

Thank you for submitting your application to Rocky Mountain College of Art + Design. This document contains important information for students who have prior college-level credit. Please review this information and contact your Admissions Representative if you need to add or change the information provided on the Transfer Credit section of your application or if you have any questions regarding the transfer credit process.

TRANSFER CREDIT POLICIES + PROCESS

Prospective students who want their prior college-level credit evaluated for transferability to RMCAD must list those sources on their Application for Admission. Prospective students using Military/Veterans Benefits are required to list all sources of prior college-level credit earned and submit official transcripts for a transfer credit evaluation.

Applicants should contact their Admissions Representative if they need to add to or revise the list of colleges attended, exams taken or other sources of college-level credit.

RMCAD may provide an unofficial evaluation based on a review of unofficial transcripts, but official college transcripts are required before any transfer credit will be accepted towards a RMCAD degree. Students must provide official transcripts from the institution(s) where the prior coursework was actually completed and credit was awarded. RMCAD cannot accept transfer credits reflected on the transcripts of other institutions without an official transcript from the originating institution.

Students seeking credit based on CLEP scores, AP/IB scores, and military transcripts (including SMART, DANTES credit, etc.) must have official test scores or transcripts sent to RMCAD.

Transcripts and test scores are considered official if they are sealed by the prior institution and delivered by mail or in person to: Office of the Registrar, RMCAD, 1600 Pierce Street, Lakewood, CO 80214. Transcripts opened by the student will not be considered official. RMCAD also considers transcripts to be official if they are sent by the prior institution to transcripts@rmcad.edu, by fax, or by any approved electronic delivery service.

Transfer credit will not be awarded for any courses a student has already started at RMCAD. Therefore, we strongly encourage all documentation to be submitted for review no later than one week prior to a student's start date and all transcripts must be submitted prior to the end of a student's first term.

International students with previously completed college credits outside of the United States must submit official transcripts along with a course-by-course evaluation by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) www.naces.org/members.html.

Please refer to the Academic Catalog for specific criteria on the acceptance of transfer credit such as course equivalencies, minimum grades/scores, age of credit, etc.