

TRANSFER OF CREDIT POLICY

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, accreditation, and licensing. For this reason, neither The Art Institute of Atlanta nor The Art Institute of Virginia Beach will imply, promise, or guarantee that credits earned will be accepted by another college or university. If the credits or degree, diploma, or certificate earned at The Art Institute of Atlanta or The Art Institute of Virginia Beach are not accepted at the receiving institution, a student may be required to repeat some or all of the coursework at that receiving institution. Students considering transferring to another college or university are responsible for determining whether that institution will accept credits earned from The Art Institute of Atlanta or The Art Institute of Virginia Beach. Students are encouraged to initiate discussions with the potential transfer institution as early as possible.

Students should contact the Academic Affairs Office for all matters related to transfer of credit and program change. The following sections describe the various conditions under which credits might be transferred into or out of The Art Institute of Atlanta or The Art Institute of Virginia Beach.

Transfer of Credit from One Art Institute to Another Art Institute

Students who wish to transfer from one Art Institute to another may do so only if they are in satisfactory academic standing at the sending institution. Any student dismissed for violating the Satisfactory Academic Progress Policy may not transfer to another Art Institute until he or she has appealed academic dismissal and been reinstated at the sending institution. If the sending institution has closed, the Academic Affairs Office at the receiving institution will review all academic dismissals and determine if reinstatement is appropriate.

If a student transfers from an Art Institute after completing four quarters of study, the student is classified as a fifth quarter student at the new Art Institute. All attempted and earned credits that are relevant to the degree plan at the receiving institution will be factored into the student's overall grade point average at the new institution. All earned credits are eligible to be evaluated for transfer to the program of study at the receiving institution. Every reasonable effort will be made to transfer previously taken courses to the new program of study when an equivalency exists. When appropriate, the student will also have the ability to demonstrate proficiency in a course by assessing prior learning experience.

Once transfer credit is awarded, a student has the right to appeal the decision to the Academic Affairs Office. The student must submit a letter of appeal that clearly states which courses he or she was expecting to transfer with supporting justification provided.

A student who changes his or her degree program when transferring to a different Art Institute is responsible for informing the Academic Affairs Office that a re-evaluation of previously submitted transcripts should be completed based on the requirements of the new degree program. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation.

Transfer of Credit from Non-Art Institute Colleges and Universities

A student may be eligible to receive credit at The Art Institute of Atlanta or The Art Institute of Virginia Beach for coursework completed at other postsecondary institutions. In general, for a student to receive credit for prior postsecondary coursework, the previous postsecondary institution must be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). In the event that a student has taken courses online through another educational service, he or she may be eligible to receive transfer credit if that

educational service is currently accredited by the Distance Education Accrediting Council (DEAC), or if the work has been validated by the American Council on Education's College Credit Recommendation Service (CREDIT). In other cases, equivalent courses in the program may be transferable from a non-regionally or non-ACICS/ACCSC accredited institution if the prior postsecondary institution is accredited by a specialized accrediting body, such as the National Association of Schools of Art and Design (NASAD), the American Culinary Federation (ACF), or the Council for Interior Design Accreditation (CIDA).

Every effort will be made to award transfer credit for equivalent Art Institute courses completed at an accredited post-secondary institution as long as a grade of C (2.0 on a 4.0 scale) or higher has been earned in the course. In the event that a course is technology-based, it must also have been taken within the past three years. For technology-based coursework older than three years, a student must prove they have remained current with that technology in advance of first quarter registration.

A student who has completed coursework at a postsecondary institution with which The Art Institute of Atlanta or The Art Institute of Virginia Beach has a current articulation agreement will receive transfer credit based on the terms of that agreement.

Transfer of Credit Earned Before Matriculation

For transfer credit earned prior to matriculation at The Art Institute of Atlanta or The Art Institute of Virginia Beach, official transcripts must be sent to the Admissions Office of the admitting campus prior to the term start for the purposes of determining transfer of credit opportunities. Transcripts received after the student's first quarter of attendance will be considered for transfer credit at the discretion of the Academic Affairs Office.

Official descriptions of courses submitted for consideration for transfer must be comparable to the coursework at the receiving campus. Official course descriptions or a college catalog from the institution where the credit was earned will be used to determine comparability.

Only courses with an earned grade of C (2.0 on a 4.0 scale) or higher will be considered for transfer credit. Transfer credit will be recorded on the student's transcript as TR credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Neither The Art Institute of Atlanta or The Art Institute of Virginia Beach grant transfer credit for pass/fail or satisfactory/unsatisfactory grades unless a statement appears on the official transcript that equates such notation to a C or higher. Only college-level credits (100 level course or equivalent and above) successfully completed at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Courses completed at accredited colleges and universities where courses are offered for credit/no credit and/or no allowable grade was earned according to existing regulations will be converted to a grade by the Registrar's Office. Credit grades will be converted to a C and no credit grades will be converted to an F.

Due to state and regulatory considerations, the minimum percentage of total program credits that must be earned in residency varies. Students enrolled at The Art Institute of Atlanta must earn a minimum of 25% of the total program credits required for graduation in residency at the main campus. Students enrolled at the main campus may only be granted a maximum of 75% percent of the total program credits required for graduation through transfer credit earned at an outside institution, including credit earned through proficiency testing and/or portfolio or work experience

review. Students enrolled at the branch campus (The Art Institute of Virginia Beach) must earn a minimum of 30% of the total program credits required for graduation in residency at the branch campus. Students enrolled at the branch campus may only be granted a maximum of 70% percent of the total program credits required for graduation through transfer credit earned at an outside institution.

In all cases, new students are responsible for informing the Admissions Office during the application and enrollment process of any previous coursework that may be eligible for transfer credit. Any documentation supporting the award of transfer credit must be submitted to the Admissions Office well in advance of registration for the first quarter.

Once all supporting documentation has been received, decisions on transfer credit are normally communicated to the student through the Admissions Office within two weeks. Any student who believes additional transfer credit may be due to them should speak with Admissions Office immediately following the initial notification of the award of transfer credit.

It is strongly suggested that students avoid registering for any course for which they expect to receive transfer credit until a final response has been issued. The Art Institute of Atlanta and The Art Institute of Virginia Beach assume no responsibility for courses remaining on students' schedules after the drop/add period where transfer credit has subsequently been or will be awarded, or where exemption has been or will be granted. Students will be charged for any courses remaining on their schedule after that period, even though transfer credit may be awarded after the drop/add period has concluded. In addition, the awarding of transfer credit does not guarantee students early completion of their programs due to possible prerequisite and scheduling restrictions.

Transfer of Credit Earned After Matriculation or Concurrently with Enrollment

Requests for transfer of credit from accredited institutions of higher education for coursework taken concurrently with a student's full-time schedule (at the student's own expense) and after a student's matriculation may be made to the Academic Affairs Office. Requests for concurrent enrollment in a course at another college or university while a student is at full-time status (according to the US Department of Education's definition of the term) at The Art Institute of Atlanta or The Art Institute of Virginia Beach, must be approved prior to enrollment in the course. The student must be enrolled full-time at The Art Institute of Atlanta or The Art Institute of Virginia Beach at all times during the concurrent enrollment at another college or university. Only one course per quarter in concurrent enrollment is permitted.

For transfer credit completed after matriculation, such credit must be completed and evaluated prior to the student's final term of study. Such transfer credit may be awarded only if all other criteria for transfer of credit are met, and if the secondary institution permits concurrent enrollment.

Official transcripts must be sent to the Academic Affairs Office upon successful completion of the concurrent enrollment coursework. To be considered for transfer credit, the concurrent enrollment course must be passed with a grade of C (2.0 on a 4.0 scale) or higher. The student's transcript will reflect a TR grade. The grade from the concurrent enrollment course will not be factored into the GPA or the CGPA.

As applicable to all transfer credit, students enrolled at the main campus (The Art Institute of Atlanta) must earn a minimum of 25% of the total program credits required for graduation in residency at the main campus. Students enrolled at the main campus may only be granted a maximum of 75% percent of the total program credits required for graduation through transfer credit earned at an outside institution, including credit earned at other Art Institute campuses, proficiency testing and/or portfolio or work experience review. Students enrolled at the branch campus (The Art Institute of Virginia Beach) must earn a minimum of 30% of the total program credits required for graduation

in residency at the branch campus. Students enrolled at the branch campus may only be granted a maximum of 70% percent of the total program credits required for graduation through transfer credit earned at an outside institution, including credit earned at other Art Institute campuses, proficiency testing and/or portfolio or work experience review.

Transfer of Credit Earned After Matriculation, But While Not Enrolled

Requests for transfer of credit from accredited institutions of higher education for a course taken while a student was not in attendance at The Art Institute of Atlanta or The Art Institute of Virginia Beach, but after a student's initial matriculation, may be made to the Academic Affairs Office. Such transfer credit may be awarded only if all other criteria for transfer of credit are met. Such transfer credit must be passed with a grade of C (2.0 on a 4.0 scale) or higher. The student's record at The Art Institute will reflect a TR grade. The grade will not be factored into the GPA or the CGPA.

As applicable to all transfer credit, students enrolled at the main campus (The Art Institute of Atlanta) must earn a minimum of 25% of the total program credits required for graduation in residency at the main campus. Students enrolled at the main campus may only be granted a maximum of 75% percent of the total program credits required for graduation through transfer credit earned at an outside institution, including credit earned at other Art Institute campuses, proficiency testing and/or portfolio or work experience review. Students enrolled at the branch campus (The Art Institute of Virginia Beach) must earn a minimum of 30% of the total program credits required for graduation in residency at the branch campus. Students enrolled at the branch campus may only be granted a maximum of 70% percent of the total program credits required for graduation through transfer credit earned at an outside institution, including credit earned at other Art Institute campuses, proficiency testing and/or portfolio or work experience review.

Transfer of Credit from Previously Earned Degrees

In the event that a student completes an associate degree at The Art Institute of Atlanta or The Art Institute of Virginia Beach Art Institute and then chooses to complete a baccalaureate degree, any credit earned for the associate degree will be evaluated for matching courses and added to the student's baccalaureate degree transcript. This is also true for students who complete one associate degree and choose to return for a second associate degree. In these situations, only grades for matching courses will be recorded, and the grades earned as part of one degree will be computed in the student's second degree GPA and CGPA.

ADVANCED STANDING CREDIT (AP, IB, CLEP)

Students who participated in Advanced Placement (AP) or International Baccalaureate (IB) programs during high school and took the applicable examinations may be eligible for credit for equivalent courses at The Art of Atlanta or The Art Institute of Virginia Beach. Students must earn a score of 3 or higher on an AP exam or a score of 4 or higher on an IB exam. Copies of AP or IB score reports must be submitted to the Admissions Office as part of the application process. Advanced standing credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted. All materials pertaining to Advanced Placement credit must be received from The College Board and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance. No advanced standing credit will be awarded later than the end of the fifth week of a student's first quarter.

Students may earn advanced standing credit based on equivalent computer-based College Level Examination Program (CLEP) examinations provided they earn a score of 50 or higher. Students who may have taken the former pencil and paper version of a CLEP exam must have scored in the 50th percentile or higher in order to earn credit. CLEP examination score reports

should be submitted to the Admissions Office. All CLEP materials must be received and evaluated prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance. In some cases, currently enrolled students may also be allowed to take a CLEP exam for credit. Those students must consult with the Academic Affairs Office prior to registering for any CLEP exam. CLEP credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Official documents related to AP, IB, or CLEP score or similar means to demonstrate proficiency for credit must be received by the Admissions Office prior to the term start. No more than 25% of a program's required credits at the main campus (The Art Institute of Atlanta) or 30% of a program's required credits at the branch campus (The Art Institute of Virginia Beach) will be considered for any type of proficiency credit.

Once all supporting documentation has been received, decisions on advanced standing credit are normally communicated to the student through the Admissions Office within two weeks. Those students who believe additional advanced standing credit may be due to them should speak with the Admissions Office immediately following the initial notification of award of advanced standing credit. It is strongly suggested that students avoid registering for any course for which they expect to receive advanced standing credit until a final response has been issued. The Art Institute of Atlanta and The Art Institute of Virginia Beach assume no responsibility for course remaining on students' schedules after the drop/add period where advanced standing credit has subsequently been or will be awarded, or where exemption has been or will be granted. Students will be charged for any courses remaining on their schedule after that period, even though advanced standing credit may be awarded after the drop/add period has concluded. In addition, the awarding of advanced standing credit does not guarantee students early completion of their programs due to possible prerequisite and scheduling restrictions.

ARTICULATION AGREEMENT CREDIT

Students applying to the institution may be eligible to receive advanced standing credit through a formal articulation agreement. The purpose of articulation agreements is to increase access to education and degree completion by recognizing the student's accumulated learning experience both in and out of the classroom setting. The use of articulation agreements is consistent with the institution's goals of student success, retention, and graduation. Types of articulation agreements include the following:

High School Articulation - High School to College

High school articulation agreements allow high school students to get a head start on a college education by recognizing the college-level learning outcomes of advanced high school courses that align with the program's outcomes at the collegiate level.

College Articulation - College to College

College articulation agreements serve as the connector between post-secondary institutions that creates a seamless transfer for students who seek to transfer from one college or institution to another. This is typically conducted between non-competing institutions, such as a two-year degree granting or vocational, or technical credentialing institution and a four-year degree granting institution. The goal is to maximize the transfer of credits for students.

Corporate Articulation - Corporation to College

Corporate articulation agreements build a bridge between professional training typically acquired in a business setting and degree completion at the institution. Professional training is evaluated by the academic staff and college credit is awarded in accordance with the academic policy on experiential learning. These types of agreements provide an added value to employers in that students graduate with both theoretical knowledge and experience in his or her profession, which helps support an educated workforce and a sustainable economy.

At least 25% of the credit hours required for an undergraduate degree at The Art Institute of Atlanta must be earned through instruction delivered at the institution awarding the degree (30% for students at The Art Institute of Virginia Beach).

MILITARY EXPERIENCE CREDIT

Students may be eligible for credit following successful completion of training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript, or as recommended by the American Council on Education (ACE). Military credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

EXPERIENTIAL LEARNING OR PROFICIENCY CREDIT

Students may request advanced standing based on evidence of experiential learning. Students must present relevant work or life experiences to the Academic Affairs Office. Documentation of experiential learning may include review of portfolios, writing samples, publications, verification of employment, and references. All materials for review must be received prior to the term start. Students must contact the Academic Affairs Office for more information on experiential learning credit.

In general, proficiency credit may only be earned for 100-200 level courses. In addition, proficiency credit is not awarded for art foundation courses.

Work experience credit will be recorded on the transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

No more than 25% of a program's required credits at the main campus (The Art Institute of Atlanta) or 30% of a program's required credits at the branch campus (The Art Institute of Virginia Beach) will be considered for any type of proficiency credit.

Course substitutions not recommended by the Program Chair or Academic Affairs designee, may be appealed to the Dean of Academic Affairs, whose decision is final.

COURSE SUBSTITUTION POLICY

Students are expected to complete the program requirements outlined in the Academic Catalog, which are in effect at the time of enrollment. Students who wish to request a course substitution should submit a Course Substitution Form to the Registrar's Office, which includes details as to why the request for a course substitution is needed. The request will be forwarded to the Dean of Academic Affairs (Atlanta) or the Campus Leader (Virginia Beach) for approval. Students should submit all requests in accordance with the Transfer of Credit policy.

EFFECT OF ADVANCED STANDING CREDIT ON FINANCIAL ASSISTANCE

Advanced standing credit typically reduces the number of courses students take because they receive credit for certain courses in the sequence of the program. For students receiving financial assistance, taking fewer classes may affect their eligibility for financial assistance, especially if they no longer qualify as full-time students. A full-time student is defined as carrying at least twelve credit hours per quarter. Since the Student Financial Services Office is notified of advanced standing credit, Financial Aid Officers will work with students to establish or revise their financial plans.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to change from one program to another within The Art Institute must obtain approval from the Program Chair or Academic Affairs designee of the department from which the student is changing. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred to the new program and counted toward graduation. Only one change of program is allowed per student.

Student Responsibility Regarding Transfer Credit

In all cases, new students are responsible for informing their enrollment counselor during the application and enrollment process of any educational experiences they may have had that they feel could lead to advanced standing credit at The Art Institute. Any documentation supporting the award of advanced standing credit, including, but not limited to, copies of examination score reports, official copies of final college transcripts from other postsecondary institutions, portfolios of outside work, and any required supporting documentation must be submitted to the transfer credit evaluator, through his/her enrollment counselor, well in advance of registration for a student's first quarter at The Art Institute. Any exemption testing must be completed by the end of the first week of classes. No advanced standing credit will be awarded later than the end of the fifth week of a student's first quarter.

Enrolled students who change from one degree program to another degree program at a single Art Institute are responsible for informing the transfer credit coordinator once that change becomes official so that a re-evaluation of previously submitted transcripts may be completed based on the requirements of the new degree program. A request for re-evaluation of these transcripts must be made when the change of the program or degree program is submitted to the registrar.

Once all supporting documentation has been received by the Registrar, decisions on advanced standing credit are normally communicated to the student through the Admissions Office within two weeks. Those students who believe additional advanced standing credit may be due to them should speak with their Enrollment Counselor, or with the Registrar immediately following the initial notification of award of advanced standing credit. It is strongly suggested that students avoid registering for any course for which they expect to receive advanced standing credit until a final response from the Registrar has been issued.

The Art Institute assumes no responsibility for classes remaining on students' schedules after the drop/add period where transfer or proficiency credit has subsequently been awarded, or where exemption has been granted. Students will be charged for any courses remaining on their schedule after that period, even though advanced standing credit may be awarded after the drop/add period has concluded. In addition, the awarding of advanced standing credit does not guarantee students early completion of their programs due to possible prerequisite and scheduling restrictions.

Credit for Courses Taken at Other Postsecondary Institutions

Students may be eligible to receive advanced standing credit for Art Institute courses based on work completed at other postsecondary institutions. In general, for a student to receive general education required or elective credit for prior postsecondary coursework, that postsecondary institution must be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). In the event that a student has taken courses online through another educational service, he or she may be eligible to receive transfer credit if that educational service is currently accredited by the Distance Education and Training Council (DETC), or if it has been validated by the American Council on Education's College Credit Recommendation Service (CREDIT). In other cases, equivalent courses in the program may be transferable from a non-regionally or non-ACICS/ACCSCCT accredited institution if that prior postsecondary institution is accredited by one of the more specialized accrediting bodies, such as the National Association of Schools of Art and Design (NASAD), the American Culinary Federation (ACF), or the Council for Interior Design Accreditation (CIDA).

Every effort will be made to award transfer credit to students who have attended an accredited post-secondary institution for equivalent Art Institute courses as long as they have earned a grade of C or higher. In the event that the course is technologically based, it must also have been taken within the past three years. For technology-based coursework older than three years, students who can prove they have remained current with that technology should contact the transfer credit coordinator well in advance of first quarter registration to apply for possible proficiency (P) credit for those courses. These requirements also apply to courses taken at another Art Institute.

Transfer credit will be recorded on the student's transcript as TR credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

In the event that a student completes an associate degree at The Art Institute and then chooses to complete a Baccalaureate degree at the same Art Institute, credit earned for the associate degree will be brought in for matching courses and added to the student's Baccalaureate degree transcript. This is also true for students who complete one associate degree at The Art Institute and choose to return for a second associate degree. In these situations only grades for matching courses will be recorded, and the grades earned as part of one Art Institute degree will be computed in the student's second Art Institute degree GPA and CGPA.

Students who have completed coursework at a postsecondary institution with which The Art Institute has a current transfer agreement will receive transfer credit based on the terms of that agreement.

The Art Institute does not grant transfer credit for pass/fail or satisfactory/unsatisfactory grades unless a statement appears on the official transcript that equates such notation to a C or higher. In addition, review, remedial, and developmental courses are not considered for transfer credit.