

# PETITION TO TRANSFER CREDITS FROM ANOTHER INSTITUTION

**COMPASS COLLEGE**  
of **CINEMATIC ARTS**



Compass College of Cinematic Arts  
Registrar's Office  
41 Sheldon Blvd. SE  
Grand Rapids, MI 49503  
p. 616.988.1000

Students must complete this form in order to have courses from other colleges transferred to CCCA. Official copies of your transcript are required to be sent to the Registrar's Office.

Student ID #: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student: \_\_\_\_\_  
(Last) (First) (M.I.) (Maiden name or any other name used)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ / \_\_\_\_\_ Email: \_\_\_\_\_  
(home) (cell)

### Transfer Credits Policy

- The acceptability of courses depends on the appropriateness of the courses to a given major, on their comparison to courses offered in the CCCA program and on the length of time since these credits were earned.
- CCCA will accept coursework with grades of "C" or better from accredited institutions.
- Course(s) must be 100 level or higher.
- A limited amount of transfer credits is allowed.
- Grade(s) earned at other institutions will not be used in computing the GPA at Compass College of Cinematic Arts.

### Process (Prior to Enrollment at CCCA)

- Attach a course description for each of the course(s) being petitioned for credit. It may be copied from a college catalog or a college website.
- Complete the course information for each of the course(s) in the box below.
- Submit all documentation to the Registrar's Office at CCCA.
  - Official Transcripts should be sent directly to the Registrar's Office at CCCA, from the sending institution.

Please list the coursework below taken at another institution and the credit requested at CCCA.

Transfer Institution Name	Transfer Course Prefix, Number & Title	Credit Hours	Grade	Requested CCCA Course Credit	Office Use Only
<i>ie: Grand Rapids CC</i>	<i>EN 101 - English Composition I</i>	<i>3.0</i>	<i>B+</i>	<i>ENG158 English Composition</i>	

Please be aware that this process will take time. The student will be notified when a decision has been made on the coursework. The credit awarded will be viewable in the student Populi account.

### FOR OFFICE USE ONLY:

Evaluated By: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Credits transferred on this petition to CCCA: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_