



TRANSFER CREDIT APPROVAL FORM

Student's Name _____ Student ID _____

Name of College or University you plan to attend: _____

Year: _____ Term: _____

| Directions to Student: |
|---|
| • Download and fill out the TCA form from the SSA website or pick up from the Office of the Registrar. |
| • Attach a copy of your unofficial SSA transcript downloaded from NetClassroom. |
| • Turn in TCA form and unofficial SSA transcript via email or in-person to your academic dean for approval. |
| • Return the completed TCA form, with the required attachments , to the Office of the Registrar. |
| Required Attachments: |
| • A copy of the transfer institution's academic calendar showing the dates the course or courses will be/were offered. |
| • A copy of the transfer institution's course description for each of the courses you wish to have approved for transfer. |
| • A brief statement explaining and justifying your TCA request. |

List below the courses for which you are requesting transfer credit approval:

| From Transfer Institution | | | To be completed by Dean |
|--------------------------------|--------------|--------------|-------------------------|
| Course Abbreviation and Number | Course Title | Credit Hours | SSA Equivalent |
| | | | |
| | | | |
| | | | |

Dates of class: _____

Students: Read Carefully Before Signing!

I understand that transfer credit must be approved **in advance** or credit may not be accepted. I understand that I must request an official transcript from the institution above to be sent to the Office of the Registrar to obtain transfer credit at SSA. I understand that after initial enrollment, students may transfer up to 12 semester credits from another accredited institution. Further, I understand that the final 30 credits towards my BFA degree must be taken at SSA. I understand that any course failed at SSA may not be retaken at another institution for credit or to satisfy a prerequisite. **I have read the relevant sections governing transfer credit in the SSA Catalog and Handbook and understand that these regulations will be applied to me regardless of whether this form has been approved by my Dean.**

Student Signature: _____

Date: _____

Dean Signature: _____

Date: _____