

Transfer Credit Policy and Procedures

AII SYSTEM GUIDELINES

Transfer Credit. Contact the office of The Dean of Education for all matters related to Transfer Credit and Major Change.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES

Associate's Degree Graduates to Bachelor's Degree Program:

All Associate Degree credits earned by graduates of an Art Institute will transfer to the same program at all Bachelor's Degree Art Institutes within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the Associate's Degree level. If the Associate Degree transferred by the graduate has been updated with the addition of new competencies, the Dean of Education has the discretionary authority to add a course(s) at the Associate's Degree level.

Associate's Degree credits earned by graduates of an Art Institute for which there is no corresponding Bachelor's Degree, will be evaluated on a course by course basis for applicability to the new major. Only those courses and credits required for graduation in the new major will be accepted. All conditions in the following Associate's Degree credits to Associate's/Bachelor's Degree Program procedure apply.

Transcripts. Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Dean of Education.

Associate's Degree Credits to Associate's/Bachelor's Degree Program:

Associate's Degree credits, with a grade of "C" or better, from an Art Institute, earned by students who do not hold an Associate's Degree, will transfer to the same program at the Associate's Degree or Bachelor's Degree level. Differing state and accrediting regulations may require additional courses at the Associate's Degree level. If the Associate Degree transferred by the student has been updated with the addition of new competencies, the Dean of Education has the discretionary authority to add a course(s) at the Associate's Degree level and/or Bachelor's Degree level.

Transcripts. Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be considered for transfer credit, at the discretion of the Dean of Education.

Course Descriptions. The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits. Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits. Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses. Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit. Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Class Proficiency Test. Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Portfolio Review. Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Allowable Total Transfer of Credit. Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation.

I. TRANSFER OF DEGREES AND COURSE CREDIT FROM COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTE

Transcripts. Official transcripts must be sent to the Admissions Office of the admitting Art Institute prior to the class start. Transcripts submitted after the student's first quarter of attendance at the Art Institute may be

considered for transfer credit, at the discretion of the Dean of Education.

Course Descriptions. The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at the Institute. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits. Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits. Courses with earned grades of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses. Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit. Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by the Art Institute prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Class Proficiency Test. Requests for testing out of specific classes approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of program credits will be considered for any type of proficiency credit.

Allowable Total Transfer of Credit. Students may be granted as much as 75 percent of the total program credits required for graduation. Students must earn in residency a minimum of 25 percent of the total program credits required for graduation.

Portfolio Review. Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

II. TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT) AT AN ART INSTITUTE

Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institute full-time schedule, after a student's matriculation at the Art Institute may be made to the Dean of Education. Transfer Credit may be awarded in extenuating circumstances at the discretion of the Dean on a case by case basis. In all other cases, students are expected to apply for transfer credit prior to matriculation.

Approval Needed. Requests for concurrent enrollment in a course at another college or university while the student is on full-time status at the Art Institute must be approved by the General Education Director, the Department Director, or the Dean of Education prior to enrollment in the course.

Full-time Status. The student must be enrolled full-time at the Art Institute during the concurrent enrollment at another college or university.

One Course Limit. Only one course per quarter in concurrent enrollment will be accepted.

Grading. The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at the Art Institute will reflect a "K" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline. The course must be completed within the quarter enrolled.

Delay of Graduation. Concurrent enrollment course taken during the last quarter of Art Institute enrollment will delay graduation by one quarter.

Transcripts. Official transcripts must be sent to the Dean of Education upon successful completion of the concurrent enrollment course.

III. CHANGE OF MAJOR WITHIN AN ART INSTITUTE

A student petitioning to transfer from one program to another within the Institute must obtain approval from the Department Director of the department from which the student is transferring. The student's coursework and earned credits will be reviewed for applicability to the new major. Only those credits required for graduation in the new major will be transferred to the new program and counted toward graduation. Only one change of major is allowed per student.

IV. ADMINISTRATION OF THE TRANSFER OF CREDIT POLICY AND PROCEDURES

1. The Dean of Education has the authority to implement Transfer Credit Policy and Procedures, developing procedures across all functional areas in the Art Institute.

2. Once transcripts are received, the response time standard will be 72 hours.
3. An AII student transferring within the AII system will be classified as "a transfer in" and go through the re-entry process at the admitting school.
4. A student transferring from another college or university to the AII system is classified as a new student and will go through the admissions process at the admitting school.
5. Grades, GPA and CGPA awarded external to the admitting Art Institute are counted as "K" grades and do not count toward the Art Institute GPA or CGPA.
6. Training seminar and implementation packet will be developed by the Academic Affairs Review Committee and the Education Team.
7. Students may not enroll in two programs at the same time; that is, a double major is not allowed. Students may complete one course or program and then transfer credits to a second program.