TRANSIENT STUDENT FORM



A current CCAD student who desires to transfer credits to CCAD from another institution must satisfy all transfer credit requirements outlined in the Student Handbook and complete the Transient Process. This includes obtaining course information from the outside institution and presenting those to the appropriate CCAD contact for course equivalency review and approval on this form. Once this form is completed, it must be filed with the Advising Office at advising@ccad.edu. After completing the course, the student must provide an official transcript from the other institution to CCAD's Office of Student Records. Only courses with an earned grade of "C" or better will be eligible for transfer credit in accordance with CCAD policy. Transfer coursework does carry over the credits earned to the student's CCAD record, but the transfer grade earned does not impact a student's CCAD cumulative GPA. See Student Handbook for details. Except in very unusual circumstances, a minimum of 60 semester credit hours must be earned at CCAD as a residency requirement in order to receive the degree of BFA (60.0 credit hours may be transferred). See the Student Handbook for all graduation requirements.

Student Last Name Legal First Nam		Middle Name			
CCAD ID:		D	ate:		
Institution of Transferring Cre	CCAD Credit Hour Equivalency				
		Quarter Hrs	Semester Hrs	Quarter Hrs	Semester Hrs
nstitution Name		5.0	3.0	3.0	2.0
		4.0	2.5	2.0	1.0

- Have advisor verify that course(s) is needed for degree requirements then fill in course information from other institution.
- Meet with Advisor for liberal arts/art history course(s)approval.
 Meet with course supervising Associate Dean for studio course(s) approval; Dir. of CORE First-Year Studio for first year studio courses.
 Once complete, submit this form to the Advising Office at advising@ccad.edu.

Approved List of Course(s) to be Taken and Transferred to CCAD

Course ID #	Course Title from other Institution	Credit Hours	CCAD Course ID #	CCAD Course Title	Credit Hours	Associate Dean/Dir. CORE FY Signature for Studio Courses and/or Advisor Signature for LIBA/ARTH Courses.	Date

An official transcript from the other institution must be submitted to CCAD's Office of Student Records before credits will be posted to the CCAD Transcript.