

# TRANSFER OF CREDITS POLICY



## **TRANSFER OF CREDIT POLICY**

Individuals with previous postsecondary education are evaluated during the admissions process for potential advanced placement. Only Institute-level courses (100 level or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses or ESL (90 level or equivalent) will be considered. Courses must be completed with a grade of “C” or better to be considered for transfer. The scope of the course work must be comparable to the course taught at the Institute.

Course work from eight years or prior may be deemed outdated. Such course work will be considered on a case-by-case basis and students may be required to meet with their Department Chair to assess the timeliness and relevance of the course content. Only courses taken for a grade will be considered for transfer of credit, with the exception: “Pass” and “Satisfactory” grades will be considered if accompanied by a statement from the Institute that the “P” or “S” is equivalent to a “C” or better grade. No more than 50 percent of the total credits needed to graduate from the Institute will be awarded.

Students applying for transfer of credit are required to present an official transcript of grades and course descriptions. Transfer of credit must be applied for and approved in advance of the first semester of study. If a student is completing classes at another Institute at the time of enrollment at The Art Institute and the final grades for those classes are not available in advance of the first semester of study; the student has an additional 30 days from the start of the semester to submit a second official transcript with the final grades.

## **TRANSFER OUT OF CREDIT POLICY**

This institution is accredited by an accreditation agency that is recognized by the U.S. Department of Education. However, the fact that an institution is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, institutional and programmatic accreditation, and licensing. For this reason, we do not imply, promise, or guarantee that the credits you earn at our institution will transfer to any other institution. If you are considering transferring to either another affiliated or unaffiliated school, it is your responsibility to determine whether that school will accept your credits from this institution. We encourage you to make this determination as early as possible.

## **ARTICULATION AGREEMENTS**

The Art Institute has established articulation agreements with many high schools and community colleges. Articulation agreements between institutions allow credit (proficiency or transfer) for coursework completed by a student at one institution to count at another. The articulated courses from the originating school have equivalent competencies as those at The Art Institute. Prior to matriculation, students are responsible for requesting and providing the necessary documentation and artwork (if required) outlined in the articulation agreement. All documentation must be submitted to the Transfer Credit Evaluator including official transcripts. Credit will be awarded once all the documentation has been reviewed and approved by the Academic Director and Dean of Academic Affairs. For more information, contact the Transfer Credit Evaluator.