



ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

Office of the Registrar – Transfer Department

TRANSFER POLICY & PROCEDURE

Academy of Art University invites all Applicants interested in receiving transfer credit to submit their official transcripts for review.

HOW TO TRANSFER

Transferring into Academy of Art University involves two easy steps:

1. [Apply](#) to Academy of Art University.
2. Submit your official college or university transcript in a sealed envelope to:
Academy of Art University
Attn: Office of the Registrar
79 New Montgomery Street, B 75
San Francisco, California 94105

OR

Academy of Art University accepts electronic submission of official transcripts. Students sending an official electronic transcript should have it directed to the following email address: transcripts@academyart.edu. Academy of Art University is also a member of the National Student Clearinghouse Electronic Transcript Exchange Registry and can accept transcripts directly from other member organizations.

International Transcript Evaluation: Transcripts issued by colleges or universities outside the United States must be translated and/or notarized by a certified educational credential evaluation service such as www.eres.com or www.wes.org (these agencies charge a fee and are not affiliated with Academy of Art University).

TRANSFER REQUIREMENTS

- Each transferring course must be a minimum of 3 semester credits;
- Transcripts submitted must be official: sealed and mailed by issuing institution or submitted electronically;
- Courses presented for transfer must be college-level work, successfully completed with a letter grade of "C" or above;
- Transfer of credit is available to new students within the first semester only;
- Students must submit transcripts before the end of the first semester;
- Concurrent enrollment is permitted; however, once a student enrolls in a degree program at Academy of Art University, they may not take additional classes at another institution for transfer credit. Also, student can only use financial aid at one institution at a time.

UNDERGRADUATE RESIDENCY REQUIREMENT

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement.

HOW TO TRANSFER CLASSES

- Unofficial Transcript Review
 - To assist students in their forward planning, Academy of Art University offers a no cost unofficial transcript review service.
 - The unofficial transcript review is offered to allow prospective students to determine ahead of time if their previously completed coursework from an accredited post-secondary institution may be transferred towards their degree requirements at Academy of Art University. Note that this service is only available for domestic colleges and universities.
 - See [Guidelines for Tasking Other Departments](#) for Unofficial Transcript Review tasking information.
- Official Transcripts
 - Students can officially transfer in units for liberal arts, art electives, and major core/major by advisement courses* by submitting an official transcript.
 - * Based on a portfolio review and an official transcript demonstrating completion of similar coursework, Department Directors may authorize transfer units toward Major Core + Major By Advisement requirements.
 - See How to Transfer above for more information.
- Portfolio Submission
 - Students may place into a course by demonstrating necessary knowledge and skill level. Major course placement or transfer is determined by a portfolio review conducted by the Department Director.
 - Direct all Undergraduate students interested in submitting a portfolio for consideration of course waiver to: www.academyart.edu/Submission
 - You must provide your student with his/her student ID number, as they will be prompted for this at login
 - The submission page includes a video tutorial that students may view prior to uploading their work.
 - Representatives will be tasked by ORTD when the portfolio is received and submitted to the department for review. See below:

Notification: Portfolio Received & Submitted to Department

TRANSFER VS. WAIVER

Upon a successful portfolio review, students will be granted either course transfer or course waiver.

Transfer: To qualify for course transfer, students must 1) have completed equivalent coursework at an accredited post-secondary institution and 2) obtain Department approval to transfer towards their graduation requirements. Students will not have to make up the units with a substitute Academy of Art University course.

Waive: Students who have not completed equivalent coursework at an accredited post-secondary institution will be placed out of a required course and will have that requirement waived but must make up the units with a substitute course which will be determined by the Department Director.

TRANSFER TOTALS BY DEGREE

Associate of Arts (AA) – 66 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	18
Art Electives	0
Major Core + Major by Advisement	0-33*
Maximum Transfer Units	33

Bachelor of Fine Arts (BFA) – 132 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	9
Major Core + Major by Advisement	0-66*
Maximum Transfer Units	66

Bachelor of Arts (BA) – 120 units (COM, FSH-J)

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	9
Major Core + Major by Advisement	0-60*
Maximum Transfer Units	60

Bachelor of Fine Arts, Art History – 120 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	9
Major Core + Major by Advisement	0-60*
Maximum Transfer Units	60

Bachelor of Fine Arts, Art Education – 120 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	0
Major Core + Major by Advisement	0-60*
Maximum Transfer Units	60

Bachelor of Fine Arts, FSH Styling – 120 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	9
Major Core + Major by Advisement	0-60*
Maximum Transfer Units	60

Bachelor of ArchitectureCandidacy Status– 162 units**

Type of Class	Max Units that Can Be Transferred
Liberal Arts	30
Art Electives	9
Major Core/Major by Advisement	0-81*
Maximum Transfer Units	81

AA, FSH Styling, FSH Journalism – 60 units

Type of Class	Max Units that Can Be Transferred
Liberal Arts	18
Art Electives	0
Major Core + Major by Advisement	0-30*
Maximum Transfer Units	30

*Per portfolio review, a student can transfer in as many Major Core/Major by Advisement courses up until the maximum listed above. For example, if a BFA student is not transferring in any liberal arts or art elective courses, they could potentially transfer in 66 units of Major Core/Major by Advisement.

- **Second Bachelor of Fine Arts (BFA2) – 132 units**
 - To qualify for BFA2 status, students must provide proof of a completed Bachelor's degree. Upon receipt of an official college transcript, 66 units (50%) of the required 132 units will be automatically awarded.
 - Students may not *transfer* coursework towards Major Core + Major By Advisement unit requirements, but Directors may *waive* Major Core + Major By Advisement coursework based on a portfolio review.

- **Second Bachelor of Arts (BA2) – 120 units (COM)**
 - To qualify for BA2 status, students must provide proof of a completed Bachelor's degree. Upon receipt of an official college transcript, 60 units (50%) of the required 120 units will be automatically awarded.
 - Students may not *transfer* coursework towards Major Core + Major By Advisement unit requirements, but Directors may *waive* Major Core + Major By Advisement coursework based on a portfolio review.

- **Second Associate of Arts (AA2) – 66 units**
 - To qualify for AA2 status, students must provide proof of a completed Bachelor's degree. Upon receipt of an official college transcript, 18 Liberal Arts units will automatically be awarded. Students may waive/transfer major coursework and can transfer up to 50% of the total required units.
 - Student will take the first 16 courses listed in the BFA2 breakdown.

- **Second Associate of Arts (AA2) – 60 units (FSH-Journalism)**
 - To qualify for AA2 status, students must provide proof of a completed Bachelor's degree. Upon receipt of an official college transcript, 18 Liberal Arts units will automatically be awarded. Students may waive/transfer major coursework and can transfer up to 50% of the total required units.
 - Student will take the first 14 courses listed in the BA2 breakdown.

- **Certificate (CERT) – 120 units**
 - Students may not *transfer* coursework towards unit requirements, but Department Directors may *waive* Major Core + Major By Advisement coursework based on a portfolio review.
 - All courses must be taken onsite.

- **Online Award of Completion (OAC)**
 - Please refer to [Online Education](#) for specific unit requirements, per program.
 - Students may not *transfer* coursework towards unit requirements, but Department Directors may *waive* Core coursework based on a portfolio review.
 - All courses must be taken online.

For a complete list of degrees offered within each major, please refer to [Schools and Degrees Offered at a Glance](#).

TRANSFER GUIDES

Students who are interested in transferring to Academy of Art University in the future can start preparing now by using one of our Transfer Guides. We have Transfer Guides for our top 33 feeder schools posted on the Intranet and on the [Transfer Website](#).

For colleges and universities outside of the top 33 feeder schools, or if your student is seeking an Associate of Arts (AA) or Bachelor of Architecture — Candidacy Status (B.Arch) degree, task your direct manager with the task subject 'Manager – Transfer Guide.'