

## **Transfer Credit Policy for Undergraduates**

As a benefit for our prospective students, The Art Institute of California-San Francisco (AiCA-SF) offers the transferability of qualified courses from accredited postsecondary institutions.

Transfer credits are awarded on a course-by-course basis to The Art Institute's degree programs if the following criteria are met:

- Courses must be appropriate to the degree sought and comparable in content to the AiCA-SF curriculum
- Courses must be 3 or more credits
- Courses must be completed with a grade of C or better
- Courses must be college level

AiCA-SF is required by accreditation to limit the number of credits a student can transfer. For the Associate of Science, the Bachelor of Science, and the Bachelor of Fine Arts degrees, no more than 75 percent of the total quarter credits required for graduation from AICA-SF may be satisfied through a combination of transfer credit, credit for prior experiential learning, and/or challenge exams. The percentage equals 84 quarter credits for associate's degrees and 144 quarter credits for bachelor's degrees. Transfer credit must meet the expectations of the faculty, Academic Directors, and the Dean of Academic Affairs. All advanced course credit and transfer credit must be applied for and approved before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study.

### **Articulation Agreements for**

- *College Students*

The Art Institute of California-San Francisco has established articulation agreements with the schools listed below. For information about transfer policies from these colleges, please select your school. More information on articulation agreements and approved transfer courses may be found at your college's Transfer Center.

[American River College](#)

[Antelope Valley College](#)

[Chabot College](#)

[City College of San Francisco](#)

[College of San Mateo](#)

[Diablo Valley College](#)

[Merritt College](#)

[Ohlone College](#)

[Santa Rosa Junior College](#)

[School of Advertising Art](#)

- *High School Students*

The Art Institute of California-San Francisco has established articulation agreements with the schools listed below. Please select your school to view transfer information.

Captain Charles M. Weber Institute of Applied Science and Technology

Center for Advanced Research and Technology

El Cajon Valley High School

Merrill F. West High School

Monte Vista High School

Sacramento County Regional Occupational Program

San Leandro High School

Santana High School

Sheldon High School

Steele Canyon High School

Valhalla High School

West Hills High School

- ***International Students***

The Art Institute of California-San Francisco has established articulation agreements with the schools listed below. Please select your school to view transfer information.

The Art Institute of Vancouver-Burnaby

Kaywon School of Art & Design

Xi'an International University

### **Associate's / Bachelor's Degree Waiver**

Students who enter AiCA-SF with an academic associate's or bachelor's degree or higher from an accredited institution will be granted a blanket transfer of credit for their Liberal Studies requirements as long as their transcript demonstrates that they have successfully fulfilled the required subject areas of Humanities, Social & Behavior Sciences, and Mathematics & Sciences. If the student has earned an academic associate's or bachelor's degree, and the above conditions are met, credits for any other courses may be granted on a course-by-course basis.

### **Credit for Advanced Placement (AP)**

Credit will be given for designated Advanced Placement classes in which the student scores a three (3) or above on the Advanced Placement Test. Students must request an official transcript from the College Board in order to receive credit. Official transcripts must be mailed to the AiCA-SF and must be received before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study.

### **Credit for International Baccalaureate (IB)**

Credit will be given for designated international baccalaureate classes in which the student scores a four (4) or above on the Higher Level (HL) International Baccalaureate Test. Official grades must be received before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study. Official transcripts must be mailed to the AiCA-SF and must be received before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study.

### **Credit for College Level Examination Program (CLEP) Tests**

Credits will be given for designated CLEP tests in which the student meets or exceeds the minimum scores. Official grades must be received before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study. Official transcripts must be mailed to the AiCA-SF and must be received before the first (1<sup>st</sup>) day of matriculation of the initial quarter of study.

### **Opportunity for Proof of Prior Experiential Learning**

Students who did not receive credit for a particular course, but believe they can show proof of prior learning, may request Experiential Learning Credit. A portfolio of examples demonstrating proficiency must be supplied to the appropriate Academic Director prior to the first (1<sup>st</sup>) day of matriculation of the initial quarter of study. Students will be charged a nonrefundable administrative fee of \$100 (USD) per course for which credit is sought.

### **Proficiency Exam**

Students may have the opportunity to test out of some courses prior to the first (1<sup>st</sup>) day of class of the initial quarter. Students will be charged a nonrefundable administrative fee of \$100 (USD) per course for which credit is sought. A proficiency exam is available for the Computer Applications course and College Algebra.

### **Transferring from International Postsecondary Institutions**

Original or official copies of transcripts must be prepared in English or include a complete and official English translation. Bachelor's and associate's degree from international-based institutions will not have the benefit of the bachelor degree waiver. Transfer credits will be granted on a case-by-case basis.

### **Transfer of Credit from AiCA-SF to Other Colleges**

Each college or university has policies that govern the acceptance of credit from other institutions. Students seeking to transfer credits should contact the institution to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

*Please note: The Art Institute of California-San Francisco reserves the right not to accept any advanced course credit applications and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis.*