

# TRANSFER ELIGIBILITY

Prospective transfer students applying for admission to LCAD must be high school graduates or have an equivalent degree and must have achieved above-average performance in academic subjects in high school and college.

LCAD accepts a maximum of 66 units total (39 liberal arts/27 studio) from another accredited institution. Transfer credit will be accepted from colleges or universities that are accredited by one of the six regional associations of schools and colleges; Middle States (MASAC), New England (NEASC), Higher Learning Commission (HLC), Northwest (NWCCU), Southern (SASAC), Western (WASC), or by the National Association of Schools of Art and Design (NASAD).

LCAD recognizes two types of transfer credit, Studio and Liberal Arts courses. Because LCAD offers a BFA Degree, your length of time at LCAD is determined by the number of studio units granted after a review of your Transfer Portfolio by the Chair of your major.

## INTERNATIONAL TRANSCRIPTS

International transfer is considered on a case-by-case basis with the student providing an English translation of the foreign transcript and an evaluation of the transcript into the American semester unit system. All international transcripts must be submitted to IERF ([ierf.org](http://ierf.org)) for validation and conversion into US equivalents. There is a separate fee and time requirement for this service. Please visit their website and plan accordingly.

## TRANSFERS FROM UNACCREDITED INSTITUTIONS

Students wishing to transfer from institutions that are not approved by a regional accrediting organization or the National Association of Schools of Art and Design (NASAD) may submit a portfolio for review of specific coursework and transcripts for academic work. Upon completion of the review, the student may be granted a maximum of 12 units of transfer credit, including both studio and liberal arts (up to 15 units from an approved atelier).

## TRANSFER STATUS

There are many unforeseen circumstances that may contribute to changes in a student's estimated graduation date. Some examples are: Changes in a student's program, enrollment in courses not included in a student's academic plan, a student carrying fewer units than his/her prescribed course load, and failing and/or repeating courses.

Please note that we can guarantee neither that these units will transfer nor that transfer students will complete a program's course of study in fewer than 4 years. Similarly, previous coursework completed at a community college does not guarantee that a student will transfer to LCAD as an upperclassman.

Students with AA degree certification are not exempt from LCAD's transfer policies. Students with previous undergraduate degrees should contact your transfer specialist.

Transfer status will be determined by LCAD's Registrar's Office and the Chair of your major.

Please contact your transfer specialist with further questions at [transfer@lcad.edu](mailto:transfer@lcad.edu)

# TRANSFER CREDIT GUIDELINES

All course transfer eligibility is dependent upon a minimum final grade of "C" or better. LCAD does not accept Pass/Fail credit. While there is no minimum number of transfer units required to be considered a transfer student, students may transfer up to 39 credits of Liberal Arts. Please note that this information is provided as a guideline and final determination of course transferability is made by the Office of the Registrar.

**ENGLISH COMPOSITION (3 CREDITS)** – A college-level writing/composition class.

- Reading, Literature and remedial/developmental English courses do not count.
- Transfer credit is contingent upon LCAD English Diagnostic score.

**CRITICAL REASONING (3 CREDITS)** – An advanced college-level writing/critical thinking class.

- Transfer credit is contingent upon LCAD English Diagnostic score.

**FIRST-YEAR SEMINAR (3 CREDITS)** – A first-year seminar at an accredited college or university.

- Not offered at all colleges and universities.

**PHYSICAL SCIENCE (3 CREDITS)** – Any Science class.

- Examples: Anatomy/Physiology, Astronomy, Biology, Biological Anthropology, Chemistry, Computer Science, Environmental Science, Geology, Health/Nutrition, Physics, etc.

**SOCIAL SCIENCE (3 CREDITS)** – A class in the social sciences.

- Examples: Anthropology, Business, Communication Studies, Cultural Studies, Economics, Ethnic Studies, Gender Studies, Geography, History, Linguistics, Media Studies, Philosophy, Political Science, Psychology, Religious Studies, Sociology.

**QUANTITATIVE REASONING (3 CREDITS)** – Any college-level math class or a financial literacy/planning class.

- College-Level Math: Statistics, College Algebra, Trigonometry, Precalculus, Calculus, or above. (Not eligible: Arithmetic, PreAlgebra, Elementary Algebra, Intermediate Algebra, or Geometry)
- Personal Finance: Finance or Personal Finance courses.

**LANGUAGE ARTS (3 CREDITS)** – For non-Animation students. Any other English, Literature, Creative Writing, Linguistics, Rhetoric, or Foreign Language class.

- English Composition courses are not eligible.

**ART HISTORY (18 CREDITS TOTAL)** – Must take one class from each of these six categories.

**ANCIENT CIVILIZATIONS (3 CREDITS)** – Art history classes of the ancient world: up to 5th century.

**MEDIEVAL WORLDS (3 CREDITS)** – Art history classes of the middle ages: 5th to 15th centuries.

**RENAISSANCE + EARLY MODERN (3 CREDITS)** – Art history classes of the 14th to 18th centuries.

**MODERN MOVEMENTS (3 CREDITS)** – Art history classes of the 19th and 20th centuries.

**CONTEMPORARY MOVEMENTS (3 CREDITS)** – Art history classes of the 20th and 21st centuries or museum/archival studies.

**HISTORY OF THE MAJOR (3 CREDITS)** – History of student's major: Animation, Drawing + Painting, Entertainment Design, Game Art, Graphic Design + Digital Media, or Illustration.

**ACTING FOR ANIMATORS (3 CREDITS)** – Only for Animation students. A Theatre Acting class. Public speaking, communication theory or language arts classes are not eligible.

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# STUDIO TRANSFER CREDIT GUIDELINES

THIS PERTAINS TO ACCEPTED STUDENTS WHO HAVE COMPLETED STUDIO ART CLASSES IN AN ACCREDITED COLLEGE PROGRAM AND WHO ARE PETITIONING FOR STUDIO TRANSFER CREDIT.

A Transfer Portfolio must be submitted for each studio art course you wish to be considered for transfer. Because it serves a more specific purpose, a Transfer Portfolio will likely be different from the Admissions Portfolio and will be submitted after you've been accepted to the program. You may include images previously submitted in your Admissions Portfolio. All course transfer eligibility is dependent upon a minimum final grade of a "C" or better, pass/fail courses will not be considered.

## TRANSFER PORTFOLIO GUIDELINES

- Each studio class should have its own file folder clearly labeled with the course title as it appears on your transcripts.
- Include at least 6-10 images from each studio class. You may submit more if you feel it is necessary.
- Include an inventory list that identifies each work by number, title, media and completion date for each studio class. You may also include any information that you feel is pertinent for the reviewer to know.
- Include images from coursework; Such as 2D and 3D Design Classes, that demonstrate your technical, creative and organizational skills.
- Include images that are related to your area of concentration/major for advanced studies.
- 3D digital projects should adhere to the 3D Portfolio Requirements referred to in the Game Art Portfolio Guidelines.
- Any Studio Course not included in the Transfer Portfolio will not be considered for transfer.
- Portfolios cannot be evaluated until after the applicant has been accepted to the program.
- Your portfolio will be evaluated by either a college studio dean, department chair or designated department faculty. The evaluator will give the results to the registrar.
- When you register for LCAD classes, the results of the evaluation will be in your advising folder so that your academic advisor can register you for the appropriate courses.

## FORMATTING YOUR TRANSFER PORTFOLIO

- Digital portfolio images should be saved as .jpg files that are no larger than 1MB each (videos are exempt from size limit).
- Each image should be labeled as follows: (01\_ Applicant's Last Name), (02\_ Applicant's Last Name), etc.
- All of these folders should be included in a master file folder titled: (Applicant's Last Name\_First Name Transfer Portfolio)

## SUBMITTING YOUR TRANSFER PORTFOLIO

Your Transfer Portfolio should be emailed directly to our transfer specialist at [transfer@lcad.edu](mailto:transfer@lcad.edu)

If you have any questions, please feel free to contact our Transfer Specialist at: 949-376-6000 ext. 298