**BGSU**

**School of Art**

**Transfer Credit Evaluation Process**

 **2018-2019**

Courses that appear on the Transfer Evaluation Report as ART, ARTC, ARTD, ARTE, ARTH, ARTS 1XXX or 3XXX are not automatically used by the Degree Audit to fulfill major and minor requirements in degree programs offered by the School of Art.

It is possible that upon further evaluation some or all of these courses could be substituted to meet degree requirements in major or minor programs offered by the School of Art.

Students who wish to seek further evaluation of any 1XXX or 3XXX courses in the areas of ART, ARTC, ARTD, ARTE, ARTH or ARTS may follow the steps below.

1. Student obtains a copy of their BGSU Transfer Evaluation Report.
	1. The Office of Transfer Credit Evaluation sends a copy of the Transfer Evaluation Report to the student’s official BGSU email account.
	2. If necessary, student may request another copy of the report from the Office of Transfer Credit Evaluation, Room 115, Administration Building, (419) 372-7959 or transfer@bgsu.edu.
2. Student meets with SOA Associate Director to review Transfer Evaluation Report.
	1. Student emails Associate Director to request an appointment to discuss specific courses and determine next steps.
	2. Student provides Transfer Evaluation Report to Associate Director at time of appointment.
	3. 2016-2017 SOA Associate Director is Lynn Whitney, lynnhwh@bgsu.edu
3. Student meets with appropriate SOA Faculty on recommendation of Associate Director.
	1. Student provides Transfer Evaluation Report.
	2. Student provides copies of class materials for review (syllabus, portfolio, assignments, etc.).
4. Faculty evaluators send email to Associate Director with evaluation decisions.
	1. Email must include:
		1. Student ID
		2. Name of transfer institution
		3. Name of transfer course
		4. Course code and number of transfer course credits
5. Associate Director writes up Substitution Request Form for the student.
6. Associate Director forwards form to SOA Director for approval.
7. Director forwards form to SOA Secretary I.
8. Secretary I forwards form to A & S college office for approval and coding in student’s Degree Audit.
9. Student is responsible to monitor their Degree Audit to make sure that the substitution has been coded.
10. Student contacts Associate Director if substitution does not appear in Degree Audit within two weeks of submission.