

## TRANSFER CREDIT EVALUATION FORM

<b>Submit in person to:</b> <b>ATI College, Attention: Admissions Department</b> <b>c/c: Program Director</b> <b>15141 Whittier Blvd., Suite 420</b> <b>Whittier, CA 90603</b> <b>Monday – Friday, 9 am to 4 pm</b>	<b>Mail, Fax, or Email to:</b> <b>ATI College, Attention: Program Director</b> <b>15141 Whittier Blvd., Suite 420</b> <b>Whittier, CA 90603</b> <b>Fax. (562) 864-7806</b> <b>Email: <a href="mailto:info@ati.edu">info@ati.edu</a></b>
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**Transfer of Credit Policy** - Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

1. An official transcript accompanies the request, which must be made prior to matriculation at the school.
2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official English translation of their transcript, along with their request to transfer credits.
4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request.
5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis.

I. Process for Evaluating Transfer Credit - Transfer credit must meet the expectations of the faculty and directors and be appropriate to the program sought. Academic credit earned within ten (10) years prior to admission will be reviewed as to applicability to the present course of study. The Admissions reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student's matriculation. Credits will not be accepted after the student has enrolled at the school.

II. Process for Establishing Equivalency of Transfer Credit - Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits, as recommended by generally accepted national educational standards. Not all prior credit is applicable to credits earned at ATI College. Transfer credit must support the program. The designated Academic Affairs staff member will evaluate all transcripts and requests for credit to determine transfer credit acceptable to the school as meeting partial requirements for the program.

III. Administrative Position Responsible for Transfer Evaluation - The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.

STUDENT INFORMATION
NAME:
SOCIAL SECURITY NO:
DATE OF BIRTH:
EMAIL:
PROGRAM:
EXPECTED START DATE:
EXTERNAL INSTITUTION INFORMATION
NAME:
CAMPUS LOCATION (CITY, STATE):
TERM OF ATTENDANCE (EX: FALL 2014):
<b>I have read the information and understand my responsibilities concerning transferring credit to the ATI College:</b>
Student Signature: _____
Date: _____

<i>EXTERNAL COURSE</i>				<i>ATI COLLEGE EQUIVALENTS</i>			
Course # (Ex: ART105)	Course Title	Credits	Online?	Course # (Ex: ART105)	Course Title	Credits	Director Approval
			Yes / No				
			Yes / No				
			Yes / No				
			Yes / No				
			Yes / No				
			Yes / No				
			Yes / No				

Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_