Appendix M

University of Michigan
School of Art & Design

# General Guidelines for Transfer Credit

A. Transfer credit will be granted for course work completed outside of the University of Michigan, if the following conditions are met:

- The previous institution sends an official transcript to the School of Art & Design Registrar, University of Michigan, 2038 Art and Architecture Building, Ann Arbor, MI 48109-2069.
- Grades must be "C" or better. Grades of "C-" and below are not acceptable. The previous institution's policy for pass/fail grades must stipulate that "P" grades count only for a grade of "C" or better.
- Course work was completed in an accredited American or Canadian college or university, or a degree-granting foreign university. Questions about accreditation should be directed to the Undergraduate Admissions Office, 1220 Student Activities Building, (313) 764-7433.
- There is a comparable U of M undergraduate program offering similar course work. For example, the University has no programs in veterinary medicine, home economics, agriculture, or art education; and no undergraduate course work in dentistry, criminal or civil law, librarianship, medicine, public health, or social work. Therefore, undergraduate courses in these areas do not transfer.
- The course work is comparable in content and in contact hours to undergraduate courses offered at this University. For example, only one or two business administration classes below the junior-level are offered at the University. Therefore, business courses from a two-year college do not transfer.
- The course work does not duplicate courses completed at the University of Michigan or courses previously transferred to the University.
- After accumulating 60 or more credits toward a degree at the University, credit earned at a two-year college is not transferable.
- Credit for course work cannot exceed 64 credits from a four-year institution, or 60 credits from a two-year college (62 credits from a two-year college from which an Associate's Degree has been earned).
- At least 64 of the 128 credits required for a BFA degree must be earned in residence on the Ann Arbor campus. A maximum of 9 transfer credits can be counted toward the advanced studio requirement. The final 15 required credits in advanced studio courses must be taken in residence. Students admitted fall 1996 and after must take four studio courses in their concentration in residence.

B. The Transfer Credit Procedure

After receipt of an official transcript, credit evaluation proceeds on two levels:

- The School of Art & Design Registrar forwards the transcript to Credit Evaluators in the Undergraduate Admissions Office for an evaluation of all **academic course work**, including international course work. For academic courses completed through an international university, students should schedule an appointment with a foreign credit evaluator in the Admissions Office.
- The School Registrar recommends transfer credit evaluation of **studio course work** for approval by the assistant dean. Students should be prepared to submit course descriptions and a portfolio if requested.

Transfer credits earned at institutions operating on a quarter system are converted to semester hours, e.g., a three-credit, quarter-system course would transfer as a two-credit course.

Although it is not required, students who want to ensure the transfer of academic course credits through prior approval may contact the Undergraduate Admissions Office, Credit Evaluators, Room 3510 SAB, 763-1074.

Transfer credit is posted on the student's transcript without grades, except when credit is from another U-M campus. Transferred credits are not calculated in the student's U-M grade point average.

Transfer credit may be recorded in several ways: as equivalent to U-M courses; as departmental credit; or in the case of multidisciplinary courses, as divisional credit in humanities, social sciences or natural sciences.