indicate the credits earned in IGNOU and those obtained from any other institution.

#### ***Rules and Regulations***

- i) Students who want to avail of credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for this purpose should be addressed to The Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068.
- ii) The students have the choice to opt for the electives of second year of their studies in the 1<sup>st</sup> year and those of 3<sup>rd</sup> year in the 2<sup>nd</sup> year.
- iii) The students by opting for the courses in such a way as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby avail “no payment of fees” for the period not covered. **The student availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.**
- iv) IGNOU “Programmes” and “courses” means “courses” and “subjects” or “papers”, respectively of conventional universities.
- v) Students seeking, credit transfer should apply directly to The Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068, in the prescribed form enclosing the following items:
  - a) A demand Draft @**Rs.250/- per course** drawn in favour of **IGNOU** and **payable at New Delhi**.
  - b) Attested copies of Mark Sheet(s), and
  - c) Attested copies of syllabi of courses covered by them.

Such cases will be examined separately by the Faculty concerned at the Headquarters of the University. **This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents.**



### **Brief Note on External Credit Transfer (B.A/B.Com/B.Sc.)**

IGNOU does not have a provision to admit students directly to 2<sup>nd</sup>/3<sup>rd</sup> year of Undergraduate programmes. As per IGNOU rules, a candidate is required to seek admission in 1<sup>st</sup> year B.A/B.Com/B.Sc.

2. Brief norms of '**Credit Transfer Rules**' framed by IGNOU as given in the respective Programme Guide are given as under:

- (i) As per credit transfer rules, a candidate is required to seek admission in the 1<sup>st</sup> yr. of the programme, **like any other candidate**. Once the admission is confirmed by the Regional Centre on allotment of Enrol.#, student can apply for transfer of credits in respect of the courses completed from the **accredited universities/institutions**.
- (ii) Credit transfer will be done only **on the basis of individual courses and not on the basis of year to year courses**, as in conventional universities.
- (iii) Students seeking credit transfer should apply, on the prescribed proforma, directly to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068 enclosing a Demand Draft **@Rs.250/- per course** drawn in favour of '**IGNOU**' payable at New Delhi, along with attested copy of mark-sheet and attested copies of syllabus/course curriculum of such courses covered by them (duly attested by the Registrar of the respective university). **Such cases will be examined by the respective Faculty of the discipline in IGNOU, whose decision on the matter shall be final.**
- (iv) The students by opting the courses in such a way to complete the balance credits can **reduce the period of study prescribed for the degree programme** (refer to detailed credit transfer scheme). The students availing credit transfer would be **allowed to complete the programme in a lesser duration**; provided they **do not offer more than 32 credits in a year**.
- (v) In order to get a Diploma/Degree from IGNOU, a student will be required to earn **at least 50% credits from IGNOU**. For example, a B.A/B.Com/B.Sc. student should **earn at least 48 credits from IGNOU**, for which a student will have to spend a minimum duration of two year. The degree certificate and the mark-list given to such students will specifically indicate the credits earned in IGNOU and those obtained from other accredited institutions.

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**P.S.**

1. Candidates seeking External Credit Transfer against the courses successfully completed from Accredited Universities/Institutions, but certification not done, shall have to register for the programme of study, as per prescribed schedule, at the respective Regional Centre. Thereafter, on confirmation of admission and receipt of an Enrolment Number, they may apply for External Credit Transfer.
2. The rules regarding credit transfer of the courses qualified by the students and opted for credit transfer to IGNOU's Bachelor Degree Programmes are given in the Programme Guide. The rules can also be downloaded from the website [[www.ignou.ac.in](http://www.ignou.ac.in) > Student Zone>Downloads>External Credit Transfer Scheme>**External CT in B.A/B.Com/B.Sc**]. If you are found eligible, then you may go ahead, fill-up the prescribed form and submit the same along with the following documents:
  - a) **Credit transfer fee @Rs.250/- per course**, is to be paid by way of a Demand Draft drawn in favour of '**IGNOU**' payable at **New Delhi**.
  - b) **Attested copies of detailed Marks-sheet/Grade Card** of the courses qualified in qualifying examination, i.e. B.A./B.Com./B.Sc., from the credited University/Institution and opted for Credit Transfer in IGNOU's Bachelor's Degree Programme.
  - c) **Attested copy of the syllabus of courses pursued from Accredited University/Institute**. It should be attested by the Registrar of the University/Institute.
  - d) **Prospectus** issued by the accredited University/Institute, duly attested by the Registrar of the University.
  - e) Students seeking credit transfer may provide in the given proforma **the course(s) for which Credit Transfer is sought against the corresponding courses successfully completed by them from the accredited universities for which certification has not been done and degree has not been completed**. They should also indicate the course code of IGNOU's Equivalent Course in the relevant column.
  - f) SRD will forward to the Faculty concerned of the respective School to examine the admissibility of credit transfer or otherwise.

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