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| Name of Policy: Transfer Credit              |
| Source: Academic Affairs and Student Affairs |
| Date Revised: June 2021                      |
| Form to Complete: N/A                        |

**Policy:**

At the time of admission, KCAI will consider transferring a maximum of 63 credits in any combination of liberal arts or studio courses that meet KCAI’s degree requirements with a grade of “C” or better from colleges accredited by any of the regional accrediting associations or by the National Association of Schools of Art and Design. Credit may be granted for credit hours completed at a post-secondary level at an international institution. For review, transcripts must be submitted to KCAI in English. All transfer credit must be received by the end of a student's first semester at KCAI in order to be considered for application to the B.F.A degree program.

After matriculation, students who transferred in 12 or more liberal arts credits must complete all remaining liberal arts credits at KCAI. Students who matriculated with fewer than 12 liberal arts transfer credits may only transfer in new liberal arts credit up to 12 liberal arts credit overall.

The last 30 credit hours of degree requirements must be completed at KCAI. Grades for transferred credit will not be calculated into the KCAI cumulative GPA.

Credits earned at non-accredited institutions will not be accepted. Course work from unaccredited institutions that has been granted credit at another accredited institution will not be accepted as transfer credit at KCAI. College preparatory, remedial (usually below level 100 courses at most institutions) and physical education courses are not accepted.

Transfer students who wish to pursue a B.F.A. degree at KCAI may enter at the freshman, sophomore or junior level. Entering acceptance and placement levels

are determined through the admissions process, which includes specific departmental portfolio reviews and a transcript analysis. It is important for an applicant to understand that the number of transferable studio credit hours and the level of competence as indicated by the departmental portfolio review are used to determine studio level placement. A transfer student must complete at least two full years (four semesters) in a studio department at KCAI to be granted a B.F.A. degree.

International students are encouraged to refer to our requirements for international applicants and/or the Global Studies Coordinator for further details.

Degree-seeking students must meet with advising staff to complete the “transfer credit pre-approval” form prior to taking courses at another institution. It’s the student’s responsibility to have an official copy of the transcript sent to their academic advisor upon completion of the transfer course. Liberal arts and art history credit hours will be applied upon completion of a transcript evaluation. A student’s department chair must approve all studio transfer credit hours before they will be applied. To obtain the department chair’s permission to apply the studio transfer credit hours, students must request the “petition for application of unused studio credits” from their academic advisor after the coursework has been completed and KCAI has received the official transcript.

### **KCAI also accepts the following credits:**

Advanced Placement program examination

Students who earn AP credit during high school may apply the credits to KCAI degree requirements within the guidelines indicated below. KCAI must have the official AP transcript before transfer credit can be granted.

### **Art History**

Students must obtain a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to a liberal arts elective requirement or the open elective requirement. The credit hours cannot be applied to the art history pre-requisite courses History of Art I or II.

### **Liberal Arts**

Students must obtain a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to a liberal arts elective requirement or the open elective requirement. The credit

hours cannot be applied to the liberal arts pre-requisite courses First-Year Seminar, or History of Thought I or II.

### **Studio Art Courses**

Students must receive a minimum score of a 4 to receive credit for this examination. Students will receive three semester credits, which will be applied to the open elective requirement. The credit hours can be applied to a studio elective requirement only with permission from the student's departmental chair.

### **College-Level Examination Program**

Students who earn CLEP credit prior to attending KCAI may apply the credits to KCAI degree requirements following the guidelines indicated below. KCAI must have the official CLEP transcript before transfer credit can be granted:

- A maximum of 15 CLEP credit hours can be applied to KCAI degree requirements.
- Application of credit is based upon a minimum score of 50 on each subject exam with the exception of the following exams, French 2 (minimum score-62), German 2 (minimum score-63), and Spanish 2 (minimum score-66). Students will earn three semester credit hours for each exam they received an acceptable score.
- KCAI accepts credit by examination awarded by other colleges to transfer students provided they meet the above standards.

### **International Baccalaureate Diploma Program**

Students who earn IB credit during high school may apply the credits to KCAI degree requirements within the guidelines indicated below. KCAI must have the official IB transcript before transfer credit can be granted. The first three IB credit hours will always be applied to the open elective requirement.

### **Assessment of Prior Experiential Learning**

A student wanting credit for non-accredited coursework may petition for credit through the Assessment of Prior Experiential Learning credit process. APEL is a method that colleges and universities use to evaluate knowledge that a student has gained through life experience or through taking courses at a non-accredited college or university. Students must furnish compelling reasons and documentation that they have mastered the skills and achieved the goals of a student normally enrolled in an accredited studio course or courses. A student may petition for their gained knowledge and skills to be applied to studio course

or courses. Students may petition for APEL credit at KCAI by following the requirements below:

1. The student may petition for APEL credit to be considered and evaluated at the time of application to the college.
2. The petition may be made only after the actual life experience or non-accredited coursework is complete (prior work experience, not current or future work experience).
3. The student must be matriculated at Kansas City Art Institute.
4. The student must have earned a minimum of 30 credit hours at KCAI before APEL credit is awarded.
5. The student must have earned a minimum cumulative and semester GPA of 2.5 or better at KCAI.
6. The student must pay a \$100 petition-for-APEL fee at the time of application. (If a petition is approved, the \$100 may be applied toward credit hours costs.)
7. The student must produce documentation that the student actually acquired the learning the student is claiming.
8. The petition must identify the course or degree requirement to which the student wishes the APEL to apply; for example studio elective.
9. The petition must be made for courses the student has never enrolled in or taken.
10. APEL credit may not be used toward practicum or internship credit hours.
11. The student may petition for a maximum of 36 studio credits hours through APEL.
12. The student may petition for review of APEL credit but may not meet with the evaluation committee until the above requirements are met.

APEL procedures for new applicants:

1. The admissions counselor sends a request for APEL to advising staff.
2. The applicant meets with advising staff to begin the application process for APEL.
3. The student prepares a two- to five-page written essay and a portfolio. The essay and portfolio must demonstrate compelling reasons for the evaluation committee to recommend credit.
4. The student meets with and presents the essay and portfolio to an evaluation committee composed of the appropriate department chair and a faculty member within the same department.
5. The department chair will make the final decision. The advising staff will notify the student in writing.

6. Upon receiving approval for credit, the student must pay \$500 for the first three credit hours and \$100 for each additional credit hour.
7. Approved credit will be placed upon the student's transcript after the student has completed 30 hours in residence at KCAI, if the evaluation process is complete and all APEL fees are paid.

APEL procedures for currently enrolled students:

1. The student meets with advising staff to determine the possibility of receiving APEL credit.
2. The student meets with the appropriate department chair to discuss possible APEL credit.
3. If approved, the student meets with advising staff to begin the petition process.
4. The student prepares a two- to five-page written essay and a portfolio. The essay and portfolio must demonstrate compelling reasons for the evaluation committee to recommend credit.
5. The student meets with and presents the essay and portfolio to an evaluation committee composed of the appropriate department chair and a faculty member within the same department.
6. The department chair will make the final decision. The advising staff will notify the student in writing.
7. Upon receiving approval for credit, the student must pay \$500 for the first three credit hours and \$100 for each additional credit hour.
8. Approved credit will be placed upon the student's transcript after the student has completed 30 hours in residence at KCAI, if the evaluation process is complete and all APEL fees are paid.