

Enrollment Services
PRIOR APPROVAL OF TRANSFER CREDIT

- This form is to be hand delivered by student to Enrollment Services when complete with signatures.
- A minimum grade of "C" must be received for the awarding of transfer credit. No pass/fail or satisfactory/unsatisfactory courses accepted.
- Courses must be equivalent of semester credit hours.
- Students must make arrangements for the Office of Enrollment Services at MICA to receive an official copy of a transcript from the institution attended.
- All transcripts must be submitted at least one month prior to next registration period or graduation to ensure appropriate academic status.
- Course description and portfolio (for studio course) may be requested for final approval by the necessary departmental chairperson at MICA.

NAME: _____ MICA ID #: _____

LEVEL (circle one): Freshman Sophomore Junior Senior Post-Bac Graduate

MAJOR: _____ DATE: _____

INSTITUTION TO BE ATTENDED _____ SEMESTER/YEAR OF ATTENDANCE _____

Request form for the transfer credit for the following course(s):

Transfer Course	Equivalent MICA Course	No. of Credits	Portfolio review required	MICA Department Chair Signature (department under which course is listed)

Sub-Total of Studio Credits for Transfer: _____

Sub-Total of Liberal Arts Credits for Transfer: _____

Combined Total: _____

COMMENTS:
