

CONTINUING STUDENT TRANSFER CREDIT APPROVAL REQUEST

Within the limits of CCA's transfer credit policy and senior residency requirement, students may enroll in classes outside of CCA. **THE DEADLINE FOR SUBMITTING A TRANSFER CREDIT APPROVAL REQUEST (TCAR) TO TAKE CLASSES DURING THE SUMMER OR FALL TERMS IS THE PREVIOUS APRIL 15TH; THE DEADLINE FOR SUBMITTING A TCAR TO TAKE CLASSES DURING THE SPRING TERM IS THE PREVIOUS DECEMBER 1ST.** In order to assure transfer credit for Studio transfers, it is necessary to obtain approval from CCA before you enroll in the course and to provide an official transcript to CCA's Student Records Office once the course is graded. In order to assure transfer credit for Humanities & Sciences transfers, students should check the following website: www.assist.org. If an H&S transfer course appears under the "IGETC for UC and CSU" link on the assist.org website, then no additional CCA approval is necessary. If an H&S transfer course does not appear on the IGETC link, then additional approval from the CCA H&S Office is required. Courses receiving a grade lower than a C (including C-) are not considered for transfer credit. Students who matriculate with fewer than 60 transfer units may apply a maximum of 12 additional transfer units once enrolled; students who matriculate with 60 or more transfer units may apply a maximum of 6 additional transfer units once enrolled. File this request form with the Student Records Office in Oakland or San Francisco. This form does not constitute a contractual agreement between CCA and the other school. Further information regarding CCA's transfer credit policy can be found online at www.cca.edu in the Student Handbook section. **ALL TRANSFER REQUESTS AFTER A STUDENT'S MATRICULATION REQUIRE THE STUDENT TO FILE A TCAR.**

Name: _____ Student ID # _____
Last First MI
Address _____ Major: _____
Street City State Zip Code
Home Phone: _____ Work Phone: _____

SRO Verification: (STUDENTS, DO NOT WRITE IN THIS SECTION)

Units remaining to complete for BFA or BA: _____ BArch: _____

CCA's Senior Residency policy requires that students must take their last 30 units of course works towards a BA or BFA and their last 48 units of course work toward a BArch at the college.

Number of transfer units previously approved for transfer credit since student matriculated: _____

SRO Initials: _____ Date: _____

Course Information:

School you plan to attend: _____ Term: _____ Sem Qtr

Course you plan to take: _____
Course Number Title

Equivalent CCA course: _____
Course Number Title

School you plan to attend: _____ Term: _____ Sem Qtr

Course you plan to take: _____
Course Number Title

Equivalent CCA course: _____
Course Number Title

You must complete the following steps:

- Attach a course description for each course listed above.
- Turn this form and the course description(s) in to the Student Records Office.
- Complete the course with a grade of "C" or better.
- Request that an official transcript be sent to the CCA Student Records Office. SF majors: 1111 8th Street, San Francisco, CA 94107 or Oakland majors: 5212 Broadway, Oakland, CA 94618.

I understand the above conditions:

Student Signature: _____ Date: _____

SRO Use Only:

Verified by Transcript Evaluator: _____ Date: _____

Department Approvals:

Program Chair or Major Advior (for studio course(s)): _____ Date: _____

Humanities and Sciences Office (for H & S course(s)): _____ Date: _____