



Cleveland Institute of Art

Transient Students:

Transient students are CIA students who register at another college, in order to transfer successfully completed course credit back to CIA; typically this is done during a summer term. Credits are transferrable to CIA, provided they meet CIA degree requirements and the grade earned is a “C” or better (please note: a “C-” is NOT transferable). Tuition and fees are the responsibility of the student. Some colleges require a verification of enrollment letter from CIA and an acknowledgment that CIA will accept the coursework listed in the letter as transfer credit.

Procedure for transient students:

Step 1. Students must have the coursework approved by CIA prior to registering at another college and should start the approval process at the Registrar’s Office. If the course description has been previously approved, the Registrar will provide a “Transient Student Form,” which will indicate CIA’s approval of the course. This form should be presented to the college where the course will be taken. If the course must be reviewed by CIA faculty before it can be approved, students may be required to obtain a syllabus or other information about the course for faculty review.

Step 2. Students must present the “Transient Student Form” at the time of registration. Transient students are eligible to register as soon as course registration becomes available.

Step 3. Upon successful completion of the course, students must request an **official** transcript be sent to the CIA Registrar’s Office, indicating a grade of C or greater to be verified for transfer.

Step 4. The Registrar’s Office then notifies students when the credit has been applied.

NOTES:

1. Host colleges may have additional fees, prerequisites, and/or placement tests. Students are responsible for knowing the requirements and for fulfilling them.

2. The Cleveland Institute of Art is NOT responsible for host colleges’ course closures. Students should enroll at the earliest opportunity, to avoid the possibility of being closed out of a course.