

Re-Evaluation of Academic Transfer Credit

Note: For students entering Fall 2005 or later, all transfer credit must be finalized prior to the end of their 1st semester. Once enrolled, no credit will be transferred for courses completed outside the ArtCenter degree program.

Enrollment Services

Phone 626.396.2313
 Fax 626.396.2209
 enrollmentservices@artcenter.edu

Student Information

 Last Name First Name Student ID Major Phone # Date

Student Level

Undergraduate Not Enrolled Response preference: Postal Mail E-mail (Inside ArtCenter only)

Policy

This form is for Humanities & Sciences Courses only. Studio courses are waived by the Admissions Office. Enrollment Services will need complete and official transcripts before credit is given. Students may be asked to provide descriptions for the course(s) in question. Please allow two weeks to process the re-evaluation request. Students will receive an answer via postal mail or e-mail.

College(s) Attended

College Name: _____

Transcript on file Transcript attached Transcript to be mailed

New transcript, full evaluation requested

College Name: _____

Transcript on file Transcript attached Transcript to be mailed

New transcript, full evaluation requested

Course Credit
 Please specify the courses you believe you should have received academic transfer credit for, including the academic area(s) to which they apply.

Course # and Course Name to be evaluated

Result

<u>Course # and Course Name to be evaluated</u>	<u>Result</u>

For Office Use Only

Notes / Comments: _____

ArtCenter College of Design

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