

**Transfer Credit Pre-Approval Form**  
**Guidelines and Requirements**

- Degree seeking students must meet with the director of academic advising and career services and complete this form prior to taking courses at another institution.
- A student enrolling at KCAI with 12 or more liberal art transfer credits must complete all remaining liberal art credits at KCAI. A student enrolling with fewer than 12 liberal art transfer credits may transfer in up to a total of 12 liberal art credits to be applied towards liberal art requirements.
- KCAI will consider transferring a maximum total of 63 credits in liberal arts and/or studio that meet KCAI's requirements, with a grade of "C" or better.
- Students' final 30 credit hours of degree requirements must be completed at KCAI.
- Grades for transferred credit will not be calculated into the KCAI cumulative grade point average.
- The student's department chair must approve all studio transfer credit hours before they will be applied. Consideration will be given after the coursework has been completed.
- It's the student's responsibility to have an official copy of the transcript sent to the director of academic advising and career services upon the completion of the transfer course/s. **Kansas City Art Institute, Tori Sinclair, Director of Academic Advising and Career Services, Office of Academic Advising and Career Services, 4415 Warwick Blvd., Kansas City, Missouri 64111.**

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Total hours earned at KCAI \_\_\_\_\_

Department and Level \_\_\_\_\_

Number of Transfer Credits Applied to Date: Liberal Arts \_\_\_\_ Studio \_\_\_\_

Institution where course is to be taken \_\_\_\_\_

Term/Year course(s) will be completed: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ 20\_\_

Transfer Course(s) (Department & Number)	Title	Credit Hours	KCAI Equivalent
_____	_____	_____	_____
_____	_____	_____	_____

**Signatures**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Academic Advising and Career Services \_\_\_\_\_ Date \_\_\_\_\_