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):

<table>
<thead>
<tr>
<th>Transfer Course</th>
<th>Equivalent MICA Course</th>
<th>No. of Credits</th>
<th>Portfolio review required</th>
<th>MICA Department Chair Signature (department under which course is listed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total of Studio Credits for Transfer: _______  Sub-Total of Liberal Arts Credits for Transfer: _______  Combined Total: _______

COMMENTS:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

8/2007